



Application and Information Pack

School Coaching Officer

For coaches working in school programs

Local Development Officer

For coaches working in recreation program

1/10/2009
Karen Hughes

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I. Cover Letter



**Re: Inquiry to the English Lacrosse Association
2010-11 Coaching Programme**

Dear prospective applicant,

Thank you for your recent inquiry to the English Lacrosse Association's 2010-2011 coaching programme. Attached please find an outline information sheet and an application form for the School Coaching Officer programme and/or the Local Development Officer programme.

To apply for the aforementioned positions, you are required to fill out the application form in full and return it, along with a current resume, to the email addresses noted in the application. Once you have applied, you may then be selected for an interview.

Interviews

English Lacrosse operates a system of face to face interviewing held on the East Coast of the USA. Each interview lasts approximately two hours and provides you with ample time to ask questions and receive specific information about the programme. Upcoming dates available for interview are:

- Monday, January 11th – Friday, January 15th 2010 – in Baltimore held at US Lacrosse, 113 W University Parkway. Tel: 410 235 6882.
- Weeks surrounding Memorial Day 2010 (dates TBD - weekends & Memorial Day excluded) in Baltimore held at US Lacrosse, 113 W University Parkway. Tel: 410 235 6882.

English Lacrosse also operates a system of telephone interviews to assist those from Australia, Canada and the South and West Coasts of the USA. Please be advised that we encourage face to face interviews unless circumstances are prohibitive.

Thank you for your inquiry and we look forward to you receiving your application.

Yours faithfully,

Mark Coups
Director of Development

II. Contacts and Key Dates



CONTACTS

Director of the Program

Mark Coups
Tel: +44 07976258191
e-mail m.coups@englishlacrosse.co.uk

Human Resource Manager/ Recruitment Officer/ Child Protection Officer

Karen Hughes
Tel: +44 07785763620
e-mail k.hughes@englishlacrosse.co.uk

USA Contact

Liz (Martin) Tarran-Jones
Tel: 443-676-2969 (Maryland)
e-mail LTJ.ela@gmail.com

CONTACT ADDRESS

English Lacrosse Association
Belle Vue Centre
Pink Bank Lane
Longsight, Manchester
M12 5GL
England

KEY DATES

SCO Induction Course	28th to the 30th August, 2010
LDO Induction Course	31st August to the 3 rd September, 2010

* Plan to arrive in the UK a few days prior to the course dates.

III. Application Form



COACHING APPLICATION FORM

Please answer **ALL** questions.

Contact Information

1. Full Name (no abbreviations).
2. College name, graduation date/year.
3. Home address telephone and fax number.
4. College name, address, telephone and fax number.
5. Cell phone number.
6. E-mail address (include all, if you have more than one).
7. Date of Birth (day-month-year).
8. Country and City of Birth.
9. Passport Number, date of issue and date of expiry.
10. Nationality.
11. Driver's license number and issuing state. Please state any DUI or DWI offenses.

Education

12. Details of general education with specific information about your degree.

Work Experience and Future Goals

13. Briefly detail your previous work experience.
14. Detail any experience with pastoral or child care.
15. Briefly outline any long-term professional goals. It is okay if it is not lacrosse-related.

Teaching and Coaching – all sports, including lacrosse

16. Specify details of any teaching and coaching. Please indicate dates, length of time, position held and age group taught or coached.
17. Specify details of any officiating.
18. Details of any other sporting experiences.



19. Details of valid CPR/First aid certificate. (This item is required prior to obtaining a Work Visa)

Lacrosse Experience

20. Details of your lacrosse playing experience.
21. Records of personal playing statistics this past season.
22. Have you received any athletic awards or honors?

Supporting Information

23. Are you applying for the position of a Local Development Officer (LDO), a Schools Coaching Officer (SCO), or both? (Please refer to the English Lacrosse website for more information).
24. Which seasons are you applying for? (i.e. 2010-11, 2011-12)
25. Do you know anyone that has participated in the LDO or SCO program? If you do, how do you know them?
26. Have you travelled overseas? If so when?
27. State the reasons why you are interested in the position.
28. State the reasons why you feel you can be useful to English Lacrosse.
29. Please provide any other information you may wish to be considered.

You will need to supply the following documents in support of your application (Please note that these items, with the exception of the resume, do not need to be submitted with this application form, but will need to be available upon interview):

- 📌 1 page resume (include with application).
- 📌 Two letters of recommendation – at least 1 must be lacrosse-related. Letters of recommendation *must* address the following (to be submitted at or before time of interview. **Please have the letters scanned and emailed to Karen Hughes and copied to Liz Tarran-Jones**):
 - Do you know of any reason why this person should not be employed to work with children yes/no. If YES please state the reason why.
 - (for School Coaching Officer applicants only): I confirm there is no material mis-statement or omission relevant to the suitability of the applicant for working in a boarding school.
- 📌 A photocopy of your passport (to be submitted at or before time of interview)
- 📌 A copy of your driving licence (to be submitted at or before time of interview)
- 📌 State police/nationwide background check. Available at local police station or <http://www.easybackgroundchecks.com> -select national level. (submitted at or shortly after interview).
- 📌 A current Adult and Child CPR certificate (submitted at or shortly after interview).
- 📌 A photocopy of your birth certificate



Eligibility

Applicants must have played four years at the collegiate level and at least 50% of the games in their fourth year of lacrosse. Should 50% of the games not be met in the fourth year of play for any reason other than injury, the applicant will no longer be eligible for employment, even if a position is offered prior to the end of the season. Injuries can be taken into account with a doctor's note and supporting statistics from the previous year.

