

## **Job Description**

### **Wednesday Evening Club Play Supervisor**

- Arrive Onsite , say, up to 15 minutes, before 6pm – stay for 2 hours or, if demand warrants it, until 8pm
  - If you are unable to attend, please make reasonable attempts to find a replacement
  - & inform other supervisors/Club Manager
- Meet and greet new members
  - Welcome any beginners going up to Bill's session on courts 6 and 7
  - Be the 'face ' of the club for the duration of Weds Eve Club Play
  - Field any membership enquiries, hand-out forms, collect any completed forms etc
- Make sure new tennis balls (3 balls per court) are provided for each court
  - Mark the court number on the tennis balls with a marker pen
- Supervise / organise the courts and players throughout the session
  - Organise players into appropriate doubles pairs across courts 1-5
  - Take part in a four when there is a only group of 3 or an individual on their own
  - Provide basic training hints and tactical advice
  - Rotate all the players so they play and pair up against different people
- Inform players about the club's Moving Category Policy and Levels Criteria and nominate players to the Tennis Committee in accordance with the agreed policy (see website)
- Inform players about the Court Allocation Chart and on-line Tennis Court Calendar, including booking options
- Inform and promote playing and coaching opportunities for members
  - Pay and Play sessions on Thursday evenings and Syd & Sam (over 40s) on Friday mornings
  - the availability of group/individual coaching and how to contact Matt at Parklangleys
  - the opportunity to play in singles leagues: either mixed or women's league or both

**Responsible to Tennis Committee, ordinarily through the Club Manager.**

**Revised: May 2015**