



## **Job Description: Director of Competition**

**Purpose:** To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of Adult Competition. As a Board Member, support the organization's objective of encouraging and promoting the game of tennis amongst the membership and in the community to lead the Club into the future.

### **Responsibilities include:**

- Establish, measure and monitor overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; such as being an ambassador for the club in the community, and upholding and championing the values of the club.
- Develop the format and budget for the Club's annual tournament, leveraging the expertise of the Head Pro and present to the Board for approval.
- Run the Adult Tournament from end-to-end, including but not limited to:
  - Launching Adult Tournament registration and establishing the draws
  - Updating and issuing all appropriate materials (website, email communication, etc.) with required tournament information
  - Purchasing prizes; prize distribution; winners' plates on the Tournament Board in the clubhouse.
  - Monitoring on-going progress of tournament draws; ensuring fair and timely play.
  - Ensuring adherence to tournament rules.
  - Following-up with lessons learned and providing recommendations for future years; report to be presented to Board and saved to online directory.
- Advise and support the Head Pro with the planning and execution of the Junior Tournament.
- Oversee the House League programs which are run by the Head Pro. Rely on past experience formats and player rankings and seek volunteers to assist where appropriate (eg. Tuesday day program).
- Provide input to the club newsletter regarding competitive events.



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### **Details of the position:**

- Length of term is one year, which may be renewed for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- Candidate must be a member in good standing of the Club.
- Position carries one vote.

### **Expectations include:**

- Attend and participate in monthly Board of Director meetings. Meetings are usually held on the evening of the second or third Monday each month with the exception of August when no meeting is held. Board members are expected to attend the majority of meetings (at least eight of eleven) in person or via Google Meet. Monthly board meetings typically last between two and two and a half hours.
- Attend the Annual General Meeting.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Maintain Board confidentiality. Publicly support Board decisions.
- Foster a positive working relationship with other Board members, the clubhouse staff, the Head Pro, and court instruction team as well as City of Toronto staff who work at the park.
- Be aware of and declare any conflict of interest.
- Understand and make best efforts to represent and advocate in the interests of all Club members.