



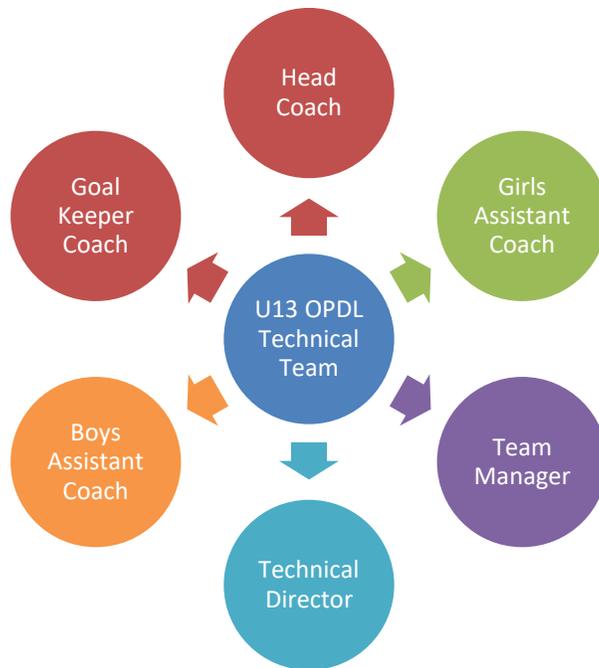
Staff Roles & Responsibilities

U13 Girls/Boys OPDL

2019 Season

The following document provides an outline of the roles and responsibilities of all staff. Each member of staff should ensure they are familiar with their roles and have conducted the necessary pre-planning to fulfill their responsibilities at the required 80% + performance standard.

The Performance structure incorporates both staff and players focusing their energies to produce continuous personal improvement in all aspects of performance. Professional staff has been recruited to fill key roles across the four corners of player development to help stimulate continuous growth and development.



The selected staff are proactive people who share a common vision of using their unique skills to help the team achieve its short, medium and long-term goals. The working environment will be fun but focused on performance and all staff can perform under pressure. Remaining connected throughout the year will be one key to our success and to support this all staff should adhere to the following:

1. Focus energy in the right places- your job done well first (80% +)
2. Good mood = Good work - be a positive influence first
3. Drawing strength from other's weaknesses is not part of our culture - only constructive criticism is acceptable and should be made to the appropriate member of staff in the right way and at the right time - if not reported to the Head Coach only
4. Don't assume - work on facts and objectivity
5. Deal with matters that are Important but not Urgent as well as those that are Urgent and Important

"If it's good for the team think, say and do it - if it's not, then don't"

The responsibilities outlined below provide a general overview of the core functions related to your role.

1. **Assistant Coach:**

- i. Plan and design technical sessions and presentations as per the teams' Goals and Objectives
- ii. Provide advice and guidance to Head Coach on team selection and strategy for games
- iii. Provide advice and guidance for set play overview and technical content
- iv. Provide general technical advice and guidance based on daily observations made
- v. Assist the head coach with substitutions
- vi. Manage in game substitutions

- vii. Responsible for communicating with a specific unit or group of players during matches
- viii. Provide feedback during the half time interval
- ix. Interact with outfield players to provide relevant advice and guidance to improve performance
- x. Assist in the delivery of on-field training sessions (Warm-ups, Technical Sessions, Positional Training, Tactical Sessions)
- xi. Provide feedback and assistance with team meetings
- xii. Ensure any and all equipment is ready for use

2. GK Coach:

- i. Planning and delivering a comprehensive training programme to work on strengths and development areas in accordance to each goalkeeper's individual needs
- ii. Provide GK performance reviews – based on training and match performance
- iii. Monitor the Individual development of each GK
- iv. Provide support to Head coach with GK selection
- v. Provide general technical advice and guidance based on daily observations
- vi. Create a GK selection plan and criteria. Communicate all selection information to GK's.
- vii. Organise GK set plays - Role Understanding

3. Team Manager:

- i. Coordinate all player and staff registrations in accordance with OSA policies
- ii. Manage the team's finances including collecting payments from parents
- iii. Complete any and all Game day forms
- iv. Keep the Technical Staff updated on administrative requirements from the OSA and OPDL
- v. Coordinate travel and accommodations for league and non-league games or events
- vi. Coordinate purchases of uniforms, equipment or anything else needed through approved SCT suppliers
- vii. Ordering and Distribution of Players Training Kit