

Vacancy Match Secretary

Duties:

- Be available for sorting out any Match queries from team captains and from other clubs and leagues – mostly done by our captains but occasionally needed to arbitrate or pass on messages
- Liaise with various leagues re match dates – again most team captains and club captains take care of this. Main emphasis for Match Secretary is the Watford League – these are prepared by Watford League by computer programme
- Collate details of all matches to be played – Summer and Winter leagues, again with main emphasis for Match Secretary being Watford Summer League – 9 teams in all. There are also ladies mid week matches.
- Prepare Captains folders/paperwork for season re dates of matches, result cards, record of subs collections, league rules (supplied each year by Watford League)
- Provide information of match dates, internal club competitions, Summer and Vets Finals, and junior events to Club Administrator who will maintain the Club Calendar, website and notice board. Various Committee members should feed you dates, most of which are picked up at Committee or Playing Committee meetings or subsequently confirmed to Match Secretary by email – organisers will/should check with you for court or function date availability.
- From team captains, collect/chase subs collected during the season and remit to Treasurer.
- Attend Playing Committee meetings usually held 2 or 3 times a year and just before main Committee meetings.
- Attend as many of the full Committee meetings as possible.

Estimate of time involved:

- March and April are busiest times because of work involved in preparing Summer team matches – April/May approximately 20 hours
 - Plus a total of ½ hour per week = 26 hours
 - Attendance at Committee meetings 8 x 2 hours = 16 hours
- A total of 62 hours per annum

Please email chorleywoodlawntennis@btconnect.com
or contact Nicky Edwards on 01923 284199