

## **Adult League Job Description & Responsibilities**

### **PURPOSE:**

- To promote the growth and development of Adult Leagues by assisting captains and players; and encourage involvement in CORTA USTA Adult Leagues.

### **TERM:**

- Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

### **QUALIFICATIONS:**

- Community oriented
- Self motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

### **DUTIES:**

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Act as liaison between Adult Program Coordinators and Board of Directors.
- Chairs the Adult League Committee. The Adult League Committee shall consist of no fewer than five members, including the Chairperson. Suggested committee format: League Chair/Commissioner (board position), Commissioner Co-Chair, Captains' Ambassadors Chair, Level Ambassadors Chair, and Team Recognition Chair.
- Provide guidance on league issues, such as development of new and existing leagues, scheduling, mentoring of league teams, educate and recruit captains, participate in league award programs, and player ethics and sportsmanship.
- Responsible for studying all activities and making recommendations on all policies and programs relating to CORTA USTA Adult Leagues to include the following: Adult 18 & Over, Adult 40 & Over, Adult 55 & Over, Adult 65 & Over, Mixed Doubles, and Combo Doubles
- Be the contact person for players and captains in regards to suggestions for improvements or changes.
- Perform other responsibilities as assigned by the Board.
- Report to assigned CORTA Officer in Charge each month prior to Executive Committee meeting.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

### **Sub Committee: Captains' Ambassadors**

- Communicate with Adult Program Coordinators to determine new captains.
- Implement a Captains' Mentoring program to educate and encourage captains.
- Contact each new captain to see if they have any questions regarding their duties.
- Provide input to the Adult Programs Coordinators on captain incentive program. (ex. Captains' gifts, captains' reception, etc.).
- Attend the Adult League Captains' meeting. (2 meetings per year)
- Prior to each league, organize a day before league play to distribute balls and captains' gifts.
- Recommend a minimum of 5-6 members on this sub-committee representing each NTRP level.

### **Sub Committee: Level Ambassadors**

- Be a point of contact person for players and teams at each individual NTRP level.
- Communicate with Adult Program Coordinators 3-4 weeks prior to each league season to determine teams/levels that need help organizing for the season.
- Work to form new teams. Organize pizza party/phone-a-thon with committee members to contact players.
- Contact players looking for a team and invite them to join existing teams or form a CORTA team.
- Recruit lapsed players to join teams (email followed up by personal phone calls).

- 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.
- Serve as a CORTA team captain for new teams until they are formed.
- Be a mentor to the new teams that you have worked to form.
- Review team rosters, standings and score entries for adherence to league rules & regulations.
  - Weekly review of scores for team forfeits
  - Periodic review of 50/50 percentages
- Recommend a player at each NTRP level and gender to serve on this sub-committee.
 

2.5 Women’s Ambassador	2.5 Men’s Ambassador
3.0 Women’s Ambassador	3.0 Men’s Ambassador
3.5 Women’s Ambassador	3.5 Men’s Ambassador
4.0L Women’s Ambassador	4.0L Men’s Ambassador
4.0 Women’s Ambassador	4.0 Men’s Ambassador
4.5+ Women’s Ambassador	4.5+ Men’s Ambassador

**Sub Committee: Team Recognition**

- Attend season playoff matches to distribute balls, collect scores, and take pictures. (Fall/Spring; Winter/Summer)
- At end of each league season, contact level winners to offer congratulations and information regarding bag tag awards program. Notify Adult Programs Coordinators of teams wishing to receive bag tags.
- Establish a team photo day. Post league winners and pictures of teams on website, Facebook and in e-newsletter.
- Recommend a minimum of 3 members on this sub-committee.

*“To promote and develop the growth of tennis”*