



Tournaments Director

Job Description

Here's your chance to run the show!

The club is looking for a **Tournaments Director** to join the club's board of directors.

This volunteer manages all aspects of the club's annual Clyde Rogers and Chet Niemeyer tennis tournaments. The primary goal is to run these tournaments to be fun, fair and competitive, while continuing the long-standing tradition of a quality experience for players and fans, such that they'll want to return to the tournament year after year.

Job Duties:

- **Attend monthly Board meetings**
 - Participate in Board meetings as a voting member.
 - Provide progress reports, status updates and tournament financial info
 - When and where needed, get Board input on making decisions impacting the tournament

- **Tournament Management - Early Preparations**
 - Manage tournament posting on USTA TennisLink site
 - Manage tournament budget
 - Identify and solicit possible sponsors (*if applicable*)
 - Plan for courts, umpires and balls
 - Select and plan for participant gifts and prizes, as well as player lunch
 - Recruit, train and schedule volunteers to assist
 - Promote the event, including input on the communication plan (*in collaboration with fellow board members*)

- **Setup Draw**
 - Using TDM create tournament draws...*training and assistance is available if needed*
 - Manage avoidance requests

- **Daily management and oversight of tournament, including...**
 - Prepare courts for play...put up scorekeepers, check net height
 - Setup and run tournament desk
 - Post and update draw sheets in visible and accessible place.
 - Manage volunteers, answer questions, take photographs
 - Check players in, call up and introduce competitors to each other
 - Provide information to players before play starts regarding length of warm up, scoring format, requesting help for score or line call disputes and bathroom breaks.
 - Enforce rules
 - Record scores, both on paper and in TennisLink
 - Deliver and setup hospitality area





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Qualifications

- Ability to be on-site every day of each tournament (**required**)
 - Clyde Rogers Memorial Day Tournament starts the Wednesday before Memorial Day and runs each day through to Monday (Memorial Day).
 - Chet Niemeyer Labor Day Tournament starts the Thursday before Labor Day and runs each day through Monday (Labor Day).
- Past experience with tennis tournaments, either as player (minimum), volunteer, staff or director
- Ability to delegate, recruit and train volunteers
- Strong communication skills, especially in situations where conflicts must be resolved.
- Strong familiarity with USTA Tournament Rules and general USTA tennis rules and regulations outlined in Friend at Court (handbook).

Benefits:

- **Complimentary Annual Individual WPTC Membership**
- Get to know fun and interesting people
- Hone your organizational and leadership skills
- Give back to the tennis community

Get involved today -- join the WPTC Board as the Tournaments Director!

[Contact the WPTC President](#) for more information or to be considered for the position.

