

# WGTC MANAGEMENT STRUCTURE

**Management Committee**  
Elected by AGM (not shown)

 Elected Officers of the Club

  Posts held by people

 Working Groups / Sub Committees

**CHAIRMAN**

- Responsible for the day to day management of the club
- Develop good working relationships with key personnel i.e. Head Coach
- Decision-maker on behalf of the management committee once members have been consulted
- Agrees meeting agendas with the secretary
- Oversees meetings, keeping to the agenda and ensuring the meeting remains focused on business in hand
- Acts as a spokesperson for the club
- Motivates and supports management committee members
- Leads the direction of growth and retention
- Reports to Management Committee

**SECRETARY**

- The first point of contact for all enquiries
- Key representative at meetings
- Affiliating the club to the LTA and local leagues
- Deals with correspondence
- Registers members
- Organises the AGM
- Organises and attends all management committee meetings
- Takes and distributes minutes
- Maintains accurate records
- Ensures action points from meetings have been carried out
- Collects and analyses information from the members (e.g., membership information)
- Reports to Management Committee

**TREASURER**

- Keeps up to date records of all the financial transactions
- Reports regularly to the management committee on the financial status
- Identifies fund raising opportunities e.g., grants and sponsorship
- Prepares year end statements of accounts to be presented to the auditor
- Presents end of year financial report to the AGM
- Is responsible for financial planning including producing an annual budget and monitoring it throughout the year
- Reports to Management Committee

**HEAD PRO**

- Sets up, manages and promotes the on court tennis programme
- Acts as a point of contact for members and interact on a social and coaching level
- Encourages members to play tennis and improve their game
- Increases membership numbers by enhancing the club's credibility
- Actively sources new members and helps promote and market the club
- Establishes quality school links; raising local awareness and attracting new members
- Sets up regular competitive opportunities for all ages and abilities within the membership
- Assists in planning/organising internal/open tournaments and tennis events for all members
- Assists in the entry and selection of teams
- Attends management committee meetings in order to offer regular feedback on the organisation and degree of success of coaching and competitions; also to discuss potential opportunities to growth and attraction
- Optimises facilities and resources and helps advance the facility's overall development
- Liaises with outside bodies to source funding for overall programme
- Manages the team of coaches, runs regular team meetings and regular in service training sessions which cover: coaching standards, theme and content of weekly programme, update on news/event
- Reports to Chairman and Management Committee

**MEN'S CAPTAIN**

- Overall responsibility for the men's teams (and jointly with women's captain for mixed) and serves on the Club Play & Competitions group
- Appoints additional captains as required
- Arranges matches in conjunction with Match Secretary
- Reports to Club Play & Competitions Committee and Management Committee

**WOMEN'S CAPTAIN**

- Overall responsibility for the women's teams (and jointly with men's captain for mixed) and serves on the Club Play & Competitions group
- Appoints additional captains as required
- Arranges matches in conjunction with Match Secretary
- Reports to Club Play & Competitions Committee and Management Committee

**MATCH SECRETARY**

- Responsible for the scheduling of matches through co-ordination with captains
- Keeps all match fixtures updated online (both on website and in booking system)
- Reports to Club Play & Competitions Committee and Management Committee

**VICE CHAIRMAN**

- Supports the Chairman
- Stands in for the Chairman when required
- Leads special projects
- Reports to Management Committee

**WEBMASTER**

- Manages all technical aspects of the website and the online booking system
- Reports to Marketing & Promotion, Communications and Management Committee
- Reports to Management Committee

**PROCUREMENT MANAGER**

- Manages all the ordering and payment of goods required by the club, including household goods, cleaning materials, tennis balls, nets etc.
- Reports to the Finance Committee and Management Committee

**SPECIAL EVENTS**

- To engage members in new initiatives:
  - ⇒ Celebrity Pro/Am
  - ⇒ Teaching clinics
  - ⇒ Charity fund-raisers
  - ⇒ Exhibition matches
  - ⇒ Open tournament involving neighbouring clubs
  - ⇒ Junior tournament
  - ⇒ Other: Tennis Art/Photo Exhibition, sales etc
- Reports to Management Committee

**MARKETING & PROMOTION**

- Devise and implement an approved plan to build club image within local community
- Encourage new members to join
- Provide info for website (public side)
- Reports to Management Committee

**BAR MANAGER**

- To manage the day-to-day operation of the bar, including the ordering of the bar stock via Procurement Manager
- Organising and maintaining the bar area
- Reports to the Finance Committee and Management Committee

**SPECIAL PROJECTS**

- To investigate and oversee such project as:
  - ⇒ Repair of wall between court 4 and 1-3
  - ⇒ Court re-surfacing
  - ⇒ Floodlight upgrades
  - ⇒ Covered court structures
- Reports to Management Committee

**COMMUNICATIONS**

- To Keep members informed via printed newsletter, email, and text messaging
- Keep website updated (secure area)
- Reports to Management Committee

**FOOD & BEVERAGE MANAGER**

- To control the ordering of supplies for hot drinks dispenser and cold drinks vending machine (if any) via Procurement Manager
- Organising and maintaining kitchen area
- Reports to Management Committee

**CLUBMARK**

- To bring the club into compliance with the LTA's and Government's benchmark plan for eligibility of future funding
- Reports to Management Committee

**SOCIAL**

- To oversee the delivery of parties and other events, including teas or barbecues at club sessions
- Reports to Management Committee

**CLUB MANAGER**

- Responsible for the day-to-day operation of the club, ensuring it is kept tidy and in good repair, and oversees cleaner(s)
- Advises Procurement Manager of any deficiency in supplies
- Advises Technical Committee of any issues requiring attention
- Reports to Chairman and Management Committee

**FINANCE**  
(headed up by Treasurer)

- To ensure sufficient income is made to increase the sinking fund on a yearly basis
- Maintenance of the books and production of the annual accounts
- Payment of cheques
- Banking of money
- Investment strategy
- Presentation of accounts to AGM
- Reports to Management Committee

**TECHNICAL**

- To undertake the general maintenance and garden requirements, including repairs, decorating and ordering of equipment via Procurement Manager.
- Reports to Management Committee

**RULES**

- To draft any changes to the club rules for consideration by the Management Committee and presentation to the AGM
- Report to Management Committee

**STAFF**

- Cleaner(s)
- Paid by Treasurer (via Club Manager)
- Report to Club Manager and Chairman

**HEALTH & SAFETY**

- To monitor compliance in all areas
- First Aid kit and training
- Child Protection procedures
- Reports to Management Committee