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 Program 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 promoting 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 in any communication with the league representatives, league players and team captains.

The Women's Travel League Representative is responsible for:

1. Serve with the Athletic Manager as a liaison to SWPTL or other travel leagues. Review and confirm team placements in the Women's Travel League.
2. Make "Other Expense" (i.e. social & apparel) requests to be included in the budget by August 1.
3. Coordinate with Paddle Pro and team captains to determine the number of teams, the series level, and the players of each team for the new season by September 1.
4. Communicate with team captains league and schedule information. Team captains should contact the Athletic Manager directly for makeup games or facility requests.
5. Coordinate with Paddle Pro and Team Captains the teams drill schedule.
6. Coordinate and manage the food and beverage for the Women's Travel League.
7. Provide feedback to the Athletic Manager on the league and ideas to improve the league.