



# River Forest Park District

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

## Platform Tennis Program Committee

The River Forest Park District Platform Tennis Program Committee is a group of River Forest Park District platform tennis pass holders 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 (4) four 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. A minimum of half the Committee Members shall be River Forest residents. A Committee Member term shall be two (2) years beginning May 1<sup>st</sup>, with two (2) 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 (June, August & October).

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 advising the formation of teams or flights, and assisting in 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 advising in the formation of teams or flights, and assisting with scheduling and recordkeeping.

Additional pass holders may serve as co-committee members to increase diversity and assistance.

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

As a program committee, positions will be filled by Park District staff. Selection of committee members shall be based on the applicant's response to the Platform Tennis Program Committee Questionnaire.

Applications to serve on the Platform Tennis Program Committee must be submitted to the Park District no later than April 30<sup>th</sup>. Anyone interested in serving on the River Forest Platform Tennis Program Committee or have any questions, should contact the Athletic Manager at 708-366-6660x104.

## **Platform Tennis Program Committee Guidelines**

1. The committee is a program committee and reports to the Athletic Manager. Committee members are volunteering to assist the Athletic Manager in developing and managing platform tennis programming, and any communication shall be only through the Athletic Manager.
2. The committee shall serve as ambassadors for the platform tennis pass holders, and any comments or questions received should be forwarded to the Athletic Manager. The committee should understand that they are neither representatives nor liaisons for the platform tennis pass holders.
3. 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). Any other use of participant emails is prohibited.
4. With the exception of emails used for designated program needs, all other platform tennis communication shall be distributed by the Park District.
5. All platform tennis marketing material shall be coordinated and distributed through the Park District's Communication and Marketing Supervisor.
6. All special event and social programs shall be organized and managed by the Athletic Manager. The Park District will solicit input from the committee and platform tennis pass holders for ideas, and for help to assist 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.

Amended September 13, 2021