

Shankill Tennis Club Coaching Policy & Structure

Mission Statement:

Shankill Tennis Club is committed to providing a family friendly club for tennis players of all ages and abilities, to help them to reach their full potential and to promote and develop wellbeing and fitness within the community.

To achieve this mission the Shankill Tennis Club will provide a supportive environment, including access to coaching, that fosters the development of individuals of all ages and enables them to set and achieve their sporting goals and most of all enjoy the sport.

Club Coaching Structure:

The Club coaching policy offers an overview of the coaching arrangements available to all members of the club and in relation to the provision of this coaching, what is expected of the Club Committees, the coaches and the club members.

For this three way relationship to be successful it is important that all parties understand their rights and responsibilities; this document seeks to clarify these key roles, relationships and responsibilities.

Coaching Overview:

Coaching is provided within the club primarily on a 'group basis'. Group coaching concentrates predominantly on junior members with a comprehensive programme progressing them from beginner to advanced player through the Common Integrated Approach pathway. This pathway develops the technical, tactical, physical and psychological tennis skills of a player within the best of his/her ability as well as nurturing interpersonal and competitive skills. Adult group coaching is arranged on demand. Group coaching is only provided where numbers are sufficient to make it financially viable.

Individual coaching is available to all adults and only to juniors who are already involved in the group coaching programme or at the discretion of the Head Coach and Coaching Coordinator/Executive Committee. Individual coaching is not promoted as a first option for juniors.

Coaching Objectives:

To

- develop club members to the best of their ability
- encourage members to represent the club in various leagues etc
- operate as a source of income for the club
- promote new membership
- cultivate club loyalty and cohesion amongst its members
- nurture a love and enjoyment for tennis
- give members a sport for life.

Responsibilities of the Club Executive Committee:

To the Club Members:

- Ensure that coaching has high prominence in club operations
- Provide access to a high standard of quality coaching
- To make available suitably qualified coaches – Tennis Ireland Licensed
- To ensure that all coaching operates in a professional manner and in line with best practice
- Child protection guidelines are strictly adhered to
- Coaching is accessible to all (affordable)
- Coaching operates in such a manner as to be financially viable for the club
- Ensure that all coaches operating in the club hold Public Liability insurance

To the Head Coach

- Support and enable him/her to fulfil his/her responsibilities as described in this policy and in the operation of the Common Integrated Approach.
- Liaise as required via the Coaching Coordinator in respect of all coaching programmes including schedules and numbers
- To address any coaching issues raised at the following Executive meeting, unless the issue raised requires a more immediate response.
- Provide suitable facilities to conduct the coaching programme in
- To keep him/her informed of any issues that might impact on the coaching programme.

Responsibilities of the Coaching Coordinator:

Like many clubs Shankill TC elects a Coaching Coordinator. The Coaching Coordinator is a member of the Executive Committee and is the key contact for the Head Coach.

To the Club Members:

- Will communicate to the Head Coach all demands for coaching
- Ensure all coaching is scheduled fairly and efficiently
- Communicate in a timely manner any cancellations or changes to the coaching schedule
- Ensure that group coaching including camps meet the club's financial and developmental requirements
- Keep the Executive Committee abreast of any potential issues

To the Head Coach

- Assist him/her to operate the Common Integrated Approach
- Will assist him/her to co-ordinate all group coaching and camps
- To assist the coach to meet minimum number requirements for any proposed group coaching/camps
- Provide final approval to proposed group coaching/camps

- Assist him/her to manage court availability so as to ensure smooth running of all coaching/camp programmes
- Organise, as the coaching/camp programmes require, coach team meetings and implement a yearly coaching schedule
- Will assist him/her to address any issues which arise and to liaise with the Executive Committee if necessary
- Ensure coaches are implementing the coaching policy as it has been envisaged

Responsibilities of the Head Coach:

The role of the Head Coach is to ensure the coaching/camp programmes within the club are managed effectively with the assistance of the Coaching Coordinator and Coaches, to ensure that all members, both junior and adult, of all abilities, have an opportunity to improve their game.

