

Jobs and Responsibilities for GDTA Committee

- 1. Competition Secretary Z KYZELIS.
- 2. Assistant Competition Secretary R RODGER
- 3. Junior Branch Secretary D STIMSON S GIBSON
- 4. Association Championships Secretary J FORBES
- 5. Tournament Secretary S GUEST A HAWORTH
- 6. Inter-District Co-ordinator G HEALEY *
- 7. Sunday Morning Competition Organiser ~~FRANK~~ J ANDERS
- 8. Night Competition Secretary ~~FRANK~~ ~~ANDERS~~ Z KYZELIS
- 9. Publicity Officer } A + N NORRIS.
- 10. Sponsorship Officer
- 11. Catering Officer JUNE BUDAI?
- 12. Ladies Mid-week Representative E DOWDNEY
- 13. Social Committee Representative A HAWORTH
- 14. Trophies and Presentation Officer NAN LULHAM
- 15. Historian M NAGLE

Committees

- 1. Finance and Development M VAUGHAN M NAGLE A HAWORTH D STIMSON
- 2. Constitution and Rules Review M NAGLE D STIMSON. M VAUGHAN
- 3. Grounds Committee R RODGER Z KYZELIS A NORRIS A HAWORTH
S GUEST. S WARELOW. N LULHAM.

Competition Secretary

Position Responsibilities

1. Notify membership of closing date for team nominations.
2. Make sure Team Nomination forms are available.
3. Set meeting dates & times for grading and court draw for all senior comps.
4. Co-ordinate printing and distribution of draw.
5. Keep an up to date and accurate progressive point score. (Displayed on notice board).
6. Answer membership enquiries.
7. Have a sound knowledge of the Association Competition Rules.
8. Check that all players and teams are financial at first match played.
9. Report to Association Committee at each meeting of competition progress and any rule infringements.
10. Make available monthly a report on comp progress and items of interest to the Publicity Officer.
11. Report full team membership of winners and runners' up to Trophy Officer.
12. Keep accurate records of all senior comps.
13. Co-opt assistance as required.

Assistant Competition Secretary.

Position Responsibilities.

To assist the competition secretary in all aspects of senior comps as required.

Night Competition Secretary

To run night competitions as per the Competition secretaries responsibilities.

Championship Secretary & Tournament Secretary

Position Responsibilities

Championships: Open, Age, Vet. Special, Grade & Mixed.

Tournaments : Senior Open (October)
Junior Open (January) (Junior sec.)
M.J.T.A. Round Robins (Junior sec.)
M.J.T.A. State Final (Junior sec.)

No later than 2 months prior to event.

1. Prepare and have printed the entry form.
2. Distribute entry form.
3. Report to Publicity Officer for publicity.
4. Notify Trophy Officer of requirements.

After closing date for entries.

1. Check all entries.
2. Compile event lists.
3. Compile fees list.
4. Draw up alphabetical time draw sheets.
5. Call meetings to :
 1. Draw up events.
 2. Do time draw.
6. Co-opt assistance to run event.
7. Report to committee on :
 1. Progress of event.
 2. Income and expenditure of event.
 3. Suggestions for future events.
8. Keep accurate records of event.
9. Report to Publicity Officer.

Junior Branch Secretary

Responsibilities

1. Co-ordinate all aspects of junior tennis within the GDTA.
2. Set up and administer junior development programmes.
3. Attend as delegate of GDTA:
 1. M.J.T.A. regional meetings
 2. Hunter Valley Central Coast junior association meetings.
4. Liaise with M.J.T.A. regional co-ordinator.
5. Co-ordinate all junior tournaments. (See tournament secretary responsibilities)
6. Co-ordinate Divisional Coaching School.
7. Organise selection and administration of M.J.T.A. squads.
8. Liaise with Sunday morning comp organiser.
9. Give assistance in junior matters to:
 1. Inter-District co-ordinator.
 2. Championship secretary.
10. Report to committee at each meeting.
11. Report monthly to Publicity Officer on all aspects of junior tennis.
12. Keep accurate records.

