



Gorleston Lawn Tennis Club  
The Pavilion, Orde Avenue  
Gorleston, Great Yarmouth, NR31 6SZ  
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Website: [gorlestontennisclub.co.uk](http://gorlestontennisclub.co.uk)

### **GLTC Junior Team Manager**

The Junior Team Manager is a member of the committee with a responsibility for ensuring the club participates in local, county and national team competitions.

### **What makes a good Junior Team Manager?**

Enthusiastic

Motivated with an ability to motivate young people

Good communication skills

- Well organised and able to co-ordinate a schedule
- Able to delegate
- Confident and effective communicator

### **Roles and Responsibilities**

- Ensure the club is represented appropriately in available team competitions at a junior and adult level
- Be a point of contact for all junior team activity at the club
- Work with the club coach to select parent captains for each age group
- Organising team managers for junior teams
- Compile a list of the clubs fixtures
- Ensure courts are booked for match fixtures
- Communicate the fixtures to the parent captains
- Handle rearranged fixtures
- Liaising with league contacts
- Ordering and distributing balls for fixtures
- Informing and communicating with parents, players, club coach and the committee
- Organise an end of season awards night
- End of season report to the club committee

### **Estimated Time Commitment**

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

1 - 2 hour per week throughout the year

### **Key Relationships**

Club Coach, Parent Captains, Committee, Parents, Junior Membership

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