



# HIGH WYCOMBE LAWN TENNIS CLUB

## Committee Role Descriptions 2022

### Chairman

The Chairman is a mandatory role under the constitution of the club.

- The Chairman is responsible for ensuring that the club is run in accordance with its constitution (rules) and prudently for the members' (current and future) benefit.
- The chairman works with the Management Committee to ensure the club maintains steady growth of the membership and maintains and improve provision of facilities.
- Other functions include liaison with LTA, members, the public and dispute resolution.

Non-Chairman roles carried out by the present Chairman

- Annual LTA Registration.
- Court maintenance and equipment.
- Negotiating prices and discounts when courts resurfaced or fencing replaced.
- Club IT.
- Ball purchase and ensuring always available when needed.
- Authorising club bank payments jointly with the Treasurer.
- Minor fabric repairs around the clubhouse.
- Site meetings with contractors and the current Committee Assistant.

### Secretary

The Secretary is a mandatory role under the constitution of the club.

- The Secretary provides an administration service to the club.
- Supports the chairperson in the running of Management Committee meetings and the AGM.
- Prepares and circulates agendas and meeting notes and maintains accurate records.
- Updates policies and procedures.
- Ensures new committee members receive information relevant to their role and position on the committee.
- Works with the Website Co-ordinator to ensure the website is kept up-to-date.
- Supports all members of the Committee as required.

### Treasurer

The Treasurer is a mandatory role under the constitution of the club.

- The Treasurer is responsible for day-to-day accounting, taking receipt of payments for match fees, bar takings, floodlight tokens, etc.
- Makes supplier payments.
- Takes receipt and tracking of annual membership fees.
- Manages bank accounts, including payment in of cash/cheques and switching accounts to optimise interest income.
- Prepares annual club accounts and assists with audit.
- Prepares long-term budgets.
- Provides budgetary advice on club's financial decisions and strategy.
- Liaises with the LTA for items such as Places to Play, team entries, etc.
- Filing and storage of financial and accounting documentation.

Non-Treasurer roles carried out by present treasurer

#### **Website and IT**

- Setup and regular updates of the club website.
- Maintenance of the court booking system.
- Maintains membership categories and member payment history in the ClubSpark membership module.
- Maintenance of the iZettle payment system.
- Daily checking of the club e-mail inbox and dealing with incoming correspondence.
- Sets up and maintains other club e-mail addresses, such as those used for membership, coaching, etc.
- Manages website and domain name hosting.
- Keeps the membership distribution list up to date in MailChimp.
- Composes and sends member communication e-mails using MailChimp.
- Makes up tags for new members' use on the tag board.

#### **Safeguarding/Welfare Officer**

The Safeguarding/Welfare Officer is responsible for promoting safeguarding at HWLTC.

- The Welfare Officer works with others in the club to promote safeguarding, diversity and inclusion and ensuring compliance with the LTA's minimum standards for venue registration.
- Keeps up to date with LTA safeguarding policies, procedures and best practice using the LTA website as a reference guide.
- Acts as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified.
- Works with the LTA Safeguarding Team when concerns arise at HWLTC.
- Works with the LTA Safeguarding Team to facilitate audits of HWLTC in relation to the minimum standards and addresses the results.
- Ensures the relevant people, in particular the coaches, at HWLTC have completed a satisfactory criminal records check.
- Assists with the preparation of risk assessments for tournaments, events and social activities at HWLTC.
- Attends and contributes to Committee meetings.

#### **Membership Secretary**

- The Membership Secretary is the first point of contact for all new enquiries about membership at HWLTC.
- Works with the coaches and treasurer to ensure smooth joining process and a warm welcome for new members.
- Provides new members with a "welcome pack" of all information relevant to their membership.
- Monitors ClubSpark (membership admin portal) and works with the Management Committee and members to ensure we have the best membership options for HWLTC.
- Works with others to promote membership of HWLTC through social media platforms.
- Attends and contributes to Committee meetings.

