

RLTC Mens/Ladies Captain Role Description

Overview of the Role

The Mens/Ladies Captain arranges the club fixtures programme for all mens and ladies teams.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Registering teams for appropriate leagues and/or cup competitions
- Liaising with team captains to create equal squads for each team
- Communicating with all the membership to make sure everyone who wants to be in a squad gets the chance to be
- Communicating with all team captains, players and members in regards to fixtures
- Coordinating booking of courts for matches with team captains
- Making sure team captains have the details they need to submit results
- Liaising with the Vice President to get balls to each team captain for their home matches
- Liaising with members to direct them to the most appropriate social tennis sessions for their standard
- Communicate with members and collate feedback about social sessions and ladies/mens play in general at the club

Skills and experiences needed for the role

- Approachable and friendly
- Good communication skills – verbal and written
- Well organised
- Good IT skills

Training and support available

Before starting in this role, you will receive training from the outgoing mens/ladies captain and president who will go through the process with you. You will receive ongoing support from other committee members.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week in peak season

Further Information

- This role does not require a DBS check