

## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: Disability Officer**

**Name of Disability Officer:** Edward Lynn

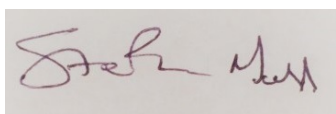
**Responsible to:** Colebridge Management Committee

### **Main duties**

- Support the efficient running of the club.
- Offer provision for players with disabilities.
- Offer training opportunities; internal and external.
- Facilitate development via Solihull Active and other key organisations and partners.
- Work towards full inclusivity within the club programme.
- Ensure all relevant documents are available and up to date.
- Ensure other coaches have had some relevant training in coaching players with disabilities.
- Ensure care workers are available to attend and support sessions where necessary.
- Safeguard and ensure the safety of all attendees with disabilities.
- Attending committee meetings (including Annual General Meetings).
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

Disability Officer - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3<sup>rd</sup> August 2017