



JOB DESCRIPTION

JOB TITLE: TACK Local League Coordinator

REPORTS TO: President of Tennis Association of Central KY (TACK)

DATE: May 29, 2020

SUMMARY OF THE POSITION'S PURPOSE

The Local League Coordinator (LLC) will promote USTA Leagues through local marketing efforts and supervise some of the following USTA Local Leagues; Adult, Mixed Doubles, Southern Combo Doubles, Tri-Level, and all "fun" local-only leagues. For 2021, league assignments will be equally divided between multiple LLC's, per board action. (TACK's league offerings for the remainder of 2020 are still to be determined.)

MINIMUM QUALIFICATIONS

- Good organizational skills and the ability to work independently as well as collaboratively.
- Be a team player with strong interpersonal and customer service skills.
- Internet access and a working knowledge of basic computer skills including Microsoft Word and Excel.
- Available to provide an initial response to all electronic queries in a timely fashion (preferably 24-48 hours).
- Some USTA league captaining/play experience preferred.

RESPONSIBILITIES AND DUTIES

- Abide by USTA Kentucky's Code of Ethics for USTA League officials and administrators.
- Serve on the TACK Board as a non-voting member.
- Work closely with TACK to promote USTA League programs.
- Collaborate with other TACK LLC's in the coordination of communications/responses, scheduling, event planning, and other responsibilities.
- Appoint local Grievance and Grievance Appeal Committees per USTA League Regulations.
- Work with TACK Board of Directors and ALC to develop an annual *Budget* and *Plan for Growth* that includes specific marketing and promotion plans for the coming year.
- Execute the Marketing Plan prior to each USTA League season in a timely manner.
- Prepare Local League Regulations based on updates from the State, Sectional, and National Regulations and submit to the State League Coordinator (SLC) for approval through the Kentucky ALC.
- Attend annual Kentucky Local League Coordinator training.
- Attend Southern LLC training every other year.
- Attend TACK Monthly meetings.
- Work as staff for at least one State Championship per year.
- Develop and submit a Local League calendar of events for the local league and include the National, Sectional, and State deadlines along with the dates for the Kentucky State Championship, Southern Sectional and National Championships at the beginning of each year.
- Promote and support USTA Kentucky, Southern, and National regulations and policies in a positive manner to all players at all times.
- Respond to all electronic queries from adult league participants and other relevant parties within 24-48 hours, with at least an indication of time required for resolution; refer all unresolvable issues to the relevant TACK/USTA KY office (if none is obvious, TACK president).
- Recruit and train local volunteers necessary to run a successful program.
- Administration of Local Leagues within TennisLink including registration and match schedules.
- Negotiate costs and schedule use of courts through the Parks and Recreation Departments, Tennis Facilities and Clubs for league matches.
- Develop and distribute materials relevant to the administration of each league program, including but not limited to: Local League, State, Sectional, and National Regulations, Friend at Court "The Code", and policies and contacts for local facilities.
- Order and distribute awards for local winning teams.

- Act as a liaison between the SLC/USTA Kentucky Office and TACK.
- LLC's cannot captain a team in which they participate as a player.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. TACK/USTA Kentucky reserves the right to change this description at its discretion.

DEADLINE TO APPLY 7/1/2020. PLEASE SUBMIT COVER LETTER, AND RESUME WITH REFERENCES, IN PDF OR WORD FORMAT TO: info@tacktennis.org