

**LEE COUNTY WOMEN’S TENNIS LEAGUE
JOB DESCRIPTIONS**

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LEE COUNTY WOMEN'S TENNIS LEAGUE
EXECUTIVE DIRECTOR

Term of office: One Year

- Work with the league secretary to schedule the LCWTL executive board meetings for the upcoming season. Currently, the meetings are held on the first Tuesday of each month from October through May.
- Attend and facilitate all LCWTL executive board meetings, starting in May and finishing the following April.
- Work with the league secretary to provide the agenda to the executive board for each monthly meeting.
- If invited and possible, attend captains' meetings when requested and division award luncheons.
- Vote on league issues, rules and regulations only in the case of a tie.
- Communicate with county tennis professionals about the league issues which may require their input.
- Attend and facilitate an annual league-pro meeting.
- Handle grievances as stated in the rules and regulations.
- Appoint at least three league officers to serve on the rules and regulations committee. The associate director chairs this committee.
- Appoint a committee at the March meeting to handle ratings appeals and chair this committee.
- Appoint committees for a particular purpose and terminate a committee when the work of that committee is no longer needed.
- Perform other such duties as may be requested by the executive board.

**LEE COUNTY WOMEN'S TENNIS LEAGUE
ASSOCIATE DIRECTOR**

Term of office: One Year

- Attend all LCWTL executive board meetings, starting in May and finishing the following April.
- Serve one year as associate director in preparation for assuming the office of executive director the following year.
- In the absence of the executive director, assume her duties and authority.
- Chair the nominating committee, which identifies the individuals on the ballot for the executive board offices; i.e., associate director, league secretary and league treasurer.
 - Present the list of nominees at the LCWTL board meeting in March with voting occurring at the April meeting.
- If invited and possible, attend captains' meetings when requested and division award luncheons.
- If requested by the executive director, attend the pros' meetings to present issues that require the pros' input.
- Chair the rules and regulations committee.
- Assist the executive director in handling grievances.
- Perform other such duties as may be requested by the executive director.

LEE COUNTY WOMEN'S TENNIS LEAGUE LEAGUE SECRETARY

Term of office: Two Years

- Coordinate dates of board meetings with executive director and schedules meeting room.
- Attend all LCWTL executive board meetings.
- Monitor executive board attendance to league meetings for three consecutive unexcused absences.
- Prepare agenda for each meeting submitted by the executive director.
- Record minutes of all board meetings and distributes to division officers by email. The minutes will be approved at the next meeting.
- Create and update distribution lists for executive board, divisional board and clubs/facilities.
- Distribute any relevant LCWTL communications to the executive board by email.
- Attend the rules and regulations committee meeting, if requested, either as participant or scribe.
- Attend the annual league-pro meeting, if requested, to present issues that require input, and act as scribe.
- If invited and possible, attend captains' meetings when requested and division award luncheons.
- Attend the appeals meeting if requested, either as participant or scribe.
- Archive all computer files and secretary book with all current information, as required.
- Update and maintain all forms to reflect current processes and for the new season.
- Update club/facility list for upcoming season.
- Send out correspondence on behalf of executive officers.
- Coordinate publication of information on the website with the webmaster.
- Perform other such duties as may be requested or assigned by the executive director.

LEE COUNTY WOMEN'S TENNIS LEAGUE LEAGUE TREASURER

Term of office: Two Years

- Attend all LCWTL executive board meetings.
- Review the treasurer's report at each board meeting. Provide a written copy of the account ledger to the executive board, including expenses.
- Collect dues from the membership, as determined by the executive board.
- Maintain the LCWTL bank account.
- Review and pay league bills as they are submitted.
- Maintain a record of the number of player additions, transfers and deletions within divisions throughout the season.
- At the end of the season, reconcile total dues received with the number of teams in each division.
- Review estimated LCWTL bank balance at year end.
- See that an end-of-season audit of the league's financial records is performed and presented to the executive board.
- File yearly incorporation reports, if necessary.
- Issue independent contractors 1099 forms, if necessary.
- If invited and possible, attend captains' meetings when requested and division award luncheons.
- Perform other such duties as may be requested by the executive director.

