



LOCAL LEAGUE COORDINATOR JOB DESCRIPTION & COMMITMENT AGREEMENT

General:

To direct, administer and promote the USTA/Wisconsin programs in Wisconsin within the guidelines of the USTA Regulations on Leagues, working in conjunction and reporting to the USTA/Wisconsin Adult District League Tennis Coordinator. Be a contributing member of the Wisconsin District LLC team.

Specific Responsibilities:

1. Attend annual LLC workshop in early February to be updated on latest rules, etc, and on USTA league tennis in the District and Section. This is a mandatory meeting for all LLC's.
2. Work to increase participation by adding divisions of USTA League Tennis in your area at the direction of the District League Coordinator.
3. Respond to inquiries regarding League Tennis in your area.
4. Assist players in finding teams on which to play and team captains looking for additional players.
5. Hold a Captains' Meeting for each division to discuss league operations, procedures and rule changes. Distribute necessary league materials to all teams in a timely manner (i.e. web site address, phone numbers, general information schedules, etc.)
6. Distribute to all teams/players and be knowledgeable about all rules pertaining to USTA League Tennis in your area.
7. Forward to DLC a record of all teams organized by facility, level, captain's name and category for input on TENNISLINK.
8. Schedule all league matches and courts by division and distribute to team captains. Be sure to include team numbers on schedule.
9. Check scorecards on TENNISLINK to be sure teams have entered scores. Correct Scorecards that have been disputed.
10. Respond on time to deadline dates set by DLC for returning reports or other important information requested (usually by email). Reply immediately to DLC contacts.
11. Write a year-end report for the Wisconsin Website and forward to the DLC upon completion of local league season.
12. Nominate at least one player in your area, male or female, for the WTA Player of the Year Award.

13. Account for all funds expended relating to league operations by filing monthly expense reports.
14. Work together with all area league coordinators as a team to retain/grow USTA league Tennis in your area. Areas that have more than one local league coordinator will meet at least two times per year to review area operations.

- I UNDERSTAND THAT THE MINIMUM COMMITMENT TO SERVE AS A LOCAL LEAGUE COORDINATOR IS TWO YEARS. I AGREE TO HONOR THAT COMMITMENT.
- ONCE I HAVE FULFILLED MY COMMITMENT, I UNDERSTAND THAT THE DISTRICT LEAGUE COORDINATOR WILL REVIEW AND RENEW MY COMMITMENT ANNUALLY.
- I AGREE TO GIVE THE DISTRICT LEAGUE COORDINATOR AT LEAST THREE MONTH'S NOTICE OF MY PLANS TO RETIRE.
- ADDITIONALLY, I AGREE TO HELP THE DISTRICT LEAGUE COORDINATOR FIND MY REPLACEMENT AND PARTICIPATE IN THE TRAINING OF THAT REPLACEMENT.

Signature

Date