

Task description: Head Coach

WYLAM TENNIS CLUB

Name of coach:

Craig Little

Responsible to: Wylam *tennis club* committee

Main duties

- To take full responsibility for the club's junior coaching sessions at *Wylam tennis club* on *Monday* from *5pm to 9.35pm*.
 - To maintain high ethical standards in coaching, keep up-to-date with knowledge, skills and qualifications and prepare all coaching sessions in advance.
 - To undertake training appropriate to the role including child protection and health and first aid.
 - To work with and include Jeff Wiseman in the preparation and running of each session.
 - To attend AGM and report on progress.
 - To offer the club feedback on the organisation and degree of success of junior coaching.
 - To inform the Junior Coordinator in advance of any sessions that cannot be attended.
 - To maintain a register of participants.
 - To maintain an record of emergency contact details and medical information on participants
 - To publicise coaching programmes and club sessions
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