



Formby

Village Tennis Club

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Member Volunteers' Document

Revision 2.1 (last reviewed April 2020).

Background

The Club is run by member volunteers under the guidance and control of an elected Executive Committee of 12 senior members.

The Executive Committee consists of:

- Club Captain
- Vice-Captain
- General Secretary
- Membership Secretary
- Treasurer
- Social Secretary
- Junior Representative (non-voting)
- plus 5 other senior members

All members of the Committee must familiarise themselves with the Club Rules.

The Club does not have any paid employees. The Club Coach is engaged on the basis that he/she is self-employed.

Responsibilities of Executive Committee

The following seeks to briefly outline the duties and responsibilities of the individual voluntary members of the Executive Committee.

Club Captain

- is chairperson at Executive Committee meetings, AGM and other relevant events
- is overall volunteer co-ordinator
- acts as a trustee
- ensures that the decisions of the Executive Committee and the general running of the Club complies with the Club's Constitution & Rules
- has overall responsibility for ensuring that decisions made by the Executive Committee are implemented.
- ensures that Executive Committee decisions and proposals are communicated to other members as applicable (generally this is done by issuing of six monthly "Captain Newsletter" and by formal report delivered at annual AGM
- liaises as necessary with Sports Club Board and delivers a Club report to them at their AGM
- ensures (along with the nominated, responsible person for H&S and other members of Executive Committee) that premises and grounds comply with Health & Safety regulations and Fire regulations.
- ensures (along with other members of Executive Committee) that the Club meets its obligations with regard to the Club's membership and participation in Southport & District League.
- ensures the Club complies with the rules and regulations resulting from its membership of the LTA. Such communication with that governing body is generally done through identified contacts at Tennis Lancashire.
- generally, acts as mentor for Vice Captain (on assumption that Vice-Captain may become Captain at end of Captain's two-year term)

Vice-Captain

- undertakes the role of Captain when the latter is not available.
- supports and assists Captain as appropriate
- generally, acts as mentor for newly elected members on the Executive Committee

General Secretary

- handles general Club correspondence and notifies Executive Committee of items received or issued.
- is responsible for correspondence relating to our affiliation with LTA and ensures that our Lancashire Tennis LTA Club Profile is submitted annually and duly maintained.
- prepares and issues agendas and minutes for Executive Committee meetings. Sends copies of approved minutes to all members via email. -
- prepares agenda and writes minutes for Club's AGM and any EGM held
- arranges distribution of AGM (and any EGM) notifications
- *Ensures notice boards contain relevant information*
- submits Club's application for Wimbledon tickets through Tennis Lancashire and their fair allocation between relevant members.
- ensures that any correspondence regarding Club's continued membership of Southport & District tennis league is properly maintained and that the Club complies with their rules and regulations.
- ensures that Club's current Public Liability Insurance certificate is openly displayed within the Clubhouse
- ensures that correspondence associated with Sports Club's affiliation to Sefton Sports Council is duly maintained from Club's perspective.
- ensures that correspondence relating to Club's application in relation to Sefton Sports Council accreditation (under their Active Club Award scheme) is properly maintained and updated.
- is responsible, (along with the nominated, responsible person for H&S and other members of Executive Committee), for ensuring that premises and grounds comply with health & safety regulations and fire regulations.

Membership Secretary

- is responsible for format of membership application forms and handling of applications received.
- maintains up to date lists of all categories of membership showing names and relevant contact details (addresses, phone numbers and e-mail addresses and, in case of junior members, dates of birth and guardian contact details)
- supplies membership numbers to General Secretary, Match Secretary and Executive Committee as necessary for purpose of submission of Club Profile to LTA, membership of Southport & District League and other general requirements associated with the running of the Club.
- issues annual invoices to members for payment of Club fees
- is responsible (with Treasurer), for notifying to Executive Committee any payment defaulting by any member and agreeing with Executive Committee any special payment terms to be applied to such defaulter.
- *is responsible for providing the Junior Organiser with the completed Junior Consent Forms from new junior members*

Treasurer

- is responsible for the prudent use of Club funds
- acts as a trustee
- is (along with Club Captain and General Secretary), one of the signatories of the Club's bank account(s).
- prepares and presents annual (audited) accounts to 31 December, together with supporting report, at AGM (and, if necessary, at any EGM) for approval.
- prepares accounts for the year ended 31 December for the Sports Club
- presents at AGM the Executive Committee's suggested fees for following season and reasoning for any proposed increase etc. for approval.
- is responsible for keeping records of all income and expenditure and carrying out all banking.
- informs and advises (generally with supporting written interim reports) at Executive Committee meetings the ongoing financial position and any anticipated income or expenditure for their consideration/approval.
- is responsible for ensuring that proper estimates are obtained, as appropriate, with regard to any capital expenditure and, as necessary, in respect of unusual or substantial running costs.
- liaises with Membership Secretary to ensure that all annual membership fees are duly paid as applicable
- checking that provisions are made for payment of visitor's fees and similar
- recording and banking of monies received from social events
- is responsible, (along with the nominated, responsible person for H&S and other members of Executive Committee), for ensuring that premises and grounds comply with health & safety regulations and fire regulations.

