

Being a Member of the St Neots LTC Committee

It is hoped that members of the Club will find a spell on the Committee enjoyable and rewarding.

There are about eight evening meetings a year. These are sociable and inclusive. Committee members are free to raise any issues they wish. It is hoped that all members of the Committee will attend as many of these meetings as possible, contribute to discussions and support other members in their roles or in one-off projects where possible, taking an active input in the direction of the club.

Decisions on the Committee are normally made by consensus and it is rare for a matter to be put to a vote. However Committee members are free to express their views and vote as they wish on any matter.

Expenses incurred by Committee members in the course of their Committee duties may be reclaimed from the Treasurer on production of the receipts.

Publicity

The role includes promoting the Club, particularly in the local press and social media, including Club league results or reports of events if possible.

The publicity secretary should aim to produce a minimum of three club magazines per year. The contents could include items such as:

- comments, reports or articles by members of the committee,
- items for the social diary,
- members' achievements, and
- reports of past events.

Honorary Secretary

The Secretary's role is primarily to organize and prepare the Committee members for Committee meetings and General Meetings.

- Agree with the members (at Committee meetings) the date and venue of the next meeting;
- Prepare and distribute agendas;
- Record and distribute the minutes of the meetings;
- Store the minutes on the Club's google drive and notice board if appropriate.

In the case of annual general meetings and extraordinary general or ad hoc meetings:

- Issue the appropriate notice of meeting and agenda and any supporting papers;
- Record the minutes of the meeting;
- Store the minutes on the Club's google drive and notice board if appropriate;
- In the case of AGMs, prepare the notice of Committee elections and nominations form and manage the elections at the AGM;

Other elements of the role include;

- Dealing with day to day correspondence received on behalf of the Club and storing correspondence where necessary;
- Liaising annually with the Treasurer, Membership Secretary and Head Coach in order to prepare the Club's annual registration for affiliation to the LTA;
- Acting as a cheque signatory/bank transfer authority;
- Being the Club's lead contact for the LTA and other organisations where necessary and forwarding relevant messages to other Committee members;
- Notifying organisations where necessary of changes to the Officers and/or Trustees.

Chairman

The Chairman's role is primarily to Chair Committee and General Meetings and co-ordinate the efforts of the other elected Committee members to achieve the smooth operation of the Club on a short, medium and long-term basis. This involves setting financial standards and other targets to ensure financial stability and the development of the Club.

To this end the Chairman must ensure satisfactory procedures are in place to achieve:

- The proper governance of the Club's affairs in accordance with the Constitution
- The setting of objectives to provide a sound financial base for the Club's daily operation and future development
- The development of tennis and its promotion at all levels through coaching, team selection etc
- The regular maintenance of the courts, grounds and buildings
- Ad hoc repairs to the courts, grounds and buildings as and when necessary
- The proper representation of the Club in its affiliation and/or membership of bodies such as the LTA and the various Leagues in which the Club plays
- Compliance with the law and appropriate regulations in all matters including but not limited to Health & Safety, Employment, Licensing and Safeguarding

The Chairman is responsible, along with others as necessary for:

- Liaising with and directing the efforts of the Club Coach at the Club and in connection with the Community Tennis Programme
- Representing the Club in negotiations with the Landlord (St Neots Bowling Club) and such statutory authorities and bodies as is necessary during the course of overseeing the Club's operations.

In all this the Chairman needs to achieve a smooth working relationship with and between the other elected Committee members and a first class atmosphere for the enjoyment of all Club members.

President

The President is an ambassador for the Club both internally and externally and will occasionally represent the Club at functions and events.

Desirable requirements

- Experience at Committee level within the Club
- Respected standing within the Club and/or the county
- Reasonable knowledge of the workings of the leagues in which the Club plays and/or the workings of the Club's Committee
- The ability to establish and develop contacts and influence people

The President should aim where possible and, if invited by the Committee, support the Committee in:

- The promotion of St Neots LTC within the community, the county and more widely
- Representing the Club at LTA and other meetings
- Performing presentation duties
- Attending Committee meetings as necessary
- Attending and/or participating in major internal Club tournaments
- The development and operation of strategic and policy matters and the promotion and raising of playing standards within the Club
- Promoting and encouraging the raising of playing standards within the Club
- Fostering a sense of social and family community within the Club

Treasurer

The Treasurer's role is as one of the Officers of the Club, being responsible for maintaining the accounts of the Club and ensuring they are readily available when requested.

To this end the role requires the Treasurer to:

- Record and maintain all receipts and payments on an on-line spreadsheet including bar and membership income.
- Reconcile income/expenditure with monthly bank statements
- Ensure appropriate funds are maintained to meet the financial requirements of the Club.
- Ensure any payments are made promptly.
- Prepare year-end (31st March) accounts and trial balance sheet ready to be audited and in readiness for circulation at the AGM.
- Arrange for the accounts to be independently examined annually.
- Prepare and present a Treasurer's report for the AGM, summarizing the accounts and results for the financial year.
- In conjunction with other members of the committee (normally Chairman, Secretary, Membership Secretary and Bar Manager) propose annual subscription changes to be presented to the full committee and at the AGM.

