

## **Royal Thimphu College**

### **Terms of Reference for the Football Coach cum Manager**

The Football Coach cum Manager has a key role to organize and direct all aspects of the assigned recreational sports program (primarily football), oversee promotion, facility maintenance, scheduling and assessment and perform coaching/ supervision duties as assigned. He/She shall:

#### **FOOTBALL**

1. The coaching position will require the individual to have an A-license from BFF/AFC.
2. The coach will be required to train both the female and male collegiate teams.
3. Create and implement a high quality football training program to achieve both team and individual objectives for athletes.
4. Assist athletes with pre-tournament preparation review and create benchmarks for optimizing and measuring performance.
5. Develop and implement core football strategies and instruct team members about strategic plays and moves.
6. Complete responsibility for football field, supplies and infrastructure - periodic maintenance and upkeep, manage bookings, oversee changing rooms and facilities, etc.
7. Make all reasonable efforts to create an environment in which student athletes' respect and abide by all policies, rules and regulations governing students of the college. Model appropriate behavior and maintain suitable conduct towards athletes, officials and spectators.
8. Arrange for and coordinate equipment, supplies and uniforms to be procured from vendors and distribute them as required.
9. Administer CPR and First Aid by following established procedures in the event of injury or sickness.

#### **OTHER SPORTING ACTIVITIES**

1. Responsibility for Fitness Centre, Multi-purpose Hall and other sporting facilities
2. Assist in formulation of policies, guidelines, evaluation processes, goals, and objectives for various sports programs.
3. Plan and conduct sports programs (set up sport competitions within college, registration for outside competitions, provide needed facilities, equipment, supplies and medical needs).
4. Create scheduling program for all sports, preparation of facilities, assigned space for sports and rentals and equipment procurement.
5. Keep current and be familiar with teaching/coaching practices, and all rules, policies, and regulations pertinent to each sport conducted.
6. Develop workshops, clinics, and training sessions pertaining to other sporting/recreational activities for students.
7. Oversee all aspects of risk management, safety, and welfare of facilities and sports participants, utilizing own knowledge concerning the care and prevention of athletic injuries.
8. Any other duties as and when assigned.

**Reports to:** Registrar and in his/her absence the Student Services Manager