



## PACIFIC NORTHWEST

### POSITION DESCRIPTION

<b>Position Title:</b>	Committee Volunteer
<b>Reports to:</b>	Committee Chair
<b>Term:</b>	2 years (January 1, 2017-December 31, 2018)
<b>Time Requirements:</b>	See Committee details

Do you have a passion for tennis? Do you want to be involved in an innovative, entrepreneurial, well-established and well-known organization?

The Pacific Northwest Section of the US Tennis Association (USTA PNW) is a 501(c)3 not-for profit organization looking for Committee Members to serve a 2 year commitment beginning on January 1, 2017.

### Responsibilities:

- Attend and participate in called meetings
- Work within the committee charges and organizational strategic plan
- Come to meeting prepared (read agenda and support materials as needed)
- Vote when called upon
- Participate in operations when called upon
- Take on tasks as they pertain to committee projects and work within the time frame agreed to by the entire committee
- Have a general awareness of status and trends within the section
- Assume a section-wide perspective
- Serve on sub-committee, if asked

### Qualifications:

- Strong organizational skills
- Strong communication skills
- Ability to work well with others
- Passion for the game of Tennis

**Evaluations:**

- Attendance
- Availability
- Ability to work within the committee charges and strategic plan

**Committee Descriptions:**

- Adult Competition: Develop and refine USTA/PNW rules and regulations within parameters of USTA National League Regulations. Develop and refine USTA/PNW Adult Tournament Regulations. Assist staff, at the request of the Section League Coordinator, with developing, carrying out, and administering USTA Leagues and USTA Sanctioned Tournaments. Recommend changes and improvements to Adult Leagues, schedules, and structures to keep adult league opportunities relevant and vital. Approximate time commitment per week: 1.5 hours per week.
- Self-Rate Appeals: To review and decide upon all USTA League Self Rate Appeals within the parameters of USTA National League Regulations and Guidelines. Approximate time commitment: During Aug-Sept, and Dec-Jan, average of 8 hours per week. Off-season: average of 2 hours per week.
- Adult Grievance: To review and decide upon all USTA League Grievances, per USTA National League Regulations and Guidelines SUB COMMITTEES (Assigned as needed) - NTRP Dynamic Disqualification Review Committee, Local League Grievance Committee, Championship Grievance Committee, NTRP Grievance Committee, Grievance Appeal Committee. Approximate time commitment: Estimated 10 hours per grievance with an average of 20 grievances per year (only 2 committee members process each grievance.)
- Medical Appeal Committee: To review and decide upon all USTA League Medical Appeal within the parameters of USTA National League Regulations and Guidelines. Approximate time commitment: Estimated 2-3 hours per appeal with an average of 10 appeals per year.
- Officials: To 1) provide an adequate number of schools, 2) provide officials with appropriate level of access for Nucula, 3) furnish current list of certified officials to tournaments holding a USTA sanction, and 4) serve as communication liaison between USTA National Committee and local officials. Approximate time commitment per week: 2 hours per week.
- Sportsmanship: To review and process sportsmanship/court etiquette complaints arising from USTA sanctioned events. Approximate time commitment per week: 1 hour per week.
- Scholarship: To evaluate and select recipients for budgeted scholarships in the areas of competition. Assist with development and evaluation of recreational scholarship policy and best practices as needed. Involved with USTA National contests. Approximate time commitment per week: 1 hour per week.

- Coaches Commission: To identify talent, assist with activities and act as sounding board for Player Development Staff and Youth Competition. Approximate time commitment per week: 1 hour per week.
- Junior Competition: To develop/refine rules, regulations and policies surrounding competitive junior play, including player development, JTT, and tournaments. Approximate time commitment per week: 1 hour per week.
- Historical: To preserve the rich history of tennis in the Pacific Northwest and assist HOF committee with researching possible candidates, as needed. Approximate time commitment per week: as needed.