



# Multi Sports Club

[www.multiportsclub.org.uk](http://www.multiportsclub.org.uk)

Reg Charity No: 1109962

## Task description: Coach

Name of coach:

**Responsible to:** MULTI SPORTS CLUB Management Committee

CONTACT: Irene Small, 02380 554351 or Susan Perrin, 07814 135565

### Main duties

✓ To take full responsibility for the club's coaching sessions:

Venue:

Dates from: \_\_\_\_\_ to \_\_\_\_\_

Times:

- ✓ To maintain high ethical standards in coaching, ensuring your knowledge, skills and qualifications are up-to-date.
- ✓ To undertake any additional training appropriate to the role e.g. child protection training, equity in coaching, etc
- ✓ To hold insurance cover relevant to the activity being delivered, and provide a copy of the policy to the club.
- ✓ To provide copies of qualification certificates to the Club prior to the start of the coaching programme, including DBS disclosure certificate. The club may require a new DBS disclosure to be applied for at their discretion eg if the latest is over 1 year old or if it applies to a role not related to sports coaching or working with children/young people and vulnerable adults.
- ✓ Prepare all coaching sessions in advance in accordance with any NGB guidelines relevant to the sport and abilities of club members.
- ✓ To inform the Coach Coordinator in advance of any sessions that cannot be attended. **Irene Small, 02380 554351**
- ✓ To arrive in good time to set up and run the coaching session, contact Irene or Susan if you are delayed.
- ✓ To work with and include any assistant coaches and club volunteers in the preparation and running of each session.

January 2014

- ✓ To report on progress to committee members and alert them to any issues arising during the programme.
- ✓ To offer the club feedback on the organisation and degree of success of coaching
- ✓ To maintain a register of attendance at each coaching session if a committee member is not available.
- ✓ To treat as strictly confidential all personal information provided for the purposes of preparing coaching sessions

#### Multi Sports Club Committee

Chair:	Suzy Foster	07976 245996	
Secretary	Sarah-Jane Davies	02380 696833	07810 867309
Coach Coordinator	Irene Small	02380 554351	
Treasurer	Susan Perrin	02380 487789,	07814 135565

Invoices for coaching fees to be sent at the end of the coaching programme or at the end of each month to:

Multi Sports Club  
 6 Ruskin Road  
 Eastleigh  
 SO50 4JS

Please include bank sort code and account number for online payment

Ensure you include a statement that you are considered self employed:

*I confirm that for the purposes of this invoice I am self employed and responsible for my own tax and national insurance contributions*

Reviewed Feb 2022