

SPORTS DEVELOPMENT CENTRE

IIUM MUSTANGS COACH APPLICATION AND APPOINTMENT POLICY

Sports Development Centre (SDC) International Islamic University Malaysia seeks to appoint the best available coaches to oversee each of its teams. At the end of each season or upon demand, SDC will declare all coaching positions vacant and invite existing and prospective coaches to apply for a coaching position for the following season.

COACHING APPLICATION & APPOINTMENT PROCESS

Coaching positions will be announced through Official Development Unit (ODU) and distributed broadly via Centre email to the Liaison Officer(s) (LOs) of each sport at the end of each season or upon demand availability. All coaches must apply or reapply for a coaching position by following the application process and by submitting the relevant application forms (Application Form available from the ODU Male Sports Complex office).

CRITERIA OF APPLICANT

1. **AGE**
 - 1.1. Minimum of 25 years old and not exceeding 65 years old. In cases of trainers appointed above 65 years of age, it is subject to recommendation by Head of SDC and approval by the Director of STADD.
2. **QUALIFICATION**
 - 2.1. Minimum SPM certificate, with Sports Specific Certificate approved by Malaysian Sports Association AND/OR at least minimum Sports Science Certificate Level 1 or equivalent.
3. **NATIONALITY**
 - 3.1. Malaysian
 - 3.2. For international applicants, the applicants should have stayed in Malaysia for more than two (Two) years.
4. **OTHER REQUIREMENTS**
 - 4.1. Competent, qualified and able to train IIUM Mustangs teams effectively
 - 4.2. At least 2 years of experiences in related field
 - 4.3. Proficiency in English and Malay language and ability to communicate effectively

TERMS AND CONDITIONS

- Payment (Honorarium) : For external (Non Staff) RM 25.00/hour
For internal (IIUM Staff) RM 15.00/hour
Maximum 40 hours per month
Tournament allowance RM 100.00/day (MASUM & MOHE Games)
- Duration : 12 months or programme basis appointment
- Termination of work : The University may terminate service at any time by giving twenty four (24) hours' notice in writing OR applicant may resign from service by giving the University twenty four (24) hours' notice in writing.
- Claim payment : Submission of claim should be made on monthly basis i.e. 2nd of every month by using Part Time Claim Form together with Applicant's offer letter and correct registered account bank number (Bank Muamalat or Bank Islam). Late claim submission will not be entertained.
- Other terms : Responsible to the Liaison Officer (LO) of the assigned sports and Head of Sports Development Centre International Islamic University Malaysia
- Duties:
- i) Prepare, develop and report on training programs
 - ii) Evaluating and preparing report on performance of athletes and team
 - iii) Administrative tasks i.e. monthly claim, attending meeting/workshop/courses etc.
 - iv) Attending major or selected tournament e.g. MASUM Games and MOHE Games
 - v) Assist Liaison Officer (LO) in term of sports promotion/development e.g. organizing sports clinics and sports scouting

