



# WGTC MANAGEMENT STRUCTURE 2011-12

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

 Elected Officers of the Club

  Posts held by people appointed by Committee

 Working Groups / Sub Committees

## CHAIRMAN—Peter Risdon

- 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—Claire Lean

- 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—Piers Simcox

- 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—Karin Govan

- 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 John O'Connor

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

## WOMEN'S CAPTAIN Michele Roberts

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

## VICE CHAIRMAN—Barbara Wancke

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

## WEBMASTER—Barbara Wancke

- 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 Tony Ayles

- 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

## BAR MANAGER TBA

- 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

## 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

## 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

## 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

## MARKETING & PROMOTION Candice Jones and Abi Brown

- 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

## COMMUNICATIONS

### Claire Lean and Barbara Wancke

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

## SOCIAL

### Claire Lean and Carole Britton

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

## FOOD & BEVERAGE MANAGER - Mercedes Gonzalez Gallegos

- 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

## RULES

### Barbara Wancke

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

## CLUB MANAGER TBA

- 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

## STAFF

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

## CLUB PLAY & COMPETITIONS

### John O'Connor, Michele Roberts Karin Govan, Kenny Govan

- Encourage play among members:
  - ⇒ Club sessions
  - ⇒ Team practice
  - ⇒ Team play in Surrey competitions
  - ⇒ Millennium Cup
  - ⇒ American tournaments
  - ⇒ Mixed play
  - ⇒ Box leagues
  - ⇒ Tennis ladders
  - ⇒ Club tournament (including veteran singles and doubles)
  - ⇒ Winter handicap tournament
- Reports to Management Committee

## FINANCE Piers Simcox (Chair), Alex Kyle

- 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

### Tony Ayles, John O'Connor, Tony Morley, Bill Pain

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

## HEALTH & SAFETY

### Karin Govan, Mercedes Gonzalez Gallegos, Tony Ayles (CPO)

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