

Club Captain Role Description

Overview of the Role

This is a volunteer role fulfilled by any adult member who is interested in club competitions and is an experienced league match player. Club Captains are elected at the AGM for a period of one year.

The Club Captain is responsible for organising our annual club tournament schedule and mentoring the Summer & Winter League Captains.

What the role involves

Responsibilities include:

- Developing an annual plan of competitions catering for different ages and standards
- Liaising with committee members to promote events through all possible channels
- Organising volunteers and managing court bookings, entries, entry fees and correspondence for Club competitions
- Determining the competitive team structure in consultation with the members and registering the teams with the respective league secretaries
- Organising, mentoring and supporting league captains
- Ensuring the league captains: organise match practice sessions, collect match fees, balls, courts, player awards and end-of-season team celebrations, plus provide reports for the AGM/Club Annual Dinner where applicable
- Supporting any junior competitions
- Arranging friendly competitions with other clubs
- Promoting Fair Play both on and off court
- Ensuring the club's Safeguarding policy, guidance on ratios, supervision and all other relevant guidance and procedures related to children are adhered to
- Representing the Club at league meetings and events

Training and support available

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

Skills and experiences needed for the role

- Interest in competitive tennis
- Approachable and friendly
- Good communication skills
- Good IT and organisation skills
- Reliable and trustworthy

Commitments

- Attend the various committee meetings, which are typically held from 7-9pm on Thursday evenings every other month, plus the AGM in May.
- Attend the Y&DTL AGM (combined Winter & Summer League event).
- Up to one hour every two weeks and some Saturdays/Sundays for Club tournaments.

- Other commitments include volunteering to help with tasks and at events on a case-by-case basis.

Further Information

- The role will require a DBS check. The Club will assist with any application process.