

## Tournament Organiser Role

### What makes a good Tournament Organiser?

- Methodical and reliable
- A good communicator, who is enthusiastic and motivational
- Ensure all delegated tasks are actioned
- A good planner with excellent organisation skills
- Be able to lead and supervise others, as well as delegate
- Be a competent computer user
- Prepared to make a regular time commitment

### Roles and Responsibilities

- Develop competitive opportunities for all at the club
- Act as the main contact for all district, county and national bodies' particularly involving pre tournament (e.g. Competition Application Form) and post tournament administration (e.g. processing results)
- Ensure all members the opportunity to compete in competitions that are appropriate to standard/ambition
- Seasonally monitor and evaluate competition opportunities and report back to the management team
- Work with the team captain and committee to schedule the club competition calendar
- Work with the committee to develop sponsorship opportunities
- Work closely with club coach to ensure competition opportunities exist within the coaching programme
- Ensure courts are booked for all competitions
- Help in running club tournaments

### Estimated Time Commitment

10 committee meetings per annum, 1 AGM, County AGM, other meetings as required.

2 – 3 hour per week throughout the year.

### Key Relationships

Coach, Parents, Players, Committee, County LTA Office

### Useful Tips!

To develop a comprehensive competition programme you will need support. The LTA offers training courses for competition organisers, referee and umpires so we suggest you sign up some key people to these courses so they can support you in increase the quality and quantity of competitions at your venue. Using TTP (Tennis Tournament Planner) and Online Tournament Entry with PayPal will greatly reduce the amount of administration involved in running competitions. [Find out more](#)

As the competition co-ordinator you will need to have a good understanding of how competition works. The LTA website has information on ratings and rankings and the competition yearbook has some great features on competition and British tennis. Also don't forget to check out the downloadable resources such as tiebreak score sheets, competition posters and certificates. [Find out more](#)