



## **LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB**

### **DUTIES AND RESPONSIBILITIES OF THE COACH**

- **Arrive at the venue in sufficient time prior to the start of the session.**
- **Inspect the activity area, take the necessary steps to minimise health and safety risks.**
- **Ensure first aid kit is available and that there is access to a telephone/mobile phone.**
- **Ensure that you and the participants are aware of emergency fire exits, extinguishers, telephone point and vehicle access.**
- **Inspect, assemble and dismantle sports equipment in a way appropriate to that activity that minimises health risks.**
- **Register participants prior to the start of the course.**
- **Inform a member of the Club Committee as soon as possible of any incident or injury and complete the accident/injury report form.**
- **Consult the Club Committee if you wish to prevent attendance at further sessions by an individual, for example due to unruly or disruptive/dangerous behaviour.**
- **Ensure the equipment used is in good repair. Inform the Club Committee of any replacement/repairs required.**
- **Ensure the venue is left clean, tidy and secure (if appropriate) at the end of each session.**
- **Ensure children are supervised at all times. In circumstances where a child has not been picked up from a session the coach must remain on the premises with the child and take the appropriate steps to ensure the safety of the child until the parent or guardian arrives.**
- **Be aware of good practice guidelines on child and vulnerable adult protection.**
- **Be aware of unauthorised personnel at the venue.**
- **Sessions should be organised in accordance with current SYFA recommendations.**
- **Plan and coach sessions in a way appropriate to the age and ability of the performers concerned in order to promote enjoyment and skill progression.**
- **Assist performers to gain a greater understanding of the rules, safe practices and appropriate behaviour.**
- **Promote the values of fair play, particularly to groups of children.**

- **Ensure coaches have the appropriate course administration prior to the start of all sessions. This includes the following:**
  - a) **Register of participants.**
  - b) **Parent consent forms and personal details- address, emergency contacts, age, medical details.**
  - c) **Accident/Incident report forms.**
  - d) **Committee/Club contacts list>**
  
- **Ensure the venue is accessible at least 15 minutes prior to the start of the session.**
- **In liaison with other coaches/Committee ensure that there is sufficient amount of equipment available for club training and competition.**
- **Ensure that all of the equipment and facilities are in good working order.**
- **Ensure coach/participant ratios are appropriate in accordance with relevant nationally recognised standards.**
- **Ensure that child and vulnerable adult protection guidelines are provided and adhered to by all staff working with children.**
- **Ensure that the Club's safety procedures are understood and followed by all staff, coaches and volunteers.**
- **Ensure that a site risk assessment has been carried out.**
- **Provide opportunities for 'coach development', including access to information on appropriate coach education courses, workshops and programmes.**

**SIGNATURES:**

**Job Title: .....**

**Date:.....**

**Chairperson: .....**

**Date:.....**

**Secretary: .....**

**Date: .....**