



Job Description: Director of Teams

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of Teams. 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:

- Provide leadership in establishing, measuring and monitoring 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.
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- Review and recommend to the Board on an annual basis which inter-club leagues the Club should participate in.
- Leverage the expertise of the Head Pro with respect to developing and managing the process to field competitive adult teams for the Club.
- Provide advice to the Head Pro, as required, with the management of Junior Teams.
- Define and manage the process to field adult teams, including but not limited to the following activities:
 - Defining and communicating the tryout process for Wanless teams to the membership – Booking and paying for indoor try out venue(s) and tryout coaches; as applicable.
 - Informing all try out participants of their respective successful/unsuccessful status.
 - Assisting teams with the assignment of team captains, if requested.
 - Ensuring all required courts for team matches and/or practices are blocked-off in CourtReserve.
 - Ensure that all required registration and associated fees for respective Team Leagues have been completed and paid for (i.e. TLTL, TMTL, NYTA, Inter-County, Tennis Toronto, etc.).



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- Update the Teams Policy and ensure that all teams understand the Policy and adhere to its guidelines. Ensure any changes/updates are communicated to Team Captains.
- Manage teams dispute resolution process as required.
- Provide input to the club newsletter regarding teams.
- Continually seek new and/or improved ways to offer competitive options to the membership through teams, in consultation with the Board and member feedback or surveys as required..
- Oversee the Wanless Cup, working around the Tournament schedule and any other events planned by the Board. Solicit volunteers to assist as needed.

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.