

## WALSALL TENNIS CLUB - TENNIS CLUBMARK – Section 4.3.2

### Roles and responsibilities within the club for volunteers and paid employees (as of Summer 2012)

Clubs vary greatly in the roles that exist within their organisations. However, it is still possible to establish general guidelines for all the major paid and unpaid positions. This helps to ensure that activities are well run and that individuals understand their own areas of responsibility, along with those of their colleagues. These suggestions should be adapted to fit specific roles within your club.

Roles	Person Assigned To Role	Responsibilities
<b>Schools Co-ordinator</b>	Clayton Edge/Ellie Souster	<ul style="list-style-type: none"> <li>• Liaise between coach and local schools, identifying a key contact in each school</li> <li>• Set up activities in line with the coaching programme</li> <li>• Organise the efficient promotion of activities at the club through schools (leaflet drops / inclusion in school newsletter)</li> <li>• Update regularly information on school notice boards</li> </ul>
<b>Press Officer</b>	Riccardo Magnante	<ul style="list-style-type: none"> <li>• Liaise with coach(es) and team managers on a weekly basis for newsworthy items</li> <li>• Regularly provide press releases to local papers</li> <li>• Ensure that photo consent is obtained when using pictures of children and young people</li> </ul>
Team Managers:		<ul style="list-style-type: none"> <li>• Liaise with the coach on team selection</li> <li>• Organise and confirm match fixtures with opposing teams</li> <li>• Ensure all players have details of matches and venues</li> <li>• Ensure that all necessary equipment is available for home fixtures and, where necessary, food is provided</li> <li>• Complete all match paper work immediately after match finishes</li> <li>• Inform Press Officer of results</li> </ul>
<b>Mens' Club Captain</b>	Chris Smith	
<b>Ladies' Club Captain</b>	Ellie Souster	
<b>Coach</b>	Clayton Edge	A separate document between Club and coach covers these responsibilities in detail.
<b>Chairman</b>	Brian McBride	<ul style="list-style-type: none"> <li>• Act as an ambassador for the club</li> <li>• Call meetings when appropriate</li> <li>• Identify other key committee roles</li> <li>• Chair committee meetings</li> <li>• May be called on to act as mediator.</li> </ul>

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Roles	Person Assigned To Role	Responsibilities
<b>Treasurer</b>	Donald Griffiths	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date financial records for the club or organisation</li> <li>• Establish and maintain club/organisation bank/building society accounts and banking arrangements</li> <li>• Produce and monitor annual budget</li> <li>• Report financial position to the committee</li> <li>• Collect and deposit all fees, subscriptions and funds</li> <li>• Prepare and issue receipts for monies received</li> <li>• Ensure that funds are spent appropriately</li> <li>• Explore funding opportunities for the club/organisation</li> <li>• Pay any bills occurring</li> <li>• Prepare end of year financial report for AGM</li> </ul>
<b>Club Secretary</b>	Riccardo Magnante	<ul style="list-style-type: none"> <li>• Act as the first point of call for those looking to join or seeking information about the club/organisation</li> <li>• Deal with all club/organisation membership</li> <li>• Ensure club/organisation affiliations, e.g. NGB</li> <li>• Deal with all outgoing and incoming correspondence</li> <li>• Keep club/organisation records accurate and up to date</li> <li>• Liaise with Chair to arrange meetings</li> <li>• Prepare agendas and take minutes from committee meetings</li> <li>• Ensure that all club/organisation members have relevant information before and after meetings</li> </ul>

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Roles	Person Assigned To Role	Responsibilities
<b>Volunteer Coordinator</b>	David Fieldhouse	<ul style="list-style-type: none"> <li>• Act as the main contact for all volunteers</li> <li>• Get to know all club volunteers and potential volunteers by name</li> <li>• Ensure that all jobs have a job description</li> <li>• Supervise and oversee all volunteers</li> <li>• Liaise with the Chairperson to ensure that all tasks involved in running the club are carried out efficiently</li> <li>• Co-ordinate the implementation of the volunteer recruitment, training and support plans</li> <li>• Recognise and nominate your volunteers for the numerous volunteer awards</li> <li>• Ensure all volunteer paperwork is completed satisfactorily</li> <li>• Organise social and recruitment events for volunteers</li> </ul>
<b>Fundraiser</b>	?	<ul style="list-style-type: none"> <li>• Identify and seek potential funding opportunities</li> <li>• Engage club and organisation members</li> <li>• Identify and approach potential sponsors</li> <li>• Organise fund raising events</li> <li>• Identify where funding is required</li> </ul>