

East Wavertree Lawn Tennis Club Committee Responsibility & Roles

East Wavertree Lawn Tennis Club (EWLTC) operates under the umbrella of a parent body, East Wavertree & Childwall Association (“The Association” or “EWCCA”). As such EWLTC must ensure that all business is conducted within the constitution of the Association and only permitted activities are undertaken. The association has charitable status and owns all the land and buildings within the boundaries of 129a Dunbabin Road.

As the Association is the legal entity and have ultimate responsibility for all financial dealings it means that some decisions are not fully delegated to the EWLTC Committee. For example, but not limited to:

- access to facilities and the respective pricing for access
- changes to the constitution or rules
- structural changes to any buildings or facilities
- planning permission applications
- funding and grant applications

In these instances, the tennis committee needs to submit proposals to the Association (as the legal and financial entity) for prior approval before taking final decisions or passing to the membership to vote.

In addition, the EWLTC is registered with the Lawn Tennis Association (LTA), this means the tennis committee are responsible for following guidance provided by the LTA (e.g. safeguarding) and maintaining any current accreditations (e.g. tennismark) to ensure LTA provided benefits are accessible for our members.

Every successful tennis club needs great people to run it, and it’s important to recruit people with the right skills and motivations for the right role. To try and ensure people understand what is involved before seeking nomination we have included role descriptions for the tennis committee in this document, these are provided as a guide of what is required but also to enable members to be held accountable for their actions both within the committee and to the membership.

A member of the current committee will be able to help should you have any questions about volunteering or the process of nomination.

Chairperson Role Description (also the Vice Chair responsibilities when the chair is absent)

Overview of the role

The Chairperson has overall management and direction of the tennis section.

What the role involves

Exact responsibilities will be agreed but will include:

- Ensuring the tennis section is run in line with the Association guidance and limits
- Ensuring the tennis section is run in line with LTA requirements, including maintaining the LTA tennismark accreditation
- Ensure all policies are reviewed annually and are checked for relevancy and amended as required
- Taking overall responsibility for the day-to-day management and success of the tennis section
- Being the club's ambassador and spokesperson
- Developing and agreeing a long-term plan for the tennis section and setting direction
- Ensuring the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs, including those costs at Association level.
- Hosting committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- Working with the secretary to agree management team meetings, agenda items and minutes (meeting notes)
- Delegating roles and responsibilities to volunteers and throughout the membership (see non-role specific list in Committee Member Role Description)
- Motivating, supporting and thanking all volunteers
- Hosting the Annual General Meeting (AGM), updating all members on key club news, decisions and results working with the management committee

Skills and experiences needed for the role

- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

Commitments

- As a guidance, this role typically takes up around 3 hours per week, which may be more at key times i.e. AGM
- You will need to attend committee meetings and events
- This role may require a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)

Treasurer Role Description

Overview of the Role

The Treasurer is responsible for the management of finances for the tennis section.

What you will be doing

Exact responsibilities will be agreed but will include:

- Responsibility for financial planning, including annual budget and monitoring spend/income against this
- Maintaining accurate and up-to-date financial records
- Providing a financial update at each committee meeting
- Being the named signatory alongside two others on the tennis club's bank account
- Reconciliation of membership fees and gift aid with member records, ensuring adherence to GDPR legislation
- Paying all bills and issuing receipts
- Preparing end-of-year accounts to present to the association and at the AGM
- Making recommendations to the committee on increasing cost saving measures
- Transfer of excess funds to Association, prior to year end on 31st December

Additional accounting responsibilities which can be undertaken by a non-committee member:

Social Club accounts:

- Responsibility for financial planning, including annual budget and monitoring spend/income against this
- Maintaining accurate and up-to-date financial records and providing a financial update at each committee meeting
- Being the named signatory alongside two others on the social club's bank account
- Ensuring stock levels are maintained and monitored
- Paying all bills and issuing receipts
- Preparing end-of-year accounts to present to the association and at the AGM
- Making recommendations to the committee on prices and promotions
- Transfer of excess funds to Association, prior to year end on 31st December

Lottery administration:

- Maintaining accurate and up-to-date financial records and providing a financial update at each committee meeting
- Being the named signatory alongside two others on the lottery club's bank account

- Reconciliation of membership payments with member records, ensuring adherence to GDPR legislation
- Ensuring debt levels are monitored
- Conducting the monthly lottery draw
- Paying prize money and communicating winners to all members
- Preparing end-of-year accounts to present to the association and at the AGM
- Transfer of excess funds to Association, prior to year end on 31st December

Skills and experiences needed for the role

- Good accountancy knowledge and ideally a financial background
- Honesty and integrity
- Good organisation and communication skills
- Approachable and reliable

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 2-4 hours per week, may increase at peak times (e.g. year end & AGM)
- You will need to attend committee meetings and the AGM
- This role does not require a DBS check

Secretary Role Description

Overview of the Role

The Secretary conducts the administration and running of the club

What you will be doing

Exact responsibilities will be agreed but will include:

- Dealing with all enquiries and correspondence, as the club's main contact
- Supporting the chairperson in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes
- Completing the annual venue registration with the LTA
- Working with the membership secretary to maintain accurate member records
- Ensuring all data is kept, stored and used in line with current GDPR legislation
- Circulating relevant information from the County, Regional and National LTA
- Sending key communications to the membership as required
- Administration of LTA Wimbledon ticket allocation
- Administration of the email account, including mailchimp

Skills and experiences needed for the role

- Excellent communication skills – both verbal and written

- Reliable and trustworthy
- Good IT and organisational skills

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 4 hours per week
- You will be required to attend management committee meetings and the AGM
- You will be asked to attend LTA club forums wherever possible
- This role does not require a DBS check

Membership Secretary Role Description

Overview of the Role

The Membership Secretary co-ordinates the membership renewal process and deals with all incoming membership enquiries.

