

HLTC Committee Members Roles

The HLTC committee are volunteers who run the club and organise all of the activities that take place within it.

Chair: Moya Locke

- To have responsibility for the overall management of the club
- To develop a good working relationship with key personnel e.g. Coach, Captain, Secretary
- To agree meeting agendas and dates with the secretary
- To oversee meetings, keep to the agenda and keep the meeting focused, allowing all committee members to share their views
- Act as spokesperson for the club
- Encourage and support committee members
- Write a report for the AGM and Newsletter
- Be able to communicate clearly and display good listening skills
- Be diplomatic and helpful
- Support all club events, tournaments and presentations
- Work with club personnel to ensure the smooth running of the club
- Attend Cheshire AGM

Vice Chair: Rob Crawford

The Vice Chair will stand in for the Chair in his/her absence and chair committee meetings and AGM as appropriate.

He/she will

- Support committee colleagues in the delivery of their responsibilities
- Ensure that safeguarding, diversity and inclusion policies and procedures set by LTA are applied within the committee and that committee members can carry out their voluntary roles in a safe, enjoyable and inclusive environment.
- Liaise with external stakeholders
- Be responsible for enquiring into any complaints/grievances raised by members or external bodies such as our neighbours.
- Respond to data protection queries
- Carry out any specific tasks delegated by the Chair or at committee meeting

Club Captain: Clair Miller Responsibilities include:

- Ensure effective communication between team members and the committee
- The appointment and motivation of team captains
- The communication of team objectives and targets
- Keep the club members informed of the team performances and results

- Coordinate with the Vice-Captain and Club Coach to establish a team selection sub-committee to review players' performance and ranking for the Wirral League.
- Ensure all team members are aware of the seasons fixtures and league rules
- Keep a regular check on player availability
- Organise the collection of match fees via the team captains.
- Organise adult club tournaments, together with the vice-captain and club coach, encouraging participation.
- Liaise with the Vice-Captain to ensure cover is in place if necessary.
- Attend committee meetings and report team progress at the AGM

Vice-Captain: Guy Ellice-Clark

- Support the captain in organisation of teams and matches.
- Be part of the team selection sub-committee to review players' performance and ranking
- Assist in organising and encouraging participation in Club tournaments, along with the captain and Head Coach
- Stand in for the captain when necessary

Treasurer: Dave Lawson

Objective: To manage the finances of Hoylake LTC in a timely manner to the satisfaction of the Committee and club members.

Key tasks:

1. Manage accurate, timely records of all financial transactions.
2. Ensure prompt, accurate payment of authorised supplier invoices.
3. Ensure prompt banking of all income.
4. Prepare accurate, verified accounts for presentation to the Annual General Meeting.
5. Provide financial input to all plans and forecasts.
6. Seek opportunities to reduce expenditure.
7. Optimise return on investments.
8. Report the financial status of the club to monthly committee meetings.

Social Coordinator: Di Taylor

This person coordinates the social calendar for the club and for each event ensures that all members involved in its organisation are aware of their responsibilities. This person has an overview of all social occasions.

Bar Manager: Frank Birchall

This role involves all aspects associated with the smooth running of the club house bar which includes stocking with appropriate alcoholic and non-alcoholic drinks, ensuring the correct licenses are held by the club regarding the sale of alcohol, organising a bar rota for the various club events and keeping the accounts up to date with purchases and takings.

Membership Secretary: Helen Roberts

The Membership Secretary deals with any queries to join the club and all applications for membership. In addition they produce and organise the annual membership renewal pack and collect in all subscriptions. Each year they produce an accurate membership list together with contact details and any known medical conditions.

Secretary: Cath Saunders

The Club Secretary organises and attends all committee meetings. At the meeting the Secretary takes careful notes of all discussions and decisions made and is responsible for typing the minutes and keeping a careful record of these. The minutes are circulated to all Committee members. One of the tasks of the Secretary is to ensure that all delegated tasks are actioned.

The Secretary also deals with any correspondence that may be sent to the Club.

The Secretary is responsible for organising the AGM, preparing and sending the agenda to all club members. Attending the AGM and taking minutes of all discussions and agreements made.

The Secretary completes the LTA registration document on behalf of the Club as well as ensuring that the Club is compliant with LTA minimum standards.

In addition he / she is responsible for the hire of the club house to any club members who may wish to hold a private function. This involves sending out a club hire form, collecting the fee and deposit and also ensuring that the licensing and other regulations are drawn to the attention of any Club Member hiring the Club facilities.

