



## Rowing Director

<b>Position Title</b>	Rowing Director
<b>Position Level</b>	Professional Contract – equivalent to SOL6
<b>Department</b>	Co-curricular
<b>Reporting Responsibility</b>	Director of Sport
<b>Supervisory Responsibility</b>	Rowing Coaches/Boatman
<b>Employment type</b>	Part Time: Terms 1 and 4. Full time in Terms 2 and 3
<b>Role Description review date</b>	November 2018

### Overview

The Rowing Director ensures that a comprehensive strategic rowing program is made available to students reflecting their interests and abilities while at the same time supporting the ethos of the School. The Rowing Director will not be allocated to a particular crew but will assist with all crews.

### Training and on-water management

- Organize training sessions and programs for all rowers including the design of age-group targeted training programs.
- In collaboration with the Director of Sport, recruit all coaching staff for the season and allocate to coaches to crews. All appointments are to be ratified by the Deputy Principal and Principal.
- Attend in-season and pre-season training sessions for crews, providing direction and guidance to coaching staff.
- Develop and implement a land training program.
- Construct and implement a “Learn To Row” program at the start of the season.
- Develop a selection policy for all teams; run and attend all team selection trials and oversee and approve final crew selection.
- Organize and develop a rowing budget for approval by the Director of Sport and Deputy Principal. Ensure that all purchases and reimbursements are in line with the School’s policies and guidelines.
- Organize staffing and parent volunteers for all rowing camps and attend all camps. Ensure all attendees hold Blue Cards and any other documentation as required for their role (e.g. boat licence).
- Organize and facilitate logistics for all rowing regattas including crew entries and movement of the fleet.
- Manage and supervise crews at regattas, camps, activities, training sessions and tours, ensuring that students’ behaviour is at all times respectful of staff, other students, parents and members of the community.
- In consultation with Director of Sport, organize transport of students to regattas if needed.
- Apply for, organize and manage any excursions, trips, activities and tours using Consent2Go and following all processes and procedures outlined in the School’s Excursions, Camps, Activities and Tours Policy.
- Work closely with the Boarding House to keep them informed on all matters pertaining to Boarders’ involvement in rowing.

## **Shed and Fleet Management**

- Oversee the efficient operation and maintenance of the Rowing Shed including all equipment.
- Coordinate annually with partner schools regarding expectations of usage of the sheds including cleaning, access times and allocated shed space.
- Allocate all fleet resources appropriately including sourcing of fleet sharing with partner schools to include use of ergometers and training shells.
- Manage and maintain the boat fleet including the implementation of a boat rotation roster, minor boat repairs, regular servicing of speedboats, organizing and overseeing major repairs to the fleet.
- Ensure all equipment is well-maintained and appropriately stored at all times.
- Oversee the cleaning and organization of the shed facilities and the end of season changeover.
- Organize and facilitate logistics for the movement of the fleet to and from regattas.

## **Communication**

- Represent Stuartholme School at all meetings of the BSRA coordinators.
- As a representative of Stuartholme School responsible for upholding School policies, processes and guidelines, attend all meetings of the Rowing Parent Support Group, and foster parental support for and engagement in rowing.
- Ensure parents are fully familiar with all relevant policies including but not limited to the Parent Code of Conduct and Parents of Stuartholme funding guidelines.
- Ensure all coaches and staff are fully understanding of all necessary policies and processes.
- Keep the Principal, Deputy Principal and Director of Sport fully informed of activities, progress, achievements/results and developments related to the rowing program.
- Provide weekly information for inclusion in the school newsletter, including photographs.
- Provide weekly information and material to the Parent Support Group for weekly inclusion in their newsletters.
- Liaise with the Director of Sport to keep the My Stuartholme information current and up to date.
- Assist the Director of Sport in the collection and distribution of information throughout the season.
- Assist the Director of Sport with updating and developing rowing documentation to detail policy, training programs and the expectations of students, staff and parents involved.
- Ensure dates and organizational details have been approved, confirmed and communicated to the Director of Sport and other relevant members of the school community.

## **Safety**

- In collaboration with Director of Sport, ensure the provision and supervision of adequate safety and first aid conditions at training, during competition, whilst on camps/tours/activities and at regattas.
- Use Consent2Go to prepare risk assessment processes and procedures for all students involved in all rowing activities, tours, camps and regattas.
- Provide all coaches with all relevant details, including medical details, of all crews and alert coaches to students at risk.
- Liaise with the Boarding House, coaches and parents on the treatment of students at risk.
- Implement all BSRA and School health and safety requirements and recommendations and ensure that all coaches are familiar with these.

- Ensure all coaches and rowers are fully briefed on all safety procedures required while on the water and around the sheds.
- Ensure that rolls are taken and checked by coaches at all training sessions and that girls are checked on and off the water. Ensure that coaching/adult supervision ratios meet school expectations and ensure that coaches and supervising adults do not leave students unsupervised or in situations that are potentially unsafe.
- Ensure all girls are transported back to school after training sessions each morning and collected from the sheds in the afternoons before leaving.

### **General**

- Ensure that the School's uniform and general appearance requirements are upheld.
- Ensure that all rowers behave appropriately both on and off the water and that they treat all students, coaches, staff, parents and members of the community with respect.
- Ensure parents
- Organize and run the Rowing End of Season Dinner.
- Assist the Director of Sport with any sporting celebrations within the school that might involve rowing such as Sports awards nights etc.
- Prepare and manage an annual budget in consultation with the Director of Sport. Ensure all purchase orders and reimbursement requests are in line with the School's policies and procedures.
- Prepare a list of boarder students having rowing breakfasts and inform the school dining room.

### **Position Requirements**

- Strong organizational skills and the ability to lead and manage staff, students and parents.
- Experience at a high level of performance in rowing and /or have a proven coaching record at a high level in the sport.
- A current Blue Card.
- A minimum Level 2 NCAS Coaching Certificate.
- A QLD Transport Marine Licence.
- Current driver's licence and boat trailer towing experience.
- Qualifications or experience in marine repairs are desirable.
- IT skills
- Effective written and verbal communication skills.

### **Performance Indicators**

- the standard of performance for rowing across the School.
- the achievement and projection of a successful and well-coordinated school program for rowing.
- the identification of skilled coaches and the implementation of quality coaching programs.
- the correct wearing of the uniform and general good appearance and behavior of students at training and at regattas.
- the maintenance of the highest quality of communication between all stakeholders involved in the rowing program.
- The development of a positive and supportive rowing community.
- ensuring student safety is maintained at all times.
- the proper setting and control of any budgets associated with the rowing program.