In Liaison with the House and Grounds Officer:

- Manage the Clubhouse Cleaner Casual labour contract and employee.
- Negotiate renewals of the Telephone, Broadband, Electricity supplier contracts and ensure suitable and adequate clubhouse and courts insurance is maintained along with the PPL and PRS music licences.

Club Captain

As an officer of the Club the Club Captain helps set the future strategy of the Club, helps with ongoing decision making and running of the Club, as well as acting as a focal point in all general, organizational and disciplinary matters relating to the Club's adult and veteran teams.

Call, organize and lead members of a sub-committee of the Club Captain, Men's and Ladies' Captains and Club Coach, to ensure that each year the following processes take place in a fair and timely manner:

- Review and assess whether the current number of teams in the league is appropriate for the Club and amend if necessary.
- Liaise with the Fixtures Secretary to ensure that the correct teams are entered into the correct leagues.
- Review methods of team selection and team practice.
- Ensure all members are contacted and given the opportunity to express their interest in playing in the teams, prior to team selection.
- Pick team captains and provide all captains with updated Captains packs and all league information in order for them to run teams successfully.
- Provide support to team captains, when required, throughout the season.
- Liaise with local leagues where required.
- Organise teams for Don Brace Cup.
- Choose recipient of the Captain's Cup.

In addition:

- Write and present the Captains' Report at the AGM
- Assist with presentations as required.

Mens' Captain

Take an active interest and support all the teams and players at the Club, having an active input in the direction of the Club.

Form part of the Playing Committee with the Club Captain, Coach and Ladies' Captain.

As part of, and in conjunction with, the Playing Committee:

- Organise pre-season squad coaching and practice
- Select Mens' and Mixed teams for the season
- Organise captains for the Mens' teams and ensure the necessary information is provided, as well as supporting and assisting them in running their team.
- Select squads for Mens Aegon Team tennis and Cup Matches and assist with equivalent Mixed squads.
- Set seedings for the Club Championships.
- Set handicaps for tournaments.
- Be the main contact for other clubs and external bodies regarding mens' matches.
- Liaise with the fixtures secretary regarding home matches dates and any rearrangements as required.

Ladies' Captain

Take an active interest and support all the teams and players at the Club, having an active input in the direction of the Club.

Form part of the Playing Committee with the Club Captain, Coach and Mens' Captain.

As part of, and in conjunction with, the Playing Committee:

- Organise pre-season squad coaching and practice
- Select Ladies' and Mixed teams for the season
- Organise captains for the Ladies' teams and ensure the necessary information is provided, as well as supporting and assisting them in running their team.
- Select squads for Ladies' Aegon Team tennis and Cup Matches and assist with equivalent Mixed squads.
- Set seedings for the Club Championships.
- Set handicaps for tournaments.
- Be the main contact for other clubs and external bodies regarding ladies' matches.
- Liaise with the fixtures secretary regarding home matches dates and any rearrangements as required.

Fixtures Secretary

The main objective of the role is to publish a Club fixtures card during April that lists all the Club matches to be played in the Bedfordshire, Cambridgeshire and Huntingdon and Peterborough leagues.

- Keep an accurate and up to date court booking diary
- Liaise with the Tournament Secretary, Social Secretary, Club coaches and the Mens', Ladies' and Club Captains to reserve courts for Club, League and County matches, as well as team practice, group coaching, tournaments and other Club events that require court time.
- Liaise with Captains to provide alternative dates for matches requiring rearrangements and ensure that these are then visible on Club Spark (via Club Spark administrator).

Further information:

- Cambridgeshire league dates are received February/March.
- Huntingdon and Peterborough league dates are received in April and these are also negotiable.
- Most weekday home matches are played on Tuesday and Thursdays avoiding Club nights.
- Friday and weekend matches need to be arranged around junior and adult beginner coaching sessions.

Tournament Secretary

Responsible for organizing tournaments throughout the year. The main Club tournament usually being played in September.