To the Club Members:

- Manage a coaching programme progressing members from beginner to advanced player- where abilities permit (Common Integrated Approach).
- To ensure all players are given the opportunity to access coaching through advertising forthcoming group coaching and camp programmes in the clubhouse
- To implement and manage the junior coaching programme, including camps, efficiently
- To assist the Junior Committee in their role as described within this policy
- To use the appropriate equipment for the different age groups and ability levels
- To assess and allocate players to the most appropriate coaching group based on their individual ability
- Keep parents informed as to how their child/children are progressing (verbally) when requested
- Provide senior group coaching when requested
- Encourage participation, by all, in league tennis
- Ensure that all group coaching and camps are run in a professional manner and in line with best practice
- Operates the coaching and camp programmes profitably and provides value for money
- Ensure Child Protection guidelines are adhered to
- Ensure that coaching is accessible to all and is inclusive
- To assist in team selection if requested
- Promote the club in such a way as to attract new members
- To nurture a love of the game, fair play and enjoyment
- Maintain records of each members' progress

To the Executive Committee/Coaching Coordinator

- Implement viable profit making coaching and camp programmes
- Alert the Committee/Coaching Coordinator to any coaching issues which arise as soon as possible

- Ensure coaching is always to the highest standards through his/her own continuous development and up-skilling and by holding an up to date Tennis Ireland Licence at all times.
- Ensure that no group coaching or camps occur within the club which have not been approved by the Coaching Coordinator
- Ensure that group coaching takes precedence over individual coaching
- Attend committee meetings when requested to provide a brief input on coaching issues
- Manage any coaches involved in the coaching/camp programmes who have been appointed by the Executive Committee

Responsibilities of Coaches:

The role of additional Coaches in the club is to support the Head Coach to manage coaching and camp programmes as envisaged by the Head Coach, Coaching Coordinator and the Executive Committee.

To the Executive Committee/Club Members

- To assist the Head Coach to provide comprehensive coaching and camp programmes by complying fully with all aspects of this policy
- To operate fully within the Common Integrated Approach as developed by the Head Coach
- To maintain coaching standards through continuous self-development and by holding an up to date Tennis Ireland Licence at all times.
- Adhere to all Child Protection guidelines
- To approach his/her role within the coaching and camp programmes with enthusiasm, integrity and be professional at all times
- Encourage participation, by all, in league tennis
- Promote the club in such a way as to attract new members
- To nurture a love of the game, fair play and enjoyment
- Ensure that group coaching takes precedence over individual coaching
- To implement the coaching policy as it has been envisaged

To the Head Coach/Other Coaches

- Assist the Head Coach/ coaches in the management and running of all group coaching and camp programmes by
 - o Conduct his/her coaching in a professional manner and in line with best practice
 - o Adhering to the Common Integrated Approach requirements as specified by the Head Coach to ensure continuous progression within the coaching programme
 - o Bring to the Head Coach any coaching concerns as soon as they arise
 - o Keep records of players under his/her responsibility and provide them when requested
 - o To use appropriate equipment for the different age groups and abilities under his/her responsibility
 - o Prior to commencement or agreement to commence coaching, bring to the Head Coach/Coaching Coordinator any demand for coaching that becomes known to him/her

- To ensure all players are given the opportunity to access coaching through advertising forthcoming group coaching and camp programmes in the clubhouse
- To at all times work in a collaborative and supportive manner to ensure the continued success of the coaching programme/camps

Responsibilities of the Junior Committee:

The Junior Committee in Shankill TC have responsibility for ensuring that the interests of Junior Members, including coaching and social events, are addressed appropriately within the club.

