



**MIDWEST
WISCONSIN**

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United States Tennis Association / Midwest / Wisconsin

WISCONSIN TENNIS ASSOCIATION DISTRICT LEAGUE COORDINATOR / USTA ADULT LEAGUE TENNIS

Job Description

Purpose – To direct, administer and promote the USTA/Wisconsin Adult 18 & Over, Adult 40 & Over, Adult 55 & Over, All Mixed Doubles divisions, 65 & Over, Combo, and Tri-Level League programs in the Wisconsin District within the guidelines of the USTA regulations, the Midwest Section Standing Orders and at the Direction of the Wisconsin Tennis Association Board of Directors.

Duties and Responsibilities:

Plan, manage and perform all administrative and clerical tasks necessary for the operation of the USTA Adult League Tennis Program in the Wisconsin District. District League Coordinator reports directly to the WTA Executive Director.

1. Set up and administer USTA League Tennis in the Wisconsin District with the goal of exceeding participation objectives in a sustainable manner, and while creating an environment of fun and competitive tennis.
2. Appoint (with assistance from Executive Director), train, supervise, and support a network of volunteers, including Local League Coordinators, flight chairs, etc., to direct and control the day-to-day operations of Adult Leagues activities.
3. Develop an annual budget for USTA Adult Leagues for the Wisconsin District, with assistance from the Executive Director.
4. Work with the WTA Executive Director, Marketing Coordinator and LLC's to develop an overall Adult Leagues marketing program.
5. Attend mandatory three-day DLC Workshop in Indianapolis to learn about new rules and marketing plans pertaining to USTA League Tennis. Conduct a similar workshop for Wisconsin Local League Coordinators in late January or early February.
6. Support the NTRP Computer Rating Program by developing and implementing standards and procedures to insure USTA rules and regulations for ratings and self-ratings are followed and enforced.
7. Maintain timely and accurate league records, including those of all players who are appealing self-ratings online and distribute information to Local League Coordinators and Section Coordinator.

8. Assist Local League Coordinators with USTA rules interpretation, grievance procedures and other administrative issues which may arise in the performance of their duties.
9. Serve as tournament director and conduct the USTA/Wisconsin State Championships for Adult 18 & Over and 40 & Over divisions. Oversee other adult State Championships according to USTA guidelines.

NOTE: DLC may not participate as a player in the Adult Championships in which she/he is the tournament director.

10. Sanction all state divisional champions for all Section Championships.
11. Receive, audit and approve monthly expense reports from Local League Coordinators. Forward expense reports to supervising officer/Executive Director for approval and payment.
12. Attend Wisconsin Tennis Association Board & Management Committee Meetings and submit written report monthly on league status.
13. Take minutes at all WTA Board & Management Committee Meetings. Send minutes to Executive Director for review within 48 hours of meeting.
14. Become the District's expert in USTA rules and Midwest Section Standing Orders pertaining to USTA League Tennis.
15. Attend the Midwest Section Annual Meeting, Spring Meeting, Coordinators' Workshop and State Championship Tournament Directors' Workshop.

Qualifications:

- Strong tennis background
- Outstanding organizational and administrative skills
- Excellent written and oral communication and skills
- Ability to mediate, negotiate and resolve conflicts
- Professional image/presence and excellent motivational skills
- Proficient in Microsoft Word, Excel and Power Point
- Skills in social media and smart technology

To apply, please send your resume to nmassart@wisconsin.usta.com

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