

## Dunstable Tennis Club - Roles & Responsibilities 2011-12

The Officers below are either elected at the AGM or co-opted during the year to serve on the Committee and perform various roles to ensure the continuity of the Club.

A one-page outline of the Roles & Responsibilities of each Officer follows.

<u>Section</u>	<u>Role</u>
A.	Chairperson – Graham Morgan
B.	Secretary – AJ Webley (Frances McMahon)
C.	Treasurer – Mike Bartlett
D.	Social Secretary – Jenny Morgan
E.	Bar Manager – Tony McMenamin
F.	Match Secretary – Anne Bartlett
G.	Junior Committee & Junior Membership – Phil Moss
H.	Media Manager – Stewart Meagher
I.	House Manager – Mick Smitham
J.	Club Captain – Martin Peck
K.	Membership Secretary – Jane Wigley
L.	Child Protection Officer – Jane Sutton
M.	Head Coach – Nick Boys
N.	Club President – John Taylor

*\* Facilities development to be covered by sub-committee.*

### **Each Club official & Committee member has the following responsibility:**

1. To fulfil their Roles & Responsibilities as defined in Sections A - L
2. To attend regular Committee meetings.
3. As part of the Committee, to participate in the decision-making process and ensure Club rules, regulations and policies are followed.
4. To promote the Club wherever possible to encourage new members and to ensure they feel welcome regardless of ethnic origin, religion, sex or age.
5. To attend the AGM and provide a report of the year's activities.

## **A Role - Chairperson**

### **A.1 Objective**

The role of the Chairperson is to guide, lead, and represent the club, assisting and encouraging other Officers.

### **A.2 Responsibilities**

1. To chair annual or specific general meetings, and Committee meetings.
2. To oversee the Club's activities to ensure that they are well run, safe, and that an appropriate range of activities takes place.
3. To oversee the management of the Club to ensure value for money and proper financial controls are in place.
4. To advise, assist and support other Officers as necessary.
5. To handle and resolve disputes or complaints.

### **A.3 Key dates**

Liase with Secretary to agree AGM agenda.	Jan / Feb
Check which existing Committee members agree to stand again for posts, seeking new volunteers if necessary.	Feb / Mar
Deliver a report to the AGM.	Mar
Arrange Chairman's Supper & Trophy Presentations	Oct / Nov
Chair regular Committee meetings	When rq'd

## **B Role - Secretary**

### **B.1 Objective**

The role of the Secretary is to manage the administration of the Club, ensuring that information is maintained and distributed in a timely, professionally presented manner, in liaison with other officers.

### **B.2 Responsibilities**

1. To convene (& attend) annual or specific general meetings and Committee meetings, ensuring that all necessary papers are available in advance.
2. To ensure that minutes are taken effectively at all meetings, and that a typed version is produced & distributed either in hard copy or by e-mail promptly amongst the respective members.
3. To receive and deal with incoming correspondence, whether on paper or by e-mail, actioning it with the necessary level of urgency, liaising with other officers as required.
4. To retain and file original copies of all relevant correspondence, minutes.
5. To organise the draw for Wimbledon tickets and process paperwork.

### **B.3 Key dates**

Send in Club's nominations for reps at Beds County Committee.	Jan
Issue AGM papers to members.	Feb
Attend AGM, take minutes & deliver a report.	Mar
Organise Wimbledon tickets 'draw' for the Club	Apr - May
Guest list deadline for South Beds presentation dinner (Oct).	Sept
Submit Club Profile Form to LTA County.	Dec

## **C Role - Treasurer**

### **C.1 Objective**

The role of the Treasurer is to manage the Club's accounts, including financial planning, preparation of estimates and forecasts, and liaison with other officers to promote effective financial control.

### **C.2 Responsibilities**

1. To maintain an accurate and up-to-date record of all financial transactions – keeping cash, cheques, paying-in books and records secure at all times.
2. To bank all income and pay all bills promptly, ensuring that all bills are properly documented, verified for accuracy and certified before paying.
3. To prepare a financial statement for the Annual General Meeting, ensuring that all accounts are accurate and balanced.
4. To make available all books, records and statements for annual or other audit checks.
5. To provide financial information for planning & forecasting purposes.
6. To agree delegated limits for expenditure with other officers as necessary.

### **C.3 Key dates**

Quarterly projection of accounts to year end.	Jun, Sep, Dec
Audit of clubs accounts.	Feb
Deliver a report to the AGM.	Mar

## **D Role – Social Secretary**

### **D.1 Objective**

The role of the Social Secretary is to develop, co-ordinate and publicise social opportunities for the Club.

