



AUSTRALIAN EIGHT BALL FEDERATION (AEBF)

POSITION DESCRIPTION

POSITION DETAILS

Business Area: Board	Reports to: AEBF Board of Directors
Position Title: Coaching Director	Location: Australia
Position Number: D00006	Last Reviewed: April 2026
Position Type: Volunteer (Member elected)	

WHAT THE AEBF DOES

The AEBF brings together people from across Australia to enjoy and participate in the game of Eight Ball. As the governing body of Eight Ball in Australia, the AEBF enriches the lives of Australians through sport by:

- the continued development and maintenance of an effective national infrastructure for our sport;
- removing barriers to participation in our sport by creating, championing, and promoting an inclusive community regarding race, gender, indigenous identity, disability, and economic circumstances.
- improving the participation of our members in national and international events; and
- supporting excellence in sports performance by participants in our sport.

The AEBF fulfills its purpose by upholding its core values:

- equal opportunities for all participants regardless of age, gender or race
- integrity, fairness and accountability
- the respectability and safety of the sport

The AEBF is the sole national entity recognised by the International Eight-Ball Pool Federation for Eight Ball in Australia and is affiliated with Cue Sports Australia to work towards bring cue sports to Olympics.

BOARD OVERVIEW

The first and primary duty of the Board is to ensure that the AEBF's fundamental principles embodied in its core values and ethos are carried out and implemented.



The AEBF has the ultimate responsibility for all matters relating to the running of the organisation.

The Board is responsible for and should determine all matters relating to strategy, policy and practice. It has overall responsibility to ensure that the Federation is well-managed and that its operations are successful. It must do all things necessary to ensure that the Federation meets its objects as set out in the AEBF Constitution.

Without limiting the generality of the Board's role, its functions are to:

- Set goals and provide strategic direction;
- Act as an interface between the Federation and various members of the Federation's constituency, namely the members and its' affiliates;
- Determine policies governing the operations;
- Approve the annual budget and any long-term budget;
- Approve material expenditure outside the budget;
- Approve all items of capital expenditure exceeding \$5,000.00;
- Conduct an annual review of the Board's own performance;
- Conduct an annual review of the Federation in meeting its objectives;
- Review the performance of the Chair and Chief Executive Officer;
- Establish and oversee the powers and functions of Board sub-committees such as the Development Committee and any other sub-committees established, such as but not limited to working advocacy groups for disability, indigenous and LGBTQI+ communities.

The Development Committee works closely with the Board to progress these functions in their specific area of expertise.

POSITION DETAILS

Remuneration

This is a volunteer position and cannot be paid for services of a Development Committee member. However, some allowances may be granted for reasonable travelling expenses and services provided outside of Development Committee member's duties, with prior minuted approval.

Time commitment and availability

A Development Committee Member will need to be available for monthly meetings virtually, and in-person meetings within Australia twice a year. Other ad hoc meetings, in-person or via virtual media, may be expected. Developing written artefacts and reports will be required.

Appointment and tenure

Under clause 12.3 of the AEBF Constitution, Development Committee Members are elected by voting members of the Australian Committee at an Annual General Meeting.



Under clause 12.4 of the AEBF Constitution, Director terms are to be staggered so that, as near as practicable, one half of the Development Committee Members retire at each AGM to promote renewal while maintaining corporate memory.

Directors are elected for a 2-year term in the following manner:

- Elected in even years – Media Officer, Promotional Coordinator and Tournament Director
- Elected in odd years – Junior Development Officer, and Director of Rules and Umpiring.

Conflicts of interest

The AEBF's effectiveness relies on sustaining strong credibility, trust, and confidence with the communities it serves and with all stakeholders. Preserving the AEBF's reputation for independence and fairness requires the timely identification and appropriate management of actual, potential, or perceived conflicts of interest in accordance with legislation and AEBF policies.

