



ROLES & RESPONSIBILITIES

Note that the following roles and responsibilities are covered by members of the committee and some club members who are not on the committee. Some roles may be covered by a committee member as a subsidiary role in conjunction with their main role.

CHAIRPERSON

Roles and Responsibilities

- To have overall responsibility for the day to day management of the place to play
- To make decisions on behalf of the management committee once members have been consulted
- To agree meeting agendas with the secretary and oversee key meetings
 - Monthly committee meetings are chaired by committee members on a rotating basis
- Initiating key meetings such as strategy discussions and EGMs
- Act as a spokesperson for the place to play
- Motivate and support management committee members
- Lead the direction of growth and retention

Key Relationships

- Coach, Team Captains, Management committee, LTA, County LTA Office

Key Attributes

- Well informed about the activities of the place to play, along with the financial position
- Understands the constitution
- Experience of chairing and managing meetings, offering everyone the opportunity to share their views
- Has time to prepare for meetings and to have an understanding of all the issues
- Able to keep meetings to the agenda and make sure that all issues are covered
- Unbiased and impartial
- Good listener able to summarise the key points of any discussion and draw a conclusion
- Able to communicate clearly and concisely
- Diplomatic and helpful

SECRETARY

Roles and Responsibilities

- First point of contact for all enquiries
- Key representative at meetings
- Affiliating the place to play to the LTA and local leagues
- Dealing with correspondence
- Registering members and collating and updating membership information
- Maintaining accurate records
- Organising the AGM
- Organising and attending all management committee meetings and taking and distributing minutes
- Ensuring action points from meetings have been carried out

Key Relationships

- Coach, Members, Management committee, LTA, County LTA Office

Key Attributes

- Methodical and reliable
- An effective communicator
- Able to delegate and ensure all delegated tasks are actioned
- Good organisational skills
- A competent computer user



TREASURER

Roles and Responsibilities

- Keep up to date records of all financial transactions
- Reports regularly to the management committee on the financial status
- Identifies fund raising opportunities e.g., grants and sponsorship and investments
- Prepares year end statements of accounts to be presented to the auditor
- Presents end of year financial report to the AGM
- Is responsible for financial planning including producing an annual budget and monitoring it throughout the year
- Responsible for Wimbledon Ticket Ballot

Key Relationships

- Coach, Management committee, County LTA Office

Key Attributes

- Adequate time to perform the role
- Good organisational skills
- Good communication skills
- Honesty and integrity
- An ability to keep records
- An ability to handle money and cheques carefully
- An ability to make financial decisions
- A good eye for detail
- Confidence with numbers

JUNIOR MANAGER/CO-ORDINATOR

Roles and Responsibilities

- Ensure the club is represented appropriately in available team competitions at a junior level
- Point of contact for all junior activity at the club
- Liaise with league contacts, compile fixture list, communicating with parents, players, club coach and the committee
- Ensure, with parents, home matches are hosted and transport is arranged for away fixtures.
- Organise and distribute balls for home fixtures
- Handle rearranged fixtures
- Organise junior tournaments and club nights
- Report to the Annual General Meeting

Key Relationships

- Club Coach, Parent Captains, Committee, Parents, Junior Membership, County LTA Office

Key Attributes

- Enthusiastic with an ability to motivate young people
- Confident and effective communicator
- Well organised and able to co-ordinate a schedule
- Able to delegate
- Likes children



GROUNDS MANAGER

Roles and Responsibilities

- Liaise with contractors for maintenance and repair of
 - Courts – Floodlights – Fencing - Clubhouse services - Grounds – grass cutting, leaf clearing
- Conduct annual risk assessment
- Inform committee of maintenance issues that arise
- Organise working parties for gardening & clubhouse cleaning
- Make repairs to and replace court equipment – nets, centre bands, etc.
- Recruit team to keep clubhouse cleaned and stocked
- Clear rubbish
- Obtain quotations for major refurbishment of courts, fencing, etc.

Key Relationships

- Management committee, adult membership, contractors

Key Attributes

- Enjoys being hands on
- Good practical knowledge
- Quick to respond to maintenance issues
- Ability to motivate volunteers for working parties
- Well organised
- Committed

ADULT TEAM MANAGER ROLE

Crowthorne Tennis Club currently has a Ladies' Captain and Men's Captain on the Committee. In addition, other Club Members, not necessarily on the Committee, organise other adult teams including Veterans and AEGON Team Tennis teams.

Roles and Responsibilities

- Ensure the club is represented appropriately in available team competitions at adult level
- Be a point of contact for a particular league's team(s) activity at the club
- Organise captains for individual teams
- Compile a list of the clubs fixtures (with Secretary)
- Ensure courts are booked for match fixtures
- Communicate the fixtures to the team squad
- Handle rearranged fixtures
- Liaise with league contacts
- Organise balls and refreshments for home fixtures
- Communicate with players and the committee
- End of season report to the Annual General Meeting

Key Relationships

- League Organiser, Other Club Team Organisers, Team Captains, Committee, Adult Membership

Key Attributes

- Enthusiastic with an ability to motivate team players
- Good communication skills
- Well organised and able to co-ordinate a schedule
- Able to delegate



HEAD COACH

Roles and Responsibilities

- Set up, manage and promote the on court tennis programme in line with Clubmark guidelines
- Act as a point of contact for members and interact on a social and coaching level
- Encourage members to play tennis and improve their game
- Increase membership numbers by enhancing the place to play's credibility
- Actively source new members and help promote and market the place to play
- Establish quality school links; raising local awareness and attracting new members
- Set up regular competitive opportunities for all ages and abilities within the membership
- Assist in planning/organising internal/open tournaments and tennis events for all members
- To assist in the entry and selection of teams
- Attend management committee meetings to ensure coaching activities are fully integrated into the tennis club.

Future Roles and Responsibilities – with expanded coaching team

- Offer regular feedback at management committee meetings on the organisation and degree of success of coaching and competitions; also to discuss potential opportunities to growth and attraction
- Work with the local talent performance co-ordinator to identify and further support talented players
- Optimise facilities and resources and help advance the facility's overall development
- Liaise with outside bodies to source funding for overall programme
- Manage the team of coaches, run regular team meetings and regular in service training sessions which cover: coaching standards, theme and content of weekly programme, update on news/events, etc.

Key Relationships

- Other coaches/coaching assistants, Junior Manager, Adult Team Organisers, Parents, Local Schools, County LTA Office

Key Attributes

- Professionally Qualified (qualification recognised by the LTA) – ideally to LTA Level 3
- LTA License (licensing preferable for all coaches where it is possible, if not registration is acceptable)
- Experience of setting up and delivering quality, comprehensive tennis programmes, which include competitive and coaching progressions for all ages and abilities
- Excellent communication and people skills
- Excellent organisational skills and computer skills
- People management experience and ability to work well within a team
- Good with children of all ages
- Pro-active and self-motivated



WELFARE OFFICER

Roles and Responsibilities

- To assist the place to play in implementing and promoting policies relating to child protection, working with young people, adults at risk, equality and diversity, etc.
- To maintain the contact details for the County LTA and for local statutory services i.e. social services
- To act as a point of contact for any child protection or adult at risk concerns
- To record any concerns reported to you in relation to children, young people and adults at risk on the **Safeguarding Concern Form** and forward to the Safeguarding Team for reference or for matter to be escalated
- To communicate with the County and National LTA over child protection and adult at risk cases
- To seek training and information from the LTA and to cascade this to the committee/members
- To ensure that confidentiality is maintained and also that information is passed on where necessary
- To ensure that recruitment is safe and that appropriate checks i.e. DBS, are carried out where relevant

Key Relationships

- Coach, Team Captains, Junior Manager, Management committee, Parents, LTA, County LTA Office

Key Attributes

- Child-focussed and able to think about things from the perspective of a junior/young person
- Communicates well with both adults and children
- Good administration and recording skills
- Able to promote and advocate good practice and safeguarding within the place to play
- Empower everyone and challenge where appropriate
- Common sense approach and ability to assess situations fairly
- Ability to know what information can be kept confidential and that which cannot
- Ability to manage confidential information sensitively and with integrity.
- Knowledge of
 - Core values of good practice
 - The role of the LTA, affiliated places to play and their procedures, policies and guidance
 - Roles, responsibilities and contact details of local statutory agencies
 - Confidentiality procedures/principles
 - Basic principles of equality and diversity
 - Preventive and pre-emptive approaches to safeguarding
 - Forms and signs of abuse

COMMUNICATIONS CO-ORDINATOR

- To raise the profile of the place to play locally and in the county
- To build relationships with the local newspaper, radio station and other local media
- Make sure the website and information on the website is kept up to date
- Promote the place to play, events and news on the LTA places to play self-service site
- Write press releases for distribution to local papers and magazines
- Produce a regular newsletter
- Maintain email mailing lists for sending informational bulk emails to members as required

Key Relationships

- Coach, Team Captains, Management committee, Local Press Sports Editor, LTA, County LTA Office

Key Attributes

- Good communication skills
- Good IT skills and regular access to a computer
- Regularly attend club and have a good understanding of all aspects of the programme and activities



COMPETITIONS SECRETARY

Roles and Responsibilities

- Develop competitive opportunities for all at the club, monitor and evaluate competition opportunities
- Overall in charge of the Club's Annual Championships including Finals Day
- Overall in charge of the Club's Box League competitions
- Act as the main contact for all district, county and national bodies' particularly involving pre-tournament (e.g. application form) and post-tournament administration (e.g. processing results)
- Ensure all members have the opportunity to compete in appropriate competitions
- Work with the junior manager and adult team managers and committee to schedule the club competition calendar
- Work with the committee to develop sponsorship opportunities
- Work closely with club coach to ensure competition opportunities exist within the coaching programme
- Ensure courts are booked for all competitions
- Help in running other club tournaments

Key Relationships

- Coach, Junior Manager, Adult Team Managers, Committee, County LTA Office

Key Attributes

- Methodical and reliable
- A good communicator, who is enthusiastic and motivational
- Ensure all delegated tasks are actioned
- A good planner with excellent organisation skills
- Be able to lead and supervise others, as well as delegate
- Be a competent computer user
- Prepared to make a regular time commitment

SOCIAL CO-ORDINATOR

Roles and Responsibilities

- Bring all members together to develop and enhance relationships
- Provide after tennis opportunities for members to improve the atmosphere and ensure that it is busy at all hours
- Engage parents in tennis – playing and/or volunteering
- Organising events such as finals day BBQ, Christmas Party, Quiz night, 10-pin bowling, etc.
- Recruit a team of helpers – this is too big a role for just one person
- Key role in ensuring people stay members (retention)

Key Relationships

- Coach, Junior Manager, Team Managers, Management committee, Members

Key Attributes

- Sociable and enthusiastic
- Motivated with an ability to motivate other key volunteers
- Good communication skills
- Well organised and committed



COMMITTEE ROLES – 2016/17 SEASON

Main role in CAPITALS, subsidiary roles in lower case

○ Richard McCully	○ CHAIRMAN
○ Mike Smith	○ SECRETARY ○ Communications Coordinator ○ Singles Box League
○ Karen Smith	○ TREASURER ○ Wimbledon Ticket Ballot ○ Clubhouse cleaning/stocking
○ Caroline Atkinson	○ JUNIOR MANAGER ○ Welfare Officer
○ Lorraine Fowler	○ TEAM MANAGER – Ladies' Captain ○ Team Manager - Mixed Teams (Ladies)
○ Matt Paxton	○ TEAM MANAGER – Men's Captain
○ Dominic Evan-Hart	○ HEAD COACH
○ David Smith	○ GROUNDS MANAGER
○ Russell Finch	○ COMPETITIONS SECRETARY
○ Jim Hawes	○ Web site design ○ Team Manager – Men's Veterans
○ Jenny Sheppard	○

NON-COMMITTEE ROLES

○ Alison Nicholson	○ Social Tournament Organiser
○ Jenny Partridge	○ Team Manager – Ladies' O-40
○ Andy Johns	○ Team Manager – Men's AEGON
○ Rob Hughes	○ Team Manager - Mixed Teams (Men)
○ Elaine McCully	○ Social & Fundraising

UNASSIGNED ROLES

○ These roles are shared between members of the committee	○ VOLUNTEER CO-ORDINATOR
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