

Chairperson Role Description

Overview of the role

The Chairperson has overall management and direction of the venue.

What the role involves

Exact responsibilities will be agreed but will likely include:

- Taking overall responsibility for the day-to-day management and success of the venue
- Being the venue's ambassador and spokesperson
- Developing and agreeing a long-term plan for the venue and set direction
- Ensuring the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
- Hosting committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- Working with the secretary to agree management team meetings, agenda items and minutes (meeting notes)
- Delegating roles and responsibilities to volunteers and throughout the membership
- Motivating, supporting and thanking all volunteers
- Hosting the Annual General Meeting (AGM), updating all members on key club news, decisions and results working with the management committee
- Sitting on the MCHTC management committee to make sure that the interests of the tennis section are heard. You will also be required to report back action points and developments of the wider club to the tennis section

Training and support available

Before starting in this role, you will receive training from the **club committee** who will go through the process with you. You will receive ongoing support from the **vice chair and club committee**.

Skills and experiences needed for the role

- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

Commitments

- As a guidance, this role typically takes up around **3** hours per week, which may be more at key times i.e. AGM
- You will need be required to attend committee meetings, club events, open days and the club AGM
- This role requires a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)

Secretary Role Description

Overview of the Role

The Secretary conducts the administration and running of the club

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Dealing with all enquiries and correspondence, as the club's main contact *e.g. email and website responses including membership inquiries*
- Supporting the chairperson in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes
- Completing the annual venue registration with the LTA
- Maintaining accurate records
- Making sure that the club's membership records and members' contact details are up to date
- Circulating relevant information from the County, Regional and National LTA
- Administer the Wimbledon ballot, (February-April)
- Keep and maintain a standard information pack for new members
- Other duties may be required

Skills and experiences needed for the role

- Good communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills

Training and support available

Before starting in this role, you will receive training from **the club committee and outgoing Secretary** who will go through the process with you. You will receive ongoing support from the **deputy secretary**.

Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around **4** hours per week
- You will be required to attend club committee meetings and the AGM
- You will be asked to attend LTA club forums wherever possible

Further Information

- This role does not require a DBS check

Treasurer Role Description

Overview of the Role

The Treasurer is responsible for the management of finances for the venue.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Having responsibility for financial planning, including an annual budget and monitoring spend/income against this
- Maintaining accurate and up-to-date financial records
- Providing a financial update at each committee meeting
- Being the named signatory alongside the vice treasurer, chairperson and secretary on the club's bank account
- Collecting membership fees and money due to the club
- Paying all bills and issuing receipts
- Work with the club secretary and website officers to set-up online membership payments and check monies received gains member registrations
- Preparing end-of-year accounts to present to the auditors and at the AGM
- Making recommendations to the committee on increasing cost saving measures
- Working with the grants and funding officer to plan for fundraising events, such as the provision of floats, and to use grants to support venue development

Skills and experiences needed for the role

- Good accountancy knowledge and ideally a financial background
- Honesty and integrity
- Good organisation and communication skills
- Approachable and reliable

Training and support available

Before starting in this role, you will receive training from the **club committee and the outgoing treasurer** who will go through the process with you. You will receive ongoing support from the **club committee and vice treasurer**.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **4** hours per week
- You will be required to attend club committee meetings and the AGM
- You will need on occasion to attend the MCHTC management committee meetings to make sure that the interests of the tennis section are heard. With the Chairperson, you will report back action points and developments of the wider club to the tennis section

Further Information

- This role does not require a DBS check

Welfare Officer Role Description

Overview of the Role

The Welfare Officer is responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved

