

**Sun City Texas Pickleball Club  
Player Development Director  
Job Description**

**General.** Voting member of the Club Board; responsible for the operation of all club training, league, and tournament programs.

1. Develop and Implement all Club Training Programs.
  - a. Evaluate training programs and apply additions/corrections/deletions as needed.
  - b. Provide oversight to Class Team Leads and ensure quality, standardization and synchronization across all levels of training.
    - Introduction to Pickleball
    - Beginner's Training
    - Novice Supervised Play
    - Intermediate Training
    - Skills and Drills
    - Ball Machine Operation and Maintenance
    - Train the Trainer Class
  - c. Assist Team Leads in recruiting and training volunteer members to be class trainers and assistants.
  - d. Serve as an instructor, as required.
  - e. Maintain an integrated schedule of Club training and coordinate class schedules and instructor/coach assignments with Class Team Leads.
  - f. Identify court requirements and coordinate reservation of those courts to support training.
  - g. Report training statistics to the Board and membership at workshops and general meetings.
  - h. Ensure completion of administrative tasks associated with class execution.
    - Prepare requisite class materials (i.e. attendance rosters, class handouts, name tags)
    - Maintain accountability of issued materials (i.e. Pickleball Fundamentals, Smart Pickleball)
    - Make inclement weather calls and notify participants of cancellations or schedule changes
    - Track player progress from entry through graduation from the Novice Play Program
  - i. Compile equipment and supply requirements and secure Board approval as required.
  - j. Purchase approved materials, submit invoices, and ensure accountability measures are in place and followed once items are received.

- k. Verify member eligibility; register students and maintain waitlists for all training programs. Keep records of participants who have completed training.
  - l. Recommend professional trainer(s), clinics and camps for Board approval.
  - m. Liaison between the Club's Teaching Professionals and Club Board and membership.
  - n. Provide training information to the Communications Director for Kitchen Talk and other club communications, as required.
  - o. Attend New Resident/Homeowner Orientations and Chartered Club Fairs.
2. Provide oversight to the League Director for planning and execution of Club Leagues. League Director will:
- a. Develop and implement league configurations and procedures including, but not limited to:
    - Drop In Leagues
    - Skinny Singles Leagues
    - Ladder Leagues
    - Team Pickleball Leagues
  - b. Provide oversight to individual League Captains to ensure quality and standardization
  - c. Propose changes to league configuration and dates for leagues to the Player Development Director for Board approval
  - d. Prepare information sheets/flyers for each league season.
  - e. Recruit and train league captains
  - f. Identify and submit consolidated equipment and supply requirements to the Player Development Director.
  - g. Summarize and distribute league results to participants. At end of season, provide final results to Communications Director to post on website.
  - h. Submit league statistics to the Player Development Director for presentation to the Board and membership at workshops and general meetings.
  - i. Provide Player Development Director with league information and photos for Kitchen Talk and other Club communications.
3. Provide oversight to the Tournament Director for planning and execution of Club tournaments. Tournament Director will:
- a. Manage Club tournaments.

- b. Develop proposed dates, format and procedures for Club tournaments
  - c. Establish and execute player registration procedures
  - d. Designate support staff and their areas of responsibility and ensure that required support is available as planned.
  - e. Identify supply requirements.
  - f. Develop and execute bracket assignments
  - g. Provide Player Development Director with tournament information and photos for Kitchen Talk and other club communications.
4. Provide oversight to the Ball Machine Coordinator, who will:
- a. Outline policy and procedure for using both Club-owned and personal ball machines on the Sun City pickleball courts.
  - b. Maintain and store club-owned ball machines.
  - c. Schedule member classes on ball machine use and maintenance.