

Dunstable Tennis Club - Roles & Responsibilities 2017-18

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(s) – Vacant Position & Filomena Sansone
C.	Treasurer – Mike Bartlett
D.	Social Secretary – Jenny Morgan
E.	Bar Manager – Tony McMenamin
F.	Match Secretary – Anne Bartlett
G.	Junior Committee Representative – Alan Gore
H.	Media Manager(s) – Oliver Berton & Kieran Roan
I.	House Manager – Mick Smitham
J.	Club Captain – Russell Hillman
K.	Membership Secretary – Mark Cant
L.	Child Welfare Officer – Anneliese Webley
M.	Club Development – Glenn Wigley
N.	Member/Volunteer Coordinator – Brian Griffith
O.	Court Management – Vacant Position
P.	Head Coach – Craig Keeling
Q.	Club President – John Taylor

Each Club official & Committee member has the following responsibility:

1. To fulfil their Roles & Responsibilities as defined in Sections A - Q
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.

The appointment of the Chairperson is made by members at the Annual General Meeting.

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 req'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.

The appointment of the Honorary Secretary and assisting Secretary is made by members at the Annual General Meeting.

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.

The appointment of the Treasurer is made by members at the Annual General Meeting.

C.3 Key dates

Quarterly projection of accounts to year end.	Mar, 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, Summer 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).

The appointment of the Social Secretary is made by members at the Annual General Meeting.

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 have a system in place for the disposal of empties.
7. Keep bar tidy and ensure health & safety of anyone entering the bar area.
8. To keep a record of bar key-holders and approve any changes, ensuring bar is managed during social functions.
9. To update bar fixtures & fittings as needed.
10. To deal with bar licence renewal.

The appointment of the Bar Manager is made by members at the Annual General Meeting.

E.3 Key dates

Organise renewal of bar licence.	Annually
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.

The appointment of the Match Secretary is made by members at the Annual General Meeting.

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).

The appointment of the Junior Committee Rep is made by members at the Annual General Meeting.

G.3 Key dates

Deliver a report at the AGM.	Mar
Organise and attend regular Junior Sub-Committee meetings	As req'd

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. Maintain DTC's presence on Social Media where possible.
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.
5. Liaise with local press to promote club news.

The appointment of the Media Manager is made by members at the Annual General Meeting.

H.3 Key dates

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.

The appointment of the House Manager is made by members at the Annual General Meeting.

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 select team captains for summer and winter leagues.
2. To run the annual Club closed tournament – specifically, ensuring all matches are played on time, finishing in a Finals Day.
3. Collecting tournament trophies and organising the engraving of new names in time for presentation at the Chairman’s Supper.
4. To run the occasional fun tournament.

The appointment of the Club Captain is made by members at the Annual General Meeting.

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 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 maintain membership database using Clubspark.
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 maintain & distribute an induction pack for new members.
12. Deal with memberships for Winter League season.

The appointment of the Membership Secretary is made by members at the Annual General Meeting.

K.3 Key dates

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

L Role – Child Welfare Officer

L.1 Objective

The role of the Child Welfare 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 Welfare 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 Welfare Officer in the event of any concerns.
3. To ensure that any concerns raised are dealt with appropriately and promptly.
4. To ensure that DBS (disclosure and Barring Service) checks 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.

The appointment of the Child Welfare Officer is made by members at the Annual General Meeting.

L.3 Key dates

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

M Role – Club Development

M.1 Objective

The role of Club Development is to look for ways to improve the club in areas such as facilities, membership and management.

M.2 Responsibilities

1. To propose development ideas.
2. To source funding opportunities to complement development ideas.
3. To provide experience and advice if requested.

The appointment of the Club Development Officer is made by members at the Annual General Meeting.

M.3 Key dates

Deliver report to the AGM.

Mar

N Role – Member / Volunteer Coordinator

N.1 Objective

The role of the member / volunteer coordinator is to act as the face of the membership within the committee and to promote active volunteering ensuring new members are integrated into the club, providing support and advice. Encourage more volunteers to help with jobs outside the role of committee member and existing members to do more.

N.2 Responsibilities

1. To understand the needs of the members, recognising that different groups of membership will be seeking different things.
2. To encourage existing members to do take on helpful tasks.
3. To determine if members have skills that could help the club.
4. To understand why members leave or fail to re-new.

The appointment of the Member / Volunteer Coordinator is made by members at the Annual General Meeting.

N.3 Key dates

Deliver report to the AGM.

Mar

O Role – Court Management

O.1 Objective

The role of the Court Manager is to monitor, review and make recommendations to the committee to achieve a harmonious balance of court usage between coaching, social, junior, league matches and member bookings. Manage the court booking system to ensure fair and proper use of the system and courts, including costs and options of booking system. Obtain quotes for maintenance, refurbishment or replacement of court surfaces as and when required.

O.2 Responsibilities

1. To manage the court booking system.
2. To monitor booking against actual usage.
3. To ensure booking for tournament and club matches is prioritised.
4. Liaise with coaching team to ensure their expectations are satisfied.
5. To ensure courts are maintained to a high standard.

The appointment of the Court Manager is made by members at the Annual General Meeting.

O.3 Key dates

Deliver report to the AGM.

Mar

P Role – Head Coach

P.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.

P.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.

P.3 Key dates

Deliver report to the AGM.

Mar

Q Role – Club President

Q.1 Objective

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

Q.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.

Q.3 Key dates

Deliver report to the AGM.

Mar