

## **Committee Structure**

Exco (5)

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- 1 General Member

General Committee (6)

- Marketing / Sponsor
- Night Captains
- Facilities

Total (10)

## **Club Maintenance**

Day to day maintenance

Cleaning staff

Grounds

Consumables

Tshwane relationship

**[Club Secretary]**

## **Marketing / Sponsorship**

Courts – Tins / Front Wall

Club – Outside Area / Court One

New Courts

Tournaments

**[1 Portfolio]**

## **Kiosk**

Supervisors

Roster

Stock

Takings / Float

**[Club Secretary]**

## **Facilities**

Building maintenance

- Fixtures & Fittings

Painting

Courts

Alterations

**[1 Portfolio]**

## **Website**

Maintenance

Updates

Newsletters

**[1 Portfolio & Club Secretary]**

## **League / Tournaments / Events**

Tournament Referee

Administration

Financials

- Satellite Series - Night Captains
- Double Trouble - Referee
- Doubles - Referee
- Winter League - Night Captains
- Summer League - Committee per Week
- Club Champs - Night Captains per night
- Squashathon

**[4 Portfolios]**

## **NSA Representative**

Liaison between the NSA and Uitsig

NSA meeting representative

Disputes

**[Vice Chairperson]**

## **Junior Representative**

Liaison between Junior Squash and Uitsig

Meeting representative

**[Junior Coach]**

## **Finance**

Daily / weekly capturing

Debtor Management

Monthly recons

Monthly reports on expense vs income

Audit

Payments

**[Treasurer & Club Secretary]**

## **Membership**

Welcome

Activations

Communication

Database

**[Club Secretary]**

## **Systems**

Court Manager – VNC

Go Book

eMails

**[Club Secretary]**

## **Court / Club Hire**

Schools League

Junior Squash

Braai area

**[Club Secretary]**