

Roles and Responsibilities - Club Coach

Role: To plan, deliver and evaluate club coaching sessions in a safe and enjoyable environment.

The emphasis should be on teaching, coaching and developing players in the understanding and basic techniques of HOW to play Table Tennis.

Status: Volunteer (club coaches could be paid on a per session basis)
Appointed by: Coaching Officer
Responsible to: Coaching Officer
Reports to: Club Committee
Approximate time commitment: Likely to be between one and two hours per session coaching dependent on club programme
Useful skills and experience: An ETTA coaching qualification, an involvement in playing Table Tennis, an interest in helping (young) players to reach their full potential
Benefits of volunteering: Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

Responsibilities

- Take responsibility for coaching sessions designated by the Club Coaching Officer/Club Committee.
- Dress appropriately and ensure all participants do likewise.
- Agree to and act on the Club's Equity and Child Protection policies and Codes of Conduct.
- Attend appropriate club meetings.
- Attend continuing personal development courses (CPD).
- Provide advice on equipment purchases and competition entries.
- Give general player support including advice on physical and psychological training and diet.
- Where a Club Duty Officer is not present, assume the following Duty Officer responsibilities (refer to Roles & Responsibilities Club Duty Officer PC-T51g):
 - Open up on arrival and secure on departure the club venue.
 - On arrival and departure at the venue, check for and record any damage to the facilities or unsafe/broken equipment.
 - Maintain an up- to-date attendance register and collect any session fees payable.
 - Supervise the safe setting up and dismantling of required equipment.
 - Be responsible for the use and safe return of all club equipment e.g. bats and balls.
 - Implement accident, injury and evacuation procedures.
 - Welcome new players, parents and other visitors.
 - Ensure that all areas accessed by the club remain tidy.

Task List

- Obtain professional liability insurance cover.
- Deploy helpers/practice partners in accordance with club policy.
- Join the Association of Table Tennis Coaches (see below).

BNCA Table Tennis Club Committee
11 March 2010

Supporting information:

The *PremierClub* programme provides sources of information, support and practical advice to member clubs including the comprehensive *PremierClub Club Pack*, now on CD. Find out more: www.etta.co.uk

Sport England Running Sports Programme: This education and training programme equips volunteers with the know-how and skills to be the best they can at running their club. Resources include quick guides and interactive workshops. Find out more: www.runningsports.org

Sports Coach UK works closely with sports governing bodies to provide a comprehensive service for coaches throughout the UK. This includes an extensive programme of workshops. Find out more at www.sportscoachuk.org

The Association of Table Tennis Coaches (ATTC) is administered by the English Table Tennis Association. It provides coaching liability and personal accident insurance, legal advice, newsletters, workshops and other benefits of membership. E-mail: coaching@etta.co.uk.

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Template provides basic guidelines for adaptation to suit local circumstances.