

## Club Checklist

Course is 1 hour per week for 6 weeks – on same day and time each week

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 increase 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 5 – share the club offer to the participants
- Check the coach is happy. Any question or if not sure contact NSqF to help [filip.madaric@squash.no](mailto:filip.madaric@squash.no)