

	Agenda / Items Discussed	Outcome	Follow-up
1	New job description for RTC's Local League Coordinator...	<p>A recent request by LLC Cathy Klingensmith to be compensated for her duties has been approved by the RTC Board pending mutual agreement to a formal job description for the LLC.</p> <p>Discussion included the RTC board's recommendation that the LLC agree not to serve as captain of any teams, to avoid the appearance of impropriety such as had happened in the recent filing of a grievance against the Bell team.</p> <p>Klingensmith stated that serving as captain of teams was her greatest pleasure in the game of tennis and asked the board to reconsider this point. Following closed discussion, the Board notified Mrs. Klingensmith that she may continue to captain teams, but with the stipulation that she remain aware at all times that she must present the highest example of good sportsmanship in her service, and that future complaints such as the recent grievance complaint from the Bell team might cause the board to reconsider this decision.</p> <p>Mrs. Klingensmith agreed, and was presented with a check for _____, the agreed upon rate of \$1 per registered league player.</p>	Copy of agreed upon job description is filed with these minutes.
13	Adjourn	Adjourned at 6:30 pm.	N/A

ROME TENNIS CLUB

Organization: RTC

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Job Description: Local League Coordinator

Date: April 11, 2007

Local League Coordinator Job Description

The following duties are broken down into two categories. The first category is prescribed by the USTA and serves as an umbrella for the coordinator's duties. The second category is prescribed by the Rome Tennis Club and deals with specific duties required at the local level. The second category may be updated or changed at the behest of the Rome Tennis Club with due written notice given to the league coordinator.

A. USTA Prescribed League Duties

League Administration

1. The local league coordinator (LLC) coordinates and supervises all USTA League activities at the local level.
2. Publish a calendar for the coming league year, including roster due dates, beginning and ending dates for local play, playoff dates, state and sectional championship dates, add-on deadline. Calendar must be submitted to the SLC for approval.
3. LLC is responsible for ensuring all eligibility requirements are met by each player: Age, membership, and rating
4. Appoint a Local League Committee to assist with local rules and promotion of the programs. This committee should be appointed with the help of the CTA.
5. Develop and submit all local rules to the SLC before distribution to players to avoid conflict with national, sectional, and state rules.
6. Submit all materials containing the USTA League logo to the STA Adult or Marketing Departments for approval. All captain packets and rules should have the USTA League logo, as well as national sponsor logos, displayed. All articles of clothing with the USTA League logo must be approved, as well.
7. Distribute National, Sectional, and Georgia USTA League rules to captains.
8. Develop marketing plan to recruit and retain USTA League participants.
9. Promote the game of tennis in their communities.
10. Be accessible to players for information.

Requirements:

1. Attend the local league coordinator workshop each year held after the league championships.
2. Work a minimum of one weekend of the Georgia State League Championships (not the same weekend when playing)

3. Attend Southern State League coordinator meeting (usually in Sept)
4. Serve as a model of leadership in the USA League Tennis program.
5. Train, inform, and assist all assistant coordinators
6. Observe proper channels of communication.
7. Uphold the philosophy, rules, and procedures of the USTA League program.
8. Help local league players with the online registration

B. Localized Duties

Scheduling

1. Insure that all league schedules are prepared and posted at least two days before the start of league play. If Tennislink is down during this time then schedules will be posted at Rome Tennis Center.
2. Work with RFPRA and Tennis Center to post league matches on the court schedule at the Tennis Center. Each league match will be posted to unique court (in addition to being posted on wall).
3. The rules and processes regarding make-up matches must be communicated at all Captains' Meetings.
4. Insure make-up match dates/schedule is submitted and posted to website calendar. Make-up matches must be posted to a unique court. If make-up match is not posted to unique court, then make-up match falls under first come first serve protocol.

Reporting & Finance

1. Remit all monies collected from leagues, grants, etc. in a timely fashion to the Rome Tennis Club Treasurer
2. Provide a detailed accounting of all monies collected from leagues, grants, etc.
3. Submit in writing all requests for refunds for the league with due notice given to the Rome Tennis Club Treasurer
4. Submit in writing all request for funds from the Rome Tennis Club with proper and significant lead time
 - a. Request approval from Rome Tennis Club Board for any expenses totaling over \$250.
5. Provide accurate, real-time numbers to the Rome Tennis Club regarding player counts, league participation, etc. (track registrations, track USTA members)

Relationship Management

1. Work closely with the Rome Tennis Club to foster a strong, productive relationship which promotes tennis and tennis growth locally
 - a. Keep the Rome Tennis Club informed of any programmatic changes, upcoming events, et al.
 - b. During grievances the league coordinator should use the Rome Tennis Club Grievance Committee process.
 - c. Enforce USTA rules in partnership with the state league coordinator and keep the Rome Tennis Club informed of these issues.
 - d. Write program grants for the Rome Tennis Club and assist others as needed.
 - e. Attend all open Rome Tennis Club Board Meetings
 - f. Keep the Rome Tennis Club up to speed on USTA information

Relationship Management (Cont.)

- g. Attend tennis meetings and conferences as a representative of the Rome Tennis Club.
2. Work closely with RFPRA personnel to foster a strong, productive relationship which promotes tennis and tennis growth locally
3. Recruit and manage local league coordinators
4. Work closely with any other stakeholder group to foster and grow tennis in the area (Coosa Country Club, Horseleg Plantation Country Club, Coosa Valley Tennis Association, Area Tennis Professionals, etc.)

Media Relations & Marketing

Either perform these duties individually or appoint a marketing committee which carries out the following functions:

1. Notify the local print media 3 weeks prior to start of upcoming leagues.
2. Insure that league standings are provided to the local print media each week.
3. Market the league by:
 - a. Posters at facilities 3 weeks prior to team registration deadline
 - b. Posting league info on web site in a timely manner
 - c. Emailing all players about upcoming league 3 weeks prior to team deadline
 - d. Direct mailing the players a minimum of once a year about upcoming leagues
 - e. Have a banner put up at every facility in town to promote web site

Miscellaneous

1. Serve as a de facto member of the League Championship bid committee.