- Liaise with Social Secretary and Fixtures secretary early in the year to fix dates for tournaments and various cups.
- Arrange Kims Cup Tournament in the Spring (handicapped singles tournament) run in accordance with LTA rules for handicapped tournaments.
- Other Club cups include: Valentines Cup, Midsummer Cup, Family Cup and Jolly Cup. Decide format for each of these on an individual basis depending on entrants, working out timing and duration of matches in advance.
- For each tournament ensure details are communicated to all eligible members well in advance electronically and on Club tournament board.
- Annual Club Tournament to be planned in liaison with the tournament sub-committee (Club captain, Ladies' and Mens' captains and Head coach). Seedings and draw to be performed as laid down in the LTA Handbook. Ensure adequate time for each round is given and that competitors abide by tournament rules.
- Be responsible for the planning of Finals Day. Ensure play is on time, new balls are available for each match and suitable equipment is available eg umpires chairs, score sheets, correct net height.
- Liaise with Social Secretary for help with smooth running of tournaments and catering.
- Liaise with Ladies' Captain re the organisation of the Curry Cup (ladies over 40 tournament open to other clubs) and Mens' Captain for the Chandler trophy (Mens' over 40s tournament open to other clubs).
- For all tournaments be responsible for play in suitable weather, on good court conditions and generally being aware of the safety of the players.

Social secretary

Responsible for arranging social events within the Club.

- Liaise with Tournament secretary re dates of tournaments and organize appropriate catering as required.
- Organize other social events - checking with Fixtures Secretary for availability of courts if required.
- Ensure the events are well publicized in advance.
- Plan and organize the Presentation Evening/Annual dinner dance. Be responsible for booking of entertainment, venue, catering, printing of tickets and any raffle prizes.
- Arrange social sub-committee meeting if necessary, and get members help if required.
- Give reports of events held to Publicity Officer for inclusion in newsletters and social media.

Junior secretary

Liaise with Club coaches to manage the junior membership:

- Manage the junior list from outside and via the Head Coach from the CTP
- Junior Coaching runs from May to September
- Junior Club sessions from May to September
- Junior Tournament in August
- Aegon Team Tennis in March and matches from April to June.

Bar Manager

The role of the Bar Manager is to ensure the efficient day-to-day operation of the bar and that the club complies with its license to sell alcohol. The bar is intended to provide a service to the membership by the provision of refreshments at reasonable prices whilst also being a valuable means of generating funds to be re-invested into the club.

The major duties are to ensure that procedures are in place so that:

- The bar is adequately stocked with beer, wine, spirits and confectionaries, crisps etc with a view to managing sales within sell by dates and to maintain freshness of stock as much as practically possible.
- The bar also keeps a watching brief and buys when required stocks of tea, coffee and sugar for the kitchen and banks any surplus donations collected.
- The bar products are sourced and priced to the agreed margin and meet the dual objectives of value for money for members and generating funds for the club.
- There is reasonable bar cover for club nights, socials, tournaments and matches. Where appropriate a bar cover rota should be maintained. Where periods of significant absence are anticipated, the Bar Manager should ensure adequate cover for normal bar operations.
- The till is used to record all transactions and money taken for bar items, match fees, tournament fees, floodlight and visitor fees are correctly entered into the appropriate categories.
- A sensible and usable float is maintained and as larger volumes of cash accumulate, the surplus is moved to the bar safe.
- The till is regularly totalised and memory zeroed each month during the process of monthly banking and that the details and till roll are passed to the Treasurer.
- An official stock take is made at the end of each financial year.

Bar Committee Member

The Tennis Club Bar is run on an unpaid voluntary basis. It is important for the effective running of the bar that the Bar Manager is supported by an active team of Bar Sub-committee Members who can assist the Bar Manager with any of the duties listed under the Bar Manager Role but in particular it is important that:

- They ensure the bar door is LOCKED whenever the clubhouse does not have the Bar Manager or another member of the Bar Subcommittee in the Bar area.
- A bar key is NOT lent to anyone other than another Bar Subcommittee Member, otherwise the club is in breach of its license and the Bar Manager could be liable to prosecution.
- The bar is kept tidy, clean and the fridges topped up with adequate stock from the bar store.
- At the end of a bar session, the till is 'X' totalised and the till roll initialed, the bar is left tidy, with as many glasses washed and returned as reasonably possible, and finally that the grill and door are securely fastened/locked.

House and Grounds Manager

The House and Grounds Manager has a watching brief over the condition and state of the clubhouse and grounds and is responsible for reporting problems, issues and recommendations to the Main Committee. He/She is also responsible for liaising with the Club Coach, Cleaner and anybody contracted to work on the club's facilities where appropriate.

Depending upon events, circumstances and issues the range of activities that the House and Grounds Manager can co-ordinate/manage will vary considerably but the following list of responsibilities are fairly typical throughout the year:

- As far as reasonably possible that the club complies with fire regulations and recommendations. These include annual certification/servicing of fire extinguishers, periodic checks of the smoke alarm.
- Liaison where appropriate with the local Fire Brigade responsible officer, arrangement of periodic fire risk assessments and electrical appliance testing. If the House and Grounds Manager has any concerns about fire or environmental safety this should be brought to the attention of the Main Committee as soon as reasonable possible.
- Liaison with waste collection services/completion of certificates.
- Liaison with Local Environmental health department/completion of returns.
- Co-ordinating the cleaning of the courts.
- Co-ordinating work parties to complete maintenance and repair activities.