

## COMPETITION LEAD - ROLE DESCRIPTION

### Introduction

Cambridgeshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Cambridgeshire Tennis and is currently unincorporated. Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Cambridgeshire are also supported by the County but are not voting members. The management of Cambridgeshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several committees responsible for specific aspects of County Tennis as well as all remunerated roles required to support the work of the Association.

The vision and mission of Cambridgeshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level.

### Role of the Competition Lead

The Competition Lead is a new role for 2025. This is a strategic, planning, and managing role rather than a delivery role.

The overall aims of the role are:

- to ensure the county competition programme is run to the highest standards
- to improve existing county run competitions including tournaments and the county club leagues
- to expand the county competition calendar
- to ensure the county runs competitions which are inclusive
- to increase the number of players and teams competing
- to raise the visibility of county competitions
- to encourage venues to run more competitions to support player development especially juniors

This is a paid, part-time role and the person holding this role will be self-employed.

An annual retainer will be payable based on an average of 9 hours per month for 11 months of the year at the county's normal coach rate. The retainer will be paid in 11 equal monthly amounts – an invoice for the annual amount should be raised at the start of the year.

The Competition Lead will report to the Chair of Performance and will sit on the Performance committee. The League Committee and County Seniors Lead will report to the Competition Lead. It is expected that the role will involve extensive collaboration with other county officials.



All electronic documents related to county activities should be stored on the county's Sharepoint and OneDrive IT cloud and not on a personal laptop. This is to ensure effective collaboration and GDPR conformity.

## Responsibilities

The Competition Lead has overall responsibility for the management, planning and expansion of the county competition programme. There are two distinct aspects of the role:

1. to efficiently organise the existing county competition programme
2. to improve and expand the county competition programme

### Current county programme

- Creation of an annual county competition calendar
- Ensure all county competitions are registered on time with the LTA
- Ensure all venues are booked
- To create an annual competitions budget and manage expenditure against this budget
- Measure and report against KPIs
- To maintain a list of LTA registered officials (eg Referees)
- Appoint officials for each county competition (for example tournament secretary/organiser and referees)
- Create and lead a Festival of Tennis (FOT) committee
- Ensure all county events have appropriate safeguarding
- Effective management of the county league and the league sub-committee
- Ensure the County Seniors are managed appropriately
- Ensure communications about competitions reach all relevant parties
- Report progress and issues to the Performance Committee

### Expansion

- Create an annual plan and timetable of development activities to support the aims of the role
- Continually review each existing county competition and devise strategies to improve – that is increase participation, communication, inclusivity, appeal of event
- Review existing county programme and identify ways of expanding it – that is adding to events or instigating new events
- Plan for including events not traditionally run by the county – that includes disabled events, women and girl only events, padel events
- Identify events that could be instigated by venues which would support the county competition programme. Explore ways that the county could give help and support to these venues.
- Create a communications plan to gain better visibility of county run events

## Skills and knowledge

- Understand the LTA competition landscape (types of events, grades etc)
- Understand the importance of starter and other events to get more people competing
- Passionate about improving opportunities for people to compete
- Have a desire that the county run competitions are of the highest standards
- A good communicator and can work in partnership with many people
- Work inclusively, fairly and neutrally, considering the best interests of the county, players and venues
- Understand the nature of working for a committee-led, voluntary organisation
- Self-driven and can deliver against the aims of the role



- Ability to persuade people in a friendly way

### Key Relationships

The role will require collaboration with several other county officials including:

- Chair of Performance Committee
- Coach Liaison Lead
- Junior County Training Lead
- Chair of Participation Committee
- Women and Girls Lead
- Communications Lead
- Padel Lead
- Inclusion and EDI Lead
- County Administrator
- Safeguarding Lead

### Location

This is a primarily home-based role with occasional meetings across the county with venues plus attending some events.

Administration for Cambridgeshire Tennis is undertaken from office premises at Hills Road Sports and Tennis Centre, Purbeck Road, Cambridge CB2 8PF.

### Document Revision History

Version	Date	Review Date	Revision	Completed by
1.0	20/10/24	20/10/24	First version, no revisions	Mark Goodman

*Please ensure revisions are documented in this table and the filename version and date are updated.*

