

Isle of Wight County Table Tennis Association

Role & Responsibilities – Facilities Manager

Role:	To manage the facility known as the Isle of Wight County Table Tennis Centre (at Smallbrook).
Status:	Volunteer
Elected at:	IWCTTA Annual General Meeting
Responsible to:	IWCTTA membership
Reports to:	IWCTTA Management Committee
Approximate time commitment:	Between two and seven hours per week
Useful skills and experience:	Knowledge of the table tennis programme of events as well as the legal and practical requirements for running the centre.
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses.

Responsibilities

- To ensure that the centre meets all health and safety requirements applicable to the purposes for which the Centre may be used.
- To ensure that the Centre is maintained and operated within the requirements specified within the lease.
- To ensure that the Centre is operated in a way which is sympathetic to the needs of other users operating on the Smallbrook site.
- To interact with all agencies who wish to use the Centre.
- To be the point of contact with the lease holder of the Smallbrook site and the ultimate owners the Council; and other users of the Smallbrook site.
- To ensure that the Centre is fully functional and available for all programmed events and practice sessions.
- To ensure that the Centre is adequately insured and utilities are provided as needed.
- To arrange for the Centre to be cleaned regularly at an appropriate interval.
- Where the Centre is hired out to other organisations, to prepare a written summary of those arrangements, e.g. rental dates, cost, damage deposit held, how & when payments will be made to IWCTTA, condition of supply before and after hire, details of who cleans the building after hire, etc.

- To prepare and annual costed outline plan of maintenance and upgrades planned for the year ahead and submit to the Management Committee and receive formal approval before implementation. This should be submitted at the meeting following the AGM.
- To report spend/progress against plan at the monthly committee meetings.
- To co-ordinate one or more assistants who can both assist with the operation of the Centre (e.g. opening on Practice Nights or run one off Tournaments) or assist with maintenance, cleaning or upgrades. These are covered by the Role Profiles Facilities Duty Officer and Club Volunteer Co-ordinator.
- To ensure that all information relating to the Centre, e.g. opening times and dates, location, are current on the website used by the IWCTTA.
- To manage the security of the Centre and the access into the building.
- To ensure that the Centre is available for schedule management committee and GM meetings.
- Uphold the implementation of the IWCTTA's Equity and Child Protection policies.
- Lead in the enforcement of the IWCTTA's Rules Codes of Conduct.
- Maintain records of insurance, certificates, spends and incomes and make them available for inspection.
- Ensure that equality of opportunity is a principle of all IWCTTA activities.


 Chairman

19/6/17
 Date

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 Revision