What you will be doing

- Working with others in the club to promote safeguarding, diversity and inclusion and ensuring compliance with the LTA's minimum standards for venue registration
- Working with others in the club to ensure safeguarding and diversity and inclusion information, including policies, reporting procedures and details of the venue Welfare Officer are visible and available
- Working with others in the club to promote the venue's Code of Conduct(s)
- Ensuring safeguarding and diversity and inclusion is on committee meeting agendas
- Acting as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified
- Working with the LTA Safeguarding Team when concerns arise within the venue
- Maintaining contact details for the LTA Safeguarding Team and key statutory agencies
- Contacting the Local Authority children's or adults' social care teams and the police about concerns where appropriate
- Working with the LTA Safeguarding Team to facilitate audits of the venue in relation to the minimum standards
- Working with the Committee/Management and LTA to facilitate the completion of any action plan to address the results of an audit
- Working with others in the venue to ensure the relevant people at the venue have completed a satisfactory criminal records check

Skills and experiences needed for the role

- Tactful, discrete and able to resolve conflict
- Engaging and supportive
- Approachable and trustworthy
- A good listener and friendly

The Welfare Officer must not be a member of the venue's coaching team and should not be related to a member of the coaching team (for example, their spouse).

Training and support available

Before starting in this role, you will need to attend Safeguarding and Protection in Tennis training (or another course approved by the LTA) and Time to Listen training. You are encouraged to have yearly training updates (optional). You will receive ongoing support from the **club committee, deputy welfare officer and regional LTA safeguarding officials**.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **1** hour per week
- You will be required to attend committee meetings, key events, open days, junior competitions and the club AGM

Further Information

- This role requires a DBS check

Social & Competitions Secretary Role Description

Overview of the Role

The Social & Competitions Secretary organises and promotes social activities and internal competitions within the club

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Establish a programme of social activities to cater for interests of the membership
- Booking venues, catering and entertainment as required
- Promoting events to members
- Running and promoting the club's internal competitions
- Help to organise and promote the club Open Day (May) and Picnic in the Park (July)

Skills and experiences needed for the role

- Enthusiastic, with good people skills
- Good organisational skills
- Knowledge of diverse groups and how to cater events for a range of backgrounds

Training and support available

Before starting in this role, you will receive training from the **club committee** who will go through the process with you. You will receive ongoing support from the **club committee**.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **1** hour per week
- You will be required to attend club committee meetings where possible as well as the AGM

Further Information

- This role does not require a DBS check

Social Media Co-ordinator Role Description

Overview of the Role

The Social Media Co-ordinator is responsible for raising the profile of the club and its activities through relevant social media platforms.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Setting up and maintaining the agreed social media platforms (e.g. Facebook, Twitter, Instagram) for the venue using the official logo and background information
- Encouraging members to 'like' or 'follow' you for news, competition and events updates
- Monitoring the platforms for abuse or negative comments
- Responding to enquiries or questions raised through these platforms
- Update the platforms with regular news
- Implementing the LTA social media guidelines

Skills and experiences needed for the role

- Excellent IT skills
- Sound knowledge of social media
- Good written skills
- Reliable and trustworthy

Training and support available

The club does currently not have an incumbent for this position and as such cannot provide any training, it will be assumed that the person taking on this role will be proficient in the administering Facebook and Twitter accounts. They will work closely with the club's web editor, social & competitions secretary as well as the marketing and promotions officer.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **2** hours per week
- You will be required to attend club committee meetings where possible

Further Information

- This role does not require a DBS check

Website Editor Role Description

Overview of the Role

The Website Editor coordinates the editing and developing of the website to drive awareness of the venue and activities.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Keeping the website up to date including events, committee listings and contact details
- Publishing match results and reports as soon as possible after the event
- Promoting membership information, competition and coaching activities
- Ensuring the website meets minimum accessibility standards
- Linking to relevant websites, including the county and the LTA
- Considering search engine optimisation tactics to make the website easy to find

Skills and experiences needed for the role

- Experience of editing a website is ideal
- Good IT skills and understanding of social media
- Excellent written skills

Training and support available

Before starting in this role, you will receive training from the current and assistant web editor who will go through the process with you. You will receive ongoing support from the assistant web editor as well as ClubSpark online material.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **2** hours per week
- You will be required to attend the club committee meetings