ROLE AND RESPONSIBILITIES

The Coaching Director leads the strategic development, accreditation, support, and continuous improvement of coaching across the Australian Eight Ball Federation. The role ensures that coaching standards, pathways, and resources are nationally consistent, contemporary, inclusive, and aligned with the AEBF's long-term vision for athlete development and high-performance outcomes.

The Coaching Director plays a central role in shaping the coaching culture of the sport, supporting State/Territory coaching structures, and ensuring that coaches at all levels—from grassroots to elite—are equipped to deliver safe, ethical, and effective coaching environments.

The primary responsibilities for this position include but are not limited to:

- **National Coaching Strategy & Leadership**
 - Develop, implement, and review the AEBF National Coaching Strategy.
 - Lead national initiatives to strengthen coaching capability, diversity, and professionalism.
 - Provide strategic advice to the AEBF Executive on coaching trends, needs, and opportunities.
 - Ensure coaching practices align with AEBF values, safeguarding standards, and national integrity frameworks.
- **Coach Accreditation & Education**
 - Oversee the design, delivery, and continuous improvement of the AEBF Coaching Accreditation Framework.
 - Ensure accreditation pathways are accessible, transparent, and nationally consistent.
 - Coordinate the development of coaching resources, manuals, online modules, and assessment tools.
 - Maintain a national register of accredited coaches and ensure compliance with renewal requirements.
- **High Performance & Talent Development**
 - Work collaboratively with the Tournament Director, Junior Development Officer, and High Performance personnel to support athlete pathways.



- Provide guidance to State/Territory bodies on identifying and developing emerging coaching talent.
 - Support national team coaches with preparation, planning, and performance review processes.
- **Support for State/Territory Coaching Programs**
 - Provide leadership and guidance to State/Territory Coaching Directors and committees.
 - Facilitate national forums, workshops, and professional development opportunities.
 - Ensure consistent implementation of coaching standards across all jurisdictions.
- **Safeguarding, Integrity & Compliance**
 - Ensure all coaching programs embed child-safe, inclusive, and ethical coaching practices.
 - Oversee compliance with Working With Children Checks, integrity requirements, and AEBF Codes of Conduct.
 - Support education on anti-match-fixing, anti-harassment, and safe sport principles.
- **Communication & Stakeholder Engagement**
 - Act as the primary national contact for coaching matters.
 - Communicate updates, policy changes, and development opportunities to coaches and State/Territory bodies.
 - Represent the AEBF in coaching-related forums, committees, and external partnerships.
- **Reporting & Governance**
 - Provide quarterly reports to the AEBF Executive on coaching activities, risks, and progress against strategic objectives.
 - Contribute to policy development, strategic planning, and national governance initiatives.
 - Maintain accurate records, documentation, and data relevant to coaching programs.

SELECTION CRITERIA (CAPABILITIES)

Applications should address the selection criteria below.

Essential

- Demonstrated experience in coaching within cue sports or a comparable technical sport.
- Strong understanding of coaching methodology, athlete development, and adult learning principles.
- Experience developing or delivering coach education programs.
- High-level communication, leadership, and stakeholder engagement skills.
- Commitment to safe, inclusive, and ethical sport environments.
- Ability to work collaboratively within a national governance structure.

Desirable

- Experience in high-performance coaching or athlete development pathways.
- Qualifications in coaching, sport development, education, or related fields.
- Experience with online learning platforms and modern training delivery methods.
- Familiarity with national sporting organisation governance frameworks.



HOW TO APPLY

To apply, you need to provide:

- A current CV setting out your relevant personal particulars, board/senior executive experience, employment history, and qualifications;
- An **Expression of Interest**, based on the information provided above, including a statement of claims against the selection criteria, why you are interested in the role, what you offer the AEBF, your skill set, relevant career history and achievements, and your leadership attributes; and
- The names and contact details of two referees who are able to comment directly on your relevant experience and what strengths you will bring to the role.

Please apply using the official form that can be found on our website <http://www.aebf.com.au>.