

SATA League Chairperson

Skills & Qualifications

- Must be able to manage staff
- Must have good written and verbal communication skills
- Must be able to interpret rules, make unbiased decisions and effectively communicate decisions
- Must have a professional attitude with a strong sense of discretion to keep sensitive information secure and private
- Must have computer skills and know how to use Microsoft Word, Excel, and PowerPoint
- Must know how to use platforms such as Constant Contact and Word Press
- Must be willing to hold a seat on the board for a minimum of 3 years

Position Description

- This position also holds a seat on the board so must be willing to fulfill all board member responsibilities
- Work with the SATA Board to ensure clarity of the committee's mandate and level of authority

Attends bi-monthly board meetings and advise the coordinators of any board decisions affecting adult league

- Give oral or written reports at SATA board meetings
- Ensure SATA's Adult League is run fairly and is consistent with SATA's mandate for more people on more courts
- Manage League and Top Dog coordinators and make decisions on issues, ratings, and operations
- Manage and approve all league expenses and approve the annual budget.
- Approve recommended changes to TopDog program

TopDog Program Upgrades are prompted by the needs of users. Following discussion with the IC Committee, the TopDog coordinator works with the program owner to determine feasibility of the requested upgrade and cost. If the cost is not prohibitive and within budget, the project can be authorized and approved by the IC chair. If it is a necessary upgrade that exceeds the budget, the IC chair would seek board approval.

- Organize and attend League staff meetings

There are up to three staff meetings per year – Approximately March, June and October. These meetings are attended by the three coordinators (Chris Modin, Cheryl Osborn, and Cecelia Zimmerling). The meetings last about 2 hours.

- Assist with other league functions as directed by the board.

Tasks:

Pre-Season

- Create the annual calendar with the league coordinators
- Work with the coordinators to determine what leagues will be offered each season
- Work with the coordinators to determine if any rule changes need to be made
- Update all of the league documents and convert to PDF
 - Court permit
 - Leagues offered
 - Online Player Registration
 - Regular League Guidelines
 - Rules
- Upload all finalized league documents to WordPress and create links
- Update Sactennis.org with all new league dates and information
- Create Newsletter to be sent out via Constant Contact
- Send at minimum 3 Newsletters through Constant Contact reminding Captains and players to register
- Design and order undefeated pins

Team Registration Period

- Answer questions that arise from Captains and teams

Player Registration Period

- Answer questions about rating requests

During Season

- Continue to answer questions/e-mails regarding the season
- Answer rule related questions
- Resolve any league conflicts that may arise
- Pickup and distribute undefeated pins to the coordinators

Post Season

- Post season end results including league winners on Sactennis.org