

Committee and Management Team

About this document

This document sets out the management team in place at Langford Tennis Club, their roles, responsibilities and contact details.

Executive Committee

Role	Name	Responsibilities	Contact
Chairperson	Caroline Bowers	Overall club management and direction Lead committee meetings and AGM	chair@langfordtennisclub.org.uk
Secretary	Vicky Chung	Support club meetings, minutes & agendas.	secretary@langfordtennisclub.org.uk
Coaching and Juniors	Paul Metcalfe	Coaching timetable, liaison with club coaches, court availability	coaching@langfordtennisclub.org.uk
Membership	John Doe	Membership renewal and enquiries. Issue gate cards & keys. Maintain membership database	membership@langfordtennisclub.org.uk
Treasurer	Chris Markwick	Keeping of accurate financial records. LTA Contact.	treasurer@langfordtennisclub.org.uk
Match Secretary	David Davies	Register teams for appropriate leagues / competitions. Arranges matches and court availability. Keeps captains well informed.	fixtures@langfordtennisclub.org.uk
Welfare Officers (DBS Checked)	Paul Jaggard	To promote and manage safe and inclusive tennis. To enforce club policies when appropriate. Takes the lead in matters of child and adult welfare complaints.	welfare@langfordtennisclub.org.uk



LANGFORD
TENNIS CLUB

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Complaints Officer	Andrew Fox	To ensure that complaints are handled professionally, promptly and fairly. Sets high standards to avoid complaints arising.	complaints@langfordtennisclub.org.uk
General Committee Member	Jo Jaggard	Manages club clothing orders. Newsletter. General club support.	clothing@langfordtennisclub.org.uk
General Committee Member	Michelle Drakes	Manages club clothing orders. General club support.	clothing@langfordtennisclub.org.uk

Other Key Contacts

Role	Name	Responsibilities	Contact
Club Coach	TBC	Tennis coaching, kids from 7yrs and adult coaching. To maintain LTA level 4 minimum.	
Assistant Coach – Level 1	Jo Jaggard	To support head coach as required.	07866598214
LTA Membership	Relevant contacts held on the LTA Website	To encourage tennis in the UK, providing guidance, useful information and Aegon British Tennis Rating.	www.lta.org.uk +44 (0)20 8487 7000 info@lta.org.uk
Website Management	Mike Deeks	Regular site updates. Winter & Summer Championship results	results@langfordtennisclub.org.uk
Facebook Admin	Jo Jaggard, Shelly Drakes,	Regular updates on Facebook page and monitoring of content	Search Langford Tennis Club for our Facebook Page