

MONTEAGLE SUNDAY SCHOOL ASSEMBLY
Tennis Committee

Responsibilities and Volunteer Opportunities

Purpose: To plan and execute tennis events for the 8-week summer season.

Interactions: Executive Director, Platform Superintendent, Platform Assistant, Board President, Superintendent of Youth, Director of Youth Tennis Programs, and tennis players

Committee Member Responsibilities:

Pre-Season Planning

Work with Committee members, Platform Superintendent, Director of Tennis Programs, and Superintendent of Youth to schedule youth & adult afternoon tennis clinics, tennis tournaments, Cardio Tennis, and other activities. Select date and venue for Tennis kickoff party.

Provide all scheduled activities and related information for the program book to Platform Superintendent when needed (typically in January/February). Proofread all tennis entries when first draft of the program comes out.

Communicate with Director of Youth Tennis Programs to determine equipment needs, scheduling, staff, etc.

Communication

Submit pre-season announcements (“News from the Courts”) to *Mountain Voices* via Ann Ewing. Throughout the season, write articles for *Mountain Voices* including upcoming event announcements, tournament results (youth and adult), photographs, youth tennis information if requested, etc., and submit to Platform Assistant.

Tennis Tournament (week #5)

Post and monitor sign-up sheets approximately one week in advance for both the annual Men’s Doubles event as well as the other divisions of the tournament (Mixed Doubles, M&W Singles, Women’s Doubles).

Draft all brackets, keeping in mind when players are available to play their matches.

Help organize/announce the tournament kickoff party, typically Tuesday of tournament week.

Place “Courts Reserved” signs on the tennis courts day-of. Make sure each court has a new can of balls. Post the bracket(s) at the courts day-of. Remove signs after the tournament.

For Men’s and Women’s Doubles, draw names for partners. Make sure each player realizes who his/her partner will be. Communicate with players regarding format plus when/where matches will take place.

Youth Tennis Tournament (week #6)

Assist with planning and executing the youth tournament if requested by Superintendent of Youth.

Other

Provide recommendations to Executive Director regarding condition and maintenance of the courts (nets, squeegees, fences, etc.)

Plan regular meetings for the committee, including Executive Director and Board president as ex officio members. Following the Committee Chair guidelines, draft agenda with topics/speakers, time allotments, and suggested talking points. Share simplified agenda with all committee members in advance of the meeting, then keep meeting on focused and efficient. Work with Executive Director to have call-in option for attendance. After the meeting, write up the Minutes and submit to the Assembly office.

Write up final report after the season (requested mid-July) for the Annual Cottage Owners' Meeting.