

Director of Court Operations Responsibilities and Duties

Overall

- Organizes play schedules and events, such as league play, for the Club
- Oversees PCOC and acts as the liaison to the SP Board
- Develops instructional programs for youth and novice players
- Coordinate both local and regional tournaments
- Submits Annual Court Operations Budget

Specifically

- Prepares schedules for league play, open play, possible exchange play with other clubs
- Email club members regarding play as well as changes to times, venues, court etiquette, or other issues that may arise
- Delegates tasks and appoints teams as deemed necessary
- Supervise and monitor the progress of teams and tasks
- Oversees court maintenance and court equipment- ordering new and replacement equipment as necessary
- Plan tournaments - regional, local, and member only events
- Prepare annual Court Operations Budget
- Oversees the PCOC and acts as a liaison to the SP Board
- Sits on the SP Board as a voting member

Specific Duties as Follows:

- Organizes league play, deciding formats, number of entries, and length of league play
- Implement and uphold a skill - rating process

- Organize, with PCOC, all play schedules for the club both indoor and outdoor (Boys & Girl's Club, Carrie Blake Park)
- Oversees PCOC and acts as liaison to the SP Board bringing their concerns and recommendations
- Sends emails and notices to members regarding play schedules, play opportunities, court etiquette and other information
- Work with a team(s) to plan and execute all local and regional tournaments
- Coordinate instructional programs (training, clinics, and developmental opportunities) for all skill levels
- Coordinate youth programs through the B&G Club and other organizations
- Coordinates and plans exchange play with other pickleball clubs
- Creates an annual equipment inventory
- Handles all equipment maintenance (courts, lights, balls, nets, etc.)
- Orders new and/or replacement equipment as deemed necessary
- Appoints a non-voting Assistant DOCO to help with tasks determined by the DOCO

Qualities

- Computer skills including word processing, email, spreadsheets, and Google Drive
- Good administrative skills- writing, multitasking, communication skills, listening, public relations, delegating tasks
- Organizational skills and time management
- Positive attitude and good knowledge of the club and the people in it
- Ability to work well with a variety of people and personalities and effectively communicate with them both written and verbally

- Ability to remain calm in possible emergency situations resulting from possibly injuries or health issues due to physical activity
- Able to help diffuse and settle conflicts resulting from disputes on the court
- Experience in managing people and multiple groups