**LEE COUNTY WOMEN'S TENNIS LEAGUE
WEBSITE ADMINISTRATOR**

- Attend board meetings as requested or needed by the executive director or executive board.
- Create and manage the LCWTL database and ratings computer program.
- Maintain the interface between the database and website.
- Create and maintain software for the LCWTL to meet league requirements.
- Perform other such duties as may be requested by the executive director or executive board.

COMPUTER PROGRAMMER

- Attend board meetings as requested or needed by the executive director or executive board.
- Assist and support the web administrator with computer programming to aid website development.
- Perform other such duties as may be requested by the executive director or executive board.

WEBMASTER

- Attend board meetings as requested or needed by the executive director or executive board.
- Coordinate publication of information on the website with league secretary.
- Work with the executive board to assist with the web page and score entry issues.
- Update the written content of the webpage to keep all information current.
- Troubleshoot any website issue, coordinating with the website administrator and database coordinator, as necessary.
- Perform other such duties as may be requested by the executive director or executive board.

LEE COUNTY WOMEN'S TENNIS LEAGUE DATABASE COORDINATOR

- Attend board meetings as requested or needed by the executive director or executive board.
- Support the website administrator with database maintenance.
- Add new players to the database as requested by the executive board.
- Work with the division officers to update and correct player information.
- Work with the division officers to assist in score entry issues.
- Perform other such duties as may be requested by the executive director or executive board.

SCHEDULER

- Attend board meetings as requested or needed by the executive director or executive board.
- Forward Recommended Playing Dates paperwork to league secretary to distribute at the May meeting.
- Create and produce the annual LCWTL yearbook:
 - Work with the executive director and website administrator to set the date for the following season's roster submission.
 - Work with the executive director and division officers to set the date for the submission of each division's match-play schedule.
 - Create match schedule for all divisions.
 - Provide the annual LCWTL yearbook by October for distribution to division officers.
- Update League History for posting on the website.
- Perform other such duties as may be requested by the executive director or executive board.

LEE COUNTY WOMEN'S TENNIS LEAGUE
RULES COORDINATOR

- Attend board meetings as requested or needed by the executive director or executive board.
- Create and maintain a list of rules proposals for the upcoming year, as they are presented from the executive board.
- Attend the rules and regulations committee meeting, as well as all pre-planning meetings, either as participant or scribe.
- Prepare for voting the list of proposed rules and regulations and ballot as submitted by the rules and regulations committee.
- Prepare a list of housekeeping changes as submitted by the rules and regulations committee.
- Update the by-laws, rules and regulations and on-court rules, as voted by the executive board.
- Distribute final by-laws, rules, and regulations, on-court rules and housekeeping changes to executive officers.
- Perform other such duties as may be requested by the executive director, executive board or rules and regulation committee.

