



Mitchelstown
Lawn Tennis Club
Committee Roles

Last Amended: 11 Dec 2020

INTRODUCTION

This living document is to be used as template and guide for all members to be familiar with the roles and responsibilities of those serving on the committee. These responsibilities are subject to the agreement of the active serving committee and it's at their agreed discretion (by committee vote) as to what each role involves.

NON-EXECUTIVE HONORARY ROLE

Honorary President

- Be an ex-officio member of the committee
- Act as an ambassador for the club and represent the club at invited events
- Support, encourage and champion the club
- Maintain and protect the club's reputation and help create a good impression of the club
- Commit to and devote time to carrying out responsibilities in line with the club's objectives, aims and values.
- Build and maintain a network of personal relationships with individuals in key stakeholder organisations to the club. Keep up to date on issues relevant to the club
- Promote the club in the local community and ensure it is well networked with Tennis Ireland and Munster Branch
- Develop a good knowledge of the structure of national, county and club level activity. Make links across the country with other tennis clubs and ensure where appropriate the club has wider involvement with the voluntary sector and other networks
- Partner with the Captain with leading the delivery of the Annual President's & Captain's Prize

EXECUTIVE COMMITTEE

Chairperson

- Chair Executive Committee meetings.
- Endeavour to generate good communication between committee members to unite the group
- Encourage the full participation of all committee members
- Liaise with the other officers between committee meetings
- Officiate at club events
- Ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and Tennis Ireland Rules and Regulations
- Officiate at club events
- Act as signatory on the club bank account(s)
- Deliver reports to the AGM

Vice-Chairperson

- To support the chair in the provision of direction and leadership to the club, dealing with issues as and when they arise.
- To assist the chairperson in the planning and delivery of club and committee meetings.
- To support the chair in overseeing decisions made by the management, sub committees, officers and other club personnel.
- To take ownership of managing Club facilities and grounds.
- To lead special projects/bodies of work as agreed by the committee or under agreed direction of the Chairperson.

Honorary Secretary

- To record the minutes of the meetings
- To set the agenda for meetings in consultation with the Chairperson
- To issue notices of committee and General meetings
- To maintain all club records including incoming and outgoing correspondence
- To deal with correspondence as it arises. (this may include urgent correspondence which cannot be held over to a committee meeting and which should be passed to the Chairperson as soon as possible)
- To maintain and manage all paper/digital records
- Act as signatory on the club bank account(s)
- Partner with the Hon. Treasurer to build a membership database and be a subject matter expert on the club's membership/court booking management software application
- Deliver reports to the AGM

Honorary Treasurer

- To record all financial transactions of the club
- To report on all transactions to the Executive Committee meetings
- To issue payment for all bills, wages, fees etc. as approved by the Executive Committee.
- To lodge all monies received.
- To liaise with officers/sub-committees where necessary in relation to receipt or expenditure of any monies.
- To liaise with the club's bank or other financial lending organisations
- Act as signatory on the club bank account(s)
- Partner with the Hon. Secretary to build a membership database and be a subject matter expert on the club's membership/court booking management software application
- Provide up to date cash-flow reports and projects in support of capital projects and term loan applications
- Set finance controls and systems to ensure efficient and transparent management of club resources
- Deliver reports to the AGM

Captain

- Own all aspects of tennis within the club with a focus on Adult Tennis
- Manage the club's competitive and social tennis calendar.
- Lead the team selection process per the Team Selection & Coaching Policy
- Appoint team Captains and liaise with them on match schedules, substitutes, results, etc
- Work with the Head Coach in defining and implementing a Senior/Junior coaching and development programme
- Be the main point of contact with Munster Branch and Tennis Ireland for competitive tennis
- Provide communication to members on team performances in league competitions and regular updates on all aspects of Adult Tennis
- Organise the Tennis Ireland Club Open
- Coordinate the running of the internal competition and social tennis night
- Be the subject matter expert on the "Tournament Software" application
- Ensure that all competitive players are correctly graded and registered with Tennis Ireland
- Attend at social functions and presentations where possible
- Take opportunities to recruit new players into the club
- Attend the monthly General Committee meetings and provide updates as required
- Partner with the President with leading the delivery of the Annual President's & Captain's Prize

Vice-Captain

- Deputise for the Captain at committee meetings when required
- Support Captain in club activities and captain's responsibilities
- Maintain sufficient presence at club to be recognizable as a deputy captain
- Partner with the Captain to be the person members approach should they have any issues at the club and ensure these issues are dealt with where appropriate
- Attend the monthly General Committee meetings and provide updates as required

PRO (Public Relations Officer)

- Promotion of the club with the general public presenting a positive image of the club
- Work with Committee, Coaches and Volunteers
- To be voice of the club when dealing with the public
- Update all aspect of Social Media on regular basis
- Weekly written submission to local press
- Lead creation of "seasonal" advertising campaigns
- Own the club's marketing schedule to align with the Captain's competitive/social tennis calendar
- Own the club's web-presence, ensuring that suitably qualified professional expertise is available for implementation/support of same

Juvenile Officers (One Female, One Male)

- Have, or commit to having, Level 2 Child Compliance certification within the first month of office
- Promote best practice of Best Practice in Youth Sport
- Assist with and identify the need for Code of Ethics training within the Club and other appropriate training in consultation with the Club's Designated Person
- Ensure, in as far as possible, that all Players, Coaches/Team mentors, Parents/Guardians, Officials and Spectators adhere to the Code of Best Practices
- Influence policy and practice within the Club in order to prioritise children's and young people's needs.
- Encourage the involvement of parents/guardians in organising Club activities and co-operate with parents in ensuring that every young person enjoys his/her involvement with the Club.
- Establish strong relationships and links with local schools and other child-focused organisations/charities
- Develop good practice procedures in the recruitment and selection of persons working with young people in the Club
- Liaise with the Head Coach and Captain when planning internal/external junior tournaments

Designated Liaison Person

- Have, or commit to having, Level 3 Child Compliance certification within the first month of office
- Have detailed knowledge of the Best Practice in Youth Sport and the Tennis Ireland Guidelines for dealing with allegations of abuse document
- Have detailed knowledge of the Code of Ethics Good Practice for Children's Sport (Irish Sports Council and Northern Ireland)
- Have detailed knowledge of statutory guidelines and relevant legislation as they relate to child protection and welfare of young people
- Have detailed knowledge of definitions / categorisation and indicators of abuse
- Be the subject matter expert when faced with carrying out reporting procedures in relation to child welfare
- Communicate with parents and external agencies as appropriate
- Assist with and identify the need for Code of Ethics training within the Club and other appropriate training in consultation with other Children's Officers
- Be aware of local contacts and support services that may assist in developing and delivering their roles
- Advise as appropriate, club administrators on issues of confidentiality, record keeping and data protection