

JOB DESCRIPTION

Junior Co-ordinator

Responsible to:

The Junior Club Co-ordinator is responsible to the President of the Seacliff Tennis Club and the members of Seacliff Tennis Club.

Responsibilities and Duties

The Junior Club Co-ordinator is responsible for:

- effective recruitment and retention of players in the junior divisions in line with club strategy
- nomination of teams and playing divisions to the GDTA, WDTA and Tennis SA via League Manager
- weekly drawing up of the court allocations for the season
- Supervising of Home Courts for Friday night matches from 5:30pm and Saturday morning matches at 8.30am and 10.30am
- organising of court access for training practice sessions
- ensuring match grade balls, team folders and scoresheets are readily available for all teams
- ensuring completed match score sheets are processed in accordance with current GDTA, WDTA and Tennis SA requirements
- Maintaining a spread sheet of results for the season and implement the 2 win/2 loss rule where necessary
- administration and management of the teams (through player parents)
- creating and convening of the Junior sub-committee
- organise and run the junior club tournament and Junior / Senior event
- actively encourage hosting of other junior tournaments if the opportunity arises
- convening regularly with Junior Club Captains to enable feedback and the organisation of junior social events on and off the court
- monitoring of team performances over the duration of the season, and if required, initiate corrective action/s
- displaying of regularly updated ladders
- promotion of club events to junior players/families
- recognise and celebrate individual and team achievements throughout the season via email, social media
- promotion of OH+S guidelines and sports fitness principles
- preparing and presenting an end-of-season Junior Club Co-ordinator report.
- represent junior interest on the club Committee.



- ensure that Athletes under 16 years must be supervised at all times. It is extremely important that all team managers/parents are aware of relevant policies including:
 - [Child Protection Policy](#)
 - [Harassment Free Policy](#)
 - [Codes of Conduct.](#)

Knowledge, Skills, Experience and Requirements

Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organisational skills
- Is positive and enthusiastic
- Sound knowledge of the selection procedures and rules/regulations (By-laws) of the GDTA, WDTA and Tennis SA competitions.
- Working with Children clearance in line with the Club's Member Protection Policy

Desirable

- Previous management of a club team
- Current First Aid certificate.
- Undertake to enlist another person to gain a first aid certificate

Estimated Time Commitment Required

The estimated time commitment required as the Junior Club Co-ordinator is 6 hours per week.

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