

SOUTHBANK TENNIS CLUB

Role Description - Junior Co-ordinator

1. **BASIC FUNCTION:**

- a. Overall responsibility for the management, development and promotion of Junior tennis at the club
- b. Meet new Junior members and/or their parents to make them feel welcome and to familiarise them with the club's procedures and "rules"
- c. Liaise with Junior Coach regarding season's team training
- d. Contact person for Junior competition
 - i. Provide association with nominations by due date
 - ii. Organise teams, team rosters and parent supervisors
 - iii. Organise absent player replacement (where possible),
 - iv. Organise a court scheduling roster to ensure appropriate and efficient use of the courts
 - v. Responsible for recording of results and reporting these appropriately
 - vi. Organise trophies and engraving for presentation day
 - vii. Ensure sufficient and appropriate balls are available for the season
 - viii. Liaise with parents and/or junior members in respect to any issues pertaining to the junior competition
- e. Junior Tournaments
 - i. Provide association / tournament organiser with nominations
 - ii. Draw up Junior interclub team lists
 - iii. Send in team grading lists in to GDTA
 - iv. Distribute programmes/tennis balls/
- f. Club Delegate (representative) on GDTA on matters pertaining to Junior competition. This includes attending GDTA Junior delegates meetings
- g. Review and contribute to the club's business plan regularly