



**Squash New Zealand Assistant Coach / Manager
2017 World Doubles and 2018 Commonwealth Games**

Job Description

Desired Attributes

The following are some of the attributes Squash New Zealand requires in the Assistant Doubles Coach/Manager:

- Excellent Leadership and Management skills
- Experience and knowledge of the High Performance Coaching environment and international squash, in particular doubles gameplay and coaching
- Highly motivated, energetic, results driven with a “can do” attitude
- World Doubles Championships and Commonwealth Games doubles experience as a coach or player
- Ability to effectively communicate with athletes, coaches, Squash New Zealand and support personnel
- Enjoy working within a team culture that is part of a wider team environment
- Ability to work calmly under pressure and with limited resources
- Capacity to adapt, be flexible and multitask
- Have personal integrity
- A comprehensive understanding of the Squash New Zealand Coach Development Framework
- The highest levels of personal integrity
- An understanding of the Coaching Process (Coach Approach)

Key Tasks

This position will require the Assistant Coach/Manager to:

- Work alongside the 2017 World Doubles and 2018 Commonwealth Games lead coach,
- Work alongside the Squash New Zealand office with planning for the doubles camps and the 2017 World Doubles and 2018 Commonwealth Games events,
- Assist in the delivery of all Doubles Camp activity,
- Maintain regular contact with all potential Doubles Athletes in the High Performance Programme,
- Assistant Coach and Manage New Zealand Doubles teams at selected overseas events (this will include the 2017 World Doubles Championships, Manchester, England and the 2018 Commonwealth Games, Gold Coast, Australia (dependent upon selection from NZOC))
- Provide monthly reports to Squash New Zealand

Responsible to:

- Squash New Zealand HP Manager

- Squash New Zealand CEO

Key Relationships:

- Lead Coach 2017 World Doubles and 2018 Commonwealth Games
- High Performance Squad Athletes
- Support Personnel
- Squash New Zealand HP Manager
- Squash New Zealand CE
- High Performance Advisory Panel
- Athletes' Personal Coaches

Primary Objective

Provide leadership and support to create an environment for High Performance Athletes in contention for doubles activity to develop and maximise their performances to achieve a podium position when representing New Zealand at the World Doubles Championships and Commonwealth Games

In particular, the Assistant Coach/Manager must agree:

- To conduct themselves in a proper manner so as not to bring themselves, their athletes, and Squash New Zealand into disrepute.
- Not to make, comment, issue, authorise, offer or endorse any public criticism or statement having or designed to have a prejudicial effect on the interests of the Squad or Squash New Zealand.
- To conduct themselves in such a manner as to obtain and maintain their best possible physical fitness and health to carry out their duties to the squad to the best of their ability.
- To abide by the Squash New Zealand Coaches Code of Ethics
- To undergo police vetting

The Assistant Coach/Manager will need to liaise with and work alongside Squash New Zealand's High Performance Manager and Lead Coach of the 2017 World Doubles Championships and 2018 Commonwealth Games to coordinate the following:

1. Pre - Camp

- Strategic planning of Doubles Training camp content, activities and schedule
- Communicate with all other support staff (strength and conditioning coach, etc.) with regards to the Doubles Training camp activity
- Assisting with scheduled camp logistics
- Communicate decisions around players to be included or excluded for the upcoming camps to all relevant parties i.e. players, parents, coaches, SNZ office

2. During - Camp

- Support the delivery of all on and off court sessions during scheduled camps
- Provide advice, feedback, encouragement and support to all athletes during all camps

- Provide coaching services as agreed for the duration of the contract to ensure the athletes achieve their full potential

3. Post - Camps

Within seven days of each camp, the assistant coach/manager must:

- Provide support to the lead coach containing feedback, advice, fitness testing results and targets and send directly to Doubles athletes, and their personal coaches

4. Between - Camps

In order to monitor and provide on-going support to all Doubles athletes, the assistant coach/manager is responsible for supporting the lead coach in the following:

- Making personal contact via telephone with each squad member each calendar month,
- Requesting a training log from each squad member each calendar month,
- Providing a player report to Squash New Zealand on each squad member each calendar month.
- Review and comment on squad member's training logs
- Being the key point of contact for Double squad members, and personal coaches.

5. Pre – World Doubles and Commonwealth Games Event the assistant coach/manager must provide the following support to the lead coach:

- Strategic planning of World Doubles Event camp content, activities and schedule
- Communicate with all other support staff (assistant coaches, strength and conditioning coach, etc.) with regards to the World Doubles camp activity
- Assisting with scheduled event logistics
- Ensure the squad is adequately prepared for the event itself
- Review and comment on squad member's training logs

6. During - World Doubles and Commonwealth Games Event. The assistant coach/manager must provide the following support to the lead coach:

- Delivery of all on and off court sessions during event
- Provide advice, feedback, encouragement and support to all athletes during all event activities
- Provide coaching services as agreed for the duration of the contract to ensure the athletes achieve their full potential
- Ensure all team members abide by the rules and conditions of their selection
- Co-ordinate all training and pre-event activity at the venue
- Provide daily feedback to SNZ
- Ensure the event runs within the agreed budget and provide a financial reconciliation at the end of the event
- Act in a professional manner at all times and help in creating a team environment

7. Post - World Doubles and Commonwealth Games Event

Within 30 days of the event, the assistant coach/manager must:

- Provide a written report on the World Doubles Championship event and send directly to the Squash New Zealand HP Manager