

Adaptive Tennis Chairperson Job Description & Responsibilities

PURPOSE:

- To oversee the effort to promote and develop the growth of tennis among Adaptive Tennis Programs. (Wheelchair Tennis, Ad In Tennis for Special Populations and Special Olympic Regional Tennis Games)

TERM:

- Two-year term, renewable by mutual decision of the member and the Nominating Committee, and subject to Board approval.

QUALIFICATIONS:

- Community oriented
- Self motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

DUTIES:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Act as liaison between CORTA Adaptive Tennis Programs and the Board of Directors.
- Chairs the Adaptive Tennis Programs Committee. The Adaptive Tennis Programs Committee shall consist of no fewer than five members, including the Chairperson. The committee is charged with coordinating, developing, and administering the Adaptive Tennis Programs program. Suggested committee format: Adaptive Tennis Programs Chair (board position), Adaptive Tennis Programs Co-Chair, Wheelchair Tennis Chair, Ad In Tennis Chair, and Special Olympic Regional Games Chair.
- Work with Adaptive Tennis Programs Committee Chairs and staff to provide guidance on issues, such as the development of new and existing programs, educate and recruit volunteers, participate in award programs, and mentor players.
- Work with the Development Director to oversee the education of local leaders, grant requests and funding, and networking.
- Submit articles for publication in the CORTA newsletter.
- Perform other responsibilities as assigned by the Board.
- Report to assigned CORTA Officer in Charge each month prior to Executive Committee meeting.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

Sub Committee: Wheelchair Tennis

- Communicate with Junior Coordinator to determine program schedule. Wheelchair programs offered include:
 - Skills Clinic – Introductory clinic using trained tennis pros to teach basic skills. Athletes to receive much positive encouragement to feel the rewards of learning the sport.
 - Training Program – Clinic to help athletes who aspire to play in the tournaments or Special Olympics. Classes will focus on drills to improve fundamentals and strokes, as well as rules and etiquette.
- Committee members will work to develop a wheelchair league.
- Committee members will work to host wheelchair tournaments.
- Committee members will work to help market the wheelchair program to agencies, schools and the community.
- Committee members will work to enhance wheelchair players experiences and lives by:
 - Providing on court clinic assistance in a positive and encouraging atmosphere.
 - Providing assistance in the local Special Olympic Games.
 - Providing assistance in wheelchair tournaments.
 - Supporting the wheelchair athletes in events, Special Olympics, and tournaments.
 - Soliciting and educating volunteers
- Recommend a minimum of 3 members on this sub-committee.

Sub Committee: Ad In Tennis for Special Populations

- Communicate with Junior Coordinator to determine program schedule. Ad In Tennis programs offered included:
 - Skills Clinic – Introductory clinic using modified equipment to teach eye-hand coordination and basic skills. Athletes to receive much positive encouragement and nurturing to feel the rewards of learning the sport.
 - Training Program – Clinic to help athletes who aspire to play in the Special Olympics. Classes will focus on drills to help improve fundamentals and strokes, as well as rules and etiquette.
 - Ad In Tennis in the Schools – Held in school gymnasiums, this instructional program using modified equipment to teach eye-hand coordination and basic skills to special education students.
- Committee members will work to enhance Ad In Tennis players' experiences and lives by:
 - providing on court clinic assistance in a positive and encouraging atmosphere.
 - providing assistance in the local Special Olympic Area Games.
 - encouraging and supporting Ad In athletes in special Ad In Tennis events hosted by CORTA, such as Friday Night Mixers (2/year), Special Olympic Area Games (spring) and the Christmas Toy Tournament (December).
 - Soliciting and educating volunteers. Tennis Teams, school groups, families and individuals are encouraged to get involved. Tennis knowledge and skill level are non-issues.
 - Recommend a minimum of 3 members on this sub-committee.

Sub Committee: Special Olympic Regional Tennis Games

- Communicate with Junior Coordinator to determine date of event.
 - Help promote the event
 - Assist with securing sponsorships
 - Help secure and train volunteers for the event
 - Help distribute t-shirts/player bags to the schools/participants
 - Assist with event set-up and breakdown
 - Assist with preparation of event bulletin board
 - Help set up all courts with equipment
 - Assist with volunteer assignments
 - Assist with scorekeeping and presentation of ribbons
 - Secure photographers
 - Notify media outlets (television, radio and newspaper) to cover event
 - Recommend a minimum of 3 members on this sub-committee.