DIV I, II, III and club program participants are eligible, but must support their play with statistics (either substantiated online or through a coach/statistician from the program).

Despite coaching experience, we cannot accept participants that do not meet the aforementioned playing criteria.

The job requires the applicant to work with children. The English Lacrosse Association will therefore require a Police Background Check of all candidates hired.

The English Lacrosse Association does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or Veteran Status.

Prospective LDO applicants with a DUI or DWI offense will not be eligible for employment due to the inability to obtain car insurance. A DUI/DWI does not necessarily make a SCO applicant ineligible.

Application Submission

Please complete and return via email to:

Ms. Karen Hughes, Development Officer,

E-mail k.hughes@englishlacrosse.co.uk. And copy LTJ.ela@gmail.com

We prefer to receive application via email, but should you need to submit a hard copy, please mail to: Karen Hughes, English Lacrosse Association, The Belle Vue Centre, Longsight, Manchester, M12 5GL

Tel: (011 44) (from the USA) 161.227.3626

Fax: (011 44) (from the USA) 161.953.2459

Questions can be directed to either Karen Hughes in England or Liz (Martin) Tarran-Jones in the USA (tel. 443 676 2969, email LTJ.ela@gmail.com).

IV. School Coaching Officer Information Sheet



SCHOOL COACHING OFFICER (SCO) INFORMATION SHEET

The English Lacrosse Association will:

1. Provide candidates for interview.
2. Interview candidates in the USA.
3. Follow up references prior to selection.
4. Provide a Certificate of Sponsorship from the Home Office Border and Immigration department.
5. Provide a contract of employment between the School Coaching Officer, School and ELA.
6. Provide an induction course for each candidate that includes a coaching award course, umpiring award, individual interviews about their own position and background information about the education system, school life and lacrosse in this country. Dates are 28th to the 30th of August 2010. SCO's should plan to arrive in the U.K. a few days prior to the induction course.
7. Provide a management manual for guidance.
8. Provide an ELA officer to assess the program, program assistance and troubleshooting.
9. Provide a general team meeting in December and regional meetings on a regular basis.
10. Provide an evaluation course in March.
11. Provide an annual Program managers meeting for schools to discuss the program with others.
12. Provide materials and equipment, where necessary for outside schoolwork.

The School will:

1. Provide suitable board and lodgings, agreed by the school and ELA. The school must provide the ELA with the relevant contact information e.g. telephone numbers and address before the end of June.
2. Provide a payment of not less £150.00 per week. The school must provide the ELA with the relevant payment information before the end of June.
3. Provide a Program Manager to work directly with the ELA and SCO.
4. Provide an outline of tasks including lesson requirements, specialist teaching skills needs by the SCO and number of teaching hours. The school must provide the ELA with the relevant timetable information before the end of June.



5. Provide an outline of tasks including pastoral duties and other peripheral duties. We recommend that a maximum of two evening and two morning duties are ideal. The school must provide the ELA with the relevant information before the end of June.
6. List of holiday dates and availability of accommodation during this time. The school must provide the ELA with the relevant information before the end of June.
7. Provide the SCO with one complete day off per week.
8. Pay the ELA a management fee in accordance with the service agreement level agreed with the English Lacrosse Association prior to the SCO's arrival.
9. Provide a weekly working schedule for the SCO with copies to the ELA.
10. Provide office assistance during the contract and access to a personal phone and e-mail if possible.
11. Provide business travel where necessary, including to the induction course.

The School Coaching Officer will:

1. Provide Lacrosse coaching in curriculum and extra curriculum time.
2. Provide Lacrosse coaching for school teams outside lesson time.
3. Provide Lacrosse umpiring for school teams.
4. Provide support for the Physical Education teachers within the school such as designing practices, selecting teams, organization of transport, team teaching, etc in Lacrosse.
5. Provide support for the Physical Education curriculum in other sports, where appropriate and directed.
6. Provide support for the recreation program within the school.
7. Provide the school with housing duties, where employed at a boarding school. We recommend that a maximum of two evening and two morning duties are ideal.
8. Provide classroom assistance, where appropriate, such as cover for teachers, examination invigilation and study groups.
9. Provide the school with Lacrosse coaching in satellite schools, where directed.
10. Provide the school with assistance, within reason, when required.



