



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: Cadet & Junior BCL, YBCL).
- To arrange for another qualified coach to cover sessions if required.
- To inform the parents in advance of any sessions that cannot be delivered.
- 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 that reads "John Scott".

Club Chair

Dated: 13th November 2025