

TO: NJTTC Members

7 October 2009

FROM: NJTTC Trustees

SUBJECT: NJTTC New Coaching Schedule

The following new coaching schedule has been established for coaching sessions conducted in NJTTC premises:

1. Both coach and student engaged in a coaching session in NJTTC premises must be members of NJTTC.
2. Coach must notify the club management to reserve time slots and tables in advance to ensure that a table is available for the coaching session. No coaching sessions are allowed on NJTTC tournament weekends and from 4:00pm to 6:00pm on Saturdays when Youth League is in session.
3. Coaching sessions can be conducted during the day and evening, but must end at time specified in the following table:

	Tables #1-6	Table #7-8
Monday	7:30pm	7:30pm
Tuesday	7:30pm	8:00pm
Wednesday	8:00pm	8:00pm
Thursday	7:00pm	7:30pm
Friday	7:00pm	7:30pm
Saturday	8:00pm	8:00pm *
Sunday	8:00pm	8:00pm *

* Further coaching session may be conducted after 8:00pm if no members are in need of a table to play.

4. Both coach and student shall leave the table at end of the coaching session. The coach and student could continue using the table only if no other members want to use the table. If other members want to use the table, both the coach and student must vacate and let the members have the table.
5. Any training session that the student does not pay the coach is a practicing session. For practicing session, a maximum of 15 minutes practicing time is allowed. If there is a member that calls to play next, the coach or both the coach and student engaged in the practicing session must vacate the table at end of the 15 minutes practicing session.
6. This policy is effective immediately.