

**Lake Forest Club
Director of Racquet Sports
Job Description
August 2010**

Overview of the Lake Forest Club and its Tennis and Paddle Programs

The Lake Forest Club (“LFC”) is an active, family-oriented private club founded in 1958, located at 554 N. Westmoreland Avenue, Lake Forest, Illinois. With over 350 family and individual members, LFC features very active tennis, paddle and swimming programs. LFC has twelve Har-Tru tennis courts, four of which are lighted, four paddle courts and a recently-constructed paddle house. LFC’s men, women and juniors tennis programs are conducted from approximately mid-April through the end of September, and its men, women, and juniors paddle programs run from approximately Labor Day through the end of April.

LFC is seeking a professional with experience in both tennis and paddle to serve as Director of Racquets Sports for LFC. Candidates should have the ability to teach tennis and paddle at all levels, to organize and run tennis and paddle drills and social events for men, women and juniors, to hire, manage, and supervise a professional staff, and to encourage LFC members to participate in the tennis and paddle programs. LFC intends to hire a Director of Racquet Sports in time for up-coming paddle season.

Interested candidates should submit resumes and other pertinent information to LFC Club Manager, Scott Bruce, at ascottbruce@aol.com, and can contact Mr. Bruce by e-mail or phone (847-234-5316) with any questions. RESUMES SHOULD BE SUBMITTED ON OR BEFORE MONDAY, AUGUST 23, 2010. Additional information about LFC can be found at lakeforestclub.com.

Responsibilities of Director of Racquet Sports

The responsibilities of the Director of Racquet Sports of LFC shall include, but are not necessarily limited to, the following (some of which may be delegated by the Director of Racquet Sports to professional members of his or her staff, with appropriate oversight by the Director of Racquet Sports):

General:

- Hire a professional staff, which likely will consist of one or two full-time racquets professionals who will be expected to work year-round to assist in both the tennis and paddle programs.
- Manage and supervise the professional assistants to ensure that all of the needs and desires of the LFC members are satisfied.
- To the extent necessary, retain the services of additional competent professionals on an hourly basis to assist in satisfying the needs and desires of the men, women, and junior tennis and paddle programs.
- To the extent necessary, hire, manage, and supervise part-time and summer staff to serve as “starters” and to otherwise assist the racquets professionals.
- Develop annual plans for the men, women, and juniors tennis and paddle programs, which shall include a budget for the LFC racquets programs, and submit the plans and budget to the racquet sports representatives (the “LFC Racquets Representatives”) on the LFC Board of Directors (the “Board”) for review and approval. The plans and budget shall include proposed salaries for each of the racquets professionals on staff, which salaries must be within the limits established by the Board, the proposed charges for lessons, drills, and events, and the proposed hourly pay for racquets professionals for lessons, drills and events.
- Attend weekly LFC staff meetings of the heads of the various departments of LFC.
- Review and update, on a periodic basis, the tennis and paddle sections of the LFC website to ensure the information on the LFC website is accurate and up-to-date.

- Review and up-date, on a daily basis, the LFC on-line court reservation system to ensure the accuracy of the information thereon, including drill and lesson schedules, tennis court watering schedules, and tennis and paddle court availability.
- Communicate on a regular basis with the LFC Club Manager and with the LFC Racquets Representatives.
- Be a presence at the LFC to get to know the members and encourage the members to participate in the tennis and paddle programs.
- Manage the pro shop during both the tennis and paddle seasons.

Men's Tennis and Paddle Programs:

- Plan, organize, and run team practices and drills for the LFC men's tennis teams. It is expected that one or two drills for each men's tennis team should be offered each week on Saturdays and/or weekday evenings throughout the tennis league season. Drills may be extended beyond the tennis league season depending on interest and participation.
- Plan, organize, and run team practices and drills for the LFC men's paddle teams. It is expected that a separate paddle drill for each LFC men's paddle team should be offered each week during the weekends throughout the paddle season.
- Plan, organize, and run tennis and paddle social events for LFC men tennis and paddle players, including, but not necessarily limited to, Club Championships for tennis, a tennis Calcutta, a tennis pro-am, a tennis member-guest event, Club Championships for paddle, a post-Thanksgiving paddle round robin event, and an end-of-season "Paddle Meltdown".
- Organize men's open play on Saturday mornings and Monday evenings for both tennis and paddle.
- Assist in developing a roster and in appointing a captain for each LFC men's tennis team and for each LFC men's paddle teams, and, if requested, assist the captain of each LFC men's tennis team and each LFC men's paddle team in developing a line-up for each tennis match and each paddle match. If requested, assist the captain of each LFC men's tennis team and each LFC men's paddle team in finding substitutes to fill out a match line-up when needed.
- Assist in the evaluation of each men's team player at the conclusion of each tennis season and each paddle season to assist in improving each player's skills and in developing team rosters for future seasons.

