



Job Description

Job Title	Mens Captain
Date	October 2019
Job Holder	
Date Appointed	
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 men's tennis <p>Specifically</p> <ul style="list-style-type: none">• To captain one of the men's 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 Thursday evening club tennis sessions• Together with the Chair and Ladies Captain arrange the annual club tournament	