

RIVERSIDE TENNIS CLUB COMMITTEE DUTY CARD



LADIES CAPTAIN

ROLE

The Ladies Captain is responsible for:

- Managing all tasks associated with the Club's participation in Mid-Week Pennants;

DUTIES

1. Prior to the Mid-week Pennant commencing, type up sheet and put on notice board for members to place their name and telephone number on if they are interested in playing in the competition.
2. Attend the Annual General Meeting where committee members are nominated and selected, then a selection committee is set up from these nominated members.
3. Organise teams and team captains with selection committee for the Mid-week Pennant prior to the commencement of the season. Select proposed teams and list them on the notice board for all members to peruse so they can communicate back to the Captain and/or committee if they feel any changes need to be made. This should be done in plenty of time for the final teams to be organised and sent off the Tennis North for ratification and printing up of teams prior to the commencement of the pennant. The Pennant usually commences at the beginning of September.
4. Arrange for the purchase of Balls for the mid-week ladies, they need 2 new balls for each home game. These are then handed out to the team captains, where monies are collected and given to the Club Captain to pass onto the Treasurer.
5. At the beginning of the pennant when teams are printed and you know where everyone is playing, organise a "Cleaning Duties Roster". Try to get the same amount of teams on Duty over the pennant as possible. This will make sure everyone has the same cleaning duties on court one, and also make sure that they have equal time on the bottom court, so as no one team is on the same court all the time.

6. Obtain team lists from Tennis North once they have been printed and do extra photocopies if necessary to be able to be given to all team members. Hand out envelopes to team captains, it is then their responsibility to give out the rosters to their team members, and also to sort out the ball money.
7. Attend Mid-Week Pennant Committee meetings as required.
8. Attend Tennis North Committee meetings approximately 3 monthly.
9. Liaise with Mid-Week Pennant Coordinator.
10. Prepare the Club's response to motions and / or propose motions in relation to Mid-Week pennant rules.
11. Attend Riverside Tennis Club Monthly meetings and prepare a report on behalf of the Lady members commenting on anything that has happened over the previous month or any concerns that may arise from the ladies or other members in general.
12. Organise or designate someone to co-ordinate the Monday, Wednesday (over winter) and Saturday morning social games. This involves making sure everyone gets the same amount of game time and has good tennis in the process, so as we try to keep everyone happy.
13. Organise end of season and Christmas social events as required. Type up notice of when and where functions are to be held, this is to enable members to place their name on the sheet which will allow you to ring the place where you intend to have the function to book that venue and give approximate numbers for those attending. Then ring and confirm a couple of days before the event. Always allow a couple of extra people just in case you have more turn up than have advised.
14. End of Pennant social function is normally held on the pennant grand final day, but sometimes this does not work out due to inclement weather. The Christmas dinner is usually held at the end of the third round, approximately the 3rd Wednesday in December, which is the start of the Christmas break.