To the Executive Committee/Club Members

- Ensure child protection guidelines are strictly adhered to
- Ensure that junior group coaching, including camps, meet the club's financial and Common Integrated Approach developmental requirements
- Keep the Executive Committee abreast of any potential issues specific to the club's junior programmes
- To manage participation by juniors in Junior league competitions
- Encourage interaction and mentoring between senior and junior members
- Ensure the Head Coach/coaches are implementing the coaching policy as it has been envisaged for junior members
- Ensure that junior group coaching and camp programmes are accessible to all and is inclusive
- To nurture a love of the game, fair play and enjoyment
- Ensure that all juniors are treated fairly and have equal opportunity to partake in tennis events

To the Head Coach/ Coaches/Coaching Coordinator

- Support and assist the Head Coach and Coaches to fulfil the junior coaching and camp programmes as described in this policy
- Organise, as required, coach team meetings
- Liaise, as required, with Head Coach/Coaching Coordinator in respect of all junior group coaching and camp programmes including schedules and numbers
- Assist coaches/Coaching Coordinator to address any issues which arise and to liaise with the Executive Committee if necessary
- To assist the Head Coach with the selection of junior teams
- Ensure that no junior group coaching or camps occur within the club which have not been approved by the Coaching Coordinator
- Ensure that junior group coaching takes precedence over individual coaching
- Bring to the Head Coach/Coaching Coordinator any demand for coaching that becomes known to him/her

Responsibilities of the Club Members:

To the Executive Committee/Coaching Coordinator

- Encourage their children to partake in group coaching and camp programmes

- Pay coaching/camp fees promptly
- Facilitate their children's participation in league tennis and other social events run by the club for juniors
- Bring any coaching concerns to the Coaching Coordinator or Head Coach

To the Head Coach/ Coaches

- To support the coaches by ensuring their child/children are on time and available to play
- Assist their children to arrange play (practice) outside coaching hours
- Inform the coaches as soon as possible if a child is unavailable to coach
- Ensure that young members are promptly dropped off and collected when attending coaching

Coaches and Coaching Accreditation:

Coaches wishing to use the club facilities to coach members must

- Firstly be approved by the Executive Committee
- Hold a minimum Tennis Ireland level one qualification or its equivalent
- Have Public Liability insurance
- An up to date Child Protection Cert
- An up to date Tennis Ireland Licence
- It is each coach's responsibility to comply with legal requirements associated with being self-employed.
- Provide details of their qualifications and an appropriate photo for display in the club house

Coaching Structure

Group Coaching Regulations

- Group coaching should consist of 8 people or more with a minimum of 6 people
- Group coaching, where the number of participants falls below the minimum of 6, can only operate at the discretion of the Coaching Coordinator.
- Camps should consist of 12 people with a minimum of 8, unless it is a Tiny Tots camp, these camps will have a maximum of 6.
- All group coaching and camp programmes must be approved by the Head Coach and the Coaching Coordinator/Executive Committee.
- No group coaching or camp programmes are permitted to start until approval has been given
- Group coaching takes precedence over individual coaching at all times
- Fees are paid promptly for all group coaching and camp programmes
- Fee reductions apply for 2 or more children, does not apply to camps
- If there is over subscription for group coaching or camps, it will be filled on a first come first served basis
- Group coaching and camps will be rescheduled if cancelled due to inclement weather
- Coaching will not be provided due to absenteeism

- Coaching refunds will be considered where absenteeism is due to injury at the discretion of the Executive Committee/Coaching Coordinator.
- The Head Coach can reassign a person to another group if it is deemed to be in the best interest of the person
- No coaching will be scheduled for Bank Holidays
- Fees are set by the Executive Committee and cannot be altered without its permission
- All fees are paid to the club directly via the office prior to the commencement of coaching
- Coaching is available to all members and will be advertised within the club house

Individual Coaching Regulations

- Fees are at the discretion of the coach
- No junior can avail of individual coaching unless already part of the group coaching programme
- No junior can avail of individual coaching unless it is firstly deemed appropriate for the individual by the Head Coach and the Coaching Coordinator/Executive Committee
- Minimum age for individual coaching is 7 years unless deemed appropriate for the individual by the Head Coach and the Coaching Coordinator/Executive Committee.
- Individual adult members must arrange it directly with the coach
- All persons availing of individual coaching must sign in at the office before going on court.
- Payment is made directly to the coach
- Non-members can be coached at the club but must pay court and light fees.

Breaches of this Coaching Policy

Any breaches of this policy will be dealt with appropriately by the Executive.

Monitoring and Reviewing of Policy

This policy will be monitored for effectiveness and reviewed annually or as deemed necessary.