

WTC – Committee Roles & Supporting Activities 2023/24

Committee	Description	Assigned
Chair	Chair committee meetings and AGM. Represents, listen to and move forward the tennis club for all members.	Raymond Highley
Vice Chair	Assist the Chair and chair meetings in their absence	Vacant
Secretary	Schedule meetings, take minutes and circulate club news to the membership.	Brian Chipping
Treasurer	Collect and record all expenditures and incomes. Produce audited annual accounts, Advise the Committee and Members on financial matters	Alison Quant
Committee Member	Represent the views of members at committee meetings, help set the club's direction and support the running of the club	Val Barton, Georgie Limb, Jenny Lloyd, Bob Quant, Chris Seavor, Phil Turner
Activities	Description	Assigned
Welfare Officer	Keep abreast of safeguarding requirements, and be the one to 'turn to' if a safeguarding issue is raised	Brian Chipping Eddie McEnery – from April 2023
System Administration	Administer the ClubSpark venue management, email and club record systems	Brian Chipping, Alison Quant
Membership Administration	Keep membership records up to date, Send out membership renewal notifications. New member enquiries.	Brian Chipping, Alison Quant
Booking Administration	Administer the court booking system. Book courts for club events and league matches	Brian Chipping
Website Administration	Maintain the club website	Brian Chipping

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Fixtures Administration	Enter teams into leagues and oversee the arranging of fixtures with team captains	Pauline Rogers
Team Captains	<p>Arrange fixtures, select teams, record match results</p> <p>Ladies A, B, C Mens A, B Mixed A, B, C</p>	<p>Jo Dinnie, Alison Quant, Pauline Rogers Rob Fair, Raymond Highley Paula Highley, Phil Towle, Chris Seavor</p>
LTA Main Contact	<p>Receive and send out communications from the LTA. Complete the annual LTA venue registration process.</p>	Brian Chipping
Tennis Balls	<ol style="list-style-type: none"> 1. Purchase, stock and distribute new tennis balls including sales to members 2. Dispose of used tennis balls 	<p>Raymond Highley, Alison Quant</p> <p>Ian Dinnie</p>
Grounds Maintenance	Cut surrounding hedges and keep court perimeter strimmed and free of weeds	Bob Quant
Clubhouse Maintenance	Identify any maintenance or repair work required and carry out / organise associated work	Bob Quant
Court Maintenance	<ol style="list-style-type: none"> 1. Organise surface cleaning, repair and re-painting 2. Floodlights – Midstream point of contact 3. Nets 4. Court Access 5. Fencing 	<p>Raymond Highley Alison Quant Bob Quant Bob Quant, Brian Chipping Bob Quant</p>
Clubhouse Facilities	<ol style="list-style-type: none"> 1. Monitor & replenish clubhouse consumables 2. Organise the cleaning rota 3. Laundry - tea towels etc 4. Monitor & replenish First Aid Kit 	<p>Jenny Lloyd Phyl Dinnie</p> <p>Georgie Limb</p>

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Coaching Coordinator	Organise coaching sessions in conjunction with Activate Sports Education	Alison Quant
Tournaments	Organise and run Club tournaments, 1. Club Sundays 2. Mixed Autumn & Spring Floodlit Leagues	Ian Dinnie, Pauline Rogers
Safety Inspection	Carry out safety inspection	Raymond Highley ,Alsatair Glover
Village Hall Liaison	Point of contact with Village Hall committee	Sandy Foulkes
Parish Council Liaison	Point of contact with Parish Council	Alison Quant
Social Events	Club Supper, Christmas Lunch	Ian Dinnie
Social Media	Facebook, Instagram	Brian Chipping
Key Holders	1. Clubhouse 2. Notice board 3. Post box	Paula Highley, Bob Quant Alison Quant Brian Chipping, Bob Quant
Utilities	1. Welsh Water 2. Electricity ???? Supplier	Alison Quant Alison Quant
Insurance	1. Public Liability – LTA / Howden 2. Employer Liability – LTA / Hiscox 3. Clubhouse – NFU	Brian Chipping Brian Chipping Alison Quant
Documents W - website F - Clubhouse Policies folder	1. Constitution W,F 2. Privacy Policy W,F 3. Welfare Officer W,F,I,E 4. Safeguarding Statement W,F,I 5. Safeguarding Policy W,F	Alastair Glover Brian Chipping Brian Chipping Brian Chipping Brian Chipping

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<p>I - Internal Notice Board</p> <p>E - external notice board</p> <p>All documents are stored on WTC google drive</p>	<p>6. Diversity & Inclusion Policy W,F</p> <p>7. Codes of Conduct W,F,I</p> <p>8. Anti-bullying policy W,F</p> <p>9. Photography and filming policy W,F</p> <p>10. Online safety and communication policy W,F</p> <p>11. Photography and filming policy W,F</p> <p>12. Reporting a concern W,F</p> <p>13. Risk Assessment W,F</p> <p>14. Welcome Letter for New Members W</p> <p>15. Court Rules W,E</p> <p>16. Court Access W,E</p> <p>17. Emergency Services E</p> <p>18. Maintenance Record</p> <p>19. Safety Inspection Record</p> <p>20. Lease 1999</p> <p>21. Lease 2020</p> <p>22. Planning Approval Floodlights 1998</p> <p>23. Planning Approval Floodlights 2022</p>	<p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Brian Chipping</p> <p>Bob Quant, Brian Chipping</p> <p>Brian Chipping</p> <p>Alison Quant</p> <p>Alison Quant</p> <p>Alison Quant</p> <p>Alison Quant</p>
Registration	<p>1. Land Registry Lease</p> <p>2. Trustee Registration Service</p> <p>3. LTA Registration</p>	<p>Alison Quant</p> <p>Alison Quant, Brian Chipping</p> <p>Brian Chipping</p>
Trustees	Lease 2022 Signatories	Alison Quant, Brian Chipping
Legal	Responsible for obtaining legal & constitutional advice	Alastair Glover