

ROLES & RESPONSIBILITIES

Tennis Committee 2024-2025

Role 1: Chairperson

Chairs monthly General Committee meetings and acts as principal officer, making decisions when the need arises in consultation with other committee members.

The chairperson has responsibility for upholding the club constitution and ensuring player welfare is looked after and takes overall charge of driving ongoing participation in the club at all levels.

The following is an overview of the key tasks fulfilled by the Club Chairperson:

- Overall organisation and running of the club including promotion and club development
- Chairs meetings including General Committee meetings and the Club AGM
- Strategic planning and key decision-making duties
- Upholds Club Constitution and National Governing Body regulations
- Delegating, leading and motivating club volunteers towards club goals/objectives

Role 2: Secretary

The secretary works in tandem with the Chairperson and also regularly works with the Club Treasurer, Membership Registrar and PRO in various ways. The Club Secretary is also responsible for coordinating, announcing and minuting club meetings, such as the General Committee and the Club AGM.

Much of the hands-on administrative effort may be delegated to other club officers and volunteers, but responsibility for ensuring the overall, well-run club administration lies with the Secretary, ensuring data privacy and meeting GDPR obligations.

The typical duties of the club registrar include:

- Organising the monthly General Committee meetings and AGM
- Take minutes and circulate to meeting attendees
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- Initiating and responding to all club correspondence and filing appropriately (incoming & outgoing)
- Ensuring Club Policies are in place, regularly reviewed and updated as necessary
- Compile a report on club activities for the AGM

Role 3: Treasurer

Responsible for managing the flow of money into the club and for allocating and recording how that money is spent to run the club. Works in conjunction with the chairperson in planning the development of the club e.g. creating annual budgets and projecting income for future years to contribute towards the prudent planning of the club's future.

The treasurer takes responsibility for the following:

- Ensuring accurate and up-to-date records of all club income and expenditure
- Preparing financial statements ahead of the Annual General Meeting and reporting on the club's financial performance and prepare a budget for the year ahead
- Working with other club officers to generate and collect funds e.g. Membership registrar, Coaches for coaching activity & ad-hoc member event fees, etc.
- Prepare and issue invoices
- Manages the club's bank account(s) & payment systems to maximise returns e.g. maximising interest payable on deposits and minimising fees for transactions
- Maintaining a centralised record of finances to ensure any handover of all financial records and bank accounts can be transitioned whenever necessary
- Responsible for ensuring the Club annual accounts are submitted to HMRC.

Also works with the Membership Registrar and supports with the management of AceBook.

Role 4: Membership Registrar

Responsible for membership registration & renewal and the management of AceBook.

The typical duties of the club registrar include:

- Managing the club registration and membership renewals processes including obtaining ratification for new members by the General Committee
- Processing membership applications for new members and maintaining accurate and up-to-date membership records
- Works with the Club Treasurer to reconcile membership payments, refunds etc.
- Contacts members in payment arrears to pay club membership dues
- Sending/uploading membership information to Tennis Ireland and reconciling membership numbers
- Updates the coach(es) on who has paid their membership and is eligible to play
- Reporting to the Club General Committee on the progress of memberships etc.
- Ensuring WhatsApp group membership is kept up to date
- Preparing and recommending membership fee structures to the General Committee for subsequent submission to and approval at the AGM and chairs the Membership Sub-Committee

Role 5: Competition Events Officer

Responsible for the Club calendar management, liaising pro-actively with the Secretary, PRO and Club coach(es), team captains, etc. to ensure the effective organisation of all competition events, such as:

- External competitions e.g. Tyrone Senior Championship, NW League
- Internal Club Tournament & Leagues
- Evergreen competitions

Takes responsibility for establishing sub-committees, as required, to effectively organise events for the club and co-ordinate with Clubhouse & Social Events Officer to support with catering, and PRO to promote events, etc. Chairs Events Sub-Committees, as required.

Role 6: Clubhouse & Social Events Officer

Responsible for ensuring the maintenance & good order of the Clubhouse including the kitchen & toilet facilities and the internet service.

Ensures the effective organisation of all non-competition/social related events, such as:

- Club Members nights (Tuesday & Friday)
- American Doubles and other Club social events

Works with the Competition Events Organiser to ensure the Clubhouse and any necessary catering adequately support the events. Takes responsibility for establishing sub-committees/delegating, as required, to effectively organise activities/events for the club and co-ordinate with volunteers supporting with attendance, catering, etc. Arranges/Chairs Social Sub-Committees as required.

Manages the process for hiring the Clubhouse, liaising with groups/individuals as necessary and working with the Treasurer to ensure timely payment of fees.

Role 7: Sponsorship Officer

Responsible for Sponsorship:

- Managing Sponsors and ensuring sponsorship renewals are managed in a timely and professional manner, obtaining feedback from Sponsors in order to optimise the benefits for both parties
- Liaising with potential new sponsors, providing details of sponsorship packages available
- Liaising with the Club PRO to ensure Sponsors information on the Club website is kept up to date
- Ensuring Sponsorship Boards are ordered, delivered and installed

Role 8: Youth & Child Safeguarding Officer (& Children's Officer) - MALE

Proactively drives youth engagement in the Club, responsible for:

- Ensuring Safeguarding Policies are in place, kept up to date and embedded in the Club.
- Arranging regular sessions for young members and young people in the community encouraging community engagement and awareness
- Liaise extensively with Events Officer and coach(es) to ensure Summer/Easter camps, etc. are planned and communicated well in advance.
- Co-Chairs Safeguarding Sub-Committee.

Role 9: Youth & Child Safeguarding Officer (& Children's Officer) - FEMALE

Proactively drives youth engagement in the Club, responsible for:

- Ensuring Safeguarding Policies are in place, kept up to date and embedded in the Club.
- Arranging regular sessions for young members and young people in the community encouraging community engagement and awareness
- Liaise extensively with Events Officer and coach(es) to ensure Summer/Easter camps, etc. are planned and communicated well in advance.
- Co-Chairs Safeguarding Sub-Committee.

Role 10: Club Facilities/ Health & Safety Officer

Responsible for the Club's facilities ensuring the maintenance & good order of the courts, the lights, security & access. Handles the Club insurance and related paperwork ensuring appropriate cover is in place at all time.

Oversees all aspects of Health & Safety and Fire Safety and chairs the Maintenance/Facilities Sub-Committee.

Oversees Pay & Play bookings, liaising with the General Committee to ensure appropriate court access for non-members and access to equipment when necessary.

Role 11: PRO

Responsible for Club communications, both internally & externally, ensuring both FaceBook and the website up to date.

PRO will communicate with the general public on behalf of the Club presenting a positive image of the Club and tennis in the local community and beyond.

Engaging with other General Committee officers and Club members and ensuring good coverage for sponsors. Keeping members and the community aware of what's going on at the club, including competitions, individual successes, coaching available, etc.

Sub-Committees:

Sub-Committee membership will be established by the Chair of the Sub-Committee and all members are encouraged to become actively involved.

- Membership Sub-Committee
- Safeguarding Sub-Committee
- Events Sub-Committee
- Social Sub-Committee
- Maintenance/Facilities Sub-Committee
- Adhoc Sub-Committees e.g. New Court project and Branding & Sportswear project
- Any other Sub-Committee deemed necessary during the Club year