



# CLUB ORGANISATION & ANNUAL GENERAL MEETING APPOINTMENTS

## Introduction

The Club acknowledges the support of its many volunteers and we look forward to people joining one of the committees for the first time.

The following describes the various appointments made at the Annual General Meeting to the :

- . Management Committee
  - . Subcommittees (reporting to the Management Committee)
- and
- . Other Appointments (supporting activities)

## Management Committee

This is the core group of people who meet monthly to review and assist in the overall management of the club.

It comprises the regular positions of President, Secretary and Treasurer and direct representation from all the operational areas of the club - junior competitions, seniors competitions, mid-week, social / fundraising and maintenance. It also provides for general committee members which represents an ideal opportunity for first-time committee members to be introduced to the workings of the club.

Some members of the management committee have multiple roles through their participation on the various subcommittees.

Positions on the management committee are :

### President

- . Shall preside at all meetings of the club, preserve order, perform all presidential duties and be an ex-officio member of all committees.

### Vice President

- . Shall carry out duties of President (in the absence of the President).

### Secretary

- . Shall summon and attend all meetings of the club.
- . Shall administer the officers of the club as directed by the committee.
- . Shall be an ex-officio member of all committees.
- . Shall ensure that accurate minutes are kept of the Annual General Meeting and of the committee meetings.

## Management Committee cont.

### Treasurer

- . Shall attend all meetings of the club.
- . Shall receive all subscriptions and monies due and deposit same within 14 days with a government guaranteed financial institution recognised by the committee.
- . Shall keep books of accounts of the club, furnish to the committee whenever required an account of all the financial transactions relating to the club and submit a financial statement (audited if required) to the club meetings.
- . Shall submit an audited financial statement to the Annual General Meeting of the club.
- . Shall be an ex-officio member of all committees.

Note : One person may be elected to carry out the duties of both the Secretary and the Treasurer.

### Minute Secretary (Assistant Secretary)

- . May be elected annually and shall attend all committee meetings and keep accurate minutes thereof, and shall assist the Secretary / Treasurer with their duties.

### Junior Coordinator

- . Shall be elected annually and shall preside at all meetings of the junior subcommittee, preserve order and coordinate the administration of the junior subcommittee.
- . ~ 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.

### Club Captain

- . May be elected annually and is responsible for chairing senior selection subcommittee meetings.

### Team Manager

- . Shall be elected annually and is responsible for 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.

### Chairperson Of The Social Subcommittee

- . Shall preside at all meetings of the social subcommittee and report to the management committee.

### Midweek Social Tennis Coordinator

- . Represents the midweek social tennis membership and reports on these matters to the management committee.

### General Committee

- . Up to 4 other members.

## Subcommittees

### Junior Subcommittee

- . This is the major subcommittee of the club and where significant volunteer support is sought from junior parents.
- . Together with the Junior Coordinator, the subcommittee is responsible for all operational issues associated with the summer and winter junior competitions at the club.
- . At present, positions within the subcommittee comprise :
  - . Admin Officer – Current: Francine Turner – Time Requirement : 4 weeks work at the start of the season. Duties: – Keep track of all players' information when the forms come in. Assist in Team selection. Fill out SDTA Nomination forms. Once teams have been allocated and season draw is complete, roster Denman home matches; produce and distribute team rosters. Francine Turner has volunteered for this position
  - . Recording Officer – Current: Francine Turner – Time Requirement : 2-3 hours every week. Duties: Collect Results Sheets from Denman on Saturday afternoon. Record the results in SDTA Recorder and Denman Club spreadsheet. This must be completed by 7pm Monday evening. Post results sheets to SDTA Recording Officer to be received by 6pm Tuesday evening.  
~~We require a volunteer for this position.~~ (since filled)
  - . Ball Manager – Current: Francine Turner – Time Requirement: 1 hour every week. Duties : Ensure we have enough balls for the home teams each week. For Divisions that don't use new balls, ensure the balls they have are of a good standard.  
We require a volunteer for this position.
  - . Boys' Team Manager – Current: Lori Morgan – Time Requirement – 3-4 hours every week. Duties: Liaising with parents and boys to ensure all Boys' teams are full each week. Write out the team sheets and deliver to Denman before 7am on Saturday Morning (Friday Night is fine) for Saturday Morning Teams, and Thursday Night before 6pm for Friday Night Teams. Optional Duty: Assist with initial team selection. This position can be split between 2 or 3 people.  
~~We require a volunteer for this position.~~ (since filled)
  - . Girls' Team Manager – Current: Torii Cooney & Gill Scott – Time Requirement: 2-3 hours every week. Duties: Liaising with parents and girls to ensure all Girls' teams are full each week. Write out the team sheets and deliver to Denman before 7am on Saturday Morning (Friday Night is fine) for Saturday Morning Teams, and Thursday Night before 6pm for Friday Night Teams.  
Torii Cooney & Gill Scott have already volunteered for this position.

## Junior Subcommittee cont.

- . Orange Ball Team Manager – Current: Jordan O’Shannessy – Time Requirement – 1 hour every week. Duties: Liaising with parents to ensure all Orange Ball teams are full each week. Write out the team sheets and deliver to Denman before 9am on Saturday Morning (Friday Night is fine)  
Jordan O’Shannessy has volunteered for this position.
- . Saturday Morning Denman Supervisor – Current: Lori Morgan & Torii Cooney – Time Requirement 4 ½ hours every week. Duties: 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 very 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.  
Torii Cooney & Sue Gent have volunteered for a roster for this position. We require one more volunteer for the roster for this position
- . BBO Manager – Current: Katherine Stocco – Time Requirement: 1-2 hours each week. Duties: Ensure the BBQ has enough food for each week. Purchase the goods when required, liaising with the club treasurer, and deliver them to Denman. Katherine Stocco has volunteered for this one.

## Selection Subcommittee (Seniors)

- . 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.

## Social 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.

## Subcommittees cont.

### 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.

### Tournament Subcommittee

- . Arranges and conducts the club tournament for junior and senior members.
- . The tournament is normally held on consecutive Sunday's 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.

## Other Appointments

### Assistant Team Manager

- . May be elected annually to assist the Team Manager.

### Delegate (Association / SDTA)

- . Appointed by the management committee.
- . Represents the club in all association matters.
- . Attends Southern Districts Tennis Association meetings (normally 3<sup>rd</sup> Wednesday of each month) and reports matters arising from these meetings to the management committee.

### Bar Manager (non-committee)

- . Ensures bar stocks are appropriately maintained throughout the year according to normal usage patterns and special functions e.g. fundraisers and end-of-season.

### Patron

- . A highly respected person preferably with close ties to the club.

### Auditor

- . Provides independent audit services of the club's accounts as required and to assist with the preparation of financial statements presented at the Annual General Meeting.