



## ***JOB DESCRIPTION***

### **Senior Club Captain**

Captains have an extremely important role ensuring the successful management of the teams.

#### **Responsible to:**

The Senior Captain is responsible to the President of the Seacliff Tennis Club and the members of Seacliff Tennis Club.

#### ***Responsibilities and Duties***

The Senior Captain is responsible for:

- effective recruitment and retention of players in the senior divisions in line with club strategy
- nomination of teams playing divisions to the GDTA, commensurate with players requests and abilities
- Creating playing Order of Merit for finals participation
- Drawing up of the court allocations during the season
- Writing home court allocations on white board each Saturday
- Publish weekly teams via email and Facebook Member Page
- ensuring match grade balls and scoresheets are readily available for all teams
- upload of weekly senior teams on to the Seacliff Tennis Club Website
- ensuring completed match score sheets are processed in accordance with current GDTA requirements
- overseeing the organisation of the annual Seniors club tournament
- organising of court access for training practice sessions if there are large numbers of players
- administration and management of the teams (through team co-ordinators)
- monitoring of team performances over the duration of the season
- promotion of OH+S guidelines
- responsible for overseeing effective workings of Team Co-ordinators
- Preparation and presentation of an end-of-season Club Captain report.
- Ensure players are adhering to COVID rules.

#### **Knowledge, Skills, Experience and Requirements**

##### ***Essential***

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, team coordinators, captains, coaches and administrators



- Strong organisational skills
- Is positive and enthusiastic
- Sound knowledge of the selection procedures and rules/regulations (By-laws) of the GDTA competition.

*Desirable*

- Previous management of a club team
- Current First Aid certificate.
- Police Clearance

**Estimated Time Commitment Required**

- The position requires around 1 hour before each game to organise the team folders, balls and upload of teams on to the website
- Weekly processing and confirmation of results on the Competition Tennis website will be another hour.
- Club tournament will take 3 hours organisation over the course of the tournament. Also taking another 6-8 hours of Sundays for completion.
- Pre-season organising of teams and nomination to GDTA will require approximately 5 hours.
- Initial organisation of team folders before the first match of the season will take 2 hours.
- Nomination of the order of merit for finals teams and submission to the GDTA will take 1 hour.

**NOTE:** *The Office bearer of this position is to update this Job Description based on experience gained during the season in the conduct of these duties, for passing on to his/her successor.*

Reviewed 25/05/2022