### **D.2 Responsibilities**

1. To plan and organise key, annual social events (Chairman's Supper, BBQ, New Year's Eve party), delegating individual tasks as necessary.
2. To encourage others to plan and organise other, suitable social events.
3. To maintain the Club calendar (poster).

### **D.3 Key dates**

Agree dates in advance for annual social events (see above list)

Deliver a report to the AGM.

Mar

## **E Role – Bar Manager**

### **E.1 Objective**

The role of the Bar Manager is to ensure that the bar is managed in a responsible and profitable manner, which minimises losses and returning a profit margin of 33%.

### **E.2 Responsibilities**

1. To ensure a system is in place so that the till is cashed up regularly, a float of no more than £50 is left overnight and risk of loss of cash is minimised.
2. To record all financial transactions in a spreadsheet, bank cash/cheques and pass receipts to Treasurer regularly.
3. To approve and record non-bar transactions.
4. To receive and check invoices from suppliers before passing to Treasurer.
5. To buy stock from appropriate outlets, act as cardholder for Bookers and rotate stock, checking that items do not exceed their sell-by date.
6. To order beer (from brewery) and gas (from BOC) to maintain stock levels.
7. To have a system in place for the disposal of empties.
8. To clean pipes regularly (ideally every 2 weeks) & keep bar area tidy.
9. To ensure health & safety of anyone entering the bar area.
10. To keep a record of bar key-holders and approve any changes, ensuring bar is managed during social functions.
11. To update bar fixtures & fittings as needed.
12. To deal with bar licence renewal.

### **E.3 Key dates**

Organise renewal of bar licence.	2005
Deliver a report to the AGM.	Mar
Deep Clean Bar Area (during DTC Spring Clean Day)	Apr

## **F Role – Match Secretary**

### **F.1 Objective**

The role of the Match Secretary is to organise matches for the Club (seniors & juniors) in South Beds, Beds and any other leagues, where the Club elects to participate, ensuring that Committee's guidelines for use of courts is followed.

### **F.2 Responsibilities**

1. To prepare schedule for Beds/South Beds match fixture meetings.
2. To produce paperwork for the Club Captain – including Captain schedules, home match schedule, contact list for Beds & South Beds.
3. To produce paperwork for the clubhouse – including home match schedule (A3), results schedule (A3), results sheets (supplied by leagues). Ensure completed score sheets are removed from notice board and posted.
4. Work with club captain to select Team captains ahead of fixtures meetings.
5. To supply home match information to whomever supplies balls to captains.
6. Update website court booking and reschedule cancelled matches.
7. To build winter league matches into the winter schedule.
8. Assist club captain in collecting Match & Tournament Fees.

### **F.3 Key dates**

Guidelines on court allocation/availability revised by Committee.	Jan 05
Prepare for summer fixtures meetings, attending 1 meeting for Beds League, 1 meeting for South Beds for larger clubs, 1 meeting for South Beds (& Knockout) for all clubs.	Feb
Deliver a report to the AGM.	Mar
Prepare for winter fixtures meetings, attending 1 meeting for Beds League, 1 meeting South Beds. Indoor matches allocated.	Sept

## **G Role – Junior Committee & Junior Membership**

### **G.1 Objective**

The role of the Junior Committee is to organise and oversee activities for Junior members and report regularly to the main Committee.

### **G.2 Responsibilities**

1. To ensure that the Membership Secretary is kept up-to-date with Junior membership.
2. To identify any major issues regarding Junior Members and put forward proposals to the main Committee for consideration and final approval (including any Intermediate nominations for joining adult social play).
3. To provide a forum for issues from the Child Welfare Officer.
4. To manage arrangements for Juniors/Intermediates entry into tournaments and County events, including Mini Tennis.
5. To liaise with Coaches regarding coaching and any school-based events.
6. To liaise with Match Secretary to produce paperwork for the clubhouse – including home match schedule (A3), results schedule (A3), results sheets (supplied by leagues).

### **G.3 Key dates**

Deliver a report at the AGM.

Mar

Organise and attend regular Junior Sub-Committee meetings

## **H Role – Media Manager**

### **H.1 Objective**

The role of the Media Manager is to ensure that important Club information is made available to Members on a regular basis.

### **H.2 Responsibilities**

1. To produce and distribute regular issues of the newsletter Contact.
2. Maintain 'Dates for your Diary'
3. To maintain a database of email addresses for distribution of news and information relevant to the Clubs activities.
4. To keep the DTC website up-to-date.

### **H.3 Key dates**

Produce each issue.	Start of each month
Deliver a report to the AGM.	Mar

# **I Role – House Manager**

## **I.1 Objective**

The role of the House Manager is to manage and organise the maintenance of the Clubhouse, courts and ground owned by the tennis club.

