

## **VTC Junior Director**

### **April/1<sup>st</sup> week of May (Junior try outs)**

1. Send out a communication to Junior members and parents regarding Junior team tryouts
2. Co-ordinate with Head Pro the date and time
3. Record all the names and ages of player coming for try outs.
4. Ask for the courts to be booked
5. Order food and drinks for the tryouts.
6. Finalize the list of Juniors –Main players and subs. Need at least 10 to 12 juniors on the team.

### **May to Mid July (Junior league and Team Practices)**

1. Get a team captain
2. Pre-book the courts
3. Get the team's schedule of availability
4. Each Monday, email the team captains the line up and time. U16, U12, singles, doubles match line up. Need to play at least 5 juniors.
5. Email the parents the line up
6. Home games- buy drinks/food/snacks for the league.
7. Organize the matches, confirm all the player's names with other team captain, record the scores and sign the sheets.
8. Clean up for home games.
9. Send scores to NYTA.
10. Arrange at least 2 team practices for the season. Co-ordinate with Pro the time and date –this is usually on Tuesday or Thursday when the B or A team play away.

### **Junior Round Robin**

1. Organize 1 to 2 round robins.
2. Co-ordinate with Pro the date and time.
3. Book the courts.
4. Send email out to Junior members and Parents.
5. Organize by level of play: Novice, Intermediate, and Advanced level.
6. Send all names to Pro to co ordinate
7. Buy food, fruit, and drinks.
8. Buy prizes.
9. Clean up after the round robin.

### **Junior Tournament**

1. Organize one tournament for the season.
2. Co-ordinate with the Pro the date and time.
3. Book the courts.
4. Send out a communication to Junior members and Parents.
5. Organize by: Novice, Under 12, under 16.
6. Send all names to Pro to co-ordinate the matches.
7. Buy food, fruit and drinks.
8. Buy prizes.
9. Clean up after the tournament.

Other duties- help answer questions from parents regarding team. Round robins, tennis camps (send these to the Pros), etc.