

# RTLCL Junior Representative Role Description

## Overview of the Role

The Juniors Captain has responsibility for organising an appropriate junior match programme for all junior age groups from 8U to 18U.

## What you will be doing

Exact responsibilities will be agreed (and may be shared with the club coach) but will likely include:

- Registering teams for appropriate leagues and competitions
- Agreeing fair and transparent selection criteria and a selection panel
- Supporting the coach to set up team practices
- Organising team captains for each team (which should be a coach or parent)
- Organising travel for away matches
- Booking courts, providing balls and arranging refreshments for home matches
- Submitting results to the LTA (when appropriate) and the website editor/communications officer
- Working with the club welfare officer as appropriate to ensure a safe, fun and inclusive environment is provided for all junior players
- Promoting Fair Play both on and off court
- Collating feedback from junior players on their experience of the club and any issues they may have.

## Skills and experiences needed for the role

- Approachable, caring and friendly
- Empathy with children
- Good communication and IT skills
- Well organised, reliable and a good delegator
- Integrity

## Training and support available

Before starting in this role, you will receive training from the president and the club coach who will go through the process with you. You will receive ongoing support from the president and the club coach.

## Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 3 hours per week
- You will be asked to attend management committee meetings
- You will need to be available to attend junior events

## Further Information

- This role requires a DBS check – speak to the Welfare Officer for more information