

## **Seniors Captain/Contact Role Description**

### **Seniors Captain/Contact**

***Responsible for organising an appropriate senior match programme for all age groups over 18.***

#### **Main duties**

- To organise an appropriate match programme for all senior age groups.
- To register teams for appropriate leagues and competitions
- To agree fair and transparent team selection criteria and selection panel.
- To work with the coach to set up team trials and practices
- To organise team captains for each team
- To co-ordinate travel for away matches, considering the need for any disabled players
- To book courts, provide balls and arrange culturally-appropriate refreshments for home matches
- To submit results to the LTA (when appropriate) and the website editor or communications officer
- To promote Fair Play both on and off court
- To ensure the club Safeguarding policy, guidance on ratios, supervision and all other relevant guidance and procedures related to children are adhered to

#### **Skills and traits**

- Approachable and friendly
- Good communication and IT skills
- Enthusiastic motivator
- Well organised, reliable and a good delegator

#### **Key Relationships**

- Chairperson and management committee
- Coach
- Adult players

#### **Time commitment**

- Attendance at senior events
- 4 hours per week

#### **Criminal records check**

- Dependent on their contact with children and/or adults at risk and/or access to confidential information