

POSITION DESCRIPTION – TENNIS CANTERBURY PLAYER DEVELOPMENT MANAGER

POSITION TITLE:	TENNIS CANTERBURY REGION Inc (TCRI) – PLAYER DEVELOPMENT MANAGER / COACH
REPORTS TO:	Tennis Canterbury Region Chief Executive Officer
KEY RELATIONSHIPS:	Tennis Canterbury Region Staff, TCRI Board Members, Competitions Advisory Group, and the Player and Game Development Advisory Group
	Tennis Canterbury – Clubs, Sub Associations, Associations,
	Tennis New Zealand (TNZ) High Performance Director/National Coach.
	Tennis New Zealand (TNZ); Sport Canterbury; Regional Sporting Organisations.
	Players, Volunteers, Coaches and Supporters.
	Sponsors; Suppliers
LOCATION:	Wilding Park, 113 Woodham Rd, Linwood, Christchurch 8062; Nga Puna Wai.

PURPOSE OF THE ROLE:

The PURPOSE of Tennis Canterbury Region (TCR) is “To govern, administer, promote, develop, enhance and foster the sport of tennis mainly as an amateur sport for the recreation and entertainment of the general public in the top half of the South Island”.

The VISION of Tennis Canterbury Region is “Tennis – the lifetime sport for all”.

The MISSION of Tennis Canterbury Region is “To be New Zealand’s leading tennis community”.

The Player Development Manager will be primarily responsible for the promotion and delivery of the ‘Tennis In Schools Programme’, the three zone ‘Player Development Programme’, the Emerging Elite Programme (“E2P”), the ‘Elite Player Pathway Programme’ (“E3P”) and the TNZ High Performance Program in the Tennis Canterbury Region. They will also be responsible for ‘Representative Team’ selection and management along with the operation of the Wilding Park Pro Shop. The overall aim of this position is to increase grassroots participation and the development of juniors utilising various pathways.

GUIDING PRINCIPLES:

These guiding principles apply to all positions at Tennis Canterbury Region;

- We have individual roles but we work best as a team and support each other as necessary.
- While we are a small team with specialist roles, we must be prepared to handle all types of enquiries at any time.
- We are guided by Tennis Canterbury’s Values; Collaboration, Accountability, Excellence, Innovation, Integrity.

KEY RESPONSIBILITIES

1. **Travel to Tournaments** – Travel to tournaments around the country and attend all local tournaments. Visit coaches and players at their clubs to give appropriate feedback from tournaments.
2. **Zoned Player Development Programme** – Constructing, organising and assisting with delivering the Player Development Programme in conjunction with the Tennis New Zealand High Performance Director and National Coach along with the Player Development Coaches across the three Christchurch zones. This will include promoting and assisting with increasing the participants’ skill-level within the programme (including on-court delivery).
3. **Emerging Elite Programme (“E2P”)**– Constructing and delivering the E2P in conjunction with the Tennis New Zealand High Performance Director and National Coach. This will include promoting and increasing the participants’ skill-level within the programme. It also includes providing opportunities for wholistic (training and recovery) development (including on-court delivery).
4. **Elite Player Pathway Programme (“E3P”)** – Constructing and delivering the E3P in conjunction with the Tennis New Zealand High Performance Director and National Coach. This will include promoting and

increasing the participants' skill-level within the programme. It also includes providing opportunities for wholistic (training and recovery) development (including on-court delivery).

5. **Tennis New Zealand High Performance Programme** – Support and assist the Tennis New Zealand High Performance Director and National Coach with delivering Tennis New Zealand's High Performance Programme to selected athletes in the region. KPI's will be set separately to measure the Player Development Manager's impact on individual athlete improvement and performance through a specific, targeted approach.
6. **Representative Team Selection and Management** – Work with the Zoned Player Development Programme Coaches to select the region's representative teams for each age group through a robust selection process. Also to manage the respective teams, their practicing programmes and logistical requirements around fixtures and tournaments (including selecting appropriate adult chaperones). Travel to tournaments and other performance events to monitor representative player and team performance will be a priority.
7. **Tennis In Schools Programme** – Promotion and organisation of the delivery of the Christchurch Tennis In Schools Programme (in line with prior years delivery). This will include applying for Sport Canterbury funding for the programme, where appropriate, and tailoring the programme to meet any associated grant funding requirements. It will also involve incorporating the Tennis Hot Shots philosophy into programming where appropriate.
8. **Development Pathways** – Reviewing and implementing the performance pathway in conjunction with the Tennis New Zealand High Performance Director and National Coach. Promoting player development from 'grassroots' to performance and contributing towards the commitment to increase participation levels in the sport (including on-court delivery).
9. **Coach Workshops** – organise, in conjunction with the Coach Education provider, workshops and coach pathway programs
10. **Club Game Development** – work on game development, for the Clubs, in conjunction with the Coach Education provider
11. **Budget Responsibilities** – Manage the Player Development Programme budget in line budget specifics and management expectations.
12. **Human Resource** – In conjunction with and approval from the Tennis Canterbury Chief Executive, source and manage all personnel involved with Player Development Programmes. Ensuring all programme deliverers:
 - Return a clear Police Vet.
 - Hold a current First Aid Level 1 certificate (NZQA unit standards 6401, 6402),
 - Are minimum ITF Level 1 Qualified
 - Are registered for all Tennis NZ National Participation Programmes.
13. **Regulatory Compliance and Health & Safety** – Assisting in ensuring Tennis Canterbury fulfils all its regulatory compliance and health & safety requirements.
14. **Camps and Additional Training Initiatives** – Creating and/or managing training camps and other athlete and player development initiatives in conjunction with the Tennis New Zealand High Performance Director and National Coach including a 12s and 14s hitting programme.
15. **Manage Relationships and Communication** – Manage communication and relationships with players, families, clubs and coaches who have a connection to a player(s) in the Player Development Programme.
16. **Special Projects** – When directed by the TCR General Manager undertake special projects that relate to Tennis Canterbury's competitions. To be mutually agreed.

PERSONAL ATTRIBUTES & PROFESSIONAL SKILLS

The position will require a range of personal and professional skills including:

- Customer service – Have excellent customer service skills and have a friendly and open manner.
- Relationship management skills – Have strong interpersonal skills to develop and manage relationships with all key stakeholders including but not limited to; internal staff, the Tennis Canterbury Region Inc. Board, the Advisory Groups, club personnel, volunteers, coaches, schools, sponsors, funding organisations, Tennis New Zealand, Sport Canterbury, other Regional Sporting Organisations, players and parents.
- Communication – Have excellent verbal and written communication skills.
- Work ethic – Be a self-starter with a strong work ethic and the ability to prioritise competing work demands.
- Personal attributes – Display a high level of personal integrity and pride in their work. Be caring, motivated, willing to learn, accurate, honest, reliable, display initiative, be adaptable, and be able to work unsupervised or in a team.
- Positive “can do” attitude – Be proactive with a positive attitude and have the ability to manage demanding situations with a positive disposition and a practical, strategic approach.
- Responsible – Be responsible and instill confidence in those that deal with them and have a desire to achieve and take on additional responsibility in the future.
- Project management – Be proficient in managing projects and be comfortable in being part of a project team.
- Leadership and Teamwork – Be a positive leader and be equally comfortable being part of a team and encouraging others to lead.