

Job Description Head Coach

REPORTS: In respect of his STC responsibilities, described in more detail below, the Head Coach reports to the Club Manager who in turn reports variously to the Tennis Committee, Club Chairman, and Board.

KEY RESPONSIBILITIES

- To deliver a comprehensive community tennis programme (CPT)
- To work with the Tennis Committee and Club Manager to increase participation and membership at the club
- To contribute to the overall objectives of the club, as described in the 10-Year Business Plan and any subsequent updates

Coaching

- Develop and deliver a community tennis programme, keeping registers of attendances and noting details of members/non-members
- To develop, promote and deliver holiday camps during May and October half terms, at Easter and during the summer holidays (9 weeks minimum). This includes arranging for other coaches and coaching assistants, constructing a curriculum for the camps, liaising with the club regarding administration/promotion and providing a set of accounts at the conclusion
- Drive new initiatives to increase participation
- Develop school/club links
- Deliver private lessons according to customer demands, to arrange courts and ensure any court/visitors fees are paid in full and on time
- Liaise with Club Manager and Parklangley regarding the current group coaching contract between STC and Parklangley
- Act as a mentor providing professional development and support to any other coaches and assistants contracted to STC to deliver the club's CPT
- Ensure and promote equality of opportunity, respecting diversity and recognize the needs of different groups and individuals

Courts/Equipment

- Provide own equipment (balls etc) for lessons
- Leave any activity area clean and tidy and ready for next customer/coach and storing any equipment in the correct place
- Ensure the safety and well-being of all customers and advise G&P Director of any issues over court safety or disrepair

Club Matters

- Assist the Tennis Committee with any player assessments, as may be referred from time to time
- Assist the Tennis Committee with co-ordination and management of Junior Aegon and Kent teams, including liaison with parent captains
- Arrange tennis coach in-put to STC's Annual Open Day and any other similar event A

- Assist the Tennis Committee with social tennis events and tournaments including attendance to run events when required
- Attend occasional meetings as and when necessary

Personal

- Communicate efficiently and professionally with clients, colleagues, Club Manager, and members
- Arrange any substitute coach in the event illness/holiday/training, pay that substitute promptly and advise Club Manager
- Have and maintain an LTA coaching qualification, insurance, DBS and licence
- To participate in any performance related bonus or member recruitment incentive scheme as may be agreed with STC from time to time
- Submit a regular, accurate and detailed invoice and registers to Club Manager promptly at the end of every month
- Act as an ambassador for Sydenham TC both internally and externally

January 2016