



# Tennis Yukon Handbook

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

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<b>Tournaments - all events should be included in any advertising/promotion of Tennis Yukon summer programs</b>	
<b>Responsibility: Community Tennis Coordinator (CTC), Board member</b>	
<b>Capital Cup</b>	
Jan/Feb	Set dates (with Juneau)
	Set budget and submit to Board
	funding application to Holland America possible
	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

<b>Territorial Championships</b>	
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

<b>Junior Team Tennis /</b>	
<b>Rix Tourney</b>	
Jan/Feb	Review Community Team Tennis and Rix Rookie Tourney materials from Tennis Canada
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
	contact curling rink about use as backup location in case of rain ( info@whitehorsecurlingclub.com)
	order shirts (if using)
April	order balls (CTC)
	run ads in media outlets
	open registration (forms and info online)
May	post sign/dates at Mt Mac courts and website, including notice of court use
	Organize volunteers: snacks/drinks/prizes, take photos, help with matches, help set up courts
June	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/volunteers

<b>Programming Responsibility: Community Tennis Coordinator</b>	
<b>Fall Programming (Sept-Dec)</b>	
March	request fall and winter time from Yukon College
	communicate with CGC about junior and adult fall programming (including Pro-D Day programming)
July	draft fall schedule and begin promotion through media outlets and TY website/FB/newsletter/posting at courts
	discuss and agree on budget/lesson prices with Board
Aug	registration forms finalized and posted to TY website/FB
	dates on Tennis Yukon website/FB calendar, monthly newsletter
Oct	submit list of registrants and any payments to bookkeeper, indicate if anyone needs invoice and/or receipt
	determine if holding holiday event, and, if so, arrange gym with Yukon College and begin promotion
Oct/Nov/Dec	Submit any money received weekly to bookkeeper
Dec	communicate to bookkeeper necessary info to invoice City for any CGC program
<b>Winter Programming (Jan-Mar)</b>	
Oct	communicate with CGC about junior and adult winter and March break programming (including Pro-D Day programming)
Nov	draft schedule and begin promotion through media outlets and TY website/FB/newsletter/College gym
	discuss and agree on budget/lesson prices with Board
Dec	registration forms finalized and posted to TY website/FB
	put dates on Tennis Yukon website/FB calendar, monthly newsletter
Jan	decide if running any programs during March break (may involve partnering with other group), and, if so, arrange gym with Yukon College and begin promotion
	submit list of registrants and any payments to bookkeeper, indicate if anyone needs invoice and/or receipt
Jan/Feb/March	Submit any money received weekly to bookkeeper
March	communicate to bookkeeper necessary info to invoice City for any CGC program

<b>Summer Programming (May-Aug)</b>	
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

<b>High Performance Camp (Summer)</b>	
Jan/Feb	liaise with NWT, Juneau to set dates and schedule, budget
	get approval from Board for budget
	discuss camp and promotion with Sport Yukon sport tourism coordinator
	secure wax room and curling rink as needed
	secure guest speakers, as needed
	communicate with Air North re flight discounts
March/April/May	promote, promote, promote through media outlets and on TY website/FB/newsletter, share with Juneau and Yellowknife to promote too
April	order balls and any other equipment/prizes needed, including shirts, if doing shirts
	registration forms finalized and posted to TY website/FB, share with Juneau and Yellowknife
May	put dates on Tennis Yukon website/FB calendar, monthly newsletter
	Include on schedule of court use posted at the courts and on the website
June	2 weeks before camp - letter to incoming week of campers
	Alert media to final day of camp tourney
July	Drinks/snacks for camp
	First day of camp - poster and any sponsor thank you's
	Post sponsor thank you's, photos on TY website and FB
	Thank you ad in paper to any sponsors/players/volunteers
	Thank you letter to campers, Juneau, Yellowknife ensure Advantage North logo on all promotion and communication materials



