



**SOUTHWEST**

## **JOB DESCRIPTION**

**TITLE:** Adult Competitive Manager  
**DEPARTMENT:** Adult Competition  
**REPORTS TO:** Executive Director

**PURPOSE OF POSITION:** To assist USTA Southwest in its mission to promote and develop the growth of tennis. This position is responsible for the management and administration of all adult/senior competitive tennis programs and initiatives identified in the SWS Strategic Plan.

### **MAJOR DUTIES:**

- Promote, implement, and administer all aspects of the USTA League Program
  - Act as Section League Coordinator for National
  - Plan and Provide training and assistance to Local League Coordinators
    - TennisLink and new coordinator trainings
    - Facilitate ongoing TennisLink training opportunities for new and experienced Local League Coordinators
    - Keep apprised of National Regulation changes and updates
    - Assist with local regulation development
    - Provide support as needed
    - Liaison and coordinate all Adult League Committee meetings
  - Plan and implement USTA Southwest Section League Championship events such as, but not limited to:
    - Plan yearly calendar of events and post on SWS website
    - Oversee Section Championship website updates
    - Negotiate on behalf of the USTA Southwest Section with hotels and vendors to secure the best possible contracts
    - Schedule matches at all League Section Championships and communicate with team captains
    - Schedule staff and volunteers to assist with staging events
    - Implement and monitor online team registration
    - Coordinate and schedule related events such as captain meetings, registration and player parties
    - Communicate with players and captains as needed
    - Other related duties as needed

- Process USTA League Grievances/Appeals at the Section level and provide assistance and support to District Grievance Committees for local grievance issues.
- Administer and promote NTRP (National Tennis Rating Program) in accordance with national guidelines and regulations such as, but not limited to:
  - Provide NTRP support and assistance to players as needed
  - Process NTRP Rating Appeals (i.e. Medical, Self-Rate, and Requests for Review)
  - Process Dynamic Disqualifications in the SWS
  - Assist players with self-rate appeals
- Work at USTA National League Championship events as requested by National Administrator and approved by the SWS Executive Director
- Liaison to SWS Leagues Committee, providing guidance in development of SWS League Regulations in accordance with National League Regulations, and mentor and assist committee members as needed
- Liaison to National League Administrator
- Promote and administer adult/senior competitive tennis tournaments throughout the section.
  - Provide support and assistance to Tournament Directors with online tournament sanction, registration process and Tournament Data Manager software (TDM)
  - Provide TennisLink and TDM support and guidance to tournament directors
  - Manage online tournament sanctioning process for adult tournaments
  - Serve as Ranking Administrators for Adult Rankings
  - Have a thorough understanding of TDM, the Rules of Tennis and Friend at Court and/or become a certified official
  - Liaison to SWS Adult Competition Committee and provide guidance in development of section tournament policies
  - Manage website promotion of sanctioned tournaments (i.e. online Player Handbook and Tournament Schedule)
  - Assist in Tournament Director Trainings
- Promote and administer other approved SWS adult competitive programs
  - Administer Tri-Level League and Tri-Level League Section Championship event
- Promote and develop new and emerging adult/senior competitive formats and events
- Liaison to SWS Adult Competition Committee and assist in the development of SWS policy regarding Leagues, Tournaments, and other adult competitive issues
- Assist in the annual preparation of the SWS Adult Competition Budget and manage budget throughout the year

**OTHER DUTIES:**

- Prepare reports and be available for SWS Board Meetings as requested
- Attend SWS staff meetings as directed by the Executive Director
- Other duties as assigned by the Executive Director
- Attend National USTA Staff Training as requested

**MANAGEMENT DUTIES / SUPERVISORY RESPONSIBILITY:** None

**INTERNAL RELATIONSHIPS:** This position has a strong relationship and communication with fellow SWS staff team members, SWS Local League Coordinators, Section League Coordinators, the National League Administrator and staff, SWS Board members, SWS Committee Chairs and their members.

**EXTERNAL RELATIONSHIPS:** This position works to foster strong relationships within the tennis community of volunteers, facilities, partners, and members.

**TRAVEL DEMANDS:** This position requires moderate to high travel, to include Section Championships, annual meetings with Districts, USTA Staff Training, National Championship events as authorized, and oversight of section tournaments. Ability to travel for the job, both inside and outside the Section, including weekends.

**QUALIFICATIONS:**

- Strong customer service skills
- Administrative and organizational skills
- Effective use of communication, both oral and written
- Efficiency in use of computers, internet, email, appropriate software
- Ability to work well with others
- High energy and enthusiasm with a desire to promote tennis
- Understanding of USTA Southwest tennis programs
- High ethical standards
- USTA Membership
- Bilingual a plus
- College degree or relevant work experience
- Strong understanding of NTRP, Tournament Data Manager and Tennis Link

**KEY PERFORMANCE INDICATORS:** When reviewing this position during the year, the following will serve as performance indicators.

- Achievement of specific objectives for areas of responsibility.
- Evidence of performance of major duties.
- Evidence of performance as productive team member.
- Evidence of effective internal and external relationships.
- Quality and effectiveness of overall performance

**Revised August 2016**