

Tennis Tournament Referee

Regional Pool and Tennis Centre & Tredegar Park

£13.27 Per Hour - £25,596 per annum (pro-rata)

Casual

Newport Live is an award winning not for profit sport, leisure, and cultural trust; and registered UK Charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*.

We are looking to recruit a suitably qualified Tournament Referee to join our award-winning Tennis Development Team based at the Regional Pool and Tennis Centre.

Newport Tennis Centre is seeking a highly skilled and experienced Tennis Tournament Referee to oversee and manage all aspects of Grade 4-7 competition calendar held at the Tennis Centre. The referee will be responsible for ensuring fair play, enforcing rules and regulations, resolving disputes, and maintaining the overall integrity of the tournament. This role requires excellent knowledge of tennis rules, strong decision-making abilities, and exceptional organisational skills.

You will hold a Referee Qualification with the LTA and a valid Official License along with the relevant experience within competition delivery.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Luke Difranco, Tennis Manager, or email luke.difranco@newportlive.co.uk

Application Process

You can download an application form and job description via the Newport LIVE website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

- Closing Date January 3rd 2025
- Shortlisting week commencing 6th January 2025
- Interviews will take place in the week commencing 13th January 2025

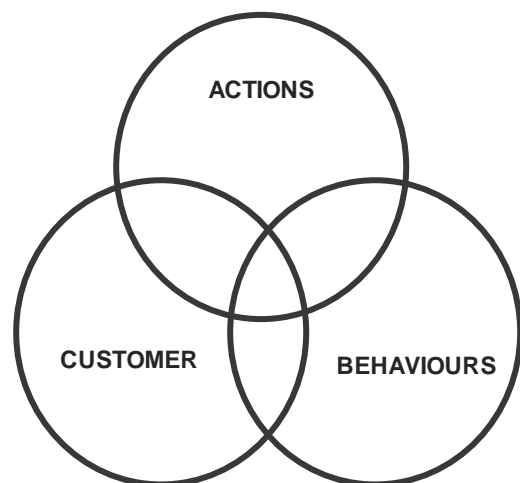
JOB DESCRIPTION

POST:	Tournament Referee
JOB PURPOSE:	To deliver and run effective LTA Graded Competitions. To ensure fair play, uphold the rules and regulations of the game, and maintain the overall integrity of the tournaments. To play a crucial role in overseeing matches, making important decisions, and resolving any disputes that may arise during the tournaments run.
RESPONSIBLE TO:	Tennis Manager
SALARY:	Grade 5 – SCP 21
KEY RELATIONSHIPS:	Tennis Manager, Tennis Support Officer, Leisure Operations Officers, Event Officials, Event Assistants
BASE LOCATION:	Newport Tennis Centre and Tredegar Park Tennis Courts.
MANAGEMENT RESPONSIBILITY:	Event Officials, Event Assistants, Volunteers

I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1 Plan, organise, and deliver Tennis Tournaments in accordance with Lawn Tennis Association guidelines and schedules.
- 2 Oversee the seeding process and ensure fairness in player placement.
- 3 Coordinate with tournament organisers, players, coaches, and officials to ensure smooth operations throughout the event.
- 4 Manage player registrations, draw sheets, match schedules, and court assignments.
- 5 Monitor match progress and make necessary adjustments to the schedule to maintain efficiency.
- 6 Provide clear instructions to players regarding tournament procedures, schedules, and rules.
- 7 Maintain open lines of communication with tournament staff, players, coaches, and officials.
- 8 Ensure that players adhere to code of conduct and sportsmanship standards.
- 9 Collaborate with the tournament director to address any issues or concerns that may arise during the event.
- 10 Publish Tournament Results using the “Tennis Tournament Planner” application or the LTA Results Manager function.
- 11 Provide guidance and mentorship to Event assistants, volunteers, and other officials.
- 12 Resolve disputes between players or teams in a fair and impartial manner.
- 13 To ensure compliance with all statutory legal requirements and in particular the UK General Data Protection Regulation (UK GDPR) and Data Protection Act.
- 14 To undertake training, as/when required, as part of the Tennis Development continual development programme.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

Tennis Tournament Referee – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	1.1 LTA Basic Referee Course (A/C)	1.2 Competition Organisers Course (A/C)

		1.3 Current Emergency First Aid Certificate (A/C) 1.4 LTA Youth Compete Training (A)
Knowledge, Skills & Competencies	2.1 Knowledge of operating Microsoft Windows, Excel, and csv files. (A) 2.2 Excellent IT skills (A/I) 2.3 Ability to work calmly under pressure (A/I)	
Experience	3.1 Experience of supporting sporting or general events (A/I) 3.2 Experience of Tournament Organisation (A/I) 3.3 Experience of using Tennis Tournament Planner and LTA Results systems or software packages (A/I)	3.4 Experience of Event Management (A)
Personal Attributes	4.1 Self-motivated and punctual (I) 4.2 Patience and understanding whilst working with all pupils including children/adults/groups with specific needs (I/T) 4.3 Display a professional attitude in approaching challenges in the workplace (I) 4.4 Be able to show commitment to continuous personal development and willingness to continue training. (I) 4.5 Able to work to tight deadlines and under pressure (A) 4.6 Demonstrate high standards of personal appearance and maintenance of a clean working environment (A) 4.7 Be physically able to undertake full duties of the role (A)	
Other	5.1 Ability to work flexibly including mornings, daytimes, evenings and weekends (A) 5.2 Understanding and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport Live (I)	

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre