



ROLE PROFILES – ISLE OF MAN TABLE TENNIS ASSOCIATION

Title	Chair
Name	
Key Responsibilities	Ensure that IOM TTA stays on track and is equipped for the future by meeting its objectives whilst promoting IOM TTA
Main Tasks	<ul style="list-style-type: none"> • Plan for 3-5 years ahead • Promotion of IOM TTA with other relevant roles • Keep a watchful eye on other/sub committees • Communication and promotion of IOM TTA with key stakeholders such as MSR, Grant bodies, Island Games Committee, other sports • Attend any relevant meetings with these other bodies • Report back to main IOM TTA committee

Title	Finance
Name	
Key Responsibilities	Ensure our finances are under control and report to the committee accordingly
Main Tasks	<ul style="list-style-type: none"> • Produce Budget forecasts for 12-18 months period • Managing income and expenditure • Ensure Grant applications are completed within set timeframes • Ensure grants are used as they should be to ensure IOM TTA continues to receive the maximum grant(s) it can • Reporting financial position on all accounts • Preparation of final accounts and sign off by auditors

Title	Match Secretary
Name	
Key Responsibilities	Ensure teams are entered for the league and fixtures produced
Main Tasks	<ul style="list-style-type: none"> • Coordinate league entries for clubs • Produce League fixtures for IOM TTA and proposed league structure • Identify Trophies required for league competitions and order through administrator • Update website with match results/playing cards • Ensure players keeping to 'play up' rules

Title	Secretary
Name	
Key Responsibilities	Efficiently deal with all correspondence for IOM TTA and produce agendas and meeting minutes for circulation
Main Tasks	<ul style="list-style-type: none"> • Be focal point for all correspondence for IOM TTA • Prepare and issue agenda setting dates for meetings • Report correspondence received to the main committee as a standing agenda item • Take and produce minutes for main committee

Title	Administration
Name	
Key Responsibilities	Undertake administration for other role holders
Main Tasks	<ul style="list-style-type: none"> • Hotel bookings for off island trips • Travel bookings for off island trips • Kit purchase for teams from juniors to vets (liaise with sponsorship role) • Build a supply of kits to ensure all teams representing the IOM have full consistent kit and we look a team • Tracking of kits to ensure we have all returned after events • Arrange 'storage' of kits in central location • Venue bookings for league matches and tournaments

Title	Tournaments
Name	
Key Responsibilities	Ensure appropriate tournaments are arranged both on and off island to ensure players at all levels have the opportunity to enter tournaments and develop
Main Tasks	<ul style="list-style-type: none"> • Plan ahead and produce a rolling 12 -24 month schedule for all competitions for IOM Players – both on and off island • Planning and booking for on island competitions, divisionals, open, Top 12, Hard Bat, Ken Page Christmas Cup etc and tournaments • Planning and booking for off island competitions and tournaments – all Six Nation events, 1/2/3/4 star events, plus any others • Produce all entry forms for these competitions meeting entry deadlines • Liaise with Development role for selection of players for events • Produce group rankings for all on island tournaments

Title	Development of players and coaches
Name	
Key Responsibilities	Ensure the players and coaches of the IOM TTA are suitably developed and stretched to enable them to play at the top level
Main Tasks	<ul style="list-style-type: none"> • Coordinate MYG • Ensure sufficient players for a Junior League from MYG competitors to feed to senior league • Run a full Junior League programme • Ensure we have a continual supply of new coaches coming through the ranks • Ensure IOM TTA has a number of island squads at all levels and abilities, junior through to senior • JS weekends for players and coaches • Off island trips to other venues such as Guernsey/Alderney – liaise with tournament role • Plan off island events – liaise with tournament role • Deal with player requests for grants from IOMTTA through the main committee • Oversee Junior Development team in the league

Title	Schools and Grass Roots
Name	
Key Responsibilities	Build IOM TTA relationships with schools in order to assist with grass root development to increase the numbers of juniors that could potentially play table tennis
Main Tasks	<ul style="list-style-type: none"> • Inventory of equipment held by schools to identify suitable venues for regional clubs • Establish a grass roots entry level for table tennis • Set up coaching sessions within schools to assist teachers • Book the NSC for summer months (7-9.00pm) • Ensure within the extended booking period we cater for drop in sessions to build number of people playing table tennis • Cater for ad hoc players who wish to play table tennis but not necessarily in league format

Title	Social
Name	
Key Responsibilities	Ensure IOM TTA has an active social calendar with various events some of which will need to be junior friendly
Main Tasks	<ul style="list-style-type: none"> • Organise annual prize presentation • Organise a variety of social events for IOM TTA (these are purely social events although may be opportunities for fund raising) • Whilst some events may be aimed at juniors or seniors exclusively there should be a number that are aimed at both providing the opportunity for juniors and seniors to mix

Title	Child Protection
Name	
Key Responsibilities	Ensure we follow best practice for Child Protection issues
Main Tasks	<ul style="list-style-type: none"> • Ensure IOM TTA has a robust Child Protection Policy • Provide a reference point for any issue in the form of an active Child Protection Officer

Title	Press and Communications
Name	
Key Responsibilities	Ensure IOM TTA has good coverage and promotes itself through all media channels
Main Tasks	<ul style="list-style-type: none"> • Update website • Responsibility for all communication with Press, Manx Radio, Website and Facebook as appropriate • Draw up guidelines for Facebook • Promote IOM TTA

Title	Sponsorship and Fundraising
Name	
Key Responsibilities	Ensure IOM TTA attracts key sponsors and raises money through fundraising activities
Main Tasks	<ul style="list-style-type: none"> • PR for what IOM TTA has to offer • Marketing • Attract sponsors for IOM TTA on the back of our offering • Organise fund raising opportunities – bag packs etc • Monies in from sponsorship and fundraising • 100 Club