



Job Title: JWOC 2018 Coach / Team Manager

Duration of Contract: 10 March 2018 – 30 September 2018

Remuneration: Applicants must expect a large portion of their costs to be self-funded.

Applications to be received prior to: 8 March 2018

Note: The SAOF reserves the right to decline selection of a JWOC Coach / Manager, depending on different circumstances and the scope and abilities of the applications received.

Overview: The SAOF, in line with the objectives and goals described in the SAOF's High Performance Strategic Plan, aims to provide the JWOC team with a qualified coach and suitable manager during the event. Since the SAOF cannot guarantee any funding for this position and since the benefit of having a qualified coach / team manager accompany the team to JWOC is clear, the SAOF will encourage the parents of the JWOC team to contribute to the costs of the appointed person. The position will require good communication with the members of the JWOC team and their parents. In consultation with the National Coach the JWOC coach / manager will be expected to develop a good understanding of the abilities and future potential of each of the JWOC team athletes. They will be expected to use this knowledge to develop a coaching strategy and plan to help each athlete perform to their current potential. Preference will be given to candidates with suitable coaching experience. A recognised Level 2 coaching qualification or equivalent will be advantageous.

Responsibilities:

- Organise, co-ordinate and direct the coaching activities for the JWOC team at any training events prior to JWOC and during the JWOC event itself.
- Liaise with the SAOF National Coach regarding appropriate coaching approaches for each team athlete.
- Provide a preliminary budget to the parents of all selected athletes to enable them to make an informed decision regarding their acceptance of their selection.
- Ensure that all selected athletes, and their parents, who accept their selection and participation at JWOC, sign a letter acknowledging their financial commitment.
- Manage team finances. Final financial reconciliation, including all invoices to be provided to the VP Technical within one month of returning from JWOC.
- Prior to JWOC - organisation of the logistics and budget of the team to JWOC must be done in an inclusive manner with all the parents of participating athletes.
- To arrange for the supply of official uniforms (i.e. O-suits and tracksuits, if applicable) using only approved suppliers.



- To collate the documentation required for the SASCOC applications for national colours and permission to participate at JWOC. Relevant forms can be obtained from the SAOF Administrator.
- To assist with the procurement of necessary travel documents.
- To manage the accommodation, transport and official communications and other activities for the JWOC team
- Management of the JWOC team before, during and after the event.
- Liaise with the VP Technical about any matters that may need SAOF intervention.
- Within 3 weeks of returning from JWOC, to provide the SAOF Vice President Technical with a report on the management of the team at JWOC.
- It should be noted that the appointed coach / manager has no involvement in the selection process.

Guideline Documents: The JWOC Coaching / Manager position will require the applicant to be aware of various guideline documents and policies. These include:

- The High Performance Strategic Plan 2015
<http://www.orienteering.co.za/wp-content/uploads/2015/11/SAOF-HP-Strategic-Plan-issued-Oct-2015.pdf>
- SAOF JWOC acceptance responsibilities document.
Available from the SAOF Selection Committee
- SRSA Code of Conduct
https://www.orienteering.co.za/wp-content/uploads/2016/04/SRSA_Code-of-Conduct_SAOF_signed_March2016.pdf
- SAOF Code of Conduct
<http://www.orienteering.co.za/wp-content/uploads/2010/11/SAOF-Rules-of-conduct-Rev2010.pdf>
- SAOF Coaches Code of Conduct
<http://www.orienteering.co.za/wp-content/uploads/2013/10/SAOFcode-of-conduct.pdf>
- IOF Anti-doping policy
<http://orienteering.org/anti-doping/>



Applications: to be received in writing detailing applicant's name, contact details, orienteering experience, any coaching qualifications and experience, and any other qualifications which may assist the applicant to fulfil the above responsibilities. Applications should include a motivation detailing the applicant's organizational, technical and communication skills which would assist the applicant in fulfilling the above responsibilities.

Applications to be sent/ delivered to:

SAOF Administration (Val Brentano)
email: administration@orienteering.co.za
cell: 083 263 9308

For more information contact:
VP Technical (Sarah Pope),
email: technical@orienteering.co.za
cell: 084 640 7110