

Role	Description	Criticality	Status
Team captains	Organising players for teams Organising league and cup fixtures Booking of tables for home matches	Must have	JOG – ? Boomerangs – Kevin Brooker Cobras – Simon Craig Kites – Guy Goldsworthy Outlaws – Bradley Watson Kippers – Toby Atkins
Session organiser	Organise bookings for practice sessions (and home match table bookings) Billing for practice sessions Billing for match fees (If we run more than one session per week, it is possible to split the work though there are economies of scale in combining.)	Must have	Ian Wu
NDTTA and Table Tennis England Liaison	Submission of Kintbury team entries to NDTTA Contact point for NDTTA and Table Tennis England requests for venue hire Contact point for NDTTA and Table Tennis England requests other table tennis matters Arrange for payment of NDTTA membership for Kintbury team players	Must have	Ian Wu
Communications	Ongoing communications to Kintbury players and session attendees	Must have	Jenny Tanner

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Equipment	Management of KTTC equipment Liaison with Jubilee Centre management on venue issues	Must have	Toby Atkins
Website	Update and maintenance of KTTC website Renewal of KTCC domain registration and website hosting Management of KTTC email account(s)	Should have	Ian Wu
Treasurer	KTTC bank account signatory Payment of NDTTA team fees and player membership Payment for other club expenses	Must have	Ian Wu Sayali Bendkhale (2 nd signatory)
General enquiries	Responding to general enquiries relating to the club or local table tennis	Must have	Ian Wu
Venue Hire	Manage KTTC bookings for use of Jubilee Centre for club, NDTTA and Table Tennis England events Invoice NDTTA and Table Tennis England for venue hire	Must have	Ian Wu
Licensed Coach	A requirement to have enhanced club liability insurance for organised sessions. Doubles as Protection Officer as coaches have had to undergo Child / Vulnerable Adult Protection training.	Should have	Ian Wu

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	Coaches also must have Enhanced DBS clearance which is required for sessions involving unaccompanied children.		
KTTC session and table booking	Manage venue booking for sessions, matches and events.	Must have	Ian Wu
Local schools and other organisations liaison	Managing relationships with local schools and other organisations for development purposes.	Could have	Ian Wu