

## **Adult Development & Recreation Chairperson Position Description**

### **PURPOSE:**

To welcome and introduce beginner players and players new to the area to Adult CORTA programs.  
To promote and develop Adult Recreation programs that emphasize fun, fitness, social, and networking opportunities; and encourage involvement in CORTA Adult Recreation programs.

### **TERM:**

Two-year term, renewable by mutual decision of the member and the Nominating Committee, 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)
- Chairs the Adult Development & Recreation Committee. The committee shall include no fewer than three members, including the chairperson. Suggested committee format: Chair (board position), Co-chair and one committee member.
  - Staff liaison to serve ex-officio and shall record the minutes of the meeting.
- Determine frequency of committee meetings and schedule according to need.
- Act as liaison between Adult Development & Recreation committee and the Board of Directors.
- Provide information for inclusion in Meeting Packets.
- Report on Committee activity at meetings.
- Submit articles for publication in CORTA newsletter, when appropriate.
- Perform other responsibilities as assigned by the Board.
- Conduct annual review of position description; suggest appropriate changes to Governance Chair.
- Serve as mentor/resource to elected successor.

### **RESPONSIBILITIES:**

- Participate in committee meetings and committee work to help achieve goals by providing thoughtful input into decisions, voicing objective opinions on issues, focusing on the best interests of the association, and work towards fulfilling committee goals.
- Study all activities and make recommendations on policies relating to Adult Development and Recreational programs.
- Be a contact person for, and a representative of CORTA Adult Development & Recreation, for players in regards to suggestions for improvements or changes.
- Provide guidance on lesson plans, recreational issues, and player ethics and sportsmanship.
- Continue Rookie League Program to educate and encourage new players; serve as mentor.
- Attend, support and assist with running Adult Development & Recreation events.
- Act as an Adult Development & Recreation advocate to assist in marketing clinics and programs.
- Participate in Adult Development & Recreation celebrations and/or award programs.
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

## **EXAMPLES:**

Past examples of how to implement some of the responsibilities listed above:

### **Rookie League/Mentor**

- Hold a 10-15 minutes Q&A on leagues. Meet with Tennis 101/102 class participants (preferably the last night of the session) to inform them of the various league & program options, and invite them to join.
- Hold Rookie League Recruitment party to provide information, register players, and develop teams.
- Find and assign mentors to Rookie League teams. Mentors will establish team practices, attend matches, and mentor players on court as they play Rookie League matches, advising them on policies and rules they may be unaware of.

### **Recruitment**

- Create and propose new ideas to improve and grow programs. For ex. Giving a gift card of some sort to each division winner; crown the division winner "City Champ", etc.
- Assist new players by inviting them to participate in team practice or find them a team or group to practice with at their level.
- Introduce players who are new to the area to players at their level.
- Inform new players of the different leagues and programs that are offered by CORTA.
- Reach out to new and existing players to promote programs and encourage player participation.
- Contact players looking for a team and invite them to join teams or alternative programs.
- Encourage participation in Cardio Tennis as an easy alternative for match play.
- Recruit players. Organize pizza party/phone-a-thon with committee members to contact players.
- Provide a Tennis Buddies (committee members) contact list online so they are easily accessible to individuals looking to get involved.

### **Recreation**

#### **Team Tennis Events**

- Reach out to new businesses and recruit new teams for Corporate Team Tennis.
- Contact local religious organizations to get them involved by having a team and helping recruit new players and teams to help grow the Aces & Graces league.
- Secure appropriate music playlist for Team Tennis Events; organize nightly activities to include set-up, take-down of refreshments and music each night; distribution of tickets and court assignments. Committee member would need to secure volunteers to help them. (6 nights of Corporate Team Tennis - April/May; 6 nights Aces & Graces - July/August)

### **Scramble**

- Serve as on-site coordinator for Scramble. Welcoming players, filling in or finding last minute replacement for no-show players.

### **Social Mixers**

- Host 2-4 social mixers per year. Ideas for mixers:
  - Wooden Racquets
  - Theme event: Halloween, St. Patrick's, etc.
  - Each One/Reach One (current player bring a new player to tennis)

*"To promote and develop the growth of tennis"*