



HONG KONG, CHINA TENNIS ASSOCIATION 中國香港網球總會

## **Position: HKCTA Performance Coach**

### Job Purpose:

To design the training programs and deliver the on-court sessions within the Hong Kong, China Tennis Association (HKCTA) Player Development program especially the Outdoor Sports Centre in Sai Sha. Be guided by the aims and objectives of HKCTA.

### Key Tasks:

The Performance Coach has the responsibility of coaching a designated group of players based at a HKCTA centre. This is a role that has both on-court and off-court responsibilities. In addition to a minimum of 40 hours per week of on-court coaching, it also includes administrative duties and tournament support responsibilities. The primary responsibilities are as follows:

- 1) Reporting to Head Coach, working with a team of supporting staff to deliver a performance tennis program.
- 2) Technical and tactical development of players, and knowledge of sports medicine programmes.
- 3) Designing tournament and training schedules of players in his/her group and monitoring their progress and results.
- 4) Working within the guidelines of the Annual Plan.
- 5) Regular communication with parents on a formal and informal basis.
- 6) Regular liaison with relevant HKCTA committees and staff.
- 7) Supporting coach education programmes.
- 8) Represent the HKCTA and its player's interests to the media and general public in a positive manner.
- 9) Any other duties deemed appropriate by the HKCTA Chief Executive Officer.

### Accountabilities:

- 1) To work within the HKCTA coaching team to create a world class high performance training environment.
- 2) To create, build and sustain effective working relationships and networks with key partners, particularly other tennis coaches, committees, and staff.
- 3) Maintain high standards of discipline and work ethic to ensure the success and the professional image of the HKCTA. Be a role model and lead by example. Ensure that standards are maintained at all levels.
- 4) Continually update knowledge on world's best practices to ensure best possible information is available to players. Through regular appraisal and self-analysis, find opportunities for personal and professional development.
- 5) Knowledge on Health & Safety at work, and notify the Chief Executive Officer of any safety concerns.
- 6) To build, manage and maintain strong inter-departmental relationships and communication within the organisation.
- 7) Abide by the HKCTA Coach's Code of Conduct.



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Person specification:

- 1) Knowledge and understanding of and commitment of tennis.
- 2) Knowledge and understanding of how to engage, communicate and motivate tennis players of all ages, and parents and committee members
- 3) Knowledge and understanding of H&S and Child Protection.
- 4) Ability to communicate effectively both verbally and in writing.
- 5) Ability to work effectively in a team.
- 6) Good understanding of international standards of junior / adult players.
- 7) Highly motivated and enthusiastic.

Essential requirements:

- 1) A recognized international tennis qualification.
- 2) Valid HKCTA Coaching Licence. (can assist application if not yet licensed)
- 3) Relevant Coaching Experience.
- 4) Excellent communication skills.
- 5) Computer skills.

If you are interested in the above position, please submit a letter of application to [info@tennishk.org](mailto:info@tennishk.org) . Provide a detailed CV that includes your coaching and academic qualifications, relevant working experience, details of playing career, achievements as a coach, expected remuneration, a recent photograph and a list of three referees. The deadline of the application is 31<sup>st</sup> March 2024.