



MLTC Group Coaching Programme Schedule – Autumn 2023

The MLTC group coaching schedule for September to December 2023 is as follows:

Wk	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	4 th September	5 th September	6 th September	7 th September	8 th September	9 th September
2	11 th Sept	12 th Sept	13 th Sept	14 th Sept	15 th Sept	16 th Sept
3	18 th Sept	19 th Sept	20 th Sept	21 st Sept	22 nd Sept	23 rd Sept
4	25 th Sept	26 th Sept	27 th Sept	28 th Sept	29 th Sept	30 th Sept
5	2 nd Oct	3 rd Oct	4 th Oct	5 th Oct	6 th Oct	7 th Oct
6	9 th Oct	10 th Oct	11 th Oct	12 th Oct	13 th Oct	14 th Oct
7	16 th Oct	17 th Oct	18 th Oct	19 th Oct	20 th Oct	21 st Oct
8	Half Term	Half Term	Half Term	Half Term	Half Term	Half Term
9	30 th Oct	31 st Oct	1 st Nov	2 nd Nov	3 rd Nov	4 th Nov
10	6 th Nov	7 th Nov	8 th Nov	9 th Nov	10 th Nov	11 th Nov
11	13 th Nov	14 th Nov	15 th Nov	16 th Nov	17 th Nov	18 th Nov
12	20 th Nov	21 st Nov	22 nd Nov	23 rd Nov	24 th Nov	25 th Nov
13	27 th Nov	28 th Nov	29 th Nov	30 th Nov	1 st Dec	2 nd Dec
14	4 th Dec	5 th Dec	6 th Dec	7 th Dec	8 th Dec	9 th Dec
15	11 th Dec	12 th Dec	13 th Dec	14 th Dec	15 th Dec	16 th Dec
16	18 th Dec	19 th Dec	20 th Dec	Holidays	Holidays	Holidays

MLTC Group Coaching Programme – Terms & Conditions (Issue 19 – July 2023)

Autumn 2023 coaching programme schedule

- The programme will run from Monday 4th September 2023 until Wednesday 20th December 2023.
- There is no coaching on bank holidays.
- There will be **NO** coaching between Monday 23rd October and Saturday 28th October 2023 (half term).
- We aim to have a maximum of 6 or 7 players per coach.
- There will be no rescheduled dates if there are cancellations due to weather, players will receive a credit (as described below in 'Cancellation policy').
- All attendees must also be members of the club.

Booking

- There will be a **priority period** for summer 2023 coaching programme players to book for the next term. After this there will be a priority booking period for MLTC members. From the 14th August any coaching programme places will be open to non-members who are new to the club. The booking priority schedule for autumn 2023 is:

Until Friday 28th July	Priority booking window for current coaching programme attendees.
Mon 31st July to Fri 11th Aug	Priority booking window for existing club members
Monday 14th August	Open to anyone to book, including non-members who are yet to join the club

- At all times, the Head Coach and Club Administrator will monitor the demand for programmes and will look at adding additional options to match demand, where possible, based on coach and court availability.
- Your/your child's place is not confirmed on a coaching programme until you have received the confirmation from the Club Administrator via the Clubspark system.
- All coaching attendees must also be registered on the club's membership and coaching system – Clubspark.
- A coaching programme group may not run if there are insufficient players signed up for the session.

Payment

- Once Jorge has informed the Club Administrator which session you will be attending, she will then send you a booking confirmation from the Clubspark system to let you know that your place has been confirmed and the specific dates for that programme. Before the first lesson of the term she will then email you the total payment required and the payment reference that must be included with your bank transfer.
- Attendees are eligible for the discounted rate if they have attended coaching in the summer 23 term **and** have signed up for the whole of the autumn 23 term.
- The payment for any group coaching sessions is **termly and in advance**.
- Payment for coaching can only be made by bank transfer.
- **If payment for coaching is not made within 14 days of receiving the email with the payment details, then the player will no longer be able to attend the coaching programme and the place can be offered to others who wish to book.**
- If a new membership payment is due and has not been received within 14 days of starting the place on the programme, then the player will no longer be able to attend the coaching programme and the place can be offered to others who wish to book.
- There are **NO** refunds for player non-attendance at any individual sessions.

Cancellation policy

- Any cancellations for weather should be made by the coach, ideally at least 15 minutes before the lesson starts. However sometimes the decision will be taken last minute as the weather is so changeable. Please assume in the first instance that all lessons will go ahead so bring suitable waterproof or cold weather clothes for the conditions.
- The cancellation is at the discretion of the coach for that specific lesson.
- The coach is responsible for emailing the player or the main contact registered for the junior member via the Clubspark system, to inform them of the cancellation, the Club Administrator will also be notified. The email will be sent from mail@clubspark.co.uk. Please make sure you keep your contact details on Clubspark up to date.
- The player will then get a credit which can be applied to their booking for the following term. This will be confirmed by the Club Administrator by email in due course.
- If a lesson needs to be cancelled after it has started due to deterioration in the weather, if less than 50% of the duration has passed, then the player will get a full credit which can then be applied to their booking for the following term.
- There are no refunds for weather cancellations if the player does not book the following term.
- Players are not allowed to cancel their confirmed coaching place during term time unless the Head Coach is aware of someone who can fill the place.

Refunds/cancellation for injury

- If a player is injured, they can contact the Club Administrator to notify them of cancellation for the current term. The player will receive a credit that they can use against a programme in the next term. Any injury that extends beyond the next term will be considered for a refund of the unused portion of the course fee. Refunds for injury are at the discretion of the Head Coach and Club Administrator.

Head Coach – Jorge Martin Munoz
07539 045371 munozjorgemartin@yahoo.com

Club Administrator – Alison Faulkner
07783 045846 coachingmltc@gmail.com
Email is the best way to contact Alison