

## **River Forest Park District Platform Tennis Committee Member Description**

The River Forest Park District Platform Tennis Committee is a group of River Forest Platform Tennis Members who support the River Forest Park District Platform Tennis Facility and its programs. The Committee was created to enhance the quality of platform tennis through volunteerism and contributions.

The (5) five member committee shall be made up of any person who is a member (excluding Junior Membership) of the River Forest Park District Platform Tennis Facility. The majority of Committee Members shall be River Forest residents; however, the Park District Board reserves the right to amend this requirement. A Committee Member term shall be two (2) years, with three (3) positions beginning in odd years, and two (2) positions beginning in even years. The Committee shall meet on the third Tuesday in the months of June, August, and December at 6:00 PM, at The Depot, 401 Thatcher Avenue, River Forest.

The Committee positions include:

1. Men's Travel League Representative (even year): Assist the Athletic Supervisor in coordinating with the Travel League in the scheduling of the home/away games and the scheduling of home playoff games, and organizing home match hospitality.
2. Men's House League Representative (odd year): Assist the Athletic Supervisor in managing the Men's House League, including determining the formation of teams, scheduling, and record keeping.
3. Women's House League Representative (odd year): Assist the Athletic Supervisor in managing the Women's House League, including determining the formation of teams, scheduling, and recordkeeping.
4. Special Events Coordinator (even year). Assist the Athletic Supervisor in the planning and implementation of a minimum of 2 (fall & spring) membership drive special events, and planning and managing the Keystone Cup Tournament.
5. Social Coordinator (odd year): Assist the Athletic Supervisor in coordinating membership social activities to promote camaraderie among the membership.

The Park District Athletic Supervisor shall set the meeting agendas and lead the meetings.

The River Forest Park District Board of Commissioners shall fill the committee positions at their May Park District Board Meeting. Selection of committee members shall be based on the applicant's response to the Platform Tennis Committee Questionnaire.

Applications to serve on the Platform Tennis Committee must be submitted to the Park District no later than May 1<sup>st</sup>. Anyone interested in serving on the River Forest Platform Tennis Committee or have any questions, should contact Aly Copus at 708-366-6660 x104 or at [acopus@rfparks.com](mailto:acopus@rfparks.com).

## **River Forest Park District**

401 Thatcher Avenue • River Forest, IL 60305 • 708.366.6660  
[www.rfparks.com](http://www.rfparks.com)

### **Platform Tennis Committee Criteria**

1. The Platform Tennis Committee shall not be considered a representative committee for the platform tennis membership, nor shall it present itself as such to the platform tennis membership.
2. Program participant email information shared to platform tennis committee members is to be used only for the purpose of their committee responsibilities (i.e. participant emails shared with the Men's Travel League Committee Representative shall only be used regarding Men's Travel League Program communication).
3. With the exception of emails used for designated program needs, all other platform tennis communication shall be distributed by the Park District.
4. All platform tennis marketing material shall be coordinated and distributed through the Park District's Communication and Marketing Supervisor.
5. All special event and social programs must be reviewed and approved by the Athletic Supervisor. The hiring or use of outside contractors or vendors is only permitted through the Park District.