Further Information

- This role does not require a DBS check

Match Secretary Role Description

Overview of the Role

The Match Secretary arranges the club fixtures programme for all age groups.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Registering teams for appropriate leagues and/or cup competitions
- Working with team captains, arrange matches with other clubs, for all age groups, working closely with team captains
- Producing a fixture list and communicating to all team captains, players and members
- Working with team captains to re-arrange matches as and when required and informing team captains
- Submitting results to marketing/communications officer or website editor for publicising

Skills and experiences needed for the role

- Approachable and friendly
- Good communication skills – verbal and written
- Well organised
- Good IT skills

Training and support available

Before starting in this role, you will receive training from the **club committee and the outgoing match secretary** who will go through the process with you. You will receive ongoing support from the club secretary.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **0.5** hours per week in peak season
- Along with the team captains you will be required to attend and coordinate league fixture and presentation meetings at the start and end of the tennis season
- During the season, you will be asked to attend club committee meetings

Further Information

- This role does not require a DBS check

Marketing/Communications Officer Role Description

Overview of the Role

The Marketing/Communications Officer is responsible for raising the profile of the venue and its activities to current members, parents, the local community and local media.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Developing and delivering a marketing and communications plan
- Raising the profile of the club and opportunities to play, coach and volunteer in the local community
- Considering how to improve the 'look' of the venue (e.g. logo, signage and website), ensuring it reflects the management committee's vision
- Putting in place regular communications with members (email, notices, online etc.)
- Obtaining coverage of events with local media
- Lead the organisation and promotion of the club Open Day (May) and Picnic in the Park (July)

Skills and experiences needed for the role

- Approachable and friendly
- Excellent communication skills – verbal and written
- Good IT skills
- Creative and enthusiastic
- Good ambassador for the venue

Training and support available

Before starting in this role, you will receive training from the club committee who will go through the process with you. You will receive ongoing support from the club committee, chair, website and social media officers.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **1** hour per week
- You will be required attend club committee meetings where possible

Further Information

- This role does not require a DBS check

Head Coach Role

The Head Coach is a valuable asset for any tennis provider. Whether recruiting a coach for the first time or recruiting a new member for the coaching team, a good coach will assist with membership retention, activity growth and long-term sustainability. A good tennis programme can help your place to play access funding to extend the programme or improve the facilities as well as retain and attract new members.

Overview of the Role

- Professionally Qualified (qualification recognised by the LTA)
- 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

Roles and Responsibilities

Not all of the criteria listed below may be relevant for one person. The spectrum of responsibilities outlined covers all elements of a successful, thriving tennis programme that caters for all ages and abilities. Larger or more active place to plays may have a team of coaches and coaching assistants that are responsible for different areas; development coach, mini tennis co-ordinator, performance coach etc.

As a management committee you must identify what direction the place to play is moving in, as this will then allow you to compile a suitable job specification from the list below. The guidelines on recruiting and managing a coach/coaching team will also assist with this process.

- 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
- Work with the local talent performance co-ordinator to identify and further support talented players
- Attend management committee meetings in order to offer regular feedback on the organisation and degree of success of coaching and competitions; also to discuss potential opportunities to growth and attraction
- 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/event

Commitments

- Time commitment will vary dependent upon the time of year
- You will be invited to attend club committee meetings where possible

Facility / grounds maintenance officer

Overview of the Role

The facility / grounds maintenance officer is responsible for maintaining the playing surface, nets and surrounding environment at the club.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Regular court maintenance in-line with recommendations for the playing surface including:
 - Regular brushing
 - Regular weed killing
- Maintenance and safety testing of the club's floodlights
- Regular safety checks of the venue
- Raise any points of issue with the main club committee (via secretary or chairperson)
- Maintenance of local environment around the courts including:
 - Access points
 - Grassed areas
 - Pathways
 - Dugout

Skills and experiences needed for the role

- Resourceful
- Ability to make decisions independently
- Comfortable using light – heavy machinery

Training and support available

You will receive ongoing support from the club committee.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around **1** hour per week
- You will be asked to attend club committee meetings when appropriate

Further Information

- This role does not require a DBS check