SELECTION PROCESS FOR COACH

1. Abbreviations

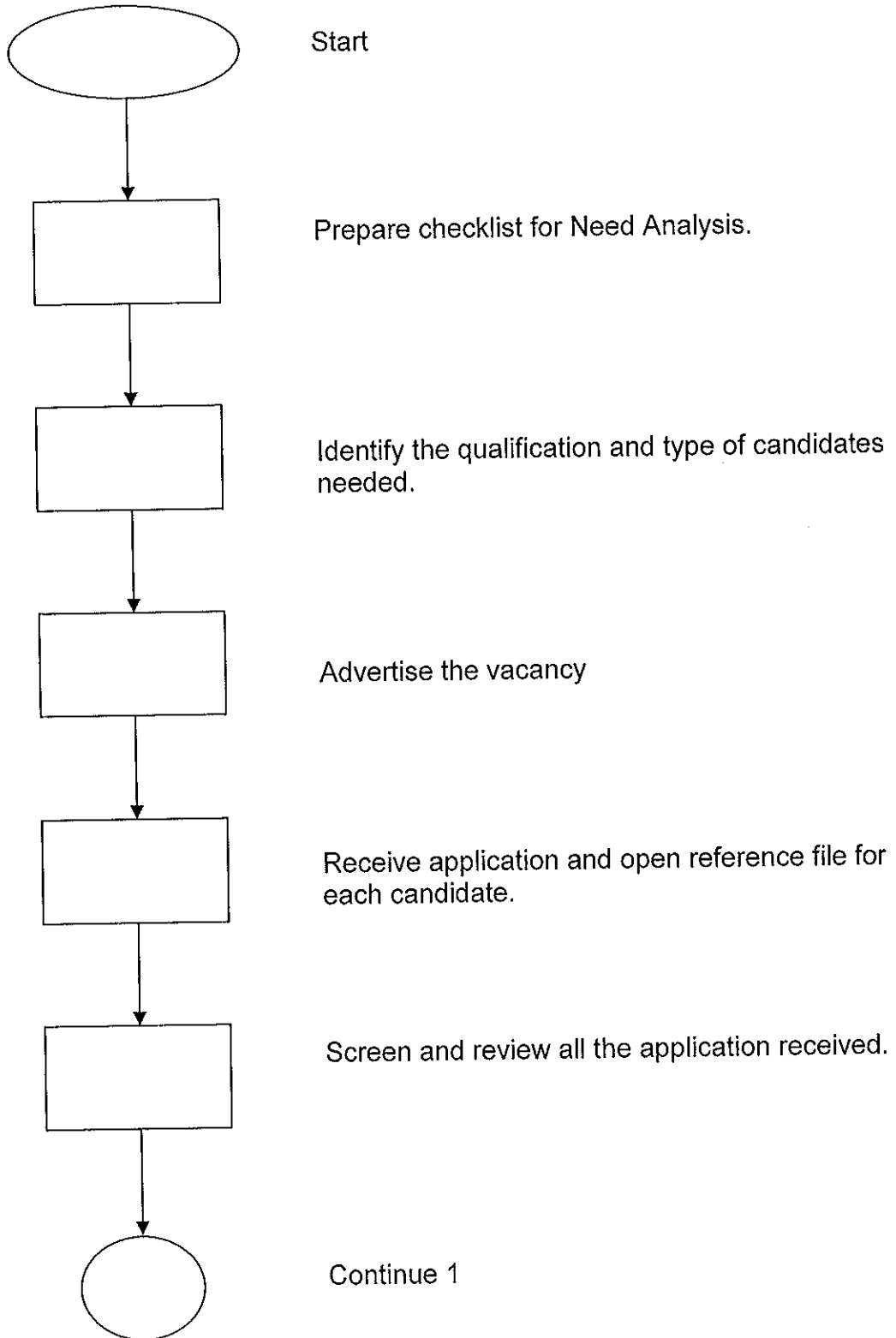
- 1.1 SA : Sports Assistant
- 1.2 SSO : Senior Sports Officer
- 1.3 SO : Sports Officer
- 1.4 H : Head

