

# **SOUTHBANK TENNIS CLUB**

## **Role Description - Club Captain (Men) / (Women)**

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### **1. BASIC FUNCTION:**

Overall responsibility for managing all matters relating to senior matches and competitions by the club although some duties may be shared or delegated

- i. Provide association with nominations by due date
- ii. Organise teams
- iii. Distribute programmes to all players and advise of any changes to matches/venues
- iv. Organise absent player replacement (where possible)
- v. Organising a court scheduling roster to allow for appropriate and efficient use of the courts
- vi. Managing the competition, court scheduling, checking and recording of results and reporting these appropriately
- vii. Ensure sufficient and appropriate balls are available for the season
- viii. Organise trophies for presentation day
- ix. Organise club tournaments
- x. Review and contribute to the club's business plan regularly