

RECRUITMENT CO-ORDINATOR

ROLE

To organise the scouting network for the recruitment of players for the Centre of Excellence

RESPONSIBILITIES

- To be accountable for co-ordinating a Scouting network to attract talented young players to the Centre of Excellence.
- To expand the existing network of Scouts to ensure that more matches are viewed and more players are monitored.
- To ensure that an Inventory of Scouts is updated frequently to enable the EWO to inform the Football League Youth Dept. of any amendments on the appropriate YD3 Form.
- To ensure that all Scouts complete and return the YD2 Form and if necessary the F.A.CRB check.
- To ensure that all Scouts are issued with a Scouts Protocol and to monitor that this is observed.
- To arrange a Talent Identification Course for all Scouts.
- To ensure that Scouts are active in their endeavour to view matches in order to monitor the performance of players
- To ensure that all Scouts are familiar with the standards and calibre of players required by the C.O.E.
- To ensure that Scouts attend C.O.E. matches occasionally in order to observe standards.
- To liaise with the Head of Youth Football , the C.O.E. Co-ordinator and the Centre of Development Co-Ordinator to discuss issues relating to recruitment and arrangements for trialists.
- To ensure that the protocol for trialists is observed and the relevant documentation is completed.
- To communicate with parents in relation to a trialist's progress and to inform them of the club's decision to offer to register a player with the C.O.E or to release him.
- To keep a record of matches viewed by Scouts and the players recommended.
- To ensure that all Scouts have received and understood the Club's Child Protection Policy and that it is adhered to.
- To provide a weekly report of developments on the scouting network and to deliver it via email

CENTRE OF EXCELLENCE MANAGER

ROLE

To oversee the Centre of Excellence as directed by the Head of Youth Development.

RESPONSIBILITIES

- To attend all coaching sessions and home or away matches for the age groups for which you are assigned by the Head of Youth Football.
- To liaise with coaches to identify the players in the specific age groups who are technically and physically able to become potential scholars.
- To monitor the performance of coaches to ensure that the syllabus is adhered to and that they use appropriate techniques and practices relevant to the age categories of players.
- To meet at least monthly and develop close working relationships with the respective age group coaches in order to discuss issues relating to players and performance
- To formally appraise the performance of Asst. Coaches annually.
- To establish close links with the Recruitment Co-ordinator and Centre of Development Co-ordinator to discuss the progress of players and trialists.
- To establish close links with the EWO to discuss any personal issue/problem that a player might be experiencing.
- To be available to parents to discuss issues pertinent to the development of their son.
- To ensure that coaches exercise a duty of care at all times when supervising coaching sessions and when travelling and at matches.
- To communicate any relevant information issued by the Head of Youth Football to coaches, parents and players.
- To organise all C.O.E fixtures.
- To email all results to the Head of Youth Football by 5.00pm on the Monday following a match.
- To ensure that all administrative tasks expected of coaching staff are completed thoroughly and punctually as directed by the FLYD i.e. Session planners, Team Record books.
- To produce a weekly report for the Head of Youth Football of all relevant issues.
- To attend meetings as directed by the Head of Youth Football.
- To complete all administrative tasks to meet FLYD requirements as directed by the Head of Youth Football.

- To ensure that all arrangements relating to the games programme is communicated to all relevant parties i.e. coaches, players, parents, opponents, officials, ground staff in good time- i.e. by the last training session prior to the match on a Sunday

COACH - PROFILE

- A coach must have attained or be working towards at least the UEFA %B+ licence.
- He will display the aptitude to plan and prepare coaching sessions and to organise a team for matches.
- He will be able to complete all relevant documentation relating to coaching sessions, team registers, match reports and assessments thoroughly and promptly.
- He will be able to develop a sound working relationship with the players in his charge.
- He will be able to take responsibility for the supervision of all his players while they are in his care.
- He will observe the Child Protection Policy, Practices and Procedures.
- He will be required to meet with parents to discuss the progress of their son
- He will be available to attend meetings with the Centre of Excellence Co-ordinator and the Head of Youth Football as required.
- At all times he must be mindful that he is working for a professional Club and as such, he should conduct himself in a respectful and responsible manner.

CENTRE OF EXCELLENCE CO-ORDINATOR PROFILE

- He will have attained at least the UEFA %B+ licence.
- He will be able to organise the coaches and practice schedules as directed by the Head Of Youth Football.
- He will need to be approachable in order to support coaches and direct them appropriately.
- He will be able to collate and forward all relevant documentation to the Head of Youth Football as and when is required.
- He will be equipped with the communicative skills to enable him to liaise with parents, officials and relevant Football agencies.
- He will need to be thorough and methodical in his approach.
- He will at all times be mindful that he is representing a professional club and as such he will conduct himself in a respectful and responsible manner.