## Competition Organiser Role Description

**Overview of the Role**

Competition Organisers are responsible for organising our 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
* Liaising with other committee members to promote events through all possible channels
* Booking courts for each event
* Organising referees and supervisors/helpers for each event
* Preparing entry forms, managing entries, entry fees and correspondence
* Organising catering
* Ordering/checking equipment needed for each event
* Arranging competition organiser courses for members interested in supporting events
* Involving our tennis 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 will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* On average this will be around [ ] hours per week during busy periods (e.g. around events), but less at other times

**Further Information**

* This role requires a DBS check – speak to the Welfare Officer for more information