

## Primary School booking checklist for junior program growth

Step	Action	Responsibility	Timeline
1	Ensure that coaches are accredited and Working with Children Checked. Contact Squash SA with any queries.	Club/Centre	Immediately
2	Contact the local primary schools within a 5km radius to your courts. Offer (max \$2 per student min free) for a coach or Development Officer to visit the school gym for 45 min classes. Letter templates available from Squash SA	Club or Coach	It is best to contact schools with at least 6 months' notice. Most schools are very organised when planning PE programs
Or 2	If a coach is registered with Sporting Schools through the Australian Sports Commission and Squash SA you can contact the school to encourage them to apply for funding to pay a registered coach to deliver an Oz Squash program.	Coach	Go to the Sporting Schools website to find out the timeline for funding applications
3	Register your club for the sports vouchers program through <a href="http://www.sportsvouchers.sa.gov.au">www.sportsvouchers.sa.gov.au</a> All primary school students can receive \$50 per year from the SA government towards membership fees.	Club	Before visiting schools
4	Check your junior equipment is in good condition. Ensure you have quality grips, eyewear and appropriate junior balls	Club or Coach	Before visiting schools
5	Create flyers and a matching poster to promote weekly club program. Posters go up in the club, school and community notice boards. Flyers should include a free "come and try" session at the squash courts within a week of the school visit. They should be handed to all school students when visiting the school.	Coach, Squash SA can assist with templates and printing	Before visiting schools
6	Negotiate coaching, court hire and participant rates. If the coach is initiating the program they should negotiate free court hire for the first "come and try" session with the club. Level 1/Club Development Coach recommended rate is \$35/hr, Level 2/Talent Development rate \$50/hr. Court hire rates will vary, try and only book the courts you will need depending on estimated participant numbers. Participant rates vary from \$5 to \$12 per session. Having a discounted rate to sign up for a whole term is encouraged. Sign-ups can also be done through Sporty HQ, this will collect player data and also be used to contact participants.	Club and Coach to negotiate rates	Before visiting schools

7	Contact Squash SA to apply for coaching rebates. \$1 per player per week and \$10 per player entering into an approved junior tournament is available if all forms are submitted at the end of term.	Coach	Before visiting schools
8	Contact the primary school to confirm delivery date and email small JPEG or text to be included in the school newsletter before the session is delivered.	Coach	2 weeks before visiting school
9	Deliver the sessions at the school ensuring to promote the local junior program and club.	Coach	Ideally towards end of term 1, 2 or 3
10	Run the free “come and try” session at the courts gather all participants email and phone info to follow up with junior program information later. Take names and information for players that want to sign up for the program.	Coach to run session, Club to collect data	Within a week of the school visit
11	Create a lesson plan for the term including a range of skills, themes and modified games.	Coach	Before the start of term
12	Use resources on Squash SA website under just for clubs to collect junior player data and create a contact database	Club and coach to both have copies of info	Print forms prior to first session
13	Deliver the weekly junior program	Coach to run sessions, club to talk to parents and collect money	Weekly during term only
14	After the term finishes send junior program rebate form to Squash SA with player and attendance info to receive \$1 per person per week and \$10 per player entered into approved SA junior events	Coach	After each term ends

Other resources that can be found at <http://www.squashsa.asn.au/w/for-clubs> :

Under Club Development Training there are video links for:

- Basic Rules
- Club foyer and notice boards
- Court maintenance and equipment
- Programs
- Market segmentation

Documents to help coaches run programs:

- Club program activities
- Enrolment form example
- Junior program activity examples
- Rules poster
- Session planning tools
- Squash SA pathway for juniors