What you will be doing

Exact responsibilities will be agreed but will include:

- Responding to all enquiries from potential new members in a timely manner
- Collecting renewal membership from existing members
- Issuing welcome packs and/or a welcome e-mail to new members including the parents of junior members
- Maintaining a database of members, including use of data agreements (GDPR)
- Working with the treasurer to reconcile membership forms, membership fees, donations and gift aid forms
- Ensuring all data is kept, stored and used in line with current GDPR legislation
- Producing membership status updates/reports for the management committee as required, to include but not restricted to: membership numbers, category breakdowns and gift aid totals
- Producing the Gift Aid summary at the end of September for submission to the Association

Skills and experiences needed for the role

- Excellent communication skills – verbal and written
- Good IT skills
- Well organised
- Enthusiastic

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 3 hours per week, but this may be more during peak membership times (April – June)
- You will be asked to attend management committee meetings
- This role does not require a DBS check

Ladies / Mens Captain Role Description

Overview of the Role

Responsible for organising an appropriate adult match programme for all age groups over 18.

What you will be doing

Exact responsibilities will be agreed but will include:

- To organise an appropriate match programme for all senior age groups.
- To register teams for appropriate leagues and competitions
- To agree fair and transparent team selection criteria and selection panel.
- To work with the coach to set up team trials and practices
- To organise team captains for each team
- To co-ordinate travel for away matches, considering the need for any disabled, junior or vulnerable players
- To book courts, provide balls and arrange culturally-appropriate refreshments for home matches
- To submit results to the LTA (when appropriate) and the website editor or communications officer
- To promote Fair Play both on and off court
- To ensure the club Safeguarding policy, guidance on ratios, supervision and all other relevant guidance and procedures related to children are adhered to
- Registering teams for appropriate leagues and/or cup competitions
- Arranging matches with other clubs, for all age groups, working closely with team captains
- Producing a fixture list and communicating to all team captains, players and members
- **Informing Club Captain of any rearranged match dates.**
- Ensuring match fees are collected and paid over

Skills and experiences needed for the role

- Approachable and friendly
- Good communication and IT skills
- Enthusiastic motivator
- Well organised, reliable and a good delegator

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 4 hours per week, mainly during peak season (April – July)
- You will be asked to attend management committee meetings

- This role may require a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)

Club Captain Role Description

Overview of the Role

The role of Club Captain is the ambassador for tennis at the club: raising awareness and enriching people's lives through tennis. They are the point of contact for members, providing a link between the membership and the committee.

What you will be doing

Exact responsibilities will be agreed but will include:

- Welcome new members and provide a basic induction to the club
- To encourage members to be involved in both team and social tennis
- Co-ordination of designated social tennis time periods
- To be a point of contact for members to express any questions or feedback
- To provide a voice for members and raise any issues to the committee when necessary
- To be a positive role model for all members of the club
- To encourage attendance at social events and participate in voluntary activities
- Quarterly grounds review with bowls and association representatives
- **Ensuring that any rearranged matches are communicated to the wider membership by amending social play court availability if applicable**

Skills and experiences needed for the role

- Passionate and enthusiastic
- Approachable and friendly
- Love tennis
- Good communication skills

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 3-6 hours per week due to attendance at social tennis times
- This role does not require a DBS check

Committee Member Role Description

Overview of the Role

Committee members represent the views of members at committee meetings and help set our club's direction

What you will be doing

This will vary, especially if you pick up any specific responsibilities but generally will include:

- Attending and contributing to committee meetings every month
- Attending and supporting the running of the Annual General Meeting (AGM)
- Making decisions with the committee in the best interests of our members and the tennis club
- Supporting the chair, secretary, treasurer and other key volunteers in their roles
- Providing support with the set-up and running of any club events
- Accepting a non-role specific responsibility to assist in the organisation of the club (see list below)
- Ensure all activities and decisions undertaken are aligned with the Association's delegated authority

Skills and experiences needed for the role

- Good communication skills
- Good listening skills
- Good organisation skills

Commitments

- The time commitment for this role is flexible and will depend on the role(s) you're doing.
- Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.

Other non-role specific responsibilities include (can be held by non-committee members)

- Team Up administration (court booking app)
- Website administration
- Social Media administration
- Social Events Planning and Co-ordination
- Annual Tournament Organisation

- Policy Ownership (annual review & amendment)
- Tennis Representative for the Association
- Lottery Administration
- Welfare / Safeguarding Officer
- Junior Co-ordination
- Complaints officer (not a committee member position to maintain impartiality)
- First Aid Box Monitor
- Presentation Evening Co-ordinator
- Junior Co-ordinator