



Competition Organiser Role Description

Overview of the Role

Competition Organisers are responsible for organising the club's competition programmes throughout the year.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Developing an annual plan of competition catering for different ages and standards, based on court availability. This may include:
 - Sunday Tournaments
 - Open Tournaments
 - Closed Tournaments
 - Box Leagues
- Liaising with other committee members to promote events through all possible channels
- Booking courts for each event
- Organising supervisors/helpers for each event
- Managing entries, entry fees and correspondence
- Ordering/checking equipment needed for each event
- Arranging competition organiser courses for members interested in supporting events
- Involving members to support in the pre-event organisation and on the day
- Implementing reasonable adjustments for players with disabilities

Skills and experiences needed for the role

- Approachable and friendly
- Good communication skills
- Good IT and organisation skills
- Reliable and trustworthy
- Experience of using tennis tournament planner (TTP) would be useful

Training and support available

Before starting in this role, you should be briefed thoroughly by your predecessor who should go through the previous year's programme with you, advising you of past successes and difficulties. You will receive ongoing support from all members of the Committee and the CLTA.

Commitments

- On average this will be around 10 - 12 hours per month, concentrating around busy periods (e.g. around events), but less at other times

Further Information

- This role requires a DBS check – speak to the Welfare & Safeguarding Officer for more information