

COLEBRIDGE TABLE TENNIS CLUB

Role description: Coaching Officer (Lead Coach)

Name of Coaching Officer: Ian Scott

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.
- ➔ Produce a plan for the year ahead.
- ➔ 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 for this role, including; safeguarding training (every three years); first aid qualification (every three years); CPD (every two years); enhanced DBS check (every three years), and maintaining a current TTE Coaching Licence.
- ➔ 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, JBL).
- ➔ 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: A handwritten signature in black ink, appearing to read "John A. Lee", written over a horizontal line.

Club Chair

Dated: 30th June 2023