

JOB DESCRIPTION - HEAD COACH, CIYMS TENNIS CLUB



Location

The Church of Ireland Young Men's Society (the CIYMS), 91 Circular Road, Belfast, Northern Ireland. BT4 2GD.

Background

The CIYMS TENNIS club has a long-term commitment to increase participation in, and the development of tennis.

We are a private members' sports and social club with modern facilities including 6 new all-weather floodlit tennis courts (3 covered in winter) and a sociable bar with a variety of social events.

The Head Coach is responsible for developing and overseeing the Club's coaching programme for all ages and abilities. As the principal interface between the Tennis Club Committee, Club members and potential new members, the Head Coach is also expected to contribute and shape the development of the Club in line with the Club's Vision.

The Club is committed to providing social and competitive tennis to people of all ages and abilities to foster a lifelong love of the game in a family-friendly atmosphere.

Main Duties

- To work with the Management Committee, Tennis Committee, and others as appropriate within the club to help increase participation and membership of the Club and promote the CIYMS as the place to play tennis.
- In consultation with the Club management, provide an annual financial plan, outlining the planned Coaching Programme for both Junior and Adult tennis. This will include a detailed breakdown of all costs and revenue. Once agreed the plan will be used for monthly monitoring meetings with the Coaching Committee (CC). Growth targets will be included.
- To create, implement, promote and take full responsibility for the junior and adult coaching programme. The Head Coach will seek to increase the hours of coaching at the Club, of both adult and junior coaching, and in doing so will increase revenue for the Club.
- A minimum of 20 contracted hours plus additional hours subject to contract negotiations will be used as directed by the Coaching Committee, following liaison with the Tennis Committee. There is an expectation the vast majority of hours will be used on junior coaching, after school hours and on Saturdays.
- A minimum of 2 hours per week will be on administration subject to contracted hours. Those administration tasks that can be delegated will be carried out by other staff or volunteers. The place of work for administration will be the office in the Clubhouse.

- To assist the recruitment of suitable assistant coaches by CIYMS as required. Every effort should be made to strengthen the quality of Coaching at the Club. To be responsible for supervising the management and performance of assistant coaches, including their financial management and compliance with Club policies. Ensuring proper and adequate public liability cover, insurance and child safeguarding checks. Provide Assistant Coaches with job descriptions and assist them in their personal development. The use of Assistant Coaches must be approved by the CC or CIYMS.
- To foster and develop links with local schools (primary & secondary) raising local awareness to attract new members. To initiate and lead, or support junior recruitment initiatives.
- To liaise with other sporting agencies both internally within CIYMS and externally (for example, Ulster Tennis, local schools, other tennis clubs, local authorities) and establish networks in order to increase participation in tennis. Liase closely with Ulster Tennis to ensure the Club is fully informed of appropriate developments, initiatives and opportunities.
- To assist in planning and organisation of internal Club and Open tournaments and tennis events, activities or promotions. To ensure regular competitive opportunities exist for all ages and abilities of members. Represent the club in league matches if required.
- To offer assistance and advice to the Club Selection Committee in the selection of teams and to support and encourage those members who wish to play for the teams as much as possible.
- To attend Tennis Committee meetings and to provide input (in person or by written report via the Coaching committee chair) on coaching matters. Provide input for the club newsletter and for the website and social media.
- To attend the Tennis Club AGM and provide/ present information as required.
- To produce attractive, accurate and timely leaflets for the promotion of the tennis programmes, ensuring that they receive wide distribution, particularly in schools, and that there is always a plentiful supply of them in the club lobby and on noticeboards.
- To maintain proper registers for all coaching sessions, and to work with the Club Coaching Committee Chair to ensure all records are integrated with the Club records and on all other tennis related matters. To ensure documentation is in line with child safeguarding. e.g. Clubmark.
- Organise and manage all open external tournaments at the CIYMS. Organise the Ulster Junior Hardcourt Championships, and obtain suitable sponsorship. There is an expectation that the Tournament will be cost neutral to the Club, once sponsorship and entry fees are taken into consideration.
- To co-operate with surveys undertaken by the Club from time to time to gain feedback about coaching.
- The Head Coach will retain all income from his/her private lessons.
- The Head Coach will attend meetings with CIYMS Management, the Coaching and Tennis Committees, and other bodies as required for the effective discharge of the role. A schedule of permitted times for private lessons will be agreed. A private lesson is defined as a maximum of two persons. All private lessons must be logged as such on the Court booking system.
- The arrangement for private lessons carried out by additional coaches will be decided in due course by the CC and CIYMS after consultation with the Head Coach.

- The Head Coach will be responsible for reporting maintenance issues with, and day to day supervision of the Dome paying particular attention to its structural integrity. He/she will also monitor adverse weather conditions to ensure all appropriate actions are taken.
- The Head Coach will identify and process grant opportunities on behalf of CIYMS Tennis. He/she will work closely with the Outreach Officer on this.
- Identify commercial opportunities for the benefit of club and membership.eg Kit sales, racquet stringing and tournaments
- In conjunction with Junior Committee to provide support as required to junior teams e.g. via selection training and matches.
- Ensure and promote equality of opportunity respecting diversity and recognise the needs of different groups and individuals. Work to provide accessibility to tennis including liaison with Disability NI.
- To assist the Tennis Committee in ensuring club policies are followed by club members and other club users
- To support the clubs UBTI Performance Squads in conjunction with Ulster Tennis identifying and supporting those players able to play at regional or national level
- Use best endeavours to promote the interests of the club, and generally act in good faith in respect of the club.
- To assist the Tennis Committee in implementing and following COVID-19 procedures.

Remuneration

Salary subject to negotiation.

The duties and responsibilities outlined above are not exhaustive and the post holder may be required to undertake additional duties to meet the needs of the CIYMS organisation.