



Beaudesert Tennis Association

Committee Member Role Discription

Junior President

The Junior President promotes and develops the junior game, organising the junior tournaments, fixture Tennis events and regulates the junior competition calendar.

Responsibilities

The Junior Club Co-ordinator is responsible for:

- effective recruitment and retention of players in the junior divisions in line with club strategy
- nomination of team playing tournaments, commensurate with players requests and abilities
- drawing up of the court allocations for the season
- organising of court access for training practice sessions
- ensuring match grade balls and scoresheets are readily available for all teams
- ensuring completed match score sheets are processed in accordance with current requirements
- administration and management of the teams (through player parents)
- creating and convening of the Junior sub-committee
- organise and run the junior club tournament
- actively encourage hosting of other junior tournaments if the opportunity arises
- convening of regular meetings with Junior Club Captain and Junior Vice Captain to enable club/player communications and feedback
- monitoring of team performances over the duration of the season, and if required, initiate corrective action/s
- displaying of regularly updated ladders
- promotion of OH+S guidelines and sports fitness principles
- preparing and presenting an end-of-season Junior Club Co-ordinator report.



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- represent junior interest on the club Committee.
- ensure that Athletes under 16 years must be supervised at all times. It is extremely important that all team managers/parents are aware of relevant policies including:
 - Child Protection Policy
 - Harassment Free Policy
 - Codes of Conduct.

Relationships

- Report to Committee

Accountability

- The Junior president is accountable to the President & members

End of year hand over

Updating key documents

At the end of each year a key activity of the Junior president will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Junior President

An important responsibility of outgoing Junior president is to train, mentor and support the incoming Junior president.

The estimated time commitment required as the Junior President is up to **XX** hours per week.