

LOCAL LEAGUE COORDINATOR JOB DESCRIPTION

The Community Tennis Association must submit the name of a candidate for their Local League Coordinator (LLC) to the State League Coordinator (SLC). The State League Coordinator shall forward the name of the candidate, as well as a recommendation to the USTA Georgia Adult League Committee. The committee shall have final authority in the selection of the Local League Coordinator. The Local League Coordinator will report to both their CTA as well as the State League Coordinator. Both the CTA as well as the committee have authority to remove the Local League Coordinator.

QUALIFICATIONS:

- Strong organizational skills
- Excellent oral and written communication skills
- Thorough understanding of the USTA League program
- Commitment to the rules and philosophy of the USTA League Tennis program
- Be a member in good standing of the USTA
- Willingness to assist the state and section achieve their goals

RESPONSIBILITIES:

LLC League Administration

- Supervise and assist local CTA in selection of Program Coordinators (PC) in their roles and support them with all tasks when necessary.
- Coordinate and supervise all USTA League activities at the local level overseeing PCs' direct day-to-day oversight of captain recruitment and league facilitation.
 - LLC will serve as intermediary between PC and SLC providing a clear chain of command at the local level.
- Even when not discussing CVTA business, the LLC will represent CVTA in a professional manner with all CVTA partners including but not limited to Rome Tennis Center at Berry College, Lawrence Preserve, Coosa Country Club and all local governments/professional organizations.
- Publish a calendar for the coming league year, including roster due dates, beginning and ending dates for local play, playoff dates, state and sectional championship dates, add-on deadline. Calendar must be submitted to the SLC for approval.
- Submit upcoming Championship Year Regulations prior to the play beginning for approval by the SLC.
- Responsible for ensuring all eligibility requirements are met by each player: Age, membership, and rating.
- Appoint members to the local Grievance and Grievance-Appeal committees. No member of the Grievance Committee may serve on the Grievance-Appeal Committee. Members must serve on only one committee.

- Appoint a Local League Committee to assist with local rules and promotion of the programs. This committee should be appointed with the help of the CTA. Committees must include Assistant League Coordinators.
- Submit any materials containing a USTA logo to the USTA Georgia Marketing Department for approval. All captain packets and rules should have the USTA logo, as well as national sponsor logos, displayed. All articles of clothing with the USTA logo must be approved, as well.
- Distribute National, Sectional, and Georgia USTA League rules to captains.
- Develop a marketing plan to recruit and retain USTA League participants.
- Promote the game of tennis in their communities.
- Be accessible to players for information.

LLC Requirements:

- Attend the local league coordinator workshop each year held after the league championships.
- LLC will present a professional social media presence and understands whether intentional or not they will represent CVTA when posting online.
- Support all USTA Georgia Adult 18 & Over, 40 & Over, 55 & Over or Mixed League State Championships hosted by CVTA including at least one Friday (not the same weekend when playing)
- Serve as a model of leadership in the USTA League Tennis program.
- Train, inform, and assist all program coordinators and/or level reps.
- Observe proper channels of communication.
- Uphold the philosophy, rules, and procedures of the USTA League program.
- Help local league players with the online registration.
- Attend monthly CVTA Board meetings to report on local league status.

Pay & Benefits

- \$500/Month Stipend Pay
- \$1 for every individual adult league registration run by PC
- \$4 for every individual adult league registration run by LLC
- CVTA to provide any materials needed to perform necessary job functions