



## Checklist for Recruitment and Retention of Coaches and Officials

Checklist	
Club plan needs to be developed to identify the club requirements for coaches and officials for the approaching season	<input type="checkbox"/>
Appoint a person responsible for the coordination of coaches and officials	<input type="checkbox"/>
Identify the requirements of each team in regards coaches and officials	<input type="checkbox"/>
Find out who is interested and available from last season, and existing club members (parents, players)	<input type="checkbox"/>
If additional numbers are still required, develop and implement a recruitment strategy	<input type="checkbox"/>
Develop and write job descriptions for all club coaches and officials	<input type="checkbox"/>
Develop an induction handbook for new coaches and officials	<input type="checkbox"/>
Collect relevant data and personal details about the applicants including information on experience, accreditation, skills and availability	<input type="checkbox"/>
Interview applicants to determine their suitability for the task and to inform them about the club	<input type="checkbox"/>
Determine suitability of applicant by seeking referee checks and/or other working with children checks as specified by state child protection legislation	<input type="checkbox"/>
Finalise selection and appointment of coaches and officials for the club for the season and advise successful applicants	<input type="checkbox"/>
Provide a job description	<input type="checkbox"/>
Discuss various issues related to coaching/officiating philosophy, training and competition schedules, codes of conduct, club support, training and education needs	<input type="checkbox"/>
Conduct orientation sessions and give out induction handbook	<input type="checkbox"/>
Appoint club mentors	<input type="checkbox"/>
Identify training and education needs of new coaches and officials	<input type="checkbox"/>
Source training opportunities	<input type="checkbox"/>
Invest in support resources for coaches and officials( magazines, websites, written resources, courses)	<input type="checkbox"/>
Invite senior coaches and officials to address new people	<input type="checkbox"/>
Monitor performance of coaches and officials - role of coaching/officiating coordinator	<input type="checkbox"/>
Look for opportunities to recognise and reward coaches and officials	<input type="checkbox"/>
Recognise coaches and officials formally	<input type="checkbox"/>
Review and evaluate at end of season, including conducting end of season meetings and performance appraisals with each coach and official	<input type="checkbox"/>
Conduct any necessary exit interviews for coaches or officials not continuing	<input type="checkbox"/>
Make necessary changes for next year as a result of appraisals, exit interviews and reviews	<input type="checkbox"/>
Coaching/officiating coordinator prepares report for management committee	<input type="checkbox"/>
Identify next season's coaching and officiating needs	<input type="checkbox"/>