



**WALSALL TENNIS CLUB**  
(formerly **BIRMINGHAM ROAD LAWN TENNIS CLUB**)

Club grounds at the rear of the Metro Inn, Birmingham Road, Walsall

[www.walsalltennis.co.uk](http://www.walsalltennis.co.uk)

*President: (vacant)*



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**Secretary:** Mr Rick Magnante, 12, Scott Road, Walsall, WS5 3PU.

Telephone: 01922 645130

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## JUNIOR COORDINATOR JOB DESCRIPTION

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**Coordinator Name:** .....

**Responsible to:** **WALSALL TENNIS CLUB MANAGEMENT COMMITTEE**

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**Main duties:**

1. To lead junior club development work including the co-ordination of junior club development plans.
2. To recruit and manage junior coaches, team managers and other volunteers as necessary.
3. To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors.
4. To represent the interests of junior members at Management Committee meetings.
5. To manage problems and issues arising from the junior section.
6. To work with other agencies such as local schools, county sports partnerships and local authority sports development units to improve/sustain club membership.
7. To review the activities of the junior section through feedback and evaluation on an annual basis.