



**TITLE: FWA Coach and Officiating Project**

REPORTS TO: Executive Officer

**PURPOSE OF SERVICE**

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The Contractor or Contractors are responsible for the development and delivery of the Fencing Western Australian Coach and Official Project as outlined in the Project Overview, Project Plan and Budget.

Each area can be achieved by one or several contractors. Each area is to be provided with a Contractor Service Fee.

Project Focus

- Deliver the Workforce (Coach and Official) Workforce Plan that integrates into the strategic, operational plan, and budgeting of FencingWA.
- Continue FencingWA's commitment to developing, retaining, and recognising coaches and officials
- Increase the number of accredited coaches by 15% and referees by 20% within the next 3 years.
- Develop and deliver practical courses for the Level 1 Sabre, Epee, and Foil National Accreditation Courses.
- Building upon the successes of the previous project, continue to develop and deliver a series of coaching workshops. These workshops will go beyond technical coaching, incorporating essential elements such as child safeguarding and wellbeing.
- Expand and refine the mentorship program, particularly focusing on addressing gender diversity gaps among referees.
- Prepare referees for state-level accreditation assessments
- Continue the delivery of Director Tournament (DT) workshops.



## **KEY SERVICES**

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### Coaching Project

- Develop and deliver a Level One practical course in Epee, Sabre and Foil.
- Delivery of a min of two coaching workshops -min half day workshops multi session)
- Each clubs have a min of two accredited coaches.
- Recruitment coaching plan is developed and delivered.
- Recognition strategy for Coaches as part of the Workforce Development Pan is delivered.

All areas of the project include administration, communication (verbal, social media and FWA communication channels), engaging presenters and course developers, marketing, project financials and reporting (Board, Members and Grant Acquittal Reporting).

### Referee Project

- Referee Mentor Program is refined, and delivered and focusing on gender diversity gaps
- Run two referee workshops.
- Have a min of 6 new female referees.
- Plan and deliver opportunities for new state referees to be assessed.
- Develop a Terms of Reference for an Officiating/ Referee Director
- Develop and deliver referee pathway flowcharts for clubs.
- Recognition strategy for Officials as part of the Workforce Development Pan is delivered.

All areas of the project include administration, communication (verbal, social media and FWA communication channels), engaging presenters and course developers, marketing, project financials and reporting (Board, Members and Grant Acquittal Reporting).

### DT Project

- Delivery of one DT online workshop.
- Refine the DT Webinar Course
- Develop and implement DT Guidelines and Resources.

All areas of the project include administration, communication (verbal, social media and FWA communication channels), marketing, engaging presenters and course developers, project financials and reporting (Board, Members and Grant Acquittal Reporting).



## General

When providing a service as a contractor for the FWA, the following general conditions apply.

- Must comply with all FWA policies and procedures.
- Implement the FWA policies and procedures.
- Ensure FWA programs, products and services are consistently presented in a strong positive image to the public and relevant stakeholders.
- As required, attend events, workshops and meetings.

## **KEY INTERACTIONS**

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- Executive Officer
- Administrators
- Clubs, volunteers and members
- Stakeholders
- Board Members

## **General Note**

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- Any changes to the services within the current contract will be upon a mutual agreement with the contractor and the FWA.
- It may become necessary to modify/change the services from time to time.

## **CONTRACTED POSITION**

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- Project Contract – must be completed including all final reports by the 01 June 2025
- Own office space and tools
- Project Administrator Coach Service Cost - \$2660
- Project Administrator Referee Service Cost - \$4160
- Project Administrator DT Service Cost - \$1760



## **HOW TO APPLY**

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Please send a cover letter outlining your experience and CV to the Executive Officer at [fencingwaexecutive@gmail.com](mailto:fencingwaexecutive@gmail.com)

### **Applications Close**

Monday 12 August 2024

### **Enquiries**

Ruth Gibbons

Executive Officer [fencingwaexecutive@gmail.com](mailto:fencingwaexecutive@gmail.com)