Women's Tennis and Paddle Programs:

- Plan, organize, and run team drills for the LFC women's tennis teams. It is expected that one tennis drill for each LFC women's tennis team should be offered each week on weekdays throughout the tennis league season. Drills may be extended beyond the tennis league season depending on interest and participation.
- Plan, organize, and run team drills for the LFC women's paddle teams. It is expected that one paddle drill for each LFC women's paddle team should be offered each week on weekdays throughout the paddle season.
- Plan, organize, and run tennis and paddle social events for LFC women tennis and paddle players.
- Plan, organize, and run an in-house league for LFC women paddle players.
- Assist in developing a roster and in appointing a captain for each LFC women's tennis team and for each LFC women's paddle teams in accordance with the self-placement guidelines as set forth on LFC's website, and, if requested, assist the captain of each LFC women's tennis team and each LFC women's paddle team in developing a line-up for each tennis match and each paddle match. If requested, assist the captain of each LFC women's tennis team and each LFC women's paddle team in finding substitutes to fill out a match line-up when needed.

Mixed Tennis and Paddle Programs:

- Promote mixed doubles play in both tennis and paddle by planning, organizing, and running periodic mixed doubles social events for tennis and paddle, and by organizing a LFC mixed doubles team to participate in the North Suburban Tennis Federation Mixed Doubles Tennis League.

Juniors' Tennis and Paddle Programs:

- Organize and run the LFC juniors tennis and paddle programs in a manner that not only teaches the juniors appropriate skills, but also promotes tennis and paddle rules, court etiquette and sportsmanship.
- Ensure that there is proper supervision at all LFC juniors' tennis and paddle events.
- Plan, organize, and run group tennis and paddle lessons and drills for LFC juniors.
- Plan, organize, and run an in-house tennis league for LFC junior tennis players to provide LFC junior tennis players the opportunity to play competitive tennis matches.
- Organize a LFC tennis travel team for juniors, featuring competitive tennis matches against other clubs in the area, and accompany the LFC junior tennis team to matches to develop line-ups for competitive play and to serve as coach.
- Plan, organize, and run tennis events for LFC juniors on several Saturdays during the summer, which events should include parent-child events and Junior Club Championships.
- Plan, organize, and run periodic paddle lessons, drills, and events during the paddle season for LFC junior paddle players, such as after-school group lessons for LFC junior paddle players and Friday evening social events for LFC junior paddle players.
- Evaluate each active LFC junior tennis player and each active LFC junior paddle player to assist in improving his or her skills.

Skill Set that will be sought in the LFC Director of Racquets

In evaluating candidates for the Director of Racquet Sports position at LFC, LFC will be looking for candidates who have and exhibit the following skills and attributes:

- Must have exceptional racquet skills in both tennis and paddle; must be a certified tennis and paddle instructor; and must be an exceptional tennis and paddle instructor, able to work with players of all skill levels and of all ages.
- Must have exceptional organizational and managerial skills to manage and supervise his or her staff and to plan, promote, and execute tennis and paddle team play and social events.
- Must maintain the highest degree of integrity, honesty, and character.
- Must be passionate about both tennis and paddle and display such passion in a manner that will attract LFC members to actively participate in the LFC tennis and paddle programs.
- Must have exceptional communication skills and must be willing and able to effectively communicate and interact with club members, both on and off the courts, and with the LFC Club Manager and the LFC Racquets Representatives.
- Must possess sound judgment.
- Must be creative and energetic to be able to organize tennis and paddle events that will attract the greatest amount of interest and participation.

Details of the LFC Tennis and Paddle Programs

In an attempt to provide interested candidates with a full understanding of what will be expected of the Director of Racquet Sports at LFC, set forth below is a description of the LFC tennis and paddle programs as they have been run during recent years. The Director of Racquet Sports, however, will have the opportunity and flexibility to organize and run the LFC tennis and paddle programs in a manner in which he or she determines is the best way to satisfy the needs and desires of the LFC members and to promote the greatest amount of participation in the programs as possible.

LFC Men's Tennis:

- During the 2010 tennis season, LFC fielded four men's tennis teams with approximately fifteen active players on each team. Three LFC men's tennis teams (levels C-1, C-2, and D) played in the Friday night North Suburban Tennis Federation League, and the fourth LFC men's tennis team (level B) played in the Sunday morning North Suburban Country Club Tennis League.