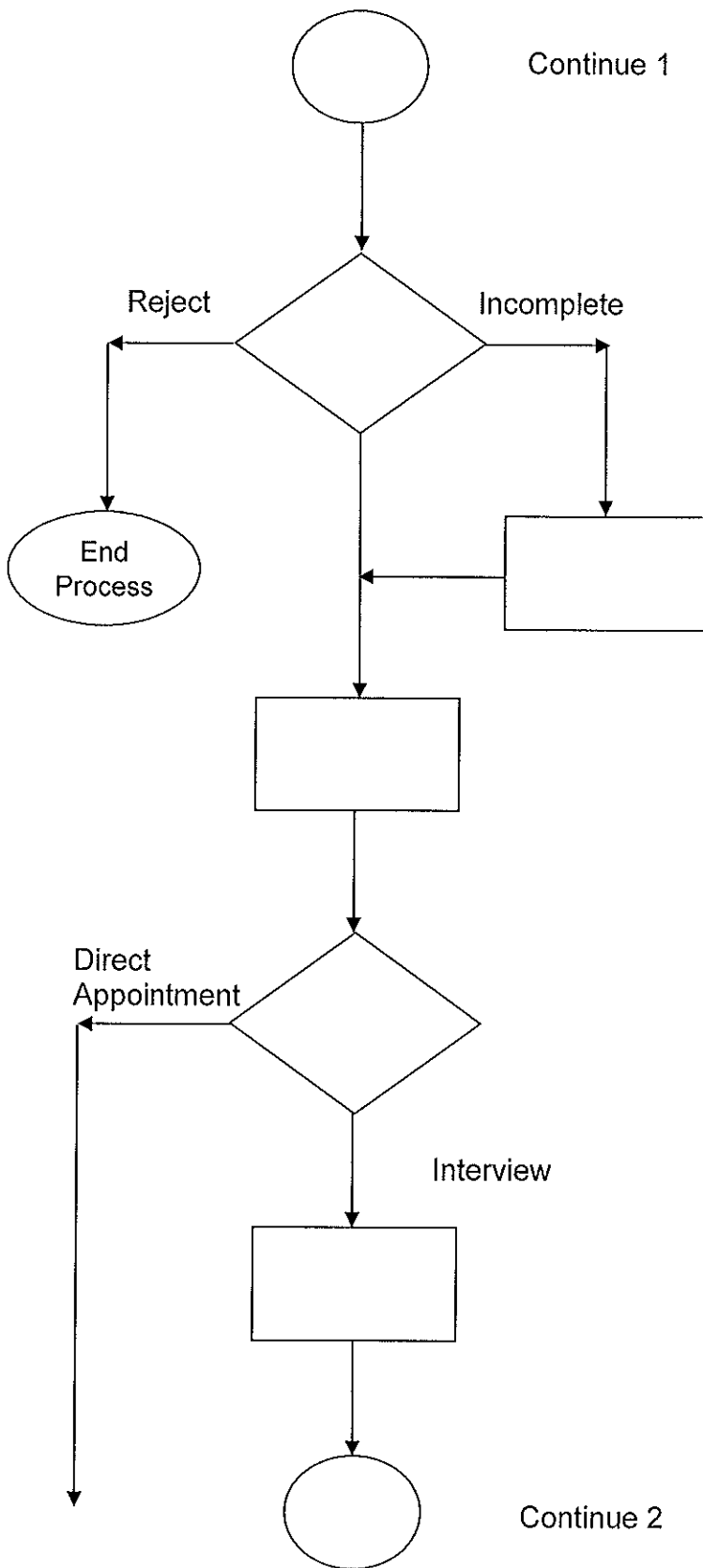
2. Responsibility and Detailed Procedure

Responsibility	Detailed Procedure
SA	<ol style="list-style-type: none">1. Open reference file for each candidate upon receiving application form.2. Checking the application either complete or incomplete.3. Inform candidates if the form incomplete.
SO	<ol style="list-style-type: none">1. Prepare checklist for Need Analysis for one year.2. Advertise the vacancy to potential candidate.3. Prepare checklist for different application received.4. Screen and review all the application received. Categories the application according to post.5. Notify and confirm the attendance of candidates for interview (if any).6. Prepare the timetable for interview (if any).7. Specify the dates, venues and time for the interview (if any).8. Prepare the result of interview session.9. Send offer letter to all successful candidates and notification letter to KIV or rejected candidates.10. Compile and keep the complete documents for each application.

SO/SSO	<ol style="list-style-type: none">1. Identify the qualification and types of candidates needed.2. Identify the modes of selection process for candidates. If the number of candidates is more than three (3) the interview session must be conducted.3. Conduct the interview according to the plan.
H	<ol style="list-style-type: none">1. Endorse the status of candidates.2. Sign the appointment letter.

SELECTION PROCESS FOR PART-TIME

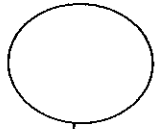




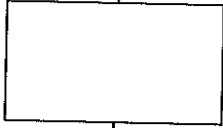
Inform candidates who send Incomplete application.

Identify the mode of selection.

Prepare checklist for candidate's applications



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Specify the date, venue and time for interview



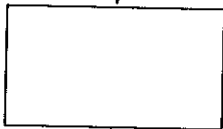
Prepare interview process (assessment form and booking of venue)



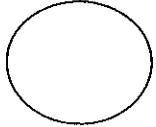
Notify and confirm attendance of candidates



Conduct the interview session.



