

# Wicklow Tennis Club – Child Protection Policy

## Appendix 7

### **Roles & responsibilities of Sports Leaders, Elected Officials and Other Officials**

#### **Club Chairperson/President.**

The role of the President of the Club is to act as a representative of Wicklow Tennis Club.

- To chair Executive Committee meetings.
- Deliver reports to the AGM (January)
- To issue official correspondence on behalf of the club. (It is advisable to have all letters issued by the Chairperson/President)
- To endeavor to generate good communication between committee members to unite the group
- To encourage the full participation of all committee members
- To assist Child Protection Officers
- To provide experience and advice if requested.
- To liaise with the other officers between committee meetings
- To officiate at club events

The appointment of the President is made by members at the Annual General Meeting and is an honorary position.

## **Club Administrator**

The role of the Administrator is to manage the administration of the Club, ensuring that information is maintained and distributed in a timely, professionally presented manner, in liaison with other officers.

- To convene (& attend) annual or specific general meetings and Committee meetings, ensuring that all necessary papers are available in advance.
- To maintain all club records including incoming and outgoing correspondence
- To deal with correspondence as it arises. (this may include urgent correspondence which cannot be held over to a committee meeting and which should be passed to the Chairperson/President as soon as possible )
- To retain and file original copies of all relevant correspondence, minutes.
- To maintain and manage all digital records
- To collect membership forms/subscriptions from new & existing members, recording information on the membership database.
- To pay membership monies into Club's bank account, updating Treasurer
- To apply Club rules to address requests for fee discount/reduction (or by special Committee agreement, if necessary).
- To handle telephone/email enquiries from prospective new members.
- To help organise promotional events/open days for new members.
- To maintain & distribute an induction pack for new members.
- Deal with DLTC leagues
- Ensures that all Senior members that are involved with Junior Events are Garda Vetted.

### **Club Treasurer.**

The role of the Treasurer is to manage the Club's accounts, including financial planning, preparation of estimates and forecasts, and liaison with other officers to promote effective financial control.

- To record all financial transactions of the club
- To report on all transactions to the Executive Committee meetings
- To issue payment for all bills, wages, fees etc. as approved by the Executive Committee.
- To lodge all monies received.
- To liaise with sub-committees where necessary in relation to receipt or expenditure of any monies.
- To liaise with the club's bank in relation to club accounts
- To report to the monthly meeting of the Executive Committee
- Delivers report to the AGM (January)

### **Club Captain**

The role of the Club Captain is to oversee the competitive side of the Club, ensuring that all teams fulfill their fixtures and are allocated a Team Captain to run each team. To run the annual Club closed tournament – specifically, ensuring all matches are played on time, finishing in a Finals Day, collecting trophies

- To organize all tennis activities within the club.
- To select club teams.
- To liaise with other sub-committees in relation to various events within the club.
- To report to the monthly meeting of the Executive Committee
- To officiate at club events, prize-givings etc. as necessary
- To report to the monthly meeting of the Executive Committee
- Delivers report to the AGM (January)

## **Club Secretary**

- To ensure that minutes are taken effectively at all meetings, and that a typed version is produced & distributed either in hard copy or by e-mail promptly amongst the respective members.
- To report and record the minutes of the monthly Executive meetings
- To set the agenda for meetings in consultation with the Chairperson/President
- To issue notices of committee and General meetings

## **Junior Sub-committee member**

The role of the Junior Committee is to organise and oversee activities for Junior members and report regularly to the main Committee.

- To identify any major issues regarding Junior Members and put forward proposals to the main Committee for consideration and final approval (including any Intermediate nominations for joining adult social play).
- To report to the monthly meeting of the Executive Committee
- To manage arrangements for Juniors/Intermediates entry into tournaments and County events, including Mini Tennis.
- To liaise with Coaches regarding coaching and any school-based events.
- To ensure that the Secretary is kept up-to-date with Junior events.
- To liaise with Match Secretary to produce paperwork for the clubhouse – including home match schedule (A3), results schedule (A3), results sheets (supplied by leagues).
- To provide a forum for issues from the Child Welfare Officer

### **Maintenance committee member**

The role of the Maintenance Committee is to manage and organise the maintenance of the Clubhouse, courts and ground owned by the tennis club

- To report to the monthly meeting of the Executive Committee
- Ensuring that the all maintenance will be handled as quick as possible
- Ensuring that the clubhouse in and out, courts and all surroundings are compliant with health and safety regulations.
- To plan and organise maintenance tasks as necessary.

### **Child Protection committee**

The role of the Child Protection Officer is to take specific responsibility for child safety at the Club and act as a point of contact for parents, children and any outside agencies.

- To report to the monthly meeting of the Executive Committee
- To ensure all Child Protection Policies and Procedures are up-to-date and that it is reviewed annually prior the AGM and that the Child Protection Policy is displayed in the clubhouse.
- To ensure that parents of junior members are aware of the role and policy and how to contact the Child Protection Liaison Officer in the event of any concerns.
- To ensure that any concerns raised are dealt with appropriately and promptly.
- To request appropriate confidential information from the parents or guardian of juniors members for use in the event of an emergency.
- To check, on a quarterly basis, that the First Aid box is adequately stocked.
- Will attend all trainings that is valid for Child Protection

## **Tennis Coach**

The role of the Coach is to oversee the club's senior and junior coaching programme at WicklowTennis Club.

- To report to the monthly meeting of the Executive Committee to report on progress and feedback on the success of junior coaching and competitions.
- To ensure effective progression of talented players, from the club development programme and local school.
- To assist in the selections of teams.

## **Club Development**

The role of Club Development is to look for ways to improve the club in areas such as facilities, membership and management.

- To propose development ideas
- To provide experience and advice if requested