



River Forest Park District

Women's Travel League Representative Description

The Women's Travel League Representative serves as a volunteer on the River Forest Park District Platform Tennis Committee a 2 year term, beginning on May 1st of even years. The role of the Women's Travel League Representative is to assist the Athletic Manager in coordinating and managing the Women's travel League.

Communication with the Athletic Manager is necessary for the program's success, and the Women's Travel League Representative shall include the Athletic Manager any communication with the league representatives and team captains.

The Women's Travel League Representative is responsible for:

1. Coordinate with Team Captains to determine the number of teams and the series level of each team for the new season by June 1. The courts are reserved for the Women's Travel League on Monday Evenings and weekdays before 3:00pm for match play.
2. Serve with the Athletic Manager as a liaison to NSWPTL or other travel league. Review and confirm team placements in the Women's Travel League.
3. Communicate with Team Captains league and schedule information. Team Captains should contact the Athletic Manager directly for makeup games or facility requests.
4. Coordinate food and beverages for the Women's Travel League.