## **I.2 Responsibilities**

1. To plan & organise maintenance tasks as necessary.

## **I.3 Key dates**

Deliver a report to AGM	Mar
Organise Spring Clean day	Apr
If it's broke, get it fixed!	All year round!

## **J Role – Club Captain**

### **J.1 Objective**

The role of the Club Captain is to oversee the competitive side of the Club, ensuring that all teams fulfil their fixtures and are allocated a Team Captain to run each team.

### **J.2 Responsibilities**

1. To run the annual Club closed tournament – specifically, ensuring all matches are played on time, finishing in a Finals Day, collecting trophies, organising the engraving of new names in time for presentation at Chairman’s Supper.
2. To run the occasional fun tournament.

### **J.3 Key dates**

Deliver a report to the AGM.	Mar
Select Team Captains, issue fixtures for Summer Season	Mar
Gather entries for Club Closed Tournament / Tournament Draw	Apr – May
Select K/O cup teams	Jun - Sep
Captains Day Tournament	June
Finals Day	Sept
Select Team Captains, issue fixtures for Winter Season	Oct

## **K Role – Membership Secretary**

### **K.1 Objective**

The role of the Membership Secretary is to maintain and control senior membership of the Club.

### **K.2 Responsibilities**

1. To agree Committee's recommendations to forthcoming AGM for membership subscriptions and discounts for the coming year.
2. To provide membership database for forms for AGM packs.
3. To display current subscription/discount rates on Club notice board.
4. To collect membership forms/subscriptions from new & existing members, recording information on the membership database.
5. To pay membership monies into Club's bank account, updating Treasurer.
6. To apply Club rules to address requests for fee discount/reduction (or by special Committee agreement, if necessary).
7. To ensure new members are approved at next Committee meeting.
8. To maintain a stock of membership application forms at the Club.
9. To handle telephone/email enquiries from prospective new members.
10. To help organise promotional events/open days for new members.
11. To provide list of current members for clubhouse and to Junior Secretary.
12. To maintain & distribute an induction pack for new members.
13. Deal with memberships for Winter League season.

### **K.3 Key dates**

Discuss & agree subscription & discount rates prior to AGM.	Jan
Provide membership list for distribution of AGM forms to Secretary.	Feb
Report to AGM	Mar
Update membership forms with agreed rates and discounts	Mar
Collect subscriptions, chase renewals.	Mar – May

## **L Role – Child Protection Officer**

### **L.1 Objective**

The role of the Child Protection Officer is to take specific responsibility for child safety at the Club and act as a point of contact for parents, children and any outside agencies.

### **L.2 Responsibilities**

1. To maintain a Child Protection policy for the Club and ensure that it is reviewed annually prior to the AGM and displayed in the clubhouse.
2. To ensure that parents of junior members are aware of the role and policy and how to contact the Child Protection Officer in the event of any concerns.
3. To ensure that any concerns raised are dealt with appropriately and promptly.
4. To ensure that CRB checks (Criminal Records Bureau) are carried out for all volunteers directly involved with junior members at the Club.
5. To request appropriate confidential information from the parents or guardian of junior members for use in the event of an emergency.
6. To check, on a quarterly basis, that the First Aid box is adequately stocked.

### **L.3 Key dates**

Review policy annually in liaison with main Committee.	Feb
Deliver report to the AGM.	Mar

## **M Role – Head Coach**

### **M.1 Objective**

Responsible to the Coaching Committee, the role of the Head Coach is to oversee the club's senior and junior coaching programme at Dunstable Tennis Club.

### **M.2 Responsibilities**

1. To ensure effective progression of talented players, from the club development programme and local schools, in partnership with the LTA county office.
2. To ensure effective and regular liaison with relevant LTA staff.
3. To work with and include the coaching staff in the preparation and running of their sessions.
4. To attend junior club meetings and report on progress.
5. To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
6. Establish links with local schools (Lower, Middle & Upper).
7. To assist in the selection of teams.
8. Assist in organising club and open tournaments and tennis events for all club members.

### **M.3 Key dates**

Deliver report to the AGM.

Mar

## **N Role – Club President**

### **N.1 Objective**

The role of the President of the Club is to act as a representative of the Tennis Club.

### **N.2 Responsibilities**

1. To attend Club committee meetings - on invitation.
2. To assist the Club committee Chairperson and Officers.
3. To provide experience and advice if requested.

The appointment of the President is made by members at the Annual General Meeting and is an honorary position.

### **N.3 Key dates**

Deliver report to the AGM.

Mar