## Head Coach

- The Head Coach promotes coaching at the club.
- Works with the LTA.
- Ensures the other club coaches have the required qualifications.
- Works with the other club coaches to plan coaching programmes for adults and juniors of all abilities.
- Organises tournaments and competitions for juniors.
- Ensures all tennis programmes are delivered safely.
- Promotes tennis to local schools.
- Keeps up-to-date with developments in tennis.
- Uses ClubSpark to manage junior members.
- Uses social media to promote junior tennis at the club.
- Attends and contributes to Committee meetings.

## Junior Representative

- The Junior Representative promotes junior membership.
- Represents junior interests on the club Management Committee.
- Receives enquiries regarding junior membership, forwards details of our coaches (junior) to prospective families and explains membership options for potential family members.
- Ensures juniors have available court access.
- Ensure juniors are able to play in a safe environment.
- Represents the club at open days and mini tournaments.
- Interacts with the club coaches to discuss and agree junior programmes.
- Attends and contributes to Committee meetings.

## Ladies Captain

The Ladies Captain is responsible for running match practice sessions and assisting individual team captains with the selection of players for the squads/teams.

- Liaises with individual team captains to select squads of players for the teams, based on ability.
- Meets in February/March with designated squad captains and make final selection for each squad.
- Holds meetings to discuss Match Practice arrangements.
- Collects Match Practice fees as set out by the Committee.
- Works with the HWLTC Head Coach so that, when junior players have reached the required standard of play, they are integrated into Match Practice sessions and teams.
- Works with the Membership Secretary and Head Coach so that new members of match-play standard are aware of the opportunity to play matches.
- Promotes fair play and ensures match practice is inclusive.
- Ensures that individual team captains are aware of the rules and regulations relating to player eligibility.
- Is familiar with all the rules and regulations for playing in the Bucks Shield leagues and ensures the individual teams captains are kept up-to-date.
- Communicates with the Fixtures Secretary for rearranged fixtures as necessary.
- Enters match results on LTA site as necessary.
- Attends and contributes to Committee meetings.

## Men's Captain

The Men's Captain is responsible for running match practice sessions and assisting individual team captains with the selection of players for the squads/teams.

- Liaises with individual team captains to select squads of players for the teams, based on ability
- Meets in February/March with designated squad captains and make final selection for each squad.
- Holds meetings to discuss Match Practice arrangements.
- Collects Match Practice fees as set out by the Committee.
- Works with the HWLTC Head Coach so that, when junior players have reached the required standard of play, they are integrated into Match Practice sessions and teams.
- Works with the Membership Secretary and Head Coach so that new members of match-play standard are aware of the opportunity to play matches.
- Promotes fair play and ensures match practice is inclusive.
- Ensures that individual team captains are aware of the rules and regulations relating to player eligibility.
- Is familiar with all the rules and regulations for playing in the Bucks Shield leagues and ensures the individual teams captains are kept up-to-date.
- Communicates with the Fixtures Secretary for rearranged fixtures as necessary.
- Enters match results on LTA site as necessary.
- Attends and contributes to Committee meetings.

## Tournament Secretary

The Tournament Secretary is responsible for running the HWLTC summer tournament and other competitions and tournaments at HWLTC.

- The Tournament Secretary runs the Summer Tournament, which involves arranging the seeding, compiling the draw, keeping a watch on the progress of matches and buying prizes and food for finals day. Arranging for the cups to be engraved and the Tournament board to be updated.
- Runs other tournaments throughout the year, including The Barbara Stuart, the Malcolm Bucknall and one on Halloween night, which involves ensuring there are sufficient players for the day, deciding upon the format and buying prizes and food.
- Promotes the events to members via email and posters and social media, if appropriate.
- Organises helpers as required and liaises with other Committee members.
- Attends and contributes to Committee meetings.

## Social Secretary

The Social Secretary is responsible for organising events at HWLTC and outside venues.

