

Tennis & Pickle Ball Committee JOB DESCRIPTION

Purpose: To coordinate Assembly tennis and pickle ball activities during the Season.

Interactions: Platform Superintendent, General Manager, President, tennis players, pickle ball players

Responsibilities:

1. Coordinate the weekly Round Robins during the Season.
2. Organize and plan adult and youth tennis weeks and tournaments. Provide opportunities for tournament sign-ups and post tournament seeds/draws.
3. Provide trophies/prizes for tennis tournament winners.
4. Organize a reception for tennis players.
5. Provide suggestions to the General Manager regarding condition and maintenance of courts, nets, fences, gates, etc.
6. Provide input to General Manager regarding adult and youth professional lessons at Assembly.
7. Put write-ups in *Mountain Voices* as needed and to encourage participation.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.