## Mini Tennis Contact Role Description

**Overview of the Role**

The Mini Tennis Contact is responsible for facilitating Mini Tennis sessions, alongside the coach and schools co-ordinator.

**What you will be doing**

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

* Alongside the coach and management committee, deciding the number of Mini Tennis

Sessions and competitions to run each year

* Booking out court time
* Dealing with all enquiries from parents/carers for enrolling children in sessions
* Promoting Mini Tennis sessions/competitions to young people in your area
* Welcoming new players and parents/carers, to ensure membership and enrolment paperwork is filled out, and fees paid
* Ensuring the venue’s Safeguarding Policy, guidance on ratios, supervision and all other relevant guidance and procedures related to children are adhered to
* Promoting Fair Play both on and off court

**Skills and experiences needed for the role**

* Good communication skills – written and verbal
* Good organisation and IT skills
* Enthusiastic and friendly
* Works well in a team

**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 required to attend Mini Tennis coaching sessions as required

**Further Information**

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