



River Forest Park District

401 Thatcher Avenue • River Forest, IL 60305 • 708-366-6660 • rfparks.com

Platform Tennis Committee Member

The River Forest Park District Platform Tennis Committee is a group of River Forest Platform Tennis Passholders 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 passholder (excluding Junior Annual Passes) 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 even years, and two (2) positions beginning in odd years. The Committee shall meet as needed; however, shall attempt to meet a minimum of 3 times a year (July, September & November).

The Committee positions include:

1. Men's Travel League Representative (even year): Assist the Athletic Manager in coordinating with the Men's Travel League in the scheduling of the home/away matches and the scheduling of home playoff matches, and organizing home match hospitality.
2. Men's House League Representative (odd year): Assist the Athletic Manager in managing the Men's House League, including determining the formation of teams, scheduling, and record keeping.
3. Women's Travel League Representative (even year): Assist the Athletic Manager in coordinating with the Women's Travel League in the scheduling of the home/away matches and the scheduling of the home playoff matches, and organizing home match hospitality.
4. Women's House League Representative (odd year): Assist the Athletic Manager in managing the Women's House League, including determining the formation of teams, scheduling, and recordkeeping.
5. Special Events Coordinator, sub-committee (even year). A 3-member sub-committee who assist the Athletic Manager in the planning and implementation of monthly special events, and planning and managing the Keystone Cup Tournament.

The Park District Athletic Manager 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 1st. Anyone interested in serving on the River Forest Platform Tennis Committee or have any questions, should contact the Athletic Manager at 708-366-6660x104

Platform Tennis Committee Criteria

1. The Committee shall serve as Ambassadors for the platform tennis passholders, and shall serve as a liaison and a conduit for information with the group they represent. As the Committee Members will serve as liaisons, they should ensure that more than 50% of the group they represent supports their position.
2. The Committee may make recommendations to the Athletic Manager, and may be asked feedback on platform tennis issues. A vote of 3 Committee Members is required to move forward on any recommendation or feedback request.
3. The Committee shall provide feedback to the Park District in the budget preparation for the program.
4. 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).
5. With the exception of emails used for designated program needs, all other platform tennis communication shall be distributed by the Park District.
6. All platform tennis marketing material shall be coordinated and distributed through the Park District's Communication and Marketing Supervisor.
7. All special event and social programs shall be organized and managed by the Athletic Manager. The Committee shall provide ideas, input, and assist with the hosting of the special events and socials. The hiring or use of outside contractors or vendors, the collection of fees, and communication on the special events and socials is only permitted through the Park District.