

Role Description - Leeds Tennis League

Role Title - Web-Site Support/Administrator

Background

The Leeds Tennis League is an organisation run by volunteers to manage Tennis Competitions in and around the Leeds area. Various roles exist within the organisation to support the setting up and running of these competitions, which are managed on-line by the LTA League Planner web system.

Purpose of this Role

As part of the League's communications strategy a dedicated web site has been set up which provides access to key information about the League. This covers League structures, contact details of certain League Officers, administrative procedures and access to historical data for Annual Meeting Minutes. It also provides access to League Rules and the various sections of the separate LTA system which is used to manage the operation on the Leagues Divisions during the Summer and Winter competitions.

The Web-Site operates via a Wordpress Content Management System running on a PHP/SQL database interface. This is hosted by a 3rd party supplier 1&1 IONOS (as of 2020).

It is the responsibility of this role to maintain and administer the League's Web Site and own the relationship with the Web Site Host Provider.

Main Activities

- Build up an understanding of the Web-Site structure.
- Maintain software versions as indicated by the Wordpress management system.
- Take back-ups prior to major changes and at least bi-annually.
- Manage administration access to the web site (ie control who can access, who can make changes etc).
- Monitor the service regularly for warnings and error messages on the Wordpress management system and take appropriate action.
- Administer the web-site content (maintain text on web pages and links to documentation). Liaise with other Committee Members, especially the League Secretary on new content requirements.
- Liaise with IONOS on the web service provided - ensure we are on the correct hosting/support packages.
- Deal with reported operational problems and liaise with IONOS Technical Support where necessary.
- Deal with annual payments to IONOS from the League for futures services - hosting package and domain name charges (usually September).
- Provide new links on the Web Service to the LTA system each year for the Summer and Winter Leagues.
- Liaise with the League Committee on the web site content and make recommendations to suggest improvements.
- Deal with suggested changes from other sources (eg Clubs/Captains).
- Track legal and regulation requirements on Web Services and bring to the attention of the Committee any recommended actions/enhancements.