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| **Name** | **<Candidate>** |
| **Position/Club** | **<Coaching Services Provider> at <club name>** |
| **Interview Date** | <date> |
| **Score** | (out of 10) |

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| **Introduction** |
| * Introductions of coaching sub-committee panelists * Outline of the services and basic terms (starting date, contract tenure) * Tell the candidate about key aspects your club (as per club services description) * To start, either the candidate would make a short 5-10 minute presentation pitch for the role or you can simply ask a few questions on their background instead… |

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| **Service Provider Pitch** | | |
|  | **Candidate provides a 5-10 minute pitch/presentation to committee** | **Notes** |
|  | **Request the candidate to prepare a pitch or presentation to the committee in this interview**  (provide 5-7 days notice) and cover the following:   * Brief overview of their background and current coaching business operation * What you would bring to the table for our Tennis Club to positively impact on growth of participation and services provided * What attracted you to apply for our club * Why would you be a good fit here and help us achieve both our goals? |  |
|  | **Questions from the panel about the pitch or presentation?**  Good opportunity to clarify anything the candidate presented or delve further into some key points made of interest to the panel. |  |

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| **Background and Motivation** | | |
|  | **Questions (skip this section if candidate made presentation)** | **Notes** |
| 1 | **Can you give us a brief overview of your background and your current coaching business operation?** |  |
| 2 | **As a coaching services provider, what do you bring to the table for <Faraway> Tennis Club to positively impact on growth of participation services here?** |  |
| 3 | **What attracted you to apply for our club and why would you be a good fit here and help us achieve both our goals?** |  |

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| **Skills and Experience** | | |
|  | **Questions** | **Notes** |
|  | **Tell us about your coaching team and your business setup on and off court…**  We are keen to hear about your on and off court structures and personnel, qualifications and experience of your team, your philosophy, values and culture of your business and people. |  |
|  | A big focus for both of our businesses will be attracting and retaining junior and adult players.  **Tell us about your player pathways and the programs or services that tie into these pathways…** |  |
|  | Our Tennis Club is aware of a number of different management models and services involving a coach. Some clubs have coaches undertaking the running of areas like competitions and maintenance on behalf of the club, others just focus on the coach undertaking coaching services only.  **Do you have a preferred management model or arrangement?** |  |
|  | **Tell us about one or more examples of a successful community engagement program, event or promotion that lead to an increase in coaching participants and/or membership that you were part of?** |  |

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| **Personality and Behaviour** | | |
|  | **Questions** | **Notes** |
|  | The club coach is the face of the club, so the coach’s relationships inside and outside of the club are important to us.   1. **What do you see as fundamental to building successful professional relationships?** 2. **Tell us about one or more positive relationships you have built with stakeholders such as parents, players, club committee and community partners such as schools?** 3. **Tell us about a time where a key professional relationship has become strained. What was the situation, how did you handle it, and would you have done anything differently if given a second chance?** |  |
|  | **What do you feel is the most challenging aspect(s) of running a coaching business or programs and how have you tackled that?** |  |
|  | **If we asked your current or previous coaching team members, how do you think they would describe you?** |  |
|  | **What do you feel constitutes success for your coaching business and how would you set yourself up in the first 3-4 months to start to work towards that?** |  |

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| **Questions from Candidate** |
| * Do you have any questions about the club, the interview today or the services description? |

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| **Next Steps** |
| * Seek clarification on availability and role commencement, notice periods or holidays booked * Second round interviews (when?) (if applicable) * References? * Notify all applicants by email and candidates |

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| **First Interview Notes (and Discussion)** |
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| **Second Interview (as required)** |
| * If the club deems that a second interview will be required then we recommend that you put together 4-5 questions specific to the role and cover any gaps/doubts/concerns from the first interview * You may ask the applicants to present on something quite specific e.g. if you were to be successful in this role, what does your business look like in the first two terms? * You may also wish to organise an on court demonstration with your final two candidates (see below) |

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| **On court demonstration (optional)** |
| * Following first round interviews, you may wish to bring in your top 1-2 candidates for an on court demonstration with the same junior or adult player(s) * The format of the session is recommended to be of a set time frame e.g. 15 minutes * One way to start this session may be by having the prospective coach ask the student(s) what they would like to work on or get out of the coaching session * As club representatives, your coaching knowledge may be limited, what you may look for during the session is the following;   + Maximum participation: are all students active and engaged?   + Are the participants having fun?   + Did the coach meet all of the player’s needs from what they wanted out of the session? |

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| **Final Notes and Summary** |
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