Social Secretary

- arranges for the organisation of the Club's social and fund-raising events
- creates a supporting team (or sub-committee) to assist in the running of specific events. The events may vary from year to year but generally include something along the following lines:
 - a quiz with hotpot supper
 - a Christmas Party
 - a themed evening
 - a Treasure Hunt with BBQ
 - buffet food required for Centenary Cup event
 - tea & biscuits for Trinity Shield final
- arranges collection of monies from social events and passes such to Treasurer.

Junior Organiser

- arranges and oversees the Club's junior teams in Southport & District League
- attends and participates in Southport & District Junior League meetings and encourages juniors to attend League's end of season junior presentation evening.
- arranges the Club's Saturday evening junior "fun Tennis" hour and further hour supervision for juniors
- organises and runs the Club's annual Junior Tournament, including arranging for umpires and other adult helpers and organising supply of food and refreshments
- organises (with other Executive Committee members) the Chatterton Cup (a junior/senior tournament)
- issues junior newsletter(s) and keeps junior noticeboards fully up to date.

- arranges and chairs a meeting (March/early April) with juniors and their guardians to explain Club's plans for juniors in coming season
- liaises with Club Coach regarding times of any junior coaching, junior summer holiday and Christmas tennis schemes and ensures such are fully advertised
- liaises with Club Coach regarding Club's participation in any school partnership schemes and the Club's mini-tennis scheme and ensures such are fully advertised
- liaises as required with Junior Representative
- *maintains and stores the junior consent forms as supplied by the Membership Secretary, sharing necessary information with appropriate persons, e.g. team captains*

Junior Representative

- conveys wishes and concerns of junior members to Executive Committee for consideration
- helps with organisation of junior events in particular the Junior Tournament and Chatterton Cup event
- reports junior teams results to Executive committee
- liaises with and assists Junior Organiser as required

Other Executive Committee Members

- participates in the making of Executive Committee decisions by attending meetings and expressing views/suggestions etc. and voting.
- helps in implementing the decisions made by the Executive Committee
- assists in identifying items requiring attention by or consideration of the Executive Committee
- deals with any day to day problems arising at the Club
- reports any members concerns falling within the Executive Committee responsibility and ensuring that such are duly considered and acted upon in a fair and equitable manner
- organises volunteer teams or groups to attend to ground and garden maintenance
- organises volunteer teams or groups to attend to court maintenance and repairs
- organises volunteer teams or groups to attend to clubhouse maintenance and repairs
- report to Executive Committee progress and achievements of supporting volunteer teams or groups.
- arranges Saturday Afternoon Tea rota lists and ensuring their general implementation
- arranges Gentleman's Tea day
- liaises with Selection Committee and Team Captains to ensure that Club meets its commitments to Southport & District League and to visiting Clubs
- ensures that Club has necessary and constant supplies of tennis balls to meet its League and other commitments
- attends (in applicable numbers) Southport & District League AGM
- arranges applicable liaison with Tennis Lancashire representatives
- ensures that Club Rules are fully complied with including DBS procedures
- arranges for applicable attendance/participation in Sefton Sports Council meetings as warrants our affiliation to them
- supports and assists, as necessary, with the work being undertaken in pursuit of the Club's application for Sefton Sports Council accreditation under their Active Club Award Scheme.
- supports and assists, with the further development of land leased from Sefton Council

“Non-committee” volunteers

Note: *Such volunteers undertake duties with the approval and support of The Executive Committee and generally at the request of that Committee. The volunteers are required to report (as applicable) to either the Club Captain or another specified member of Executive Committee on progress on the task/project allocated. Thus the Executive Committee retain overall control.*

These volunteers are generally involved in one or more of the duties/activities within following areas:

- **as part of team engaged in ground and garden maintenance for example:**
 - weeding, trim back trees, shrubs as required.
 - remove leaves
 - preserve fences and benches

