



Cape Fear
Regional Tennis Foundation

● P. O. Box 8062 ● Fayetteville, NC 28311 ● capefearregionaltennisfoundation.org

Position Title: **Tournament Director**

Status: One year contract.

Reports to: Cape Fear Regional Tennis Foundation (CFRTF) Board of Directors

Location: Fayetteville

Major Duties: Complete draws, communicate with players and families, present on site for the entire length of circuits and tournaments.

Recruiting:

- Proactively recruit new and returning players for Junior Circuits and Tournaments.
- Communicate with tennis pros and provide updates for all upcoming events.
- Recruit volunteers and officials.

Scheduling:

- Partner with facilities on availability and home court assignments.
- In October during the sanctioning period, schedule and publish all local USTA Adult and Junior Tournaments and Circuits.
- Ensure courts are blocked off at the facilities.
- Coordinate funding with CFRTF Board.

Other:

- Complete Official Training and know the USTA rules for each event.
- Complete Tournament Director Training and Serve Tennis Training
- Communicate with the board for ordering awards.
- Prep courts the evening and morning of the event.
- Coordinate closely with the CFRTF Board of Directors.
- Evening and weekend work.

Metrics:

- Number of registered USTA players.
- Survey/Feedback on quality control of programs from participants.
- Feedback from providers/facilities.

Critical Relationships: The Tournament Director works closely with CFRTF, USTA staff, local Parks & Rec., volunteers, facilities, outside vendors, partners, and the general public.

Travel Demands: Travel across assigned area to designated tournament sites.

Qualifications:

- Strong organizational, communication, and computer skills.
- Commitment to the sport of tennis.
- Knowledge of assigned area, desired not required.
- Ability to work well with others and independently.
- Reliable transportation and valid driver's license.
- Must be able to pass background check.
- Must live in assigned geographic area.

Qualified candidates should submit resume and references to president@capefearregionaltennisfoundation.org by 5pm November 17th, 2022.