- Throughout the 2010 tennis season, drills for the LFC men's tennis teams were held on Tuesday (C teams) and Wednesday (D team) evenings at 7:00-8:30, and a separate drill was held for each LFC men's tennis team on Saturday (at 9:30-11:00, 11:00-12:30, and 1:00-2:30).
- For the past several years, men's open tennis play has been held on Saturday mornings starting at 8:00 and on Monday evenings starting at 6:30. Open play attracts not only men who participate on the LFC men's tennis teams, but also many LFC men tennis players who are not active tennis team participants.
- Special events held for LFC men tennis players are held, including Club Championships, a program, and the end-of-the-season Calcutta.

LFC Women's Tennis:

- During the 2010 tennis season, LFC fielded ten women's tennis teams with seven or eight active players on each team. Five LFC women's tennis teams (levels A, B-1, B-2, D, and E) played in the North Shore Tennis League, and five LFC women's tennis teams (levels A-1, A-2, B, C, and D) played in the Lake Shore Tennis League. Matches are held each weekday throughout the season.
- Throughout the tennis season, one drill for each LFC women's tennis team is held each week on a weekday morning, with one drill conducted from 9:00 to 10:30 and another drill from 10:30 to noon each weekday.
- A few social events are held for LFC women tennis players during the summer, including a member-guest event and Margarita Mixers.

LFC Juniors Tennis:

- After school tennis programs are offered for the LFC junior tennis players in the Spring from mid-April to the end of the school year and in the Fall from the beginning of the school year through September.
- Throughout the summer months, group tennis programs are offered to LFC junior tennis players, with a separate program offered on various weekdays for each level of play and for LFC junior tennis players of all ages.
- An in-house Grand Prix Tennis League is conducted on weekends during the summer months, providing LFC junior tennis players the opportunity to play competitive matches against fellow LFC junior tennis players.
- LFC participates in the North Suburban Junior Club League and the North Shore Grand Prix League, providing LFC junior tennis players with the opportunity to compete against junior tennis players from other local clubs.
- Several events are held for LFC junior tennis players on several Saturdays throughout the summer to provide LFC junior tennis players with the opportunity to have fun while improving their tennis skills.

LFC Mixed Tennis:

- During the 2010 tennis season, LFC participated in the North Suburban Tennis Federation Mixed Doubles League, with mixed doubles held on Wednesday evenings.
- Mixed Doubles tennis social events are held throughout the tennis season.

LFC Men's Paddle:

- During the 2009-2010 season, LFC fielded five men's paddle tennis teams, with approximately thirteen active players on each team. LFC will field six men's paddle teams during the 2010-2011 season. The LFC men's paddle teams compete in the Chicago Platform Tennis League, with matches played on Tuesday, Wednesday, and Thursday evenings from the first week October through the middle of March.
- Practices and/or drills are offered for each LFC men's paddle team during each weekend throughout the paddle season.
- For the past several years, men's open paddle play has been held on Saturday mornings starting at 8:00 and Monday evenings starting at 6:30. Open play attracts not only men who participate on

the LFC men's paddle teams, but also many men paddle players who are not active paddle team participants.

- Special events are held for LFC men paddle players, including a mid-September paddle camp which is held to prepare the LFC men paddle players for the up-coming paddle season, the post-Thanksgiving round-robin, Club Championships and the end-of-the-season Paddle Meltdown.

LFC Women's Paddle:

- During the 2009-2010 paddle season, LFC fielded eight women's paddle teams (Series 3, 4, 5, 6, 7, 9, 11, and 12) with nine or ten active players on each team. The LFC women's paddle teams have matches each Thursday, either morning or afternoon depending on the Series, throughout the paddle season.
- Throughout the paddle season, one drill for each LFC women's tennis team is held on Mondays, Tuesdays or Wednesdays, during either the morning or the afternoon.
- Beginner paddle clinics are offered for LFC women interested in learning the sport of paddle.
- Weekly paddle drills are offered for LFC women who do not actively participate on a competitive LFC paddle team, and a weekly paddle drill is offered for LFC working women.
- Special events are held for LFC women paddle players, including a mid-September paddle camp which is held to prepare LFC women paddle players for the up-coming paddle season, a member-guest event, and various LFC woman-only paddle social events.

LFC Juniors Paddle:

- After school tennis drills and group lessons are offered for the LFC junior paddle players from October until March for paddle players of all levels and of all ages.
- LFC fields a junior paddle travel team, providing LFC junior paddle players with the opportunity to compete against junior paddle players from other local clubs.
- Social paddle events are held for LFC junior paddle players from 4:00 to 7:00 on several Fridays during the paddle season.
- Several events are held for LFC junior paddle players throughout the paddle season to provide LFC junior paddle players with the opportunity to have fun while improving their paddle skills.

Mixed Paddle:

- Various social events, such as adult paddle mixers, are held throughout the paddle season for LFC men and women paddle players.