



## Kingsley Tennis Centre

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### Club Roles

#### Centre Manager

- To manage the day to day running of the club including liaising with the coaches and admin staff
- To liaise with the director and shareholders of the centre on all aspects of the club's running
- To manage and run the off-court aspect of the club, inc over the counter sales and social functions
- To oversee all communications with the LTA and the centre's charitable arm "The D.T.F"
- Answer the phone!!

#### Head Coach

- To run and develop the centre's coaching programmes in line with LTA guidelines
- To be responsible for the on-court performance of the club's better players
- To manage and run the club's teams at all levels
- To liaise with the centre manager on all coaching aspects
- To communicate and deal with the County TPC and the nearest HPC
- Answer the phone!!

#### Club Coach

- To deliver the published coaching programme at the club
- To be involved with "the D.T.F" and their programmes within the schools
- To assist the head coach in any running of club teams
- To help with over the counter sales such as re-stringing
- Answer the phone!!

#### Tennis Leaders

- To assist coaches as and where necessary
- To act as practice partners for up and coming younger players

#### Admin Officer

- To run the club administration inc... invoices for coaching and membership
- To run the court booking system
- To run and manage the club's website
- To liaise and assist both manager and head coach with any communications to members or outside organisations
- Answer the phone!!

#### Bar Staff

- Delivery of over the counter sales
- Cleaning of bar equipment
- Answer the phone!!

#### Volunteers

- Club captains to liaise with head coach about players available
- Club captains to organise the matches, inc meeting times and travelling arrangements
- Committee members of the D.T.F need to liaise with centre manager of fundraising ideas
- Committee members of the D.T.F need to approve and distribute funds awarded to the charity