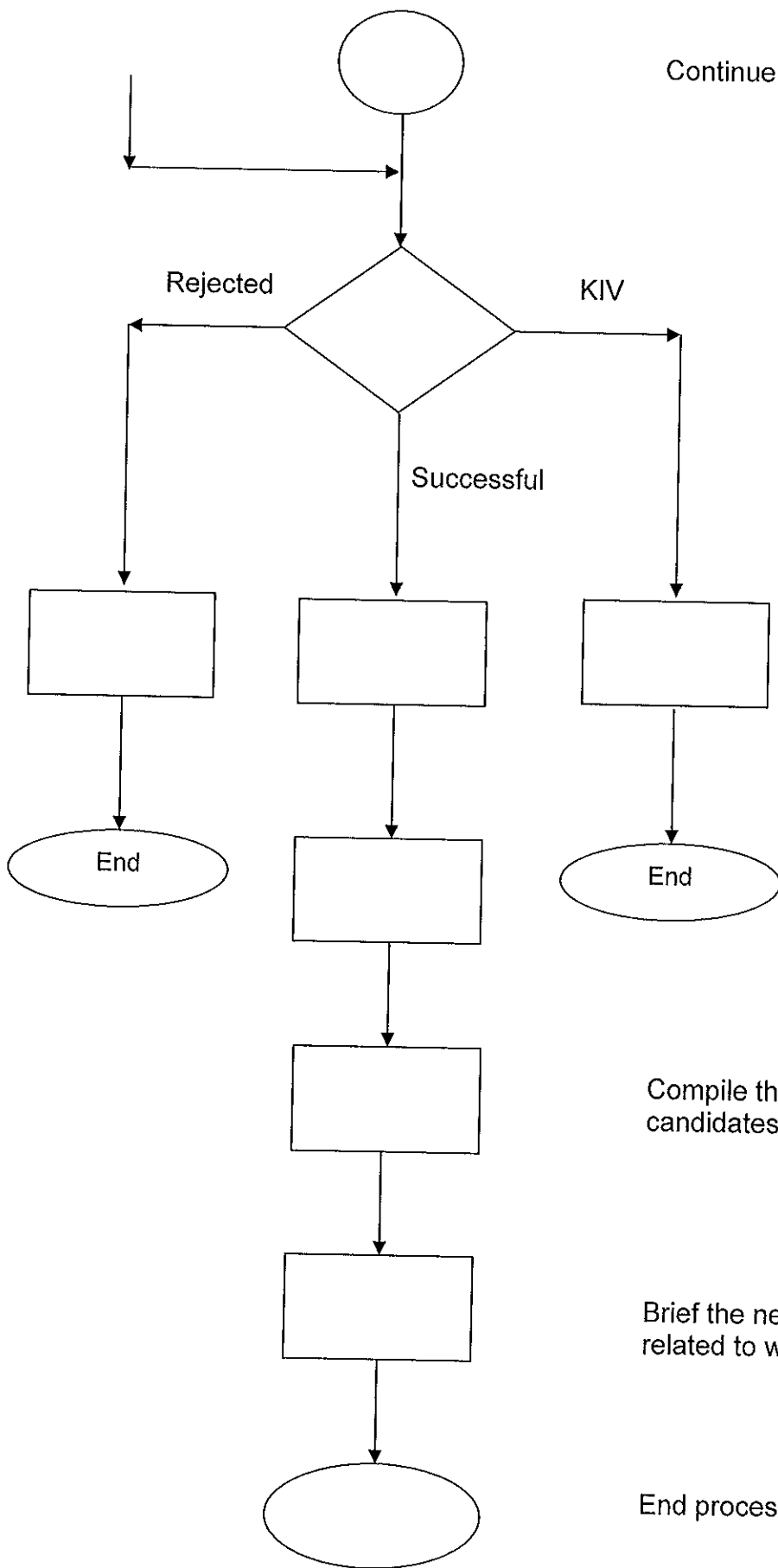
Prepare the result of the interview



Continue 3



Continue 3





Send offer letter to all successful candidates

Send notification letter to KIV and rejected candidates

Compile the complete documents of candidates.

