

This policy sets out transparent and concise principles for the organisation and administration of tennis coaching at ELTBC.

### **Coaching Structure/Rules**

1. The Tennis Captain/nominated Executive Committee member has overall responsibility for ensuring adherence to the coaching policy
2. The Contracted Club Coaches provide and manage coaching for Adult and Junior Members
3. Only Coaches sanctioned by the Club Committee are authorised to coach at the Club, and this is reviewed annually
4. Contracted Club Coaches must be consulted by the Club Committee prior to changes being made to this policy.
5. External coaches may run specific courses only when agreed in advance by the Committee/Contracted Club coaches and are required to pay all court fees in advance
6. All Group Coaching/Camps must be approved in advance
7. Club members who enrol on a certified Tennis Coaching Program Registry will be allowed to assist/shadow Coaches subject to agreement by relevant coach and to complete on court coaching logs in order to meet practical course requirements
8. Coaching Fees must be clearly outlined at the start of the coaching year.
9. Club Coaches must submit all updated coaching certifications/documentation annually to the Club Secretary and sign their agreement to this policy (By 30<sup>th</sup> of March each year)
10. Court Rental Structure to be reviewed and signed off annually by Management Committee
11. Due to possible conflict of interest coaches are not allowed on the management committee but will attend meetings on request

### **Coaches**

Coaches wishing to use the club facilities to coach club members must be

1. Approved and contracted by the Executive Committee
2. Club Members
3. Hold a minimum Tennis Ireland one qualification
4. Up to date Tennis Ireland Licence
5. Have appropriate Garda Clearance
6. Have Public Liability Insurance
7. Comply with all legal requirements with being self-employed
8. Provide details of their qualifications and appropriate photo for display in the clubhouse
9. Pre approved external coaches for specific courses must provide equivalent documentation as above

## Coaching Administration

1. Coaches must provide a list of all persons receiving tennis coaching
2. Complete Coaching file 4 times a year for review by Club Secretary and Child Protection Officer
3. Court Charges to be reviewed annually in advance and invoiced in October every year
4. Coaching Fees to be invoiced quarterly to the Club and signed off by Tennis Captain/Nominated Committee Member
5. "Payment in kind hours" to be signed off by Tennis Captain/Nominated Committee Member

## Senior Coaching

1. Club Coaches are permitted to coach Club Members privately.
2. Approved fees paid for privately by the Club Member
3. Courts must be booked in advance
4. Non-members can be coached at off peak hours only subject to Court availability and having paid Guest and Light Fees
5. All squad training and group training to be approved in advance by Club Captain

## Junior Coaching

1. The Tennis Captain/Nominated Committee Member and Junior Rep will meet with the coaches at least 4/6 times a year to discuss coaching issues and matters arising
2. Coaches are not members of the Junior Committee to avoid conflict of interest issues
3. Coaching focus for Juniors to be on a group basis primarily
4. Coaches to assist Junior Committee to ensure participation in Junior League Competitions
5. Coaches to be allocated School Liaison duties to nominated schools and club to fund these hours jointly with the school
6. Coaches to ensure that Child Protection policy is fully adhered to at all times
7. All Junior Coaching sessions must be booked in advance through Acebook

## Coaching Fees

### Coaching Fees to apply as follows for 2019 and 2020 on either of the following options

- A) Court fees to be charged for Summer Camps only at €10 per booking slot (50% discount over standard player fee). In addition Contracted Coaches will receive an additional discount to reflect payment in kind hours as agreed with Tennis Captain/Executive Committee

All hours over and above discounted hours will be billed at agreed annual hourly coaching fees