



<p><b>Schools Co-ordinator</b></p>	<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>
<p><b>Publicity Secretary</b></p>	<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>
<p><b>Team Manager (s)</b>  <b>1 Male</b>  <b>1 Female</b>  <b>1 Vets</b>  <b>1 Young Person</b></p>	<ul style="list-style-type: none"> <li>• Liaise with the coach(es) on team(s) 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 Publicity Secretary of results</li> </ul>
<p><b>Coach</b></p>	<ul style="list-style-type: none"> <li>• Separate agreement.</li> </ul>
<p><b>Chairman</b></p>	<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>• Shinfield Association representative + additional committee member to deputise when necessary</li> </ul>
<p><b>Treasurer</b></p>	<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>



Shinfield Tennis Club	
<b>Club Secretary</b>	<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>
<b>Tournament Organiser &amp; Child Protection Officer</b>	<ul style="list-style-type: none"> <li>• Act as the main contact for all tournaments</li> <li>• Get to know all club players by name</li> <li>• Supervise and oversee all tournaments</li> <li>• Liaise with the Chairperson to ensure that all tasks involved in running the tournaments are carried out efficiently</li> <li>• Child protection Policy in place and monitored</li> <li>• Confirm correct CRB certificates for coaches in place and up to date</li> <li>• Code of Practice for working with young people</li> <li>• Photography and filming of children policy</li> </ul>
<b>Social Secretary</b>	<ul style="list-style-type: none"> <li>• Organise monthly social events</li> <li>• Connect with local community</li> <li>• Communicate with the members</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>