Sunday Morning Comp Organiser

Responsibilities

1. Co-opt assistance to supervise comp.
2. Set competition dates with junior secretary.
3. Advertise competitions
4. Call meetings for:
 1. Compiling teams.
 2. Draw.
5. Arrange printing and distribution of draw.
6. Keep an up to date and accurate progressive point score displayed on notice board.
7. Grade all new players.
8. Keep singles records on all players.
9. Collect all competition fees.
10. Check that all players are financial members of the association.
11. Report trophy requirements to Trophy Officer.
12. Arrange presentation and B-B-Q on finals day of each comp.
13. Run Sunday Morning Championships. (As per Tournament secretaries responsibilities)
14. Keep Tournament and competition results of GDTA juniors.
15. Report to Junior Secretary.
16. Keep accurate records.

Inter-District Co-Ordinator

Sydney and Hunter Valley Inter-District Competitions

Two months prior to event

1. Set closing date for nominations.
2. Prepare and have printed the nomination form.
3. Distribute nomination form.
4. Report to publicity officer to advertise event.
5. Report to committee ideas for team uniforms.

After closing date for nominations.

1. Check all nominations for eligibility and accuracy.
2. Set date for selection meeting.
3. Advertise team selections.
4. Select managers for junior teams.
5. Liaise with teams to have all players fitted for uniforms
6. Collect all monies owing for uniforms.
7. Lodge all teams and fees with the Inter-District secretary.
8. Distribute draw to all teams.
9. Be conversant with competition rules.
10. Call a meeting of teams and managers prior to competition starting date to make teams aware of:
 1. Rules of competition.
 2. Commitment to association.
 3. Reporting of match results.
 4. Home and away court arrangements.
 5. Afternoon teas.
11. Post a progressive point score on notice board.
12. Co-ordinate all correspondence with Inter-District secretary.
13. Report to committee progress and any problems with teams or individuals.
14. Report progress of competition monthly to publicity officer.
15. Keep accurate records.

Publicity Officer

Responsibilities

1. Co-Ordinate publicity of all reports received.
2. Set up liaison with :
 1. Local print press.
 2. Local radio stations.
3. Supply articles for publication in "Tennis Topics" to the association printer on a monthly basis.
4. Organise distribution of association news letter.
5. Publicise all association functions.

Catering Officer

Responsibilities

1. Co-ordinate all kitchen and B-B-G requirements for any functions run by association at the clubhouse.
2. Supply a statement of income and expenditure to the Treasurer after each function.
3. Responsible for the upkeep security and cleanliness of the kitchen and equipment.
4. Keep accurate records.

Social Committee Representative

Responsibilities

1. Report to committee :
 1. Social Club activities
 2. Planned functions.
 3. Progress of all functions.
2. Report income and expenditure of all functions to the association Treasurer.
3. Keep records.

Trophies and Presentations Officer

Responsibilities

1. Report to committee ideas to improve this aspect of the associations operations.
2. Order trophies, prize money and or prizes as required on reports from :
 1. Comp secretary.
 2. Junior secretary.
 3. Tournament and Championships secretary.
3. Report expected expenditure to Treasurer.
4. Keep records of all competition presentations for both winners and runners up.
5. Co-ordinate presentation functions with the Social Club in consultation with the committee.

Sponsorship Officer

1. Investigate the possibility of sponsorship for each competition, tournament and event run by the association.
2. Follow up and confirm all current sponsors including signage of courts.
3. Keep sponsors informed of association activities.

Ladies Mid-Week Representative

1. Supply committee with a copy of Mid-Week meeting minutes.
2. Liaise information between association committee and ladies mid-week committee.

Historian

1. Investigate the history of the GDTA.
2. Prepare history for display in the association club house.
3. Set up a system for recording association events.

Finance and Development Committee

Call meetings as required to formulate strategies for the financial progress and development of the Association and the Vaughan Park complex.

Items for consideration are:

1. Pro shop contract.
2. Coaching contract.
3. Lease agreements.
4. Council leases.
5. Possibility of coaching contract on bottom complex.
6. Office procedures and enhancements.
7. Caretakers.
8. Future development of complex.
9. Insurance.

Report any recommendations to committee for consideration.

Constitution and Rules Review Committee

Call meetings as required to consider and formulate changes to the associations constitution and rules.

The aim of this committee is to correct problems in the current rules and constitution. This will assist future committees in the administration of tennis.

Grounds Committee

Call meetings as required to determine improvements to the complex and facilities.

Report to committee the benefits, costs and action plan with any recommendations.