

COLEBRIDGE TABLE TENNIS CLUB

Role description: Coaching Officer (Lead Coach)

Name of Coaching Officer: Edward Lynn

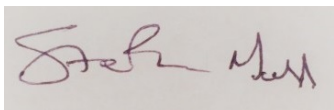
Responsible to: Colebridge Management Committee

Main duties

- To take full responsibility for the club's coaching sessions; communicating the programme with parents and club members.
- To maintain high ethical standards in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
- To undertake training appropriate to the role e.g. child protection training.
- To work with and include the Assistant Coach(es) in the preparation and running of each session.
- To attend committee meetings and report on progress (including the AGM).
- To offer the club feedback on the organisation and degree of success of coaching and competitions.
- To assist in the selection of teams.
- To travel to competitions with the junior teams (eg: NCL, NJL).
- To arrange for another qualified coach to cover sessions if required.
- To inform the parents in advance of any sessions that cannot be delivered.
- Produce a Coaching and Youth Report as part of the Annual Report.
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Arranging handover or succession planning for the position.

Coaching Officer (Lead Coach) - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3rd August 2017