- **as part of team engaged in court maintenance and repairs for example:**
 - keep courts in good state of repair by regular sweeping (by hand or by tractor)
 - periodically treat courts and surrounds with moss killer and weed killer.
 - ensure all padlocks and gate locks/bolts are fully operational

- **as part of team engaged in Clubhouse maintenance for example:**
 - identify and repair, or report as appropriate, any broken appliances and items identified under health & safety checks or fire regulation reviews.
 - identify and repair, or report as appropriate, any external Clubhouse faults including security lighting, windows and guttering

- **as part of League Matches Administration Team (Match Secretary, Selection Team Chairperson and each of the four Team Captains)**
 - runs the senior teams within the Southport & District League
 - familiarises themselves with all the League Rules and adhere to their applications
 - attends and participates in Selection Committee meetings
 - selects the players for each team, complying with the team selection process as specified in the Executive Committees Team Selection Process document
 - submit at the required time the player registration and starting's list to the League Planner Manager in the e-spreadsheet format as defined by the LPM. (refer to League Handbook for full details).
 - displays on team notice-board (within required period) their team selection and details of opponents, location date and time of relevant match(s) and contact name and phone number for team selection.
 - attends to any required changes due to unavailability of selected player to ensure that a full team turns out for the match
 - ensures that tennis balls are available for start of all home and Cup matches
 - distributes copies of the League handbook to each team player and makes them familiar with League Rules
 - arranges for collection of Club match fees and for payment of such to Treasurer
 - Captains must enter the match results on the League on-line system score sheet within the time period outlined in the league handbook. Paper copies must be kept in case of any disputes until the end of the season.
 - refers to Club Captain (for Executive Committee consideration) any unresolved problems which arise and similarly reports any notified League infringement occurring with or against any of Club teams.
 - gives presentation of each teams' report at AGM

- **as Tournament Referee (or assistant).**
 - runs the Club Senior Tournaments – Open Club Tournament, Harold Birt Trophy, Williams Cup, Chatterton Cup, Centenary Cup and any American Tournament or similar event
 - arranges for notices of tournaments to be displayed on team notice-boards (or alongside) with entry lists and fee details
 - arranges drawing for partners/opponents and displays such on team notice-boards (or alongside)
 - collects competition fees and passes such to Treasurer.
 - arranges for tennis balls to be available as required
 - ensures that trophies are available for final and that they are duly inscribed
 - arranges/makes presentations of trophies to the winners and runners-up
 - arranges for umpires, line judges etc. as required for finals and that umpire chairs are made available
 - liaises with Social Secretary regarding any refreshments and other catering involved
 - has final decision on any disputes which arise with regard to the Tournament Rules or associated matters arising during the event
 - reports to Executive Committee any difficulties which arose together with details of winners
 - provides/presents a report at AGM

- **as ROTA Volunteer**
- agrees to have name included on a specific rota list and undertakes the task involved for example: Saturday afternoon teas

- **as Committee Approved Volunteer for a Specific Project/Task**
 - follows the specific criteria as agreed and supported by the Executive Committee (this will vary according to nature of the project in question)
 - reports back at regular (monthly) intervals to Club Captain or to a specified individual on the Executive Committee on progress for their consideration, guidance and/or approval
 - presents (either written or oral) final conclusions to Executive Committee for their consideration and implementation as appropriate

Examples within this field:

- **Maintenance of Sefton Sports Council accreditation and regular updating of Active Club Award Evidence File**
- **Pursuit of LTA Tennis Mark**
- **“Responsible person” duties in respect of completion of DBS clearance applications via Sefton Sports Council**

CONTROL & PROGRESS OF WORK UNDERTAKEN BY VOLUNTEERS

The Executive Committee must always know current “non-committee” volunteers and what particular tasks/projects are being performed. Progress on all projects should be covered by notes of Committee Meetings.

Changes made to this document

Date	Details of changes	Reason for changes	Revision
Feb 2012	Insertion of H&S nominated person	LTA guidance that clubs should have such a named individual	1.0
Feb 2012	Add Match Sec to non-committee volunteers	Club practice	1.1
Feb 2012	Add notifying Match Sec to Membership Sec role	Club practice	1.2
Feb 2012	Junior consent forms to be held by Junior Rep	Club practice	1.3
Mar 2012	Treasurers duties extended and amended because of typos	Inaccuracies	1.4
Mar 2020	Change of Club name	Name change	1.5
Apr 2020	Removal of numerous references to rules. Amending procedures.	League changes, reducing size of document	2.0
Sep 2020	Branding change.	Consistency to club branding.	2.1