- The Social Secretary works with the Committee to set dates for regular social activities.
- Arranges the Christmas party, choosing the venue, confirming booking, collecting payment from attendees.
- Arranges quiz nights, buying prizes and food.
- Arranges other social events, including BBQs.
- Works with the Tournament Secretary to organise food and/or entertainment at tournaments as required.
- Promotes the events to members via email and posters.
- Organises helpers as required and liaises with other Committee members.
- Attends and contributes to Committee meetings.

## **Mid-week Representative**

The Mid-week Representative is responsible for organising mid-week evening social play.

- The Mid-week Representative is responsible for organising play on a Monday and Thursday evening ensuring sets are “balanced fours”.
- Welcomes new members and makes sure they are included in the play.
- Opens the Clubhouse, puts out balls and switches on the floodlights and turns off the lights at the end of play.
- Is an authorised bar key holder and sells drinks, snacks and floodlight tokens.
- Attends and contributes to Committee meetings.

## **Committee Assistant**

A Committee Assistant supports the Committee as and where/when required.

- The Committee Assistant keeps a check on any work being done by outside contractors, i.e. works to the courts, any building and/or electrical work.
- Sources / purchases items the club needs, i.e. benches, etc.
- Is on hand to attend any meetings at the club during the day when other committee members are unavailable, specifically the Chairman.
- Arranges working parties to carry out any maintenance that would require a number of members to be involved.
- Carries out small repairs around the club house and external areas.
- Supports the Committee and reports to the Chairman / Treasurer on any housekeeping issues arising throughout the club or on the courts.

## **Non-Committee Roles**

### **Club Risk Manager**

The Club Risk Manager ensures the Clubhouse and club grounds are safe for members and visitors.

- The Club Risk Manager carries out statutory/required safety assessments of the Clubhouse and Club grounds.
- Ensures Risk Assessments are completed, e.g. for insurance renewal and tournaments/events.
- Checks the fire extinguishers and arranges maintenance/replacement.
- Arranges regular fire inspections, electrical inspections and gas boiler services.
- Sources PPE for club volunteers (e.g. gardener / grounds work parties).
- Reports concerns and makes recommendations to the Committee and attends Committee meetings if required.

### **Veterans' Captain**

The Veteran's Captain provides support to the individual veterans' team captains.

- The Veterans' Captain ensures each veteran's (Men aged 45+/Ladies aged 40+) team has a captain, recruiting as necessary.
- Ensures the Supervets (Men aged 55+/Ladies aged 50+) team has a captain, recruiting as necessary.
- Provides support to the veteran's team captains to enable them to fulfil their fixtures.
- Liaises with the Fixtures Secretary and distributes fixture dates to team captains.
- Works with the Membership Secretary and Head Coach so that new members of match-play standard are aware of the opportunity to play matches.
- Informs team captains of player eligibility and new members and any league rule changes.
- Is familiar with the league rules and the league website.
- Promotes fair play and provides support and assistance to settle any match disputes.

### **Fixtures Secretary**

The Fixtures Secretary liaises with the Bucks Leagues organisers and other Bucks team fixtures secretaries to arrange match fixtures.

- The Fixtures Secretary is the first point of contact for the organisers of the Bucks Shield, Bucks Veterans Shield, Men's Singles, High Wycombe & District Midweek and Farnham Common Leagues.
- Ensures entries into the leagues are made in good time.
- Liaises with the Treasurer to ensure payment for entries is made in good time.
- Attends any fixtures meetings or, if unable to attend, organises a deputy to attend.
- Liaises with other Bucks tennis clubs' fixtures secretaries to arrange fixtures for all teams entered in the above leagues.
- Liaises with the club Committee, Head Coach and team captains on dates/times of court availability and exceptions.
- Posts match fixture dates, times and team captains on the Bucks Shield website.
- Posts a list of fixtures on the noticeboard and updates regularly to show re-arranged fixtures.
- Provides dates/times for re-arranged home fixtures.