



## MLTC Group Coaching Programme Schedule – Autumn 2024

The MLTC group coaching schedule for September to December 2024 is as follows:

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

### MLTC Group Coaching Programme – Terms & Conditions (Issue 21 – July 2024)

#### Autumn 2024 coaching programme schedule

- The programme will run from Tuesday 3<sup>rd</sup> September 2024 until Saturday 21<sup>st</sup> December 2024.
- There is no coaching on bank holidays.
- There will be **NO** coaching between Monday 28<sup>th</sup> October and Saturday 2<sup>nd</sup> November 2024 (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 2024 coaching programme players to book for the next term. After this there will be a priority booking period for MLTC members. From the 19<sup>th</sup> August any coaching programme places will be open to non-members who are new to the club. The booking priority schedule for summer 2024 is:

<b>Until Fri 2<sup>nd</sup> Aug</b>	Priority booking window for current coaching programme attendees.
<b>Mon 12<sup>th</sup> Aug – Fri 16<sup>th</sup> Aug</b>	Priority booking window for existing club members
<b>From Monday 19<sup>th</sup> Aug</b>	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 24 term **and** have signed up for the whole of the autumn 24 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. In special circumstances the credit may be used 2 terms after it is accrued.
- 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.

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Club Administrator – Alison Faulkner  
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