



Gorleston Lawn Tennis Club  
The Pavilion, Orde Avenue  
Gorleston, Great Yarmouth, NR31 6SZ  
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### **GLTC – Competitions Co-ordinator**

#### **What makes a good Competitions Co-ordinator?**

Methodical and reliable

- A good communicator, who is enthusiastic and motivational
- Ensure all delegated tasks are actioned
- A good planner with excellent organisation skills
- Be able to lead and supervise others, as well as delegate
- Be a competent computer user
- Prepared to make a regular time commitment

#### **Roles and Responsibilities**

- Develop competitive opportunities for all at the club
- Act as the main contact for all district, county and national bodies' particularly involving pre tournament (e.g. Competition Application Form) and post tournament administration (e.g. processing results)
- Ensure all members the opportunity to compete in competitions that are appropriate to standard/ambition
- Seasonally monitor and evaluate competition opportunities and report back to the management team
- Work with the fixtures secretary and committee to schedule the club competition calendar
- Work with the committee to develop sponsorship opportunities
- Work closely with club coach to ensure competition opportunities exist within the coaching programme
- Ensure courts are booked for all competitions
- Help in running club tournaments

#### **Estimated Time Commitment**

10 committee meetings per annum, 1 AGM, County AGM, other meetings as required.

2 – 3 hour per week throughout the year.

#### **Key Relationships**

Coach, Parents, Players, Committee, County LTA Office

***This job description was approved by the Committee on 17/10/11***