

BOWMEN of BRUNTWOOD

COACHING COORDINATOR'S DUTIES AND RESPONSIBILITIES

1. The coaching coordinator is responsible for replying to enquiries from individuals or organisations wanting to have some experience of archery. This could be Schools, Scouts or other youth groups or bodies such as the round table. Applications that come through the web site for tuition and for potential shooting members come directly to the coaching coordinator. All enquiries are answered and people informed that their contact details have been added to the existing waiting list. They are also informed of the size of the waiting list and given an estimate as to when they may expect to be able to have lessons. Where people have a club closer to them they are also asked to try their local club first.
2. Organise beginners coaching dates ensuring that the "Club" is informed of potential dates and that the members agree to the dates put forward.
3. Ensure there are enough qualified coaches and assistant archers available for each session.
4. Contact people on the waiting list either by phone or by e-mail offering lessons. E-mail booking forms and collate replies and deposits.
5. Remove those people who do not reply from the waiting list.
6. Provide the coach in charge with a list of people attending the beginner's session. Ensure that the coach in charge is aware of how much money is to be collected from each beginner. Ensure the coach in charge is informed of any health issues that were



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- declared on the individuals booking forms. Provide the coach in charge with certificates to present at the end of the course.
7. Ensure that the club equipment is in good condition and that the indoor range is clean and presentable prior to the start of a beginner's session.
 8. The coaching coordinator is usually the person contacted by beginners wishing to join the club and will arrange to meet them and complete the paperwork and collect fees. The membership form is passed to the secretary and the fee to the treasurer.
 9. The coaching coordinator will also arrange the hire of club bows (those kept in the safe) ensuring that the correct paperwork is completed and the Hire fee is collected and passed on to the treasurer. The coordinator will also ensure that hire bows are returned at the end of the hire period or agree to extend the hire period for an additional fee.
 10. Carry out risk assessments at any venue that the club is asked to provide either a have a go or any other form of archery involving public participation.