

# Formby Village Tennis Club

## Club Coach's Role

This document outlines the Coach's role at Formby Holy Trinity Tennis Club, as well as the coach's responsibilities to the Club and the responsibility of the Club to facilitate safe, fun and inclusive coaching.

**Club Coach** – Formby Village Tennis Club

**Responsible to:** Formby Village Tennis Club Management Committee

### **Coach's roles:**

- to act as an ambassador for the Club
- take full responsibility for role played in the Club's junior coaching programme
- ensure effective progression of talented players from the Club's development programme and any school linkage or similar programme
- work with junior representative/ co-ordinator in promoting the junior section of the Club
- ensure appropriate and regular liaison with the Lawn Tennis Association (LTA) on coaching issues
- provide the Club with feedback on the organisation and degree of success of junior coaching and competitions
- charge, collect and account for fees payable by non-Club members, such "Visitor's Fees" being in accordance with those prescribed by the Club's management committee.

### **Coach's requirements:**

- hold a current LTA licence, the requirements of which include approved DBS disclosure and a current Public Liability insurance certificate
- comply with Club's "Child Protection Policy" and "Code of Conduct for People working with Children" and similar guidelines
- comply with Health and Safety policies and procedures
- keep a yearly register of coaching; this is to aid the Committee and coach keep a track of attendees
- include any promotional material of the club (i.e. club logo, website/Facebook page) attached to any advertising for coaching at the club

Any coach issued with this document will not be liable to pay a membership fee.

### ***Hours:***

Hours are flexible and by agreement with the Club to meet its needs and those of its members. A schedule of court usage will be made available and maintained so that coaches can arrange private lessons when courts are available.

Coaches are asked to work in co-operation with others so that private lessons do not take up more than two courts at any one time (except for pre-existing squad sessions at the approval of the Committee).

Any alteration to the Coach's general availability or court requirements must be notified to the Club Captain for agreement by the Committee before implementation. Similarly any proposed changes by the Committee must be discussed and agreed with the Coach.

The Coach is self-employed and not a paid employee of the Club.

### **Club's responsibilities:**

- the Club will take all appropriate steps to advertise and support the Coach's role and responsibilities within the Club, and externally on the Club's website
- will allow coaches to advertise on the Club's 'Clubspark' page, allowing for people to book lessons online
- seek to participate in any schemes (such as school linkage) run by the local council, LTA or similar organisations which assists the coach in developing players' ability, particularly juniors
- permit the coaching of non-Club members provided such is within agreed opening hours and not to the detriment of the Club's own members
- allow the Coach to attend and participate in Club Committee and Junior meetings and keep coach fully informed of developments within the Club

### **Disputes:**

Any disputes must be brought to the attention of the Club Captain and resolved through discussion or by the Captain's reference to the Management Committee.