

SAMPLE CONTRACT FOR THE DIRECTOR OF TENNIS AT A CLUB

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This is a contract for services i.e. Director of Tennis remains self employed

Substitute the D.O.T.'s name for the appointee throughout

Agreement Between _____ and the _____ Club / centre

_____ shall be the Director of Tennis and as such will have responsibility for all on court activities at the _____ Club

The D.O.T. will have Honorary Playing Membership of the Club

All coaches that the D.O.T. wishes to employ to work at the Club must first be vetted by the General Committee or it's representative whose decision as to whether the coach in question is acceptable shall be final and binding.

The Club will pay the D.O.T. _____ € per year for his/ her services to be paid on a monthly basis. In respect of this fee the D.O.T. will perform the duties as per the attached schedule.

The D.O.T. will be responsible for the conduct of all contracted staff at all times at the Club.

No other person may coach / train at the Club, except with prior consultation and agreement of the D.O.T.

The D.O.T. will have the right to attend General Committee meetings and will be a member of appropriate sub-committees i.e. Tennis committee, tournament committee, junior development committee etc.

Development reports will be made to the sub-committees and thereby to the General Committee at quarterly intervals.

The D.O.T. will be responsible for the promotion and scheduling of all on court programmes.

The D.O.T. will determine the hourly charges of all contracted coaches for lessons each year and advertise them accordingly.

The D.O.T. and his staff will be responsible for providing themselves with public liability insurance up to €2.5 million for all purposes and eventualities.

The D.O.T. shall ensure that the Club is always provided with an up to date copy of the public liability Insurance policy for all coaches.

In the case of disputes, immediate corrective action should be taken by the D.O.T. until details of the dispute are brought to the Chairperson of the appropriate Committee or the General Committee, whose decision shall be final.

There shall be a 6 monthly review of this agreement, to be completed by 1st January and 1st July of each year.

Two months notice in writing is required on either side for termination of this agreement.

This agreement may be terminated immediately by the General Committee if the coach is in breach of any aforementioned conditions, and fails to rectify the situation upon notification of such a breach.

GENERAL

The D.O.T. and his staff will endeavour to promote the interests of the Club at all times, give Club Members priority for coaching and be available to assist the Club in organising Tournaments, Exhibitions, Club Nights, etc. (see attached schedule)

Director of Tennis _____

Club _____

Club Chairperson _____

Club Secretary _____

CONTRACTS BETWEEN CLUBS & COACHES

PRIOR TO EITHER PARTY SIGNING A CONTRACT OF ANY SHAPE OF FORM, TENNIS IRELAND STRONGLY ADVISE THAT INDEPENDENT LEGAL ADVISE IS SOUGHT .

These guidelines below have been compiled in order to help both clubs and coaches produce an agreement by which they both fully understand each others objectives and exactly what is expected of each other in order to achieve those objectives.

Employed Status

The Director of Tennis can be directly employed by the Club, whereby a Contract of Employment will be entered into and as a result the Club will be responsible for deducting tax (PAYE) and National Insurance and providing the other benefits that being employed offer (Guaranteed income, paid holidays, statutory sick pay, maternity pay etc.

In essence, the club as the employer has more control over the duties of the D.O.T, and at the same time the D.O.T. has a greater level of security. The package may be a straight salary with a variety of duties or perhaps a lower salary plus a commission on activities organised.

Self Employed Status

If the D.O.T. is self-employed, the agreement is for providing services and is NOT a contract of employment. As a self-employed person, the D.O.T. is responsible for his or her own tax and social security affairs. The D.O.T. does not have the controls that an employee may have put upon them, but also does not have the level of security that an employee has.

JOB DESCRIPTION FOR THE DIRECTOR OF TENNIS

- To plan, schedule and promote annual on court activities
- Organise Assessment Days
- Allocate ITN to all members
- Divide the members into coaching and competitive groups, for recreational & performance
- Hire coaches for all training programmes
- To organise training workshops for the coaches
- To train volunteers in organising graded competitions and social tennis
- Organise parents meetings and present the Junior plan for the year
- Meet appropriate sub committees
- Liase with local schools and the coaches in the schools
- Devise a structured plan for recreational and performance programmes
- Organise competitive and social play opportunities (internal & external)
- Liase with the Senior Development Committee

JOB DESCRIPTION FOR SUB COMMITTEE

- To manage the Director of Tennis
- To Meet D.O.T. before and during each term (6 times per year)
- To assist D.O.T. with planning
- To assist with the implementation of competitive and social play
- To approve coaches for programme
- To review D.O.T.'s contract
- To liase with and report to the main committee