



Outline of Tennis Club Committee Structure & role explanations

Chairperson/President

Objective

The Chairperson is the principal leader and has overall responsibility for the organisation's administration. From a strategic perspective, the Chairperson should set the overall annual committee 'agenda' (consistent with the views of members), help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework. The committee members should have a sense of what they are trying to achieve throughout the year rather than just 'muddling through' from one committee meeting to the next. At the operational level, the major function of the Chairperson is to facilitate effective management committee meetings.

Responsibilities

1. be well informed of all organisation activities
2. be aware of the future directions and plans of club/members
3. have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
4. manage committee and/or executive meetings
5. manage the annual general meeting
6. represent the organisation at local, regional and national levels
7. be a supportive leader for all organisation members
8. act as a facilitator for organisation activities
9. Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.
10. AGM - Liaise with Secretary to agree AGM agenda. Check which existing Committee members agree to stand again for posts, seeking new volunteers if necessary. Deliver a report to the AGM.

VICE PRESIDENT

Objectives

The Vice President is the understudy to the President and backup leader. Whenever the President is absent from a general meeting, or a Management Committee meeting, the Vice-President shall preside.

Responsibilities

1. Welcomes new members and visitors to the Club, and introduces them to the



facilities and tennis activities of the Club.

2. Provides assistance to other members of the Management Committee.
3. Checks regularly that the actions taken by the Committee are carried out correctly.
4. Attends and participates in monthly Management Committee meetings

SECRETARY

Objectives

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

Responsibilities

1. To communicate effectively, circulate notice and agenda for meetings along with previous meeting minutes.
2. One of the key tasks of the Secretary in committee meetings is taking minutes. When taking the minutes of the meeting, the Secretary should:
 - Follow the order of the agenda – this can be varied to suit a particular situation
 - State the main issues, points of view put forward and decision made.
 - Make sure the full text of motions is recorded
 - Ensure that attendance and apologies are recorded
 - List accounts for payment approved, reports received, main points of answers required for correspondence.
 - Write up the minutes (generally within 4 days) of the meeting and circulate these minutes
 - Note points of action from the minutes that need to be followed up in the coming weeks; having an 'action by' column down the side of the page can be useful.
3. First contact point for members wishing to raise issues, and coordinate links between key people.

CLUB CAPTAIN

Objective

The role of the Club Captain is to oversee the competitive side of the Club, interclub, competitions and tournaments. Ensuring teams fulfil their fixtures and are allocated a Team Captain to run each team.

Responsibilities

1. Make and enter teams into the senior interclub competition.
2. Liaise with Association/Region senior interclub convenor to ensure teams have the correct information relating to interclub.
4. Help organise player's for tournaments. Sending information and finding partners.



5. To run the annual Club closed tournament (should this occur) and club leagues, social or otherwise. Ensuring all matches are played on time, results are recorded, presentations occur at the end of the league or tournament.
6. Report to the AGM.

CLUB TREASURER

Objective

To run the financial management for the club. The treasurer is directly responsible to the president and members of the club.

Responsibilities

- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills.

GENERAL COMMITTEE MEMBER

Objective

To assist Officers of the Club in their progress towards the club's strategic goals. To organise or be part of working groups that support volunteer engagement (programmes/events) on a shorter term basis than actual committee engagement.

Responsibilities

- Assist as a member of various subcommittees.
- Assist with the day-to-day running of the Club.
- Act as an additional link between the Committee and the wider Club membership.
- Attend and actively participate in Committee meetings and other discussions e.g. policy.



CLUB JUNIOR CONVERNOR/SENIOR CONVENOR

The Club Junior Convenor is responsible for overall junior liaison and interclub programmes. The Junior Convenor ensures that all players can participate, compete plus encourage a junior voice. They are also the link between players and the committee, and players and the Region/Association. Senior convenor will cover similar role within the senior player space.

Responsibilities

- Responsible for maintaining an up to date junior data base, administration of junior interclub and circulating of tournament information.
- Support club youth voice. Potentially; youth committee, youth involvement in club operations
- Liaise with the Coach when selecting players for interclub teams. Liaise with team managers/parents and players to ensure they have all necessary interclub draws and information available to them. Ensure a good line of communication between junior players and club/association opportunities.
- Coordinate with Regional/Association junior convenor to enter club teams into the junior interclub competition.
- Be available for the team captains and managers (parents and/or helpers) at your club with any questions or problems they may have throughout the season.
- Co-ordinate roster of parent helpers for fundraising opportunities that may arise; Club Convenors could be consulted about these opportunities from time to time.
- It would be advantageous for the Junior Convenor to attend a percentage of the Junior Regional/Association junior committee meetings to keep up to date with regional and other clubs activities. Confirm the meeting calendar at Regional/ Association level.

Other essential roles to be filled at your club. Outlined below.

Volunteer coordinator

Objective

Responsible for planning, recruiting, guiding and recognising club volunteers.

Responsibilities

- Understand the needs for the club for general running and events.
- Recruit and recommend the appointment of volunteers to roles that suit them best.
- Organise induction of volunteers.
- Maintain volunteer records.



- Manage volunteer recognition/thanks in a variety of ways.

Social activities coordinator

Objective

The social side of a tennis club is an important complement to the on-court activities. The Social Tennis Coordinator is responsible for ensuring that member's needs are satisfied, by organising an annual calendar of social activities.

Responsibilities

- Work with other volunteers to deliver a full social diary linked to the on-court life of the club – e.g. a BBQ on the evening of a summer one-day tournament.
- Liaise with the Club Captain to tie in social events with on court events.
- Book venues, catering and entertainment as required.
- Work with the coach and committee to promoting events to ensure everyone knows what is on and when. Able to delegate responsibilities to share the load
- Work with the treasurer to ensure that social activities meet the clubs needs from a financial standpoint, and do not become a drain on the club's finances.
- Keep records of what events went well or not so well, so as facilitate future planning.

Club maintenance coordinator

Objective

Facilities in regular use require upkeep and maintenance. Circumstances should not be allowed to develop that could cause an accident to occur – e.g. protruding fencing, electrical issues, moss on courts.

Responsibilities

- Court surface and surrounds
- Clubhouse and ancillary buildings and the 'non-playing areas' – driveways, car park, grass area.
- Recruit and delegate, arrange working bee's
- Create relationships with local trades people

Communications/public relations

Objective

Keeping members informed of what is happening. Communicating with the wider community of non-members in the local area. A high profile makes it easier to recruit new members and will be an advantage when applying for funding/grants.



Responsibilities

- Working with the local media to promote the club and its activities
- Producing newsletters/eazines to keep members up to date.
- Sourcing stories for the club's social media & club website.
- Familiar with graphic design principles and using social media platforms
- Produce photographs/video portfolio – can be delegated
- Familiar with ClubSpark as a communication tool
- Networking skills to source ongoing news and stories.

Coach liaison officer

Objective

A liaison person between the club and coach/coaching team. The coach plays a pivotal role in a tennis club, a designated committee member they can communicate with to ensure both parties are working in sync.

Responsibilities

- Ensure that a proper contract is in place between the club and the coach.
- Ensure that all coaches are compliant under TPPP and safe tennis
- Support coaches with programmes info and Tennis NZ opportunities
- Help to resolve any issues that might arise between the club and the coach.