

Abilene Tennis Association

Request for Proposal

JTT Area League Coordinator

JTT AREA LEAGUE COORDINATOR  
  
NOVEMBER 13, 2024   
  
Issued by:  
  
ABILENE TENNIS ASSOCIATION

For information about Abilene Tennis Association, see abilenetennis.org  
  
ATA Representatives: Benny Morentin; Rich Bryan; Beverly Guthrie   
  
Please Contact Beverly Guthrie at ataabilene@gmail.com; 325-668-9247

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1. Introduction & Background

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The Abilene Tennis Association is seeking an JTT Area League Coordinator and is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified individual who will coordinate junior tennis play in the Abilene area. Our goals are to:

1. Promote and support ATA Junior Tennis through social tennis activities, city and country club leagues and USTA leagues.
2. Grow the number of junior participants in USTA leagues
3. Develop positive working partnerships/relationships with all area tennis facilities, area coaches and tennis professionals, collaborating with them to enhance and schedule tennis opportunities for all adults.

The objective of this Request for Proposal is to locate an individual that will provide the best overall value to the ATA’s junior tennis program. While price is a factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

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2. Submission Guidelines & Requirements

HEADING

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only individuals that are community oriented with a tennis background/tennis knowledge should submit proposals in response to this Request for Proposal. Additionally, the coordinator must be approved by the USTA Texas Section.
2. Bidders must submit their proposal electronically to Beverly Guthrie, the ATA representative identified on the cover page at ataabilene@gmail.com, no later than December 30, 2024
3. Bidders must provide two references.
4. A price proposal must be provided, indicating the overall fixed price per junior tennis USTA league participant as well as an estimate of total number of hours to be spent each month.
5. Proposals must be signed by the individual seeking to become the JTT League Coordinator.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received prior to December 30, 2024 at 5:00 PM to be considered.
8. Proposals must remain valid for a period 30 days.
9. The ATA anticipates selecting at least two individuals to have more in-depth discussions with, and will make an award to one of these individuals.

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3. JTT League Coordinator Description

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The JTT League Coordinator (the “Coordinator”) promotes USTA leagues, and social tennis activities for juniors in the Abilene area for the Abilene Tennis Association (ATA). The Coordinator recruits captains and team members and organizes the format and structure of the league in accordance with rules and guidelines promulgated by ATA. The goal of the Coordinator is to grow league and social play in the Abilene and surrounding area. The Coordinator is an independent contractor.

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4. JTT League Coordinator Skills and Responsibilities

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The JTT League Coordinator will work directly with the ATA Junior Tennis Chairs, providing them monthly status updates and developing any necessary rules and timelines. Peak activity for leagues is March through April for Spring and September through October for Fall. Coordination of junior tennis activities is expected in spring and fall.

**Skills:**

1. Outstanding organizational and administrative skills
2. Excellent written and oral communication and skills
3. Ability to mediate, negotiate and resolve with ability to manage difficult situations.
4. Professional image/presence and excellent motivational skills
5. Knowledge of USTA National/Section/Local league regulations, procedures and guidelines
6. Experience with and access to computer/Internet
7. Experience with Microsoft Office programs
8. Highly motivated self-starter, enthusiastic personality with desire to promote and grow junior tennis in the Abilene community

**Responsibilities:**

Plan, manage and perform all administrative and clerical tasks necessary for the operation of the junior activities and the USTA Junior Team Tennis Program in the Abilene Area. This includes:

1. Organize all local ATA league and junior activities.
   1. Set up and administer USTA Junior League Tennis in the Abilene area (establish dates, make schedule), with the goal of exceeding participation objectives in a sustainable manner, while creating an environment of fun and competitive tennis. USTA Junior League scheduled play is to be set at minimum of 4 weeks of play for Spring & Fall Leagues.
      1. For USTA leagues, use TennisLink to schedule within Section and National timelines and guidelines including any required playoff matches
   2. Reserve courts and negotiate court fees with local tennis facilities
   3. Recruit junior players for league
   4. Form teams for all levels of play
   5. Inform players of league and social activities via:
      1. Season kickoff meetings
      2. Email |Facebook | Instagram | ATA website
   6. Working with the Junior Tennis Committee, plan Spring & Fall Leagues
   7. Assist players with ATA local rules and with USTA rules interpretation, grievance procedures and other administrative issues which may arise.
   8. Participate in league award programs and player ethics and sportsmanship.
2. Promote ATA Junior Tennis and develop positive working partnerships/relationships with all tennis facilities, associations, professionals, coaches and industry professionals, and other allied organizations on a timely basis.
3. Honor all deadlines such as scorecard, roster and playoff deadlines.
4. Attempt to attain a 10% increase in participation annually for all levels.
   1. Work to form new teams
   2. Contact players looking for a team and invite them to join existing teams or form a new team.
   3. Recruit lapsed players to join teams (followed up by personal phone calls, texts, emails).
   4. Follow up with a personal phone call with each “player looking for a team” to see if they have any questions or if you can assist them in finding a team or registering for league play.
5. Attend all mandatory Coordinator trainings each year and all workshops provided by the Texas Section.
   1. Attend all conference calls, or have a representative on the calls if you can’t attend.
6. Attend some of the Abilene Tennis Association Board and submit written report monthly on league status.

Note: The JTT League Coordinator may not be a captain of a team.

5. Contract Term

The Contract Term is a two-year term, renewable by majority decision of the ATA board of directors.

6. RFP & Project Timelines

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The Request for Proposal timeline is as follows:

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| Request for Proposal Issuance | November 30, 2024 |
| Bidders submit their Proposal | December 30, 2024 by 5:00 PM |
| Selection of Top Bidders / Notification to Unsuccessful Bidders | January 10, 2025 |
| Start of Negotiation | Week of January 15, 2025 |
| Contract Award / Notification to Unsuccessful Bidders | January 30, 2025 |

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7. Payment

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The JTT League Coordinator, an Independent Contractor, is paid on a per junior player participant basis. Such payment is calculated when such participant signs up for a USTA league and paid at the end of sign up. There may be opportunities for additional payments such as 1) Number of participants in junior tennis activities exceeding a certain count. Such additional payments are to be negotiated separately during the year with the ATA.

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8. Evaluation Factors

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The ATA will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Price
4. Skills/expertise/experience of bidder

The ATA reserves the right to award to the bidder that presents the best value to the ATA as determined solely by the ATA in its absolute discretion.