



Tennis Yukon Handbook: Board Positions

Tennis Yukon's Mission: To develop and promote tennis for all ages and abilities through year-round programming and partnerships.

Tournaments - all events should be included in any advertising/promotion of Tennis Yukon summer programs

Capital Cup

Jan/Feb	Set dates (with Juneau)
	Set budget and submit to Board
	request block room rate from local hotels
	book wax room for Fri/Sat/Sun
	put dates on Tennis Yukon website/FB calendar, monthly newsletter
April	order cases of balls (CTC)
May	post sign/dates at Mt Mac courts
	send request to local celebrity for participation (if desired)
	Organize volunteers: Saturday night potluck, decide on location, snacks/drinks, take photos, get courts ready, shifts at tournament desk
May/June/July	promote, promote, promote through media outlets and TY
	set up registration, tournament format (decide with Juneau) (CTC)
	open registration (CTC)
June	Communicate players/levels to Juneau (CTC)
July	July 1, post court use poster at courts blocking all 4 courts from Friday at 4 pm until Sunday at noon (at least)
	July 2, call outhouse company and make sure they clean the outhouse prior to the tournament (preferably Friday morning of the tournament weekend)
	Tuesday before the tournament, make up draw and communicate to participants and media, post draw on website
	Friday of the tournament, set up tournament desk, flag, Capital Cup, snacks/drinks, post draw and any sponsor thank you's
	Saturday of the tournament, set up tournament desk, flag, Capital Cup, snacks/drinks, post draw, any sponsor thank you's and tournament score sheet
	Saturday night tournament dinner (as organized by Board member/volunteer(s))
	Sunday of the tournament, set up tournament desk, flag, Capital Cup, snacks/drinks, post draw, any sponsor thank you's, and tournament score sheet
	Trophy ceremony and photos
	Communicate results to media
	Post results, sponsor thank you's, celebrity thank you's, volunteer thank you's, photos on TY website and FB
	Thank you posted at courts and ad in paper to any sponsors/players/celebrities/volunteers

Territorial Championships	
March	determine tournament structure/events (including scoring, reporting scores), budget, set dates, decide if fee/no fee
	put dates on Tennis Yukon website/FB calendar, monthly newsletter
April	order balls (CTC)
May	post sign/dates at Mt Mac courts, website, FB
	open registration
May/June/July	promote, promote, promote
July	Organize volunteers: Friday night bbq/event for finals at Mt Mac, snacks/drinks, take photos, get courts ready
August	1 week prior to finals event, post court use poster at courts blocking all 4 courts for finals event
	1 week prior to finals event, call outhouse company and make sure they clean the outhouse prior to the tournament (preferably Friday morning of the tournament weekend)
	1 week before start date of tournament, make up draw and communicate to participants, post draw on website
	finals event day, set up tournament desk, snacks/drinks, post draw and any sponsor thank you's
	Trophy ceremony and photos
	Communicate results to media
	Post results, sponsor thank you's, volunteer thank you's, photos on TY website and FB
	Thank you ad in paper to any sponsors/players/celebrities/volunteers

Summer Programming (May-Aug)	
Jan/Feb	outreach to other groups to partner for summer camps
	secure wax room and curling rink as needed
	draft summer schedule
March	registration forms finalized and posted
	put dates on Tennis Yukon website/FB calendar, monthly newsletter
	Include on schedule of court use posted at the courts and on the website
April	order balls and any other equipment needed
March/April/May	promote, promote, promote through media outlets and on TY website/FB/newsletter, including
May	post sign/dates at Mt Mac courts
	Include on schedule of court use posted at the courts and on the website
	Send confirmation emails to camp registrants
May/June/July/Aug	Weekly - submit list of registrants and any payments to bookkeeper, indicate if anyone needs invoice and/or receipt
	Weekly - letter to incoming week of campers, letter to outgoing week of campers, post photos to website/FB

President	
AGM in May	prepare agenda and President's report
	organize materials for attendees
	chair meeting
	follow-up (Sport Yukon, Corporate Affairs, etc.)
Routine Board Meetings	set dates for routine meetings and AGM
	prepare agendas (60 minutes maximum)
	annually set season pass rates/policies
	annually set lesson fees, camp fees
	annually set payscale for coaches
	oversee annual programming plan
Special Board Meetings	annual planning meeting – fall
	3-year plan revision, when necessary
Supervise staff	supervise program planning and budgets
	keep record of Criminal Records Checks, First-Aid Certifications, NCCP course completions
Funding (in cooperation with Sec/Treas)	Prepare and submit annual funding requests and reporting
Liason	Tennis Canada
	Tennis BC
	Sport Yukon
	City of Whitehorse
	Mt Mac User Group
	Yukon Dept of Community Services Sport and Rec Branch

Secretary/Treasurer (may be combined or split)	
Minutes for routine Board meetings and AGM	Take and distribute
Sponsorship Development	for Capital Cup
	for Territorial Championships
	for Mt mac courts
Insurance and Memberships	Sport Yukon
	Tennis BC
	SBC Ins.
Liason	Liase with bookkeeper
	Liase with banks
Reporting	Prepare financial reports for AGM
Funding (in cooperation with President)	Prepare and submit annual funding requests and reporting

Director - Mt Mac Courts	
(assist Community Tennis Coordinator)	
	help with maintenance
	yardwork around perimeter
	help keep bulletin board up to date
	outhouse liason
	help organize windscreen volunteers at start and end of season
	end of season survey to season pass holders
Director - Advertising/Promotion	
	assist Community Tennis Coordinator
	print, website, and social media
	TY events
	TY programs