



# **Ocean Springs, Mississippi**

## **Request for Proposals**

### **Tennis Professional**

#### **Overview**

The City of Ocean Springs is currently accepting request for proposals for our Ocean Springs Tennis Program at Halstead Tennis Courts. The City is looking for a Tennis Professional to manage all day to day operations OR a joint partnership with an established Tennis Club. The requirements are listed below. Provide us with a proposal to review that meets all the following criteria. Include pricing of lessons, percentage paid to Ocean Springs, tournament information and promotion, and court maintenance budget.

Proposals for the position should include the following criteria:

#### **1) QUALIFICATIONS**

#### **2) EXPERIENCE**

- **Teaching style and techniques**

#### **3) PAST PERFORMANCE (Include references)**

#### **4) DESCRIPTION OF PLAN FOR MANAGEMENT**

- **Intent for programs and documentation to provide to the City**
- **Goal and outlook for lessons (include pricing of lessons, percentage paid to Ocean Springs, tournament info and promotions and maintenance budget)**
- **\*If proposing a joint venture with a Tennis Club/Tennis Organization, provide information about current club/organization and how a joint venture would benefit both the City and the club/organization.**

Proposals will be reviewed by a Selection Committee using the above selection criteria. A written contract will be awarded to the Tennis Professional whose proposal is within the competitive range and determined by the committee to be the most beneficial to the City. The Mayor and Board of Aldermen to the City of Ocean Springs reserve the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process. The City of Ocean Springs is an equal opportunity employer.

Proposals shall be sealed and properly labeled as:

- PROPOSAL FOR TENNIS PROFESSIONAL, OCEAN SPRINGS, MISSISSIPPI

**Proposals may be delivered or mailed to the following no later than August 31, 2020 at 3:00pm.**

Attn: City Clerk, City of Ocean Springs

Hand Deliver: 1018 Porter Avenue, Ocean Springs, MS 39564

Mailing: Post Office Box 1800, Ocean Springs, MS 39566-1800

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# **Specific Responsibilities and General Information for the Tennis Professional**

## **Characteristics/Qualities**

- Passionate about the game of tennis and dedicated to managing/growing the programs
- Organized
- Communication Skills
- Uphold professional mannerisms on and off the court (as you are representing the City of Ocean Springs)
- Reliability and Punctuality
- Motivated and keen on teaching all age groups & levels
- Able to make Decisions and resolve conflict in a professional/tactical manner
- Have thorough knowledge of the game of tennis
- Have effective teaching styles & techniques
- Actively search for new ways to improve the skills of players
- Preferred to be actively involved with Ocean Springs, Mississippi Tennis Programs

## **Qualifications**

- Preferred Bachelor's Degree
- Preferred USPTA Certified Tennis Coach

## **Administration**

- Responsible for financing and managing any sub-contractors (assistant/part-time coaches) that Tennis Professional felt the need to hire
- Responsible for cleaning and maintenance of tennis courts
- Inspect courts and facilities to ensure they are in operable condition and well maintained before opening each day
- Responsible for enforcing all City of Ocean Springs rules and policies
- Responsible for preparing a monthly calendar of events and provide to Parks & Rec Director
- Responsible for overseeing the rental of courts for charity events and help facilitate where needed (if applicable)
- Responsible for managing and coordinating tournaments/games/practices and keeping an updated schedule always (Required on paper and preferred online with accessibility)
- Responsible for keeping an accurate record of all accounting and budgeting
- Have knowledge of Word/Excel/Outlook- including social media skills and be able to efficiently keep players aware of opportunities to be involved

## **Programs**

- Responsible for initiating, directing & promoting tennis clinics, tournaments, and special events
- Responsible for facilitating all usage of the tennis courts including school practice/games
- Responsible for providing beginner to advanced instruction (private & group) for all level of players and ages
- Responsible for assisting in recruitment of new players
- Responsible for promoting the tennis program & actively aiming to increase participations and tournaments

## **Overall Job Description Summary**

**The City of Ocean Springs is looking for a dedicated Tennis Professional who is passionate about their work and determined in the mission of growing the city's tennis program. The Tennis Professional will facilitate, manage and oversee all usage of the tennis courts by personal implemented measures and keeping an accurate record of it all. This includes day-to day play, school practices/games, tournaments, lessons, and any other usage. The courts are open daily for play at 8am and lock up at 10pm on week days and 8pm on weekends. All court rules & regulations will be enforced. Lastly, the Tennis Professional will communicate effectively with the Parks & Recreation Director and fellow employees on all matters.**

\*\*\*\*The Tennis Professional will recognize that the tennis courts are owned by the City of Ocean Springs and not for personal gain/advantage. If other instructors would like to teach lessons on the courts, they shall be allowed to do so. It is not in the Tennis Professionals rights to deny the usage of the court solely because it is believed that it will take away business.\*\*\*\*