

<b>COMPETITIVE TENNIS</b>		
<u>Junior Interclub,</u> <b>2-4 hrs per season</b> Team Selection, submit teams to association, assign Team Managers	<u>Junior Interclub Team Managers</u> <b>3 to 4hr per week during interclub</b> Oversee, communicate information, liaise with players and club junior convenor	<u>Interclub fixtures</u> <b>2-4 hrs</b> Liaise with opposition club, select team, confirm format, general coms re all forms of the fixture
<u>Senior Interclub set up, 8-12 hrs p yr</u> Communicate & liaise with members, association and committee. Select and assign teams, comms with team captains re rulings and formats.	<u>Interclub Team Captains,</u> <b>1hr per week during interclub</b> Comms re availability of players, liaise with opposition, enter scores, collect ball money	<u>Business House 2hrs per week</u> Recruit team to support court allocation, ball allocation, draws, marketing. General comms re all forms of the competition
<u>Junior Club Championships</u> <b>4-6 hrs</b> Collate entries, generate draws, organise balls, record on day, gather trophies	<u>Senior Club Championships</u> <b>4-6 hrs</b> Collate entries, generate draws, organise balls, record on day, gather trophies	<u>Club ladder</u> <b>4/5 hrs total</b> Set up ladder competition, market on social media, info and comms to players
<b>SOCIAL TENNIS</b>		
<u>Wed night or Sat league</u> <b>2 hrs per wk</b> Manage roster, facilitate the evening session: organise lights, balls & format	<u>Tues/Wed or Fri AM social tennis</u> <b>2 hrs per wk</b> Manage roster, facilitate the session: organise balls & format	<u>New players, novice tennis</u> <b>2-3 hrs per wk</b> facilitate the session: organise balls & format
<u>Junior Christmas Party</u> <b>2- 3 hours</b> Organise and communicate fun event for juniors. Run BBQ or request participants to "bring a plate	<u>Senior Christmas Party 2- 3 hours</u> Organise fun tennis. Communicate event. Suitable format theme, catering /bar requirements. Coordinate on the day. Collect ball money if relevant. Assign helpers.	<u>Family Tennis 1-2 hrs per wk</u> TBC perhaps Sunday am Roster generated to welcome new families, organise balls/rackets. Start process of play/programme.
<u>End of Season Social 2 – 3 hours</u> Organise fun tennis for members Communicate event. Agree suitable format, theme & catering requirements. Coordinate play on the day. Collect \$ if relevant	<u>LOVE TENNIS 10-18 hours</u> Core team to delegate to sub teams to manage open day event, lead up comms & marketing and post event. Active help during event. Liaise with club members and coach.	<u>Club dinner &amp; prize giving</u> <b>2-3 hrs</b> Book venue, market and communicates event, manage rsvps. Trophies. Organise presenter & MC
<b>ADMINISTRATION</b>		
<u>Communications 2-3 hr month</u> Monthly newsletter, Facebook social media, website news, comms with committee & members in general.	<u>Finances 6-10 hrs per month</u> Reconcile, manage accounts, pay bills, affiliation, banking, budgets, annual accounts, treasurers report.	<u>Secretary 6-10 hrs per month</u> All records and comms to do with meetings and records of meetings.
<u>Membership &amp; ClubSpark</u> <b>2-4 hrs per month</b> Issue renewals, welcome letter, contact details. Manage club email account, membership enquiries. Liaise with committee & Coach re membership. Website updates.	<u>Facebook &amp; Instagram</u> <b>2 – 4hrs per month</b> Maintaining communication through social media & newsletter.	<u>Governance 2-4hrs p month</u> (Committee roles various) General governance. Maintain relationship with association/region and other clubs. Ensure coaches contracts in place. Ensure admin & future planning and operations align with strategy
<u>Strategic planning</u> <b>3-4hrs per quarter</b> Assist with templates and future planning, funding, court maintenance, club committee succession plans.	<u>Health &amp; Safety 1hr per quarter &amp; when necessary.</u> Administer the health & safety of facilities & members well-being whilst in residence of our club. Administer the hazard register and associated documentation.	<u>Club Delegates</u> <b>1-2 hrs /month</b> Represent at association meetings for events, and joint club meetings. Report back to committee.

GENERAL		
<u>Event support</u> <u>2-4 hrs per event</u> Schedule annual calendar of key social events. Co-ordinating with club members/participants. Coordinate teams for individual events, activities, catering assistance, give aways, prizes etc. Relevant comms & advertising.	<u>Uniforms</u> <u>Ad hoc, min required</u> Manage the storage, distribution and collection of money for club uniforms Research and place order for new uniform when stock needs replenishing.	<u>Fundraising</u> <u>2 hrs per month</u> Research & apply potential funding sources. Report post funding. Research potential club funders. Suggestion of fundraising ideas. Innovation re sponsorship packages to potential new sponsors.
<u>Tennis Balls</u> <u>1 to 2hrs per month</u> Bulk order tennis balls, bi- annual distribution to interclub team captains. Collection of ball \$.	<u>Volunteer coordination</u> <u>2hr per/month</u> Data base control, volunteer recognition & comms. Buddy system	<u>Photographers</u> <u>1hr p/mnth</u> Coordinate/take club photo's for Fb & use on website, newsletters.
<u>Liaise with council</u> <u>2 hrs per quarter</u> Build relationship with appropriate departments, funding, leasing, events.	<u>Family fun days</u> <u>2 – 5 hours per event</u> Form a working group to arrange family fun days for new and existing members	<u>Schools liaison</u> <u>2 hours per term</u> Great a relationship with local schools. Send info on tennis opportunities for youth.
GROUNDS & MAINTENANCE		
<u>Court repair</u> <u>1 to 2hr per month</u> Ensure nets, windbreak, gates etc are in good order. Ensure the floodlights are in good working order. Ensure drains are clear, courts are swept.	<u>Landscaping</u> <u>Av 2 hour per month</u> Ensure rubbish bins are emptied regularly. Ensure weed and moss spraying is scheduled. Monitor condition of courts and report back to the Committee. Quotes for maintenance work.	<u>Water fountain</u> <u>Once a week</u> Manage repairs and check cleanliness.
<u>Court signage &amp; sponsor signage options</u> <u>5 hrs a season</u> Manage putting up boards, plan for future sponsor options. Report to sponsors & Committee.	<u>Notice board</u> <u>1 hr per month</u> Change notices in board, repairs to board, keeping tidy and up to date information.	<u>Clubrooms</u> <u>2- 5 hours per month</u> Planning the maintenance and repairs. Contacting contractors, organise working groups/bee's