LEE COUNTY WOMEN'S TENNIS LEAGUE

DIVISION PRESIDENT

Term of office: Two Years

- Attend all LCWTL executive board meetings.
- Attend and chair the two mandatory divisional meetings: the fall captains' meeting, the winter captains' meeting. Attend the optional division end-of-year event/meeting.
- Ensure that all players adhere to the LCWTL by-laws, rules and regulations and on-court rules.
- Represent your division by soliciting players' opinions on issues for discussion at board meetings.
- Communicate LCWTL board actions to division players throughout the season.
- Serve on the grievance committee or other board committees, if requested by the executive director.
- Provide an updated list of division officers to the executive secretary no later than the May board meeting.
- Submit the division match-play schedule to the scheduler by the deadline. Play after March 31 will require executive director's approval.
- Schedule time and place for the fall captains' meeting in October:
 - Send meeting notice to captains approximately one month before the date of the meeting.
 - Work with the division secretary to prepare the agenda.
 - Distribute LCWTL yearbooks to captains or team representative.
 - Review the LCWTL by-laws, rules and regulations and on-court rules with an emphasis on new rules and regulations and those which have changed from the previous year; ask that captains review them with their players and submit any suggestions for changes.
 - Ask for suggestions for changes in rules, regulations and by-laws to be submitted to the LCWTL rules and regulation committee no later than the specified date.
 - Determine whether the division will have an end-of-season event such as a luncheon or party.
 - If the division chooses not to have an end-of-season event, determine how the division will vote on the new officer slate.
 - If applicable, begin preparations for the end-of-season event including choosing a team or club to host the luncheon and identifying the team or individuals who will be responsible for awards, trophies, programs, etc.
- Schedule time and place for the winter captains' meeting in January:
 - Send meeting notice to captains approximately one month before the date of the meeting.
 - Work with division secretary to prepare the agenda.
 - Direct division vice-president to form a nominating committee if there are openings for division officers in the coming season.
 - Ask for suggestions for changes in rules, regulations and by-laws to be submitted to the LCWTL rules and regulation committee no later than the specified date.
 - Provide information on the division luncheon or end-of-season event, if applicable, and work with the host team regarding budget, awards, programs, door prizes, etc.
- Perform other such duties as may be requested by the executive board or divisional boards.

LEE COUNTY WOMEN'S TENNIS LEAGUE DIVISION VICE-PRESIDENT

Term of office: Two Years

- Attend all received LCWTL executive board meetings.
- Attend the two mandatory divisional meetings: the fall captains' meeting in October and the winter captains' meeting in January. Attend the optional division end-of-year event/meeting.
- Review the division's weekly match scores to ensure that they have been entered and verified. Contact the appropriate captain to complete the score entry or verification, if required.
- Monitor weekly scores such that captains are playing strength.
- Monitor players new to the league that have self-rated to assure they are playing their correct rating. Report any questionable players winning by large margins to executive officers.
- Monitor players who have been granted appeals to assure they are following appeal restrictions.
- Monitor the number of times a player has played as a sub. If a player exceeds the allowable number, notify the division officers and captains that an infraction has occurred.
- In the absence of the division president, assume her duties and authority.
- Chair the nominating committee if there is an opening for a division officer. This responsibility will include:
 - Appointing two captains to serve on the committee and communicating the names of candidates to captains by email, at least, one month before the election.
 - Conducting the election of candidates as directed by the divisional board.
- Perform other such duties as may be requested by the executive board or divisional boards.

LEE COUNTY WOMEN'S TENNIS LEAGUE DIVISION SECRETARY

Term of office: Two Years

- Attend all LCWTL executive board meetings.
- Attend the two mandatory divisional meetings: the fall captains' meeting in October and the winter captains' meeting in January. Attend the optional division end-of-year event/meeting.
- Record minutes of all meetings and distribute to division officers and captains by email. The minutes will be approved at the next meeting. However, with the division approval, this job may be done by the vice-president.
- Work with the division president to coordinate the money for the division luncheon meeting.
- Work with captains to make changes to team rosters throughout the season via form 8.
- Rosters:
 - Make sure captains understand the responsibility of correctly spelling the player's first and last names when entering players.
 - Verify that each roster has a minimum of 8 players and a maximum of 16 players.
 - Verify ratings meet the requirements as spelled out in the rules and regulations.
 - Any player who has played in the LCWTL will have a rating in the player database. Any player without an LCWTL rating can be self-rated as spelled out in the rules and regulations.
 - Any new player with a current USTA rating is spelled out in the rules and regulations. Verify the new player's USTA rating from the USTA website.
 - Keep division president and vice president informed of teams submitted.
- By the start of the season, provide and distribute a document with captain and co-captain phone numbers and email addresses to the division officers and captains and co-captains of the division and update as necessary.
- Perform other such duties as may be requested by the executive or divisional boards.