



MID-ATLANTIC

Program Description

The United States Tennis Association (USTA) League Tennis program is the largest and most successful adult recreational tennis league in the country.

League Tennis provides fun, competitive matches for thousands of tennis players of all ability levels throughout the country. The competitiveness of league matches is a direct result of the National Tennis Rating Program (NTRP). League players compete against opponents within their NTRP category as established by the USTA.

USTA Local League Coordinator

USTA Mid-Atlantic is charged with the responsibility of recruiting Independent Contractors to act as Local League Contractors who administer USTA League Tennis at the local level within the Section.

The Local League Contractor coordinates and promotes USTA League Tennis activities at the local level.

The Local League Contractor handles recruitment of captains and team members, promotes the local league and organizes the format and structure of the league.

Local League Champions have the opportunity to advance to Regional and/or Sectional Championships depending on the league type.

At the discretion of the Section League Coordinator, USTA Mid-Atlantic exercises the rights to seek and welcome additional individuals (I.C.'s), who will serve and/or assist in the capacity of a Local League Contractor in any area deemed necessary, to grow and promote USTA League Tennis in the USTA Mid-Atlantic Region. The Local League Contractor is an **Independent Contractor**.

Duties of a Local League Contractor

1. Utilize TennisLink to set up local leagues and develop a schedule of matches. This schedule and calendar of events must fall within Section and National deadlines. These events could include:
 - Kick-Off/Team-Up Events
 - Captain's Meetings/Webinars to distribute local league information
 - Local League Schedule
 - Local League Playoff (if applicable)
2. Recruit and train captains and encourage team successful team creation. Connect with the Captain's Mentoring Committee for assistance and resources as needed.

3. Develop positive working partnerships/relationships with Tennis Facilities, Teaching Professionals and the local community to promote USTA League Tennis.
4. LLC's should familiarize themselves with TennisLink and feel comfortable assisting captains, players, and other volunteers on how to use the system.
5. Be available to answer captain and player questions within 72 hours.
6. Assist players and captains in finding and connecting them to teams. Encourage captains to utilize Tennis Connect.
7. Notify and update USTA Mid-Atlantic office regarding the following:
 - a. The league season schedule (dates - beginning/ending for each level of play) including registration, season and playoff dates.
 - b. Submit League Set-Up Form, Fact Sheet and Procedures for approval prior to registration opening for your local league season.
 - c. Submit Schedule for approval by the League Manager.
8. Engage in educational webinars/conference calls when available.
9. Conflict Resolution - Identify/resolve local league issues while keeping the League Manager informed of decisions/progress made.
10. Submit list of winning team roster numbers by level including name of league, captain's name, and phone number to Section.
11. Scorecards
 - a. Monitor TennisLink to ensure Captains input the scores within the time frame.
 - b. Resolve disputed scorecards by contacting appropriate Captains.
 - c. Review scorecards to determine that defaults/forfeits are recorded correctly.
12. Comply with deadlines established by USTA Mid-Atlantic for Championships and any other deadlines required.
13. Support USTA League Tennis and USTA Mid-Atlantic in an objective and unbiased manner.

Time Commitment

The time commitment for a Local League Contractor is dependent on the size of the local league program. There are no set hours established by USTA Mid-Atlantic and this is not necessarily full time work.

Suggested Skills for a Local League Contractor

- Knowledge of USTA National/Section/Local League regulations and procedures
- Access to computer and internet
- Computer experience in Microsoft Programs helpful
- Strong organizational skills
- Customer service skills and ability to manage difficult situations
- Innovative and creative thinking
- Excellent written and verbal communication skills
- Highly motivated self-starter, enthusiastic personality with desire to promote and grow tennis

How to Be Considered:

Please send resume and why you're interested in coordinating USTA Leagues in your area to leagues@mas.usta.com.