

Western Montana Open Tournament Director Job Description

Position Overview: To plan, organize, and run, from start to finish, the GCTA Junior & Adult Western Montana Tennis Open sanctioned tournament during the 2015 season.

- Must know tennis rules and regulations, make draws, establish seeding in conjunction with USTA rules, run draws, efficient scheduling and communication with players about start times. Able to handle the aforementioned with strict adherence to guidelines from USTA.
- USTA TennisLink skills required as well as competency using a laptop and internet for posting draws, schedules and updating results in a timely manner (same day) on the USTA tournament website as well as media notification.
- Capable of dealing with people in a professional, friendly, and cooperative manner, able to delegate; will be working closely with the Tournament Referee. Produce well-organized tournaments where participants leave each event with a great feeling and experience. *(Shared responsibility with board and committee.)*
- Responsible for ordering tournament prizes and t-shirts for all divisions of the tournament. *(Shared responsibility with board and committee.)*
- Responsible for contacting local businesses, tennis representatives such as Wilson, Babolat, etc. for securing donations and / or player gifts. *(Shared responsibility with board and committee.)*
- Available on-site for the full tournament. Work with the GCTA board members, volunteers and/or delegates to ensure tournament desk is run effectively.
- Maintain integrity of USTA guidelines on how sanctioned tournaments are to be run. Liaison with USTA-Montana and other tennis associations.
- Promotion of tournament to players, in advance, via e-mail, phone calls, social media, personal contact, with the goal of increasing entries. *(Shared responsibility with board and committee.)*
- Be part of the GCTA Western Montana Open committee and attend meetings to provide constructive input and feedback to the GCTA board.
- Be capable of and/or work with the GCTA treasurer to handle tournament finances such as an overall tournament budget, expenses, sponsorships, entry fees etc.
- Financial remuneration will be at least \$1200, with additional funding based upon qualifications, sponsorships and tournament budget.
- Letters or emails of interest will be accepted for this contract position up until February 13, 2015. Please send a letter of intent describing qualifications to Kelly Crisp (critters94@gmail.com) or David Herrera (outinmt@gmail.com).