

## Ball Monitor Role Description

Club volunteers are vital in the operation of Somerton Tennis Club, the role of Ball Monitor is to control the usage of balls for league matches, tournaments, plus official club and social sessions.

### Overview of the Role

This is a volunteer role fulfilled by any adult member, it is not a committee position but the ball monitor from time to time may be invited to attend meetings or to provide updates as required to the committee.

### What the role involves

Responsibilities include:

- Ensuring two tubes of balls are provided in rotation for the official club sessions, presently as follows:
  - Men's: One evening (Monday) and one daytime session (Wednesday)
  - Women's: Three daytime (Tuesday, Wednesday and Thursday) and one evening session (Thursday)
  - Mixed: One evening (Wednesday) and one daytime session (Sunday)
- Replace the official club session balls after seven uses with two new tubes of balls, noting the date on each tube when it was provided
- Simultaneously mark the used tubes of official club sessions balls as "Social Play", date them accordingly and use them to replace the existing used social play balls. Place the used tubes of old social play balls into the storeroom
- Assist with the return of used balls to recycaball.com to earn money on used balls for the club
- Liaise with STC team captains to provide balls for winter (November-February) and summer league matches (April-July).
- Collect used tubes of match balls from the clubhouse and recycle them for use at official club sessions as required
- Ensure two tubes of "Emergency" match balls are available in the right-hand drawer of the shelving unit in the clubhouse
- Liaise with the club tournament organiser to ensure balls are available for the various events throughout the year (David Kneebone – March/April, Club Championship Finals - August/September and Richard Mills - October)
- Advise the club Treasurer when new balls are required to be ordered and report issues to the chair/committee should they occur
- Keeping the clubhouse ball storage areas tidy

### Skills and experiences needed for the role

- Good organisational and communication skills

### Training and support available

No specific training is required for the role. Support will be provided by the elected Officers and other Committee Members.

### Commitments

- Manage the storage of new tubes of balls and used match balls, prior to use

- Ensure balls are available throughout the year for official club sessions, league match, tournaments and social play
- Be the nominated club point of contact for tennis balls at STC

### **Further Information**

- Somerton Tennis Club is not a business, we are an organisation run by volunteers. Please contact any existing Committee Member for further information if you are interested in helping to support the running of our tennis Club in any capacity.