



Job Title: Tournament Director & JTT Area Coordinator

Job Description Approval Date: June 1, 2022

Reports To: Executive Director (Dotted Line Reporting, Vice President's of Junior Team Tennis/Tournaments)

Job Type: Part-Time, Salaried

TOURNAMENT DIRECTOR

The DTA Tournament Director is responsible for all Dallas Tennis Association/USTA sanctioned tournaments. The success of these programs is measured by the satisfaction of tournament participants, financial performance, participation growth, and compliance with USTA policies and procedures.

The DTA expects to host 3 to 4 tournaments in 2022-2023. This includes at least two Junior level events and the annual Cotton Bowl Classic Tennis Tournament.

Job Responsibilities

- Supervise and be responsible for all administrative details of each tournament including acting as Tournament Director (TD) for all tournaments.
- Assist the administrative assistant in recruiting volunteers for tournaments as needed.
- Obtain any required USTA and/or Texas Section tournament sanctions.
- At the beginning of each calendar year, create a budget for each tournament to track income and expenditures.
- Determine the ball type(s) to be used throughout the tournament in accordance with the USTA Texas Section rules.
- Determine the number of courts required depending on the number of participants registered. When possible, courts should be reserved in the beginning of the year and cancelled or added as needed.
- Determine seeds and make all draws using TennisLink/Serve Tennis in accordance with USTA Texas rules and regulations.
- Responsible for selection of a tournament referee. The Head Referee manage the officials.
- Ensure the DTA adheres to the requirements as set forth by USTA Texas for mandatory on-line reporting of scores.
- Provide training opportunities and training to site directors.
- Appoint a Tournament Grievance Committee to hear appeals as required.
- Responsible for tournament functions while using escalation judgement and common sense.
- Support DTA Tournament Committee and call meetings as required.
- Be visible in the marketplace by visiting facilities and ensuring that site directors are running the site efficiently and in accordance with USTA Texas Section rules and regulations.
- Perform other duties and activities as required by the DTA for tournament activities.

JUNIOR TEAM TENNIS AREA COORDINATOR

Junior Team Tennis (JTT) Coordinator successfully manages the USTA JTT program in the Dallas metropolitan area, as measured by JTT participant growth, financial performance, and compliance with USTA policies and procedures. The DTA expects to host approximately (6) JTT Play Days in 2022.

Job Responsibilities

- Serve as a model of leadership and ambassador for the USTA JTT program and uphold the philosophy, rules, and procedures of the program.
- Develop marketing plan to recruit and retain JTT participants.

- Provide program/registration set-up using the TennisLink system as required by the USTA TX Section.
- Work with area tennis coaches to increase number of teams participating, keep coaches up to date on policies and procedures and ensure players meet eligibility requirements.
- Secure tennis courts and create a schedule of play and publish through TennisLink.
- Communicate on all facets of JTT: schedules, site locations, expectations, format of play, etc.
- Distribute National, Sectional, and local rules to JTT captains.
- Comply with Safe Play Certification set forth for the Team Coaches and Coordinators.
- Attend annual JTT section area League Coordinator Workshop to keep updated on the latest JTT programs and rules as well as to obtain additional training.
- Perform other duties and activities as required by the DTA for JTT activities.

ADDITIONAL DUTIES

Work with/assist Executive Director and DTA team to secure, develop, foster, and enhance new and existing relationships with Dallas area tennis facilities.

- Create/Update database of area tennis facilities, Tennis Directors, staff, and pros.

JOB QUALIFICATIONS FOR ROLE

- High school education or equivalent; some college preferred.
- Strong organizational, oral, and written communication skills.
- Willingness to work toward achieving DTA, USTA Texas, and USTA National goals and within their guidelines.
- Commitment to the rules and philosophy of the USTA Tournament and Jr. Team Tennis program/s.
- Ability to run and participate in effective meetings relating to each tournament/program.
- Excellent computer skills.
- Knowledge and interest in tennis and its rules and regulations.
- Knowledge of TennisLink/Serve Tennis recommended but not necessary
- Ability to work well with the public and staff under various circumstances while representing both the DTA and the USTA in a positive manner.
- Flexibility and ability to work some weekends and to travel occasionally.

The information listed above is not comprehensive of all duties and responsibilities performed.

This job description is not an employment agreement or contract.

Management has the exclusive right to alter this job description at any time without notice.

To apply, please forward resume and cover letter to Lee Papert at lpapert@dta.org no later than July 1, 2022.