

The following is a list of the skills required by members of the North and South Wales County Committees. The list includes all those skills which would be needed to undertake the responsibilities of the committees as set out in the Articles of Association and the terms of reference agreed by Tennis Wales. It is not expected that every member should have all the skills listed – that would clearly be unrealistic but the Committee should comprise a group of people with a range of knowledge and experience. However, it would be expected that most members would have some of the skills and knowledge from each section. The Committee as a whole should have, or be able easily to call upon, all the skills and knowledge shown.

Tennis knowledge and skills

General tennis knowledge

A knowledge of the game derived from being a player, venue member, official, parent or spectator. Committee members would also be expected to be passionately committed to the development and long term future of the game in the county.

Playing experience

Experience of club tennis, at a recreational or team level.

Experience and knowledge of county tennis – and have played at county level at some point in their career. Knowledge of tennis at this level could also be gained vicariously through being a parent or coach of a county level player, or a junior with potential to reach that level.

Knowledge of veterans tennis.

Coaching experience

A qualified coach with experience of working at different levels in the game, either on a voluntary or paid basis.

Venue management

Experience of running the game in tennis venues, either through organising teams, coaching, developing juniors, fund-raising or volunteering in other ways, especially as a Chair or member of a tennis venue Committee.

Business related skills

Financial skills

Some experience of managing a budget and the ability to understand an income and expenditure account, and to challenge assumptions.

Communications

Knowledge and/or experience of working with the press and through social media.

Experience of organisational management and development

Experience of working in changing organisations and a positive attitude to change.

The ability to contribute to ensuring that Tennis Wales responds to change in its environment, for example within its funding partners, and that it adapts to it, whilst preserving its identity and safeguarding the aims and objectives of Tennis Wales.

Leadership skills and the ability to motivate a team and inspire and engage others.

Experience and knowledge of other organisations

A range of experience of working within and with a variety of public private and voluntary sector organisations, for example local authorities, central government, sports related bodies, schools, small businesses, industry, and service sector.

Personal attributes – required of all Committee members

Corporate governance

Strategic perspective, vision and ability to work positively within a team. Selflessness, integrity, objectivity, accountability, openness, honesty and leadership (Nolan Principles).

Communication skills

The ability to contribute effectively to discussion in meetings, to communicate effectively with partners and other tennis people and to represent the Committee at public tennis events.

Ability and willingness to listen to others, to respect the views and opinions of others and to respect confidentiality at all times.

Equality & Diversity and Safeguarding

Commitment to the principles of equality and diversity and Safeguarding in tennis, with ability to apply them to all aspects of work within Tennis Wales.

Analytical skills

The ability to apply logical thinking to and a positive and constructive approach to problem solving.

General Data Protection

To understand and comply with General Data Protection Regulations and the advice provided by Tennis Wales and its partners.

Commitment

A willingness and capability to attend not only Committee meetings, but also meetings of sub-groups and to contribute outside formal meetings, by attendance at tennis events within the county.

Committee members need to be able and willing to give time and commitment to undertaking some voluntary work contributing to the achievement of one or more of the objectives set out in the County Plan. This includes such activity as:

- Administrative tasks, drafting and sending out letters and emails
- Running county leagues – correspondence, doing draws, arranging fixtures, handling disputes
- Refereeing fixtures such as Shield finals
- Overseeing finance issues and expenditure
- Attending events to represent the Committee
- Supporting those responsible in planning county training, selecting players, appointing county captains
- Acting as a selector for county and national teams
- Communicating with tennis venues and others – writing and sending newsletters and other communications
- Co-ordinating veterans tennis in the county