## Juniors Captain/Contact Role Description

**Overview of the Role**

The Juniors Captain has responsibility for organising an appropriate junior match programme for all junior age groups from 8U to 18U.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Registering teams for appropriate leagues and competitions
* Agreeing fair and transparent selection criteria and a selection panel
* Supporting the coach to set up team practices
* Organising team captains for each team (which should be a coach or parent)
* Organising travel for away matches
* Booking courts, providing balls and arranging refreshments for home matches
* Submitting results to the LTA (when appropriate) and the website editor/communications officer
* Working with the club welfare officer as appropriate to ensure a safe, fun and inclusive environment is provided for all junior players
* Promoting Fair Play both on and off court

**Skills and experiences needed for the role**

* Approachable, caring and friendly
* Empathy with children
* Good communication and IT skills
* Well organised, reliable and a good delegator
* Integrity

**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**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will be asked to attend management committee meetings
* You will need to be available to attend junior events

**Further Information**

* This role requires a DBS check – speak to the Welfare Officer for more information