



JOB POSTING

WHO WE ARE?

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to be a world-leading tennis nation, Tennis Canada seeks to grow participation across the country and develop champions on the international stage. Tennis Canada also owns and operates the world-class National Bank Open presented by Rogers tournaments in Toronto and Montreal, two of the best-run sporting events on the planet which annually bring the globe's best tennis players to Canada and continue to break attendance records year on year. In recent times, Canadian tennis has enjoyed many historic achievements, including winning the Billie Jean King Cup in 2023 and Davis Cup the year before, the world's largest team sports competition. Join us as we look to build on this exciting momentum and continue to produce incredible results. We are a team of innovators, who are passionate about our work and pursue excellence together everyday.

WHAT WE ARE LOOKING FOR?

Regional Lead, Tennis Development

Tennis Canada is seeking a passionate and driven Regional Lead, Tennis Development to play a key role in supporting the growth of tennis in the Atlantic region. Reporting to the Senior Vice President, Tennis Development & Partnerships. This role focuses on connecting the tennis community, supporting community organizations to provide people of all ages and abilities with positive and inclusive experiences in tennis, and ensuring women and girls have an equal opportunity to participate fully in the sport.

Competition Planning and Management

- Work with the Atlantic region provincial tennis associations (PTA) and Tennis Canada to help plan, coordinate, administer, and communicate a regional tournament schedule for all 4 star, 3.5 star, AUTL, and Atlantic Championships within the region, including effective tournament administration using the national tournament software.
- Serve as tournament director for both the Indoor and outdoor Atlantic Championships
- Collaborate with Atlantic PTA's to develop an annual competition calendar that strategically enhances regional and provincial competitive opportunities.
- Be the primary liaison person communicating tournament entry, withdrawal and draw information to participants.
- Create draws and seeds for each category.
- Timely submission of all sanctioned tournaments to TC for National Rankings, WTN & UTR updates.
- Communicate with PTA leaders to book courts
- Deliver quality events with reference to the 'Rules of the Court'
- Process any suspension points and follow up with any serious matters
- Coordinate the communication, confirmation, registration, and attendance of coaches and players from the Atlantic Region who have qualified to compete at National championships.



**THRIVING
TOGETHER**



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CHALLENGES**



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Rogers First Set Program and Coach/Instructor Development

- Support the PTA's and local community tennis providers in promoting and implementing the Rogers First Set Program to introduce tennis to new players
- Assist PTA's with strategically implementing tennis in schools, community centers, local tennis clubs, and municipal tennis courts to expand program outreach
- Facilitate coaching support and resources to instructors and volunteers
- Track participation and assess program success through the Rogers First Set Web App, ensuring data collection and reporting
- Work with PTA senior staff to develop a regional approach to coach and instructor training and certification considering regional needs and facility availability

Tennis Month in Canada

- Support PTAs in the regional execution of Tennis Month in Canada, a nationwide initiative promoting tennis participation and accessibility
- Engage PTA's and community tennis providers to host events, clinics, and interactive sessions
- Coordinate event logistics and marketing to ensure a successful tennis celebration.
- Increase public awareness within the Atlantic Region

Girls and Women in Tennis Initiatives

- Support Atlantic PTA's to grow programs aimed at increasing the participation of girls and women in tennis at all levels and in all capacities
- Organize workshops, mentorship programs, and special events on behalf of PTAs and Tennis Canada to engage girls and women in the sport
- Support PTAs in developing strategies to remove barriers and create inclusive opportunities for women in tennis

Safe Sport

- Support Atlantic PTA's in safe sport policy development, alignment, and compliance
- Support PTAs in educating members, parents, and athletes on safe and positive tennis environments
- Support Tennis Canada's safe sport certification efforts and advance certification in the region
- Be a Tennis Canada-safe sport ambassador in tennis in the Atlantic region

Court Advocacy

- Support PTAs in advancing national court programming initiatives on key courts in the region, including the adoption of First Set, Girls.Set.Match and Community Tennis initiatives on public/recreational tennis courts and spaces



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WHO YOU ARE?

- Bachelor's degree in sports management, recreation, or a related field (or equivalent experience)
- 3-5 years experience in event/competition planning, calendar planning, sport program development, and sports administration
- Knowledge of tennis grassroots development is an asset
- Strong organizational, communication, collaboration, and leadership skills.
- Must enjoy working with sport participants of all ages and abilities
- Ability to work independently and collaboratively with various stakeholders.
- Passion for community sport
- Willingness to travel within the Atlantic region and work flexible hours, including evenings and weekends
- Proficiency in Microsoft Office and event management tools
- Coaching and Safe Sport Certification and/or familiarity with NCCP program implementation is an asset

WORKING CONDITIONS?

- Full time 12-month fixed term contract
- Reporting location is remote

WHAT'S IN IT FOR YOU?

- Join the team that's making Canadian tennis history.
- Be behind the scenes of the National Bank Open
- Work in a dog friendly environment.
- Benefit from a generous organisation that truly cares about its employees

Tennis Canada is an equal opportunity employer committed to promoting diversity and inclusion. We are dedicated to fostering an inclusive, equitable, and accessible work environment where every team member feels valued, respected, and supported. We strive to build a team that reflects a variety of backgrounds, perspectives, and skills. Accommodations are available at all stages of the recruitment process upon request.



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