



Job Description

Job Title	Ladies Captain
Date	September 2023
Job Holder	
Date Appointed	AGM
Expenditure Authority	None without committee approval
Main Duties	As below
<p>Overall</p> <ul style="list-style-type: none">• Support the club in all its activities and specifically by attending club tennis sessions and social event• Actively encourage new members and support tennis activities at all levels• To oversee Ladies tennis• Attend Committee Meetings <p>Specifically</p> <ul style="list-style-type: none">• To captain one of the Ladies teams and select the squad for that team• For that team, to confirm with opposing team the date and time of each match and agree process of cancellation if weather prevents play• To make arrangement for travel for Away matches• To make arrangements for suitable refreshments for Home matches• To make sure new balls are available for Home matches• To supervise/organise play at Wednesday evening club tennis sessions• Together with the Chair, Club Captain and Mens Captain arrange the annual club tournament	