## Club Main Contact Role Description

**Overview of the Role**

Club Main Contacts play a crucial run in the successful running of a club. They will usually sit on their Club’s Committee or Management and be responsible for being the main point of contact for

the LTA, regional LTA team and the local County Tennis Association.

**What you will be doing**

Exact responsibilities will be agreed but will likely include:

* Receiving and sending out communications received from the LTA (County, Regional and National) to other club volunteers or members
* Completing the annual LTA venue registration process
* Attending meetings such as the LTA club forums and circulating updates and information to volunteers and members as appropriate

**Skills and experiences needed for the role**

* Approachable and friendly
* Good communication skills, both verbal and written

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* The time commitment for this role is flexible. On average this will be around [ ] hours per week during busy periods, but less at other times
* Attendance at the LTA club forums is extremely helpful so you can share learning
* Ideally you will be able to attend committee meetings and our AGM where possible

**Further Information**

* This role does not require a DBS check