

## **Tennis Club Manager Role**

### **Introduction about Lansdowne LTC**

Lansdowne Lawn Tennis Club (LLTC) is Ireland's oldest tennis club, founded in the 1875 and boasts a brand new clubhouse facility which opened in November 2016. We are a members' club catering for all levels of tennis, ranging from Class 1 through to Class 7/Non-League players to those who have yet to hold a tennis racket. We have 11 tennis courts suitable for year-round weather conditions. Our club is very active with a large array of social tennis functions organised throughout the year open to all levels. We also hold Club Championships for both junior and senior members and we are a member of Dublin Lawn Tennis Council (DLTC), participating competitively in the inter-club Winter League, Summer League, Mixed League, Senior League and Floodlight League competitions. We are governed by a Committee which meets on a monthly basis.

### **General Responsibilities**

- Identify and proactively maximize membership generation through initiatives;
- Revenue generation through the promotion and booking of functions/events in the Club's Bar/Function Room;
- Create, promote and implement programs to service the entire tennis membership;
- Integrate new members into the Club and identifying potential strong players;
- Attend Committee Meetings and update committee on relevant activities;
- Ensure all club/tennis activities operate at least on a break even basis;
- Respond promptly to all members and potential members general queries;

#### **1. Membership recruitment**

- Revenue generation via new membership drives: co-ordinate the club's marketing to promote the Club's services and facilities;
- Approach businesses for Corporate membership.

#### **2. Events**

- Revenue generation via new membership drives and functions: co-ordinate the club's marketing to promote the Club's services and facilities: including researching opportunities for new clients and new events, manage booking calendar in conjunction with the Bar Manager;
- Liaise with event clients to ascertain their exact requirements and organise same in accordance with a pre-agreed budget and organise staffing requirements with the Bar Manager;
- Oversee the dismantling and removing of the event and clear the venue efficiently;
- Seek sponsorship for the East of Ireland and other club events.

#### **3. Tennis**

- League Tennis: assist the Tennis Committee with the preparation for all DLTC leagues including league challenges, selection of teams, enter the league teams and enter the league results. Club Captains will take lead on league;
- Adult Clinics: organise Tennis Clinics all year round for new and existing members and for different standards of mens/ladies and liaise with the coach(es);
- Internal Tennis Events in conjunction with the Tennis Committee:
  - Decide the dates for the Tournaments, prepare entry forms, collect entry fees, organise the tournament and prizes;

- Update the results board and the website;
- Report to the club on the event and its finances.
- Social/Recreational Tennis in conjunction with the Social Committee:
  - Organise American Tournaments for (c.2 p.a.): for all levels and separate ones for Class 1 & 2;
  - Organise two New Members Nights p.a. (one in April/May, one in Oct/Nov).
- Junior Tennis:
  - Line Manager to coach(es) in the Club;
  - Design, advertise and manage the Junior After Schools programme with the club coach(es) including prices and hours;
  - Organise the junior club championships, friendly matches/fun days;
  - Organise and advertise Easter Camp, Summer Camps and a Halloween Camp;
- Tournaments:
  - Oversee the running of the Leinster Junior Open (June/July), East of Ireland Senior Open (Aug) and The Club Championships (Sept):
  - Oversee the contact of potential sponsors;
  - Run the tournament: act as either Tournament Director/Tournament Referee and assemble a Tournament Committee and a Tournament Social Committee;
  - Report to the Committee on the event and its finances.

#### **4. Financial Management**

- Budgets: oversee/prepare budgets for each activity within the Club;
- Oversee and monitor the spending of budgets/club activities;
- Work with the Club's Treasurer and Subscriptions' Treasurer to manage the finances of the Club;
- Assist the Club Administrator with his/her responsibilities with the Club's Accounts where required.

#### **5. Public Relations**

- Update all items of the Club's website for tennis results, social news and upcoming events including the Club's Facebook page;
- Prepare weekly newsletter and annual newsletter to members informing them of upcoming events and club news;
- Complete the calendar on the website to inform members of court usage for the month and print out a copy for the notice board;

#### **6. Committee**

- Implement general policies/various activities established by the Main Committee;
- Provide advice and recommendations to the President and Committee about maintenance, equipment and services not provided in approved plans and/or budgets;
- Attend meetings of the Club's Main Committee and sub-committees as required;
- Prepare reports and other support material for the Main Committee and President as required.

#### **7. Staff**

- Line Manager to the Club Administrator, Coach(es) and the Cleaner;
- Work closely with the Club Administrator and assist with the role where required;

- Monitor the bar/cleaning staff on the completion and execution of the hygiene forms required by the Health Authorities and working hours forms;
- Ensure proper cleanliness and sanitation of all club facilities and environments;
- Monitor and keep a log of all staff rotas, holidays and sick days for the entire Club.

#### **8. Day-to-Day**

- Ensure availability for any arrival of workmen/deliveries etc. required by the Club and its committee;
- Check all deliveries are correct and communicate same to relevant parties;

#### **9. Emergency/First-Aid**

- The Tennis Club Manager should be trained in Emergency First Aid;
- Make staff aware of Fire Procedures;
- Handle emergencies such as fire, accidents and breaches of security/house rules promptly and in person. Emphasize prevention through training and inspection.

#### **10. Other**

- Carry out any other reasonable duties assigned by their Line Manager.

#### **Place of Work**

The normal place of work shall be at Lansdowne LTC, Londonbridge Road, Dublin 4.

#### **Hours of Work**

10am – 5.30pm Monday – Friday. However, given the nature of the Tennis Club Manager role it is expected that a certain amount of work will occur in evenings/at week-ends (such as the East of Ireland, Junior Open, Tournaments, meetings etc.).

#### **Remuneration**

The Remuneration for the position will be €34,000 (gross) per annum, such salary to be paid monthly in arrears by standing order into your bank account.

#### **Holidays**

21 days holidays per calendar year, (exclusive of all bank/public holidays and Club closing periods during Christmas), to be taken at such time(s) as the Club shall consider to be most convenient.

#### **Candidate Requirements:**

- Managerial experience and working as a team in a team environment;
- Experience with Club Management/dealing with Sports Committees;
- IT skills: excellent working knowledge of Microsoft Excel and proficient in QuickBooks would be ideal;
- Good Interpersonal skills;
- Experience in preparing and reading accounts;
- Interest in tennis is preferable;
- Experiencing in organizing social events is preferable.

**Interested parties should submit their CV and a Cover letter to [info@lansdowneltc.com](mailto:info@lansdowneltc.com) for the attention of the President by close of business Friday 19<sup>th</sup> January 2018.**