

WALKDEN AND DISTRICT TENNIS LEAGUE

CHILD PROTECTION POLICY AND PROCEDURES JOB DESCRIPTION

Training_Coach in Charge

Name of Coach in Charge _____

MAIN DUTIES

1. To take full responsibility for the coaching sessions at any venue in the League.
2. To prepare all coaching sessions beforehand with regard to age, ability or disability
3. To work with and mentor assistant coaches.
4. To work with any volunteers and advise them of the training to be undertaken and how to achieve it.
5. To ensure a register of children and young people under going training is made and to check on attendance at each session and on the wearing of suitable clothing and footwear.
6. To report to the League on progress of players and any difficulties encountered. Not to take any immediate major action before discussion with the Child Protection Officer/ Chairman or both for advice.
7. To inform the League in advance of any sessions that cannot be attended. Any invited coach for any session must be cleared by the Chairman/Named Deputy or Child Protection Officer.
8. To liase with parents where necessary.
9. To deal with any accidents to or incidents of abuse on the children or young people at the training sessions in a caring and sensitive manner:
to fill in the required accident or incident of abuse form,
to record the action taken,
to report all of the above to the League Child Protection Officer.
10. To insist at all times on good behaviour and conduct of fair play from players, assistants, volunteers and observers to ensure an enjoyable environment.
11. To ensure that no alcohol or drugs are taken before /during/ after or at any time whilst acting in an official capacity by any one attending the training session. Failure to do so will be considered act of "Gross Misconduct", which could result in a request for immediate resignation.
12. To always be aware of Duty of Care for your own protection and the protection of children and young people in your care.

I HAVE READ AND UNDERSTOOD THE ABOVE DUTIES and my responsibility to the children and young people in my care.

SIGNATURE _____