<b>Tennis in the Schools</b>	
<b>indoor (Sept-March)</b>	
<b>outdoor (April-June)</b>	
Mar	communicate with Board as to whether any subsidy for school programming; agree on price to offer to schools
Mar	contact Yukon Schools Athletic Assn (Peter Grundmanis right now) - request distribution of program material and time slot at Aug YTA meeting
April/January/Sept	contact teachers directly
	contact homeschoolers (part of phys. ed. Requirement)
	contact Montessori
	set dates/locations (back-up spaces)
	order balls if needed
	put dates on Tennis Yukon website/FB calendar, monthly newsletter
	final schedule/list to bookkeeper for invoicing

<b>Tennis in the Communities</b>	
March-Aug	communicate with Board as to whether any subsidy for school programming; agree on price to offer to schools
	contact Mt Lorne, Haines Junction, Dawson City, Mayo, Watson Lake about summer workshop
	set dates/locations
	order balls
	final schedule/list to bookkeeper for invoicing
	post to TY calendar on website/FB
	put dates on Tennis Yukon website/FB calendar, monthly newsletter

<b>President</b>	
AGM in May	set date, book room
	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, book rooms
	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 Community Tennis Coordinator (may be shared with Director - General Liason)	bi-weekly meetings
	supervise program planning and budgets
	keep record of Criminal Records Checks, First-Aid Certifications, NCCP course completions
	Prepare terms of Community Tennis Coordinator contract, oversee hiring, employment contracts
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

<b>Secretary/Treasurer (may be combined or split)</b>	
Minutes for routine Board meetings and AGM	Take and distribute
Sponsorship Development	for Junior Team Tennis
	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

<b>Director - General Liason</b>	
	Pickleball committee
	Other sport groups
	Community Tennis Coordinator (may be shared with President)

<b>Director - Capital Cup</b>	
	assist Community Tennis Coordinator with logistics
	Holland America funding application
	arrange hotel block
	book waxroom
	request to local celebrity
	organize volunteers for:
	Saturday night potluck
	taking photos during weekend
	buy/deliver snacks/drinks to courts
	set up on Friday (sweep, empty garbage cans, tournament desk, etc)
	shifts at tournament desk throughout weekend
	thank you's to sponsors, volunteers, etc.

<b>Director - Territorial Championships</b>	
	assist Community Tennis Coordinator with logistics
	organize volunteers for:
	Friday night finals snacks/drinks/prizes
	photos during finals
	set up on Friday (sweep, empty garbage cans, tournament desk, etc)
	thank you's to sponsors, volunteers, etc.

<b>Director - Junior Team Tennis</b>	
	assist Community Tennis Coordinator with logistics
	help with matches
	take photos
	recruit others to help
	snacks/drinks/prizes
	thank you's

<b>Director - Open House</b>	
	assist Community Tennis Coordinator with logistics
	snacks/drinks
	set-up at courts
	photos
	someone to manage season pass sales, forms, \$ during Open House

<b>Director - Mt Mac Courts</b>	
<b>(assist Community Tennis Coordinator)</b>	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

<b>Director - Advertising/Promotion</b>	
	assist Community Tennis Coordinator
	print, website, and social media
	TY events
	TY programs

<b>Community Tennis Coordinator</b>	
Tournaments	see "Tournaments"
Programming	Plan, coordinate, promote/advertise, and deliver adult, junior, school, and communities programs; see "Programming"
	Meet once every two weeks with Tennis Yukon board member to discuss progress, programs, budgets.
	Attend Tennis Yukon board planning session in the fall
	Weekly submit names and money to bookkeeper
	Advertising and promotion
Other events	annual Open House
Mt Mac courts	Manage season pass system
	Work with Board member to organize volunteers for windscreens put up and take down, Open House, and events
	Maintain seacan
	Maintain facility (sweeping, garbage cans, recycling, signage)
	Keep bulletin board current (court use, programs, season pass details, etc)
Website/FB	Post updates and photos on Tennis Yukon website and Facebook page weekly
	Prepare and send out e-newsletter twice/month (15 <sup>th</sup> and 30 <sup>th</sup> )