Brief the new appointment on matters related to work and job scope

End process

Prepared By :-	Approved By :-
 MOHD HIDAYAT AHMAD TRAIMIZI Sports Officer Sports Development Centre Date: 15/5/2018	 ASSOC. PROF NOOR AZLAN MOHD NOOR Director Student Affairs and Development Division (STADD) Date: 15/5/2018

**SPORTS DEVELOPMENT CENTRE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

INTERVIEWER'S APPRAISAL FORM

Name	:		Interview Date	:	
Age	:		Interview By	:	
Race	:		Post Applied	:	
Highest Qualification	:		Job Experience (in years)	:	
Institution	:		Earliest Starting Date	:	

ATTRIBUTE	BELOW AVERAGE			AVERAGE			ABOVE AVERAGE		
	1	2	3	4	5	6	7	8	9
APPEARANCE	Sloppy, untidy, poor taste in dressing, faulty grooming			Generally neat, well groomed			Very careful of appearance, meticulous in dressing		
CONVERSATIONAL ABILITY	Disorganized, confused, evasive, wander and irrelevant			Logical & clear grammar, good organization			Animated, fluent, good vocabulary		
JOB KNOWLEDGE	Incomplete answers, very little understanding of job			Answers most questions, gives complete explanation			Thorough knowledge of the job, complete exact answers to the questions		
EXPERIENCE	Irrelevant, not directly applicable			Good background			Fits job, well suited		
QUALIFICATION/ EDUCATION	Meets minimum requirements, not in the same discipline			Meets all requirements in right discipline			Meets all requirements, has additional qualifications		
INITIATIVE	None, does not ask questions			Asks standard routine questions			Asks good/ excellent questions		
MENTAL ALERTNESS	Slow to grasp ideas, understand but little to discuss subject			Fairly attentive, expressed own thought			Asks intelligent questions, usually quick thinker, grasp complex ideas		
COOPERATION	Hostile, defensive resistant, antagonistic			Eager to please, positive attitude, uncomplaining			Very positive attitude, very adaptable		
PERSONALITY	Inattentive, over bearing, smug, not at ease, temperamental, not friendly			Slightly nervous, but attentive and friendly			Very attentive, very friendly, confident and relax		
MOTIVATION & AMBITION	Fails to give impression of enthusiasm for job			Plenty of drive, has plans for getting ahead, is excited about job			Extremely well motivated for the job		

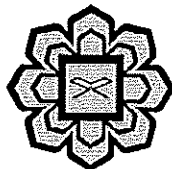
Signature of Interviewer _____

Date _____

Total _____

Recommended Remark: _____

Not Recommended Remark: _____



OFFICIALS DEVELOPMENT UNIT

IIUM MUSTANGS COACH EVALUATION FORM

Please be reminded, all Liaison Officer (LO) is compulsory to give answer without prejudice to ensure the reliability of the evaluation meets the objective.

COACH NAME : _____
SPORTS : _____
LIAISON OFFICER : _____

1. COACH EVALUATION: *Please rate the following aspects of your coach. (Tick ✓ for each the respected rate)*

1-Strongly Disagree 2-Disagree 3-Average 4-Agree 5-Strongly Agree

PART A: COMMUNICATION						
NO.	ITEM	RATING				
		1	2	3	4	5
1	Develops positive relationships with athletes					
2	Communicates a positive philosophy and ethical approach to sport					
3	Utilizes strong teaching and communication skills					
4	Ability to receive and present ideas					
5.	Able to control tense during communication process					

PART B: PERFORMANCE						
NO.	ITEM	RATING				
		1	2	3	4	5
1	Uses techniques that match growth and development of athletes					
2	Employs effective sport strategies and tactics					
3	Performs adequate evaluation of players					
4	Ability to receive and present ideas					
5	Employs effective time management (punctuality)					

PART C: COACHING SKILLS						
NO.	ITEM	RATING				
		1	2	3	4	5
1	Demonstrates a strong knowledge of the sports					
2	Provide adequate care for injury prevention and treatment					
3	Demonstrates strong sport skills					
4	Uses acceptable practices when conditioning athletes					

PART D: ISLAMIC VALUE						
NO.	ITEM	RATING				
		1	2	3	4	5
1	Understanding and commits towards Islamic ideas and principles					
2	Respect Islamic practice during game and training					
3	Able to integrate the sport with Islamic values					
4	Able to represent IIUM as a team from an Islamic university perspectives					

2. Overall Comments and Recommendations (To be filled by the LO)

Do you recommend extending your respective coach service for your team?

YES

NO

If NO, please propose new candidate.

NAME : _____

CONTACT NO. : _____

EMAIL : _____

.....
 (Signature & Official Stamp)
 DATE:

3. Approval from Head of Sports Development Centre

Approved

Not Approved

.....
 (Signature & Official Stamp)
 DATE: