

Club Match Secretary and Committee Member - role definition Grove (Chelmsford) Lawn Tennis Club

A volunteer position as Club Match Secretary, ideally to be filled by a Full match-playing member, or someone with experience of playing in / running club teams. Opportunity to play a key part in the match successes of the club.

MAIN DUTIES

The Match Secretary is responsible for the management of all Adult matches at the club. Specific duties include:

- Arranging all matches across the leagues/cups the club participates in (Chelmsford and District Summer league, Stock Winter league, Essex Summer and Winter leagues, Essex Summer and Winter cups)
- Booking appropriate court space for matches
- Supporting club captains in their management of the mens, ladies and mixed squads
- Supporting the team captains in fulfilling their fixtures, including for rearrangements
- Representing the club at league AGMs and fixture meetings
- Representing the interests of match playing members at club committee meetings and the club AGM
- Regular communication with club and league stakeholders, including fixture updates and league results

SKILLS AND TRAITS

- Good stakeholder management, internal and external to the club;
- Strong organisation and communication skills;
- Good understanding of the match playing environment at the club;
- Honesty and integrity, being a representative of the club;
- Ability to contribute at Committee level to the development of the Club.

KEY RELATIONSHIPS

- Club and team captains
- Match secretaries of other clubs
- League secretaries and cup organisers
- Other Committee Members, esp. Chair, Treasurer, Junior Match Secretary

TIME COMMITMENT

Time commitment will vary, but throughout the year this will generally be around 1-2 hours per week. Further commitment is required in respect of:

- Attendance at Chelmsford and Stock league AGMs and fixture meetings (held locally, approx. 3 hours each, usually February and July)
- Attendance at Essex tennis AGM and fixture meeting (held at Redbridge, approx. 2 hours, usually January)
- Regular Committee Meeting (2 hours every 6 weeks or so)
- Setting up at the start of each season, including fixture arranging not done in person.