

# **DARLINGTON**

*Table Tennis Academy*

## Introduction to DTTA

Roles and responsibilities





## CHAIRMAN



### RESPONSIBILITIES

Ensures the safety and welfare of all at the club is priority

To ensure a clear direction is set for the club

Ensure that the Constitution remains relevant and adhered to

Manages the code of conduct procedures and leads by example

Ensures coaches licenses, safeguarding training and DBS checks are up to date

Supports and mentors players, coaches and the management team

Drives continuous improvements to the clubs equipment and facility

Drives continuous improvement through training to the management and coaching teams

Supports DTTA League Coordinator in the formation of teams in the summer, development and winter leagues

### CERTIFICATION

Enhanced DBS

Safeguarding

### OPTIONAL

Support DTTA in Fundraising

Support DTTA Hosted Competitions

FIRST AID



## **RESPONSIBILITIES**

- Champions outreach work (schools etc)
- Manages funding applications
- Lead all disciplinary matters
- Lead recruitment and retention process
- Lead Financial review
- Develop an integrated coaching team
- Lead discussion with local sporting associations
- Explore partnership opportunities with local business

## **SECRETARY**

### **CERTIFICATION**

- Enhanced DBS
- Safeguarding

### **OPTIONAL**

- Support DTTA in Fundraising
- Support DTTA Hosted Competitions
- FIRST AID





## WELFARE



### RESPONSIBILITIES

Promote and mandate DTTA's Child protection policy

Promote and mandate DTTA's Equity Policy

Ensure accidents, incidents and injuries are dealt with according to the appropriate DTTA's policy.

Conduct annual reviews on all policies and codes of conduct

### CERTIFICATION

Enhanced DBS

Safeguarding

First Aid

### OPTIONAL

Support DTTA in Fundraising

Support DTTA Hosted Competitions



## SUMMER LEAGUE/LOCAL LEAGUE COORDIATOR



### RESPONSIBILITIES

Leads DTTA Summer league Liaising with adults, parents and junior players in the formation of teams

Leads DTTA inclusion into the Darlington development and winter league liaising with DTTL secretary, adults, parents and junior players in the formation of teams

### CERTIFICATION

Enhanced DBS

Safeguarding

### OPTIONAL

Support DTTA fundraising

Support DTTA hosted competitions



## PLAYER DEVELOPMENT OFFICER



### RESPONSIBILITIES

To manage and organise national tournaments

To manage organise cadet, junior and JBL teams

To support coaches in the advance groups towards player development

To liaise closely with all coaches, parents, and players on their development

To articulate the process of development/pathway to parents and players

To organise training sessions that will compliment the players development

To liaise with the DTTA league coordinator looking at opportunities for development in the Summer, Development and local league.

### CERTIFICATION

Enhanced DBS

Safeguarding

Level 2/3 coach

### OPTIONAL

Support DTTA fundraising



## RESPONSIBILITIES

Lead the social and fundraising committee

Deliver annual forecast for fundraising

Develop innovative ways to raise club funds

## FUNDRAISING

### CERTIFICATION

Enhanced DBS

Safeguarding

First Aid

### OPTIONAL

Support DTTA in Fundraising

Support DTTA Hosted Competitions





## **RESPONSIBILITIES**

Prepare the monthly accounts

Prepare the annual accounts

Prepare the annual forecast

Summarise variance between actual vs. Forecast

## **TREASURER**

### **CERTIFICATION**

Financial qualification

### **OPTIONAL**

Support DTTA in Fundraising

Support DTTA Hosted Competitions







## MEMBERSHIP



### RESPONSIBILITIES

Manage the membership database according to GDPR

Produce statistical analysis from the membership Data base

Develop a satisfaction survey for the membership

Develop an exit interview process

Manage DTTA membership communications

### CERTIFICATION

N/A

### OPTIONAL

Support DTTA in Fundraising

Support DTTA Hosted Competitions



## DEVELOPMENT



### RESPONSIBILITIES

Design, build and maintain a fit for purpose website

Gain accreditation for DTTA through Clubmark

Administer The summer League

Explore Continuous Improvement Activity

Conduct Club Audits

### CERTIFICATION

Enhanced DBS

Safeguarding

### OPTIONAL

Support DTTA in Fundraising

Support DTTA Hosted Competitions

FIRST AID



## **RESPONSIBILITIES**

Support Level 2 coaches

Support and direct Volunteer Coaches

Warm up session

Deliver technique to up to 6 children

## **CERTIFICATION**

Enhanced DBS

First Aid

Safeguarding

## **QUALIFICATIONS**

Level 1 TTE Coach

## **Session Coach Level 1**

### **OPTIONAL**

Support DTTA in Fundraising

Support DTTA Hosted Competitions





## Session Coach Level 2



### RESPONSIBILITIES

Coach the Coaches

Deliver advanced techniques to 12 children

Understand the capabilities of the academy

### CERTIFICATION

Enhanced DBS

First Aid

Safeguarding

### QUALIFICATIONS

Level 2 TTE Coach

### OPTIONAL

Support DTTA in Fundraising

Support DTTA Hosted Competitions

Support DTTA Non Hosted Competitions



## **RESPONSIBILITIES**

Coach the Coaches

Deliver advanced techniques to 12 children

Understand the capabilities of the academy's  
Players and coaches

Lead monthly group reviews with group leads  
and support

## **CERTIFICATION**

Enhanced DBS

First Aid

Safeguarding

## **Head Coach**

### **QUALIFICATIONS**

Level 2 TTE Coach

### **OPTIONAL**

Support DTTA in Fundraising

Support DTTA Hosted Competitions

Support DTTA Non Hosted Competitions





## DTTA Review Process - Monthly

- Financial review
- Winter League Prep
- Summer League update



## DTTA Review Process - Quarterly

- H&S – Risk assessment
- Membership Statistics
- DBS, Safeguarding, coaching licences status



# DTTA Review Process - Annually

- Financial review