

Multi Sports Club

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

Reg Charity: 1109962

Phone: 07814135565

# Task description: Coach

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**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** or 07958 469730

 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.

 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

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| Chair: | Matthew Jones | 07860 860748 |
| Secretary | Sarah Jane Davies | 07810 867309 |
| Coach and venue coordinator | Irene Small | 07958 469730 |
| Treasurer | Susan Perrin | 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

24 Clifton Gardens

West End, Southampton

SO18 3DA

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 Mar 2025

January 2014