

MANAGEMENT COMMITTEE ROLES AND RESPONSIBILITIES UPDATED 2020

Role	Responsibilities
Chairperson	<ul style="list-style-type: none"> • Chairperson is an Executive Officer of the Management Committee and a Director of the Company. • Chairs all management committee meetings, AGMs and EGMs, represents the club externally, both within the local community and to the wider tennis community, and personally directs any representatives of the Club in tennis based organisations (such as Tennis Ireland, Leinster tennis or DLTC). He / she is also responsible for the long-term development of the Club.
Secretary	<ul style="list-style-type: none"> • Secretary is an Executive Officer of the Management Committee and a Director/Company Secretary of the Company. • Prepares the agenda for all management committee meetings, AGMs and EGMs. He /she is responsible for all legal, regulatory and insurance aspects of the Club, for handling the correspondence of the Club, for managing the Club's office and for receiving and managing complaints etc. from whatever source. • Is responsible for maintaining Constitution, Rules of the Club and Policies of the Club, Organisational Governance Documents, Health and Safety Officer of the club and is responsible for the overall Health and Safety in the club. • Responsible for ensuring First Aid box is checked and re-stocked by designated First Aider. • Responsible for ensuring access is granted/removed as people join/leave management committee.
Treasurer	<ul style="list-style-type: none"> • Treasurer is an Executive Officer of the Management Committee and a Director of the Company. • Is responsible for the management of the financial assets and financial transactions of the Club, its financial deposits, and its bank and financial accounts. • Is also responsible for producing the annual and long-term budget for the Club.
Ladies' Captain	<ul style="list-style-type: none"> • Is responsible for organising and running ladies' tennis in the Club. This includes organising the various ladies teams that compete with other clubs, the ladies respective championships within the club, any other internal club tournaments and tournaments that involve external clubs.
Men's Captain	<ul style="list-style-type: none"> • Is responsible for organising and running men's tennis in the Club. This includes organising the various men's teams that compete with other clubs, the men's respective championships within the club, any internal club tournaments and tournaments that involve external clubs.
Marketing Coordinator /Public Relations Officer	<ul style="list-style-type: none"> • Is responsible for press, media and public relations and promotion of a positive image of the club. Responsible for provision of information on the work and activities of the Club via media, newsletters, website, etc. Responsible for marketing campaigns and all marketing materials.
Primary Child Protection Officer	<ul style="list-style-type: none"> • Is responsible for creating and maintaining child protection policy in the club. • Ensures that the children have a voice in the club • Ensures that there are steps young people can take to express concerns about their sports activities/experiences • Influences policy and practice within the club in order to prioritise children's needs

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	<ul style="list-style-type: none"> Ensures that children know how to make concerns known to appropriate adults or agencies Is responsible for ensuring all members/volunteers complete required child protection courses/Garda vetting.
Junior Coordinator	<ul style="list-style-type: none"> Is responsible for organising and running junior tennis in the Club. This includes organising social events, coaching, skill awards and fun competition in the red orange and green courts. Organises various junior teams that compete with other clubs, the junior championship within the club and any tournaments that involve external clubs' involvement. Junior Coordinator works with Head Coach to ensure junior coaching, including camps meets the club's financial and members' developmental requirements. Responsible for recruiting suitable volunteers to Junior Committee to assist with the annual calendar of activities. Works closely with the Clubs Children's Officers to ensure that best practice in child protection is adhered to.
Club Development Coordinator	<ul style="list-style-type: none"> Is responsible for designing, planning, scheduling, and supervising the coaching and playing programme for junior and senior club members. Works closely with both coaches and relevant committees to ensure that all playing and coaching programmes are delivered effectively. Monitors activity at the club, in order to plan for further development of the programmes Assist in hiring on-court staff Plans, designs, and schedules all on-court programmes Manages and monitors the implementation of programmes Develops programmes year on year Attracts new members and improves the experience and satisfaction of existing members Ensures the full use of the clubs' facilities Ensures that all coaches and volunteers in on-court programmes are working on the same principles. Responsible for creating and maintaining Club Development Plan
Facilities Coordinator and Golf Club Liaison	<ul style="list-style-type: none"> Is responsible for developing and maintaining facilities of the Club. He/she manages the external contracts for equipment, goods, and services. He/she also acts as the Health and Safety Officer and is responsible for same in the Club. Works with the Golf Club on facilities maintenance and any other integration/coordination issues. Responsible for keeping up-to-date list of key holders and ensuring keys are handed over when volunteers leave roles
Minutes Secretary	<ul style="list-style-type: none"> Is responsible for documenting and distributing notes of all meetings
Membership Secretary	<ul style="list-style-type: none"> Is responsible for managing all processes in relation to the membership of the Club, including member registration and renewals, the waiting list and liaising with the golf club office on members' registration and renewals.

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	<ul style="list-style-type: none"> Is responsible for approving access to court booking system. Is responsible for creating and maintaining Membership Procedure, Membership Database, Membership Application Forms and Children's Registration form.
Fundraising and Social Coordinator	<ul style="list-style-type: none"> Is responsible for putting together fundraising plan and organising fundraising events Is responsible for organising and running the social activities of the Club. This includes social tennis tournaments, support to organised tournaments, and dedicated social functions Responsible for grants and corporate sponsorship

Additional Roles/ Subcommittees

Role	Responsibilities
Head Coach	<ul style="list-style-type: none"> Head Coach will be hired by the Management Committee and will participate in Club Development Committee and Junior Committee. Head Coach can be invited to the Management Committee meetings on a consultancy basis at the discretion of the Management Committee but will not be considered a member of the Management committee and will not have a vote in the proceedings of the Management Committee. Head Coach is responsible for ensuring that coaching/camp programmes within the club are managed effectively with the assistance of the Club Development Officer and Junior Coordinator; that all members, both junior and adult, of all abilities, have an opportunity to improve their game.
Recruitment Coordinator	<ul style="list-style-type: none"> Responsible for recruiting volunteers and employees Maintain Recruitment Policy and On-boarding pack Ensure all relevant documentation submitted by volunteers/employees Ensure Garda vetting/child protection standards adhered prior to approving candidates for work in the club Follow up on volunteer references Approve volunteers for work in the club Responsible for induction of the new volunteers and staff, ensuring all required forms and training completed.
Designated Liaison Officer	<ul style="list-style-type: none"> Responsible for review and escalation of any incidents in the club
Second Child Protection Officer	<ul style="list-style-type: none"> Work with the other Child Protection officer to create and maintain child protection policy in the club. Ensures that the children have a voice in the club Ensures that there are steps young people can take to express concerns about their sports activities/experiences

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	<ul style="list-style-type: none">• Influences policy and practice within the club in order to prioritise children's needs• Ensures that children know how to make concerns known to appropriate adults or agencies• Is responsible for ensuring all members/volunteers complete required child protection courses/Garda vetting
Grants Coordinator	<ul style="list-style-type: none">• Responsible for applying for any available grants• Creates and maintains grants database
Sponsorship Coordinator	<ul style="list-style-type: none">• Responsible for managing all aspects of Sponsor engagements, including contact with prospective sponsors and securing sponsorship deals• Creates and maintains Sponsorship Procedure and Sponsorship database
Court Booking Administrator	<ul style="list-style-type: none">• Ensure ongoing recurring bookings are scheduled in court booking system• Schedule bookings as required and requested by junior coordinator, social coordinator, captains, coaching staff, secretary and facilities coordinator

Other Roles

Other roles can be appointed by the Management Committee and can sit on the sub-committees of the Club or a role can be combined with another role on the Management Committee.