Junior Coordinator: Amalie Hughes

Has responsibility for overseeing the Coaching program, events and welfare of the junior membership, in close association with the coaching team and reporting to the Committee. This includes:

- Registration of all junior teams into Cheshire, Wirral and Aegon leagues as applicable
- Overseeing all junior club tournaments
- Overseeing all junior club teams and matches, and registering results. (Normally delegated or shared with volunteer parent team heads and coaches)
- Supervising Junior Club Nights
- Organising/Overseeing Junior presentation night event, usually in December.

- Chairing Junior Committee meetings, including Captains and Coaching Team, and liaising with general Committee (Currently not in operation to be re-established/optional)
- Sitting on General Committee and making an annual report at AGM.

This role provides an excellent opportunity to steer the clubs' approach to our Junior Members.

Grounds Officer: Julie Hunter

- To attend committee meetings and keep members informed about any problems and solutions that arise relating to the grounds maintenance of the tennis club.
- To ensure an attractive, orderly and safe outdoor environment.
- To liaise with members and the part time grounds person (works 2 hours per week) to make sure routine labour and maintenance duties are carried out e.g. the maintenance of the hedges, shrubs and grass areas by trimming, pruning, raking ,mowing and sweeping regularly. The seasonal planting of bedding plants, bulbs and other colourful plants in the tubs.
- To check for minor and major repairs of the outdoor furniture and sport fixtures and fittings in the outdoor area
- To follow up any reports of problems with maintenance tools and equipment.
- To check dangerous equipment and chemicals are kept in a locked safe storage area with limited access.
- To check users of dangerous equipment e.g. riding lawnmowers, outdoor pressure washers, scarifiers, drills and pruning equipment have experience in their use and know to wear appropriate protective clothing before undertaking any tasks that could present a health and safety risk.

House Officer: Sean Kirkby

- Ensure a safe and pleasant club house environment for the enjoyment of all club members.
- Ensure all appropriate annual safety checks are completed where relevant and appropriate.
- Ensure equipment is in full working order and update/maintain where necessary.
- Carry out an annual risk assessment and submit to LTA.

Communications officer: Sovani James

Objective: To maintain and develop the Hoylake LTC social media and internet presence to ensure a modern, attractive up-to-date projection of the Club

Key Tasks

1. To ensure the website is maintained with club news and links to relevant external sites
2. To seek opportunities to use social media to promote the club
3. To manage the relationship between the club and its chosen IT partners
4. To review the LTA-preferred web environment (Clubspark) and, if appropriate, integrate its functionality
5. To oversee additional development or changes to the content of the website

HLTC Head Coach: Craig Longman

- Leads the coaching programme throughout the year.
- Responsible for organising and managing all group coaching sessions and holiday camps.
- Organises and oversees all the junior teams.
- Organises all junior tournaments throughout the year.
- Organises the open day
- Sets up the junior club nights in the summer term,
- Ensures the coaching team is working effectively and responsibly.
- Trains coaching team.
- Is a member of the team selection sub-committee, along with the captain and vice-captain, responsible for reviewing adult players' performance and ranking.
- Organises some adult tournaments and assists with others, in conjunction with the captain and vice-captain.
- Runs schools programme, and promotes sessions held at HLTC.
- Along with his coaching team, provides individual coaching for people of all ages and abilities.

Welfare Officers: Clair Miller + vacancy

Objectives: The role of the Welfare Officer (WO) is to take specific responsibility for safety at the club and to act as a point of contact for parents, children, young people and adults at risk with any outside agencies. The WO is pivotal to ensure that children, young people and adults at risk are able to take part in tennis in a fun, safe and inclusive environment. Responsibilities include:

- to maintain a child protection policy for the club and ensure it is displayed in the club house. The WO should ensure it is reviewed annually prior to the AGM
- to ensure that the children and young people together with their parents are aware of the WO role and policy and how to contact the WO in event of any concerns.
- to ensure that the DBS checks are carried out for all volunteers and coaches directly involved with junior members of the club.
- to request appropriate confidential information from parents of junior members for use in event of an emergency.
- to check on a regular basis that the First Aid Box located next to the kitchen door is adequately stocked.
- to ensure that any concerns raised are dealt with appropriately and promptly.
- to contact Social Services and/or the Police immediately if a child or young person is at risk of harm.