

# 2020 Annual General Meeting

## Volunteers Needed For New Season

Hi Denman Members And Junior Parents,

The Annual General Meeting of the Denman Tennis Club will be held on **Tuesday 25-Aug-20, 7:30 PM @ Denman.**

Pending gathering restrictions, we invite all members and junior parents to attend the meeting where we will be reporting on the various activities within the club. For those unable to attend at the club we will be providing a Zoom option (details to follow).

We would like to thank the many people who have already nominated to assist with the running of the club's junior and senior competitions for the next 12 months. While this is a great start to prepare for the new season, we still need more volunteers to spread the load, namely :

### Juniors / Junior Subcommittee Vacancies

- . Junior Coordinator i)
- . Team Managers ii)
- . Saturday Morning Denman Supervisors ii)
- . BBQ Manager i)

### Seniors / Management Committee Vacancies

- . Assistant Team Manager i)
- . Selection Subcommittee ii)
- . General Committee ii)
- . Social Subcommittee ii)
- . Club Tournament Subcommittee ii)
- . Facilities & Maintenance Subcommittee ii)
- . Bar Manager ii)

i) Volunteer required for this position

ii) Nominations received but additional volunteers required to share the load

For an explanation of these roles (and to see an overview of the club's organisation) please see the attached or otherwise, if you would like to speak to someone, please feel free to contact John MacKenzie (t 8277 4334) or Dean Lanyon (m 0419 535 852).

We look forward to your help.

Regards,

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Darren Trigg - DTC Inc. Minute Secretary



PS Senior summer Intention To Play forms are due by the date of the AGM for your chance to be in the draw for 50% off your membership fee.

# 2020 Annual General Meeting

## Volunteers Needed For New Season

### Juniors / Junior Subcommittee

#### **Junior Coordinator**

- . Time requirement: ~ 4 hours per week in August sending out information, liaising with parents and players plus 2 x 6 hour Sundays at trials plus 6 hours per week for two weeks after trials organising teams ready for nomination.
- . Once teams are nominated, ~ 2 - 4 hours per week managing the junior committee and junior parents.

[We require a volunteer for this position.](#)

#### **Team Managers** (can be split between 2 or 3 people)

##### **Boys' (Girls') Team Managers**

- . Time Requirement: 3-4 hours each week.
- . Liaise with parents and boys (girls) to ensure all Boys' (Girls') teams are full each week.
- . Write out the team sheets and deliver to Denman before 7:00 AM Saturday morning (Friday night is fine) for Saturday morning teams, and Thursday Night before 6:00 PM for Friday night teams.
- . Assist with initial team selection (optional).

##### **Orange Ball Team Manager**

- . Time Requirement: 1 hour each week.
- . Liaise with parents to ensure all Orange Ball teams are full each week.
- . Write out the team sheets and deliver to Denman before 9:00 AM on Saturday morning (Friday night is fine).

[We require additional volunteers for this position.](#)

#### **Saturday Morning Denman Supervisors**

- . Time Requirement: 4 ½ hours every week.
- . Be at Denman on Saturday morning to deal with team folders, allocate courts and ensure everything runs smoothly. This does involve knowledge of the rules in order to resolve disputes, however, these are rare and assistance on this is a phone call away!
- . This job can easily be shared among up to 4 people and you can be the supervisor when your child is rostered to play at Denman that day.

[We require additional volunteers for this position.](#)

#### **BBQ Manager**

- . Time Requirement: 1-2 hours each week.
- . Ensure the BBQ has enough food for each week.
- . Purchase the goods when required, liaising with the Club Treasurer and deliver them to Denman.

[We require a volunteer for this position.](#)

# 2020 Annual General Meeting

## Volunteers Needed For New Season

### Seniors / Management Committee

#### **Assistant Team Manager**

- . Assists the Team Manager with :
  - . filling all teams for the senior afternoon summer competition from a list of players provided by the selection committee.
  - . for 2-3 weeks in August / September prior to team nominations : contact players who have not sent ITP forms; using all known players, set up a proposal for team nominations; meet with the selection committee to finalise team nominations; fill in SDTA paperwork to nominate the teams.
  - . for each week of the season : 2 - 5 hours filling teams, 1 hour selection, 1 hour recording.

[We require a volunteer for this position.](#)

#### **Selection Subcommittee**

- . This subcommittee comprises the Club Captain (chairperson), Team Manager, Assistant Team Manager and other members (typically 1-2).
- . The role of the subcommittee (using information provided by the Team Manager) is to :
  - . assist in the nomination of teams in each competition prior to the commencement of the season.
  - . assist in the selection of teams preceding each week of competition.
- . The subcommittee normally meets leading into the start of a new season (~ 2 hours) to formulate team nominations for submission to SDTA and then once each week (~ 1 hour) during competition.

[We require volunteers for this position.](#)

#### **General Committee**

- . This is a great entry point for persons looking to obtain a greater understanding of the operation of the club and the various roles.
- . Meetings are held once per month at the club.

[We require additional volunteers \(2 or more\) for positions on the General Committee.](#)

#### **Social Subcommittee**

- . The subcommittee plans and implements social activities, events and fundraising throughout the year :
  - . for the general well-being of the club and its members.
  - . to aid facility development.
  - . for special projects.
  - . to support the overall financial obligations of the club.
- . Typically events are held :
  - . at the start of the summer season (first match).
  - . mid-summer season.
  - . last minor round match prior to the Christmas break.
  - . Grand Final (End Of Season).
  - . Off-season (winter fundraiser) e.g. quiz night.
- . The subcommittee may comprise both members and parents and reports to the management committee.

[We require additional volunteers to form the Social Subcommittee.](#)

# 2020 Annual General Meeting

## Seniors / Management Committee cont.

### **Club Tournament Subcommittee**

- . Arranges and conducts the club tournament for junior and senior members.
- . The tournament is normally held on consecutive Sundays approaching the end of the summer season.
- . Normally includes a person(s) from the Selection Subcommittee to assist with seeding and draw preparation.
- . One ~3 hour meeting to set up the tournament prior to tournament starting and ~1 hour meetings for subsequent tournament weeks plus attendance on the tournament days to ensure things run smoothly.

[We require additional volunteers to form the Tournament Subcommittee.](#)

### **Facilities & Maintenance Subcommittee**

- . Assists with the development and maintenance of the facilities (clubrooms, courts and surrounds).
- . Normally includes a person(s) from the management committee to aid reporting.
- . Meets as required depending upon significance of projects and activities.
- . The subcommittee may comprise both members and parents and reports to the Management Committee.

[We require additional volunteers to form the Facilities & Maintenance Subcommittee.](#)

### **Bar Manager**

- . Principal person associated with responsible serving of alcohol at the club.
- . Rotates and maintains appropriate stock levels.
- . Arranges purchases according to normal usage and club events.
- . Maintains cleanliness of the bar area and equipment.
- . Manages recycling of containers.

[We require additional volunteers for this position.](#)



# CLUB ORGANISATION - 2020 / 2021 NOMINATIONS

