

Role Description: NJ Training Captain

The Training Captain has overall responsibility for the club's training and coaching offer.

Key responsibilities:

- Act as main point of contact between club committee and coaching staff
- Work with Podium / Performance / Recreational group representatives to develop an appropriate training programme for each cohort, making provision for both junior and senior members. This programme should target the club's goals as set at the most recent AGM.
- Carry out or review risk assessments for training routes and other activities and ensure safety procedures are followed at all times
- Manage coaching rosters and ensure that appropriately-qualified personnel are provided to lead each session
 - Safeguarding requirements apply to any session that may be attended by junior members and/or vulnerable adults
 - Ensure that the club's inclusivity policy is taken into consideration when planning sessions
- Manage training budget to include cost of external coaching staff and any equipment required
- Publicise training arrangements via email, social media, club website etc
- Promote and encourage CPD among coaching staff
- Report on all training matters to club committee
- Ensure the appropriate communication of training provision

OCTOBER 2022



Key resources:

- Newmarket Joggers Members Portal - <https://newmarketjoggers.clubmembership.cloud>
- Communication with members

Desirable Skills:

- Good organisational and communication skills
- Confident in using IT such as email, internet and basic office packages
- Familiarity with UK Athletics coaching qualifications and policies