

## **COLEBRIDGE TABLE TENNIS CLUB**

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


**Name of Disability Officer:** (Post currently vacant)

**Responsible to:** Colebridge Management Committee

### **Main duties**

- 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.
- 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 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.
- Arranging handover or succession planning for the position.

Disability Officer - Adopted in Club Committee Meeting minutes

Signed:   
The signature is written in blue ink and appears to be "John A. Lee".

Club Chair

Dated: 13<sup>th</sup> November 2025