

Head Tennis Coach

The Hong Kong, China Tennis Association (“HKCTA”) is seeking a high caliber candidate for the above position:

Job Description

- To oversee the HKCTA training programs, including the design, planning, implementation, evaluation of the programs in line with the competition aims and strategies of HKCTA;
- To lead the HKCTA national program and manage/administer the HKCTA player development programs, and a wide range of other tennis programs of different natures tailored to different groups of tennis players; the HKCTA tennis programs currently have approximately 2 full time players, 130 of students under the National Training Squad programs (NTS), 140 of students under Elite Development (ED) programs and 581 of students under the grassroots development;
- To report to the HKCTA Council, Player Development Committee, the Chief Executive Officer, and Chief Operating Officer of HKCTA;
- To manage, oversee and evaluate the performances of HKCTA tennis coaches (comprising approximately [26] full time coaches and [more than 120] part time coaches), and ensure that the training sessions are conducted in an effective and efficient manner; and the methodology used is consistent across all locations;
- To develop a sustainable system and strategy to develop tennis players;
- To mentor players and develop individual programs and tournament plans (through coaches), and to communicate effectively with players and parents regarding training, tournaments, and appointments with various support services at HKCTA;
- To contribute to the development of coaches through continue education and research of the latest coaching methodology;
- Review reports from coaches and issue quarterly reports regarding the program’s status, progresses and action points to HKCTA’s management;
- Review and approve players’ tournament schedules and funding for overseas tournaments;
- Review daily and monthly attendance and training logs;
- Work with coaches and other staffs regarding athletes’ issues (i.e discipline, performance reviews, tournament schedules, quarterly progress reports, individual budgets, etc.)
- Monitor and review coaches’ updates on target athletes/address issues that require attention and report to the HKCTA management;
- Address disciplinary issues with athletes;
- Manage coaches’ schedules and leave requests;
- Travel to major international events with key players and teams;
- Review all post competition players’ reports;
- Assist in the performance appraisals process for coaches;
- To advise on the use of the latest technology and tennis facilities/equipment for training purpose;

- Order all necessary equipment for local training and travel overseas;
- Monitor tennis facilities' needs and liaise with related departments;
- To ensure that all scientific, medical and other athlete support services are fully utilized and integrated into the HKCTA training programs to enhance elite training outcomes;
- To create systematic opportunities for talent to emerge through related programs;
- To collaborate closely with business management staff on the administration of the HKCTA training programs, including those tasks relating to securing relevant funding for the HKCTA training programs and individual players' programs;
- To manage and operate the HKCTA training programs within the annual financial budget;
- To provide professional and technical oversight of the HKCTA tennis facilities;
- To ensure a positive collaborative working relationship between HKCTA and HKSIL;
- Work on management issues as required (i.e., troubleshoot on specific issues when required/requested);
- To contribute to in-house and general media publications as requested;
- To contribute to the enhancement of the professional image of the HKCTA; and
- To perform any other duties as assigned by senior staff.

Requirements

- Holder of national level tennis coaching certificate(s);
- Proven experience and achievements in tennis coaching at the international level, and have planning and administration experience in tennis programs;
- Outgoing personality, good interpersonal skills, self-driven and a team player with excellent written and oral communication skills;
- Effective in leading and communicating with coaches, players, parents, staffs and members within the tennis community;
- Effective in administration functions and providing administrative analysis and big data analysis;
- Experience in developing Asian tennis players and possess track record of producing top international tennis players;
- Possess experience in working at sports federation;
- Knowledge of anti-doping, child protection, sexual harassment and equal opportunity policies are an advantage; and
- Proficient in Microsoft Office.

Package includes

- Salary* with Mandatory Provident Fund (MPF);
- Annual leave; and
- Medical insurance.

*Salary will be commensurate with experience and qualifications



Interested candidates please email your resume and expected salary to info@tennishk.org on or before May 31, 2024. Please indicate on the subject of the email "Application for Head Tennis Coach".

Applicants who are not invited for interview within three months may consider their applications unsuccessful.

All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.