



## Role & Responsibilities – Club Coaching Officer

---

**Role:** To formulate and oversee the delivery of the club coaching programme.

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

**Status:** Volunteer  
**Elected at:** Club Annual General Meeting  
**Responsible to:** Club Committee  
**Reports to:** Club Chairman  
**Approximate time commitment:** Dependent on club programme and number of coaches (likely to be between one and two hours per coaching session)  
**Useful skills and experience:** An ETTA coaching qualification, an involvement in playing Table Tennis and an interest in helping (young) players to reach their 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 re-imburse agreed out of pocket expenses

### Responsibilities

- In conjunction with the officers of the Club appoint club coaches for each coaching session and support them to plan, deliver and evaluate the sessions in a safe and enjoyable environment.
- In conjunction with the officers of the Club seek and recruit additional coaches and appropriate practice partners.
- Attend appropriate club meetings and report as required on the coaching programme.
- Represent the club at other meetings as directed by the club committee.
- Organise and lead club - and where appropriate PremierClub 'cluster' - coaching meetings.
- Organise continuing personal development (CPD) course opportunities for club coaches.
- Ensure that all club coaches have signed up to the club's code of conduct for coaches and volunteers.
- In conjunction with the Club officers ensure that all club coaches hold personal liability insurance cover.
- In conjunction with the Club officers ensure that all club coaches have been through the appropriate child protection checks.
- In conjunction with the Club officers set guidelines on the use of helpers/practice partners at club sessions.
- Assume the role and responsibilities of a Club Coach when coaching.
- Agree to and act on the Club's Equity and Child Protection policies, Club Rules and Codes of Conduct.

### Task List

- In conjunction with the Club officers obtain personal liability insurance cover.
- Attend continuing personal development (CPD) courses.
- Ensure each session has adequate coaching and practice partner participation.