

## 8-week Squash Course, Adults 16+

Course is 1 hour per week for 8 weeks – on same day and time each week

### Club Checklist

Before you promote the course:

- Find coach – Trener 1 qualified
- Identify a backup coach if something happens to the lead coach (maybe illness or other commitments for 1 week)
- Provide the coaches with the course programme delivery literature
- 1 court per 4 participants. Don't reduce the ratio.
  - Go for 8-12 participants 2-3 courts.
- Liaise with centre to identify preferred dates and times for the course
  - Does the date have to be using club time or can we offer it at other times?
  - How much are court fees, this needs to be included in the budgeting
- Before you start the course create a post course offer ready for people on the course to join the club.
- Make sure you have equipment available – rackets and balls for the course
- Do people need to be members before participating ( I think yes, but only to pay the registration amount to NIF. Once they want to participate in more activity, they pay the balance)
- Set fees for coaches – is this a standard amount set by NSqF?
- Club to take payment for the course and pay the coach and for the courts – unless otherwise agreed.
- Create and take a register of participants (and waiting list). Set the number linked to the amount of courts you have available. – including medical conditions / emergency contact details / photograph permissions and payment confirmed. Suggest a 1 week cancellation period, 100% money refunded, between 1 week and 48 hours 50% refunded, 48 hours to start of the course onwards – no refund.
- Take a risk assessment

Promote the course using the corporate literature provided

- Take photos each week and tag NSqF so we can promote it.
- Send a reminder each week to everyone on the course about the date and time – best done by the coach.
- On week 7 – share the club offer to the participants – if there is the interest from them, we can create a second 8-week programme
- Check the coach is happy. Any questions or if not sure contact NSqF to help clarify.

## Promotional literature and information

- Squash / sports senter – ask them to send out an email to all their members about the course
- All club members to share with friends and family
- Local commune
- Library
- NIF?
- Local schools – for parents – most schools have regular newsletters
- Local radio – if possible?

## Coach Checklist

- Agree dates with club
- Agree payment schedule – coach to invoice the club at the start of the course
- Receive course delivery literature
- Read and understand the literature – any questions ask NSqF
- If you have access to a glass back squash court, why not write up you lesson plan on the glass with times, before you start each session, that way you can just read what the next progression is
- You are likely to be the main point of contact with the participants, make sure you always arrive in good time and have everything ready – be professional. You are representing yourself, your club and also NSqF as we are the owners of the course.
- Check register for anyone with medical conditions and be aware of any limitations. If you're not sure if this means they may have specific challenges, have a private discussion with them to make sure you're supportive of their needs
- Take photos each week and send to the club or post yourself with tags to the club and NSqF
- Know who the first aider in the centre is and where the emergency exits are