The School Coaching Officer is responsible for the following:

1. Roundtrip airfare from the USA to England.
2. Personal finance until the payment by the school of the first salary.
3. A valid international driving license – USA license will suffice.
4. Adult and Child CPR certificate.
5. An application form.
6. A resume.
7. A state police or national background check for people working with children.
8. A record of playing and coaching statistics.
9. Relevant personal and professional references.
10. A copy of your birth certificate.
11. A current refereeing certificate – provided by ELA.
12. Personal lacrosse equipment and coaching attire.
13. A leave to enter the United Kingdom certificate obtained from the British Consulate. The cost of this is approximately \$450.00. Candidates must hire one of English Lacrosse's recommended facilitators.
14. Any other relevant information as required by the ELA to obtain a UK government work permit.

The School Coaching Officer is entitled to:

- A complete day off per week.
- School holidays at half term, Christmas and Easter.
- Suitable board and lodgings.
- A minimum salary of not less than £150.00 per week.
- Travel to induction, team meetings and events.
- Line management support from the ELA and the appointed program manager.

The English Lacrosse Association does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or Veteran Status.

This job requires the applicant to work with children. The English Lacrosse Association will therefore require a Police Background Check of all candidates hired.

IV. Local Development Officer Information Sheet



LOCAL DEVELOPMENT OFFICER (LDO) INFORMATION SHEET

The English Lacrosse Association will:

1. Provide candidates for interview.
2. Interview candidates in the USA.
3. Follow up references prior to selection.
4. Provide a Certificate of Sponsorship from the Home Office Border and Immigration Department.
5. Provide a contract of employment between the Local Development Officer, Club or organization and ELA.
6. Provide an induction course for each candidate that includes a coaching award course, individual interviews about their own position and background information about the education system, and lacrosse in this country. Dates are 31st of August to the 3rd of September 2010. LDO's should plan to arrive in the U.K. the last week of August.
7. Provide a management manual for guidance.
8. Provide an ELA officer to assess the program, program assistance and troubleshooting.
9. Provide a general team meeting on the in December and regional meetings on a regular basis.
10. Provide an evaluation course in March.
11. Provide a regional Program managers meeting for clubs to discuss the program with others.

The Club will:

1. Provide suitable lodgings, agreed by the club and ELA. The club must provide the ELA with the relevant contact information e.g. Telephone numbers and address before the end of June.
2. Provide a payment of not less £130.00 per week.
3. Provide a payment at the end of the contract of £225.00, subject to satisfactory performance.
4. Provide a car in satisfactory working order, with breakdown assistance.
5. Provide reimbursement for expenditure on petrol whilst delivering the program.
6. Provide a Program Manager to work directly with the ELA and LDO.



7. Provide an administration payment to the ELA per LDO, for all levels of service agreements.
8. Provide an outline of tasks including school requirements, club sessions, work for other clubs and total number of teaching hours. The club must provide the ELA with the relevant timetable information before the end of June.
9. Provide a playing opportunity at the club.
10. Provide an opportunity to be involved in club life and attend relevant club committees to report their activity.
11. Provide the LDO with one complete day off.
12. Provide an approved weekly working schedule signed by the program manager and the LDO with copies to the ELA.
13. Provide flyers for the LDO to attract children to the club.

The Local Development Officer will:

1. Provide Lacrosse coaching in curriculum and extra curriculum time.
2. Provide Lacrosse coaching for school teams outside lesson time.
3. Provide Lacrosse refereeing for club teams.
4. Provide suitable planning for all sessions undertaken in both curriculum, extra curriculum and at club practices.
5. Provide support for the Physical Education curriculum by selecting teams where appropriate, arranging fixtures and refereeing matches at POP lacrosse, LAX and field.
6. Provide recruits for each clubs junior program, usually at an identified age level.
7. Provide the club with assistance in developing and maintaining its junior lacrosse program.

The Local Development Officer is responsible for the following:

1. Roundtrip airfare from the USA to England.
2. A valid international driving license.
3. Adult and Child CPR certificate.
4. An application form.



5. A resume.
6. A state police or national background check for people working with children.
7. A record of playing and coaching statistics.
8. Relevant personal and professional references.
9. A copy of your birth certificate.
10. An international driving license – USA license is sufficient.
11. A current refereeing certificate – completed with ELA.
12. Personal Lacrosse equipment and coaching attire.
13. A leave to enter the United Kingdom certificate obtained from the British Consulate. The cost of this is approximately \$450.00. Candidates must hire one of English Lacrosse's recommended facilitators.
14. Any other relevant information as required by the ELA to obtain a UK government work permit.

The Local development officer is entitled to

1. A complete day off per week.
2. Holidays only by agreement with the ELA and club at half terms and Christmas.
3. Suitable lodgings.
4. A minimum salary of not less than £130.00 per week and a payment on completion of contract.
5. Travel to team meetings and events.
6. Line management support from the ELA and the appointed program manager.

The English Lacrosse Association does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or Veteran Status.

This job requires the applicant to work with children. The English Lacrosse Association will therefore require a Police Background Check of all candidates hired.