

## Role of WTTA Club Rep

The role of the WTTA club rep is to represent their club on the board of the Women's Team Tennis of Austin (WTTA). There are over 20 organizations who participate in the WTTA league fielding around 200 teams. The WTTA website is at [www.wttatennis.com](http://www.wttatennis.com) and contains lots of good information about the league including team rosters, rules, bylaws, location of courts, schedules, and results.

The WTTA Rep is selected by each club by whatever method the club feels appropriate. The club rep should be responsive, willing to communicate with the club's teams and to represent their club and WTTA in voting on issues important to the league.

### General Duties of WTTA Rep

- Attend WTTA board meetings which are typically held about 6 times a year: at the beginning and end of each season and at other times when needed. They last about an hour and are held at a central location in Austin (most recently at the Senior Center on 29<sup>th</sup> and North Lamar) since board members come from clubs all over Austin and surrounding areas like Lakeway and Georgetown.
- Participate in Board meetings and voting by representing the wishes of your club. Matters including rule changes, procedural issues, etc. may require a vote of the WTTA Board
- Communicate to their club's WTTA team captains any information learned at the WTTA board meetings, and any additional information received from the WTTA Director via email.
- At the start of each season:
  - Update the club's team rosters, abiding by the dates set out by the WTTA board.
  - Email the WTTA Director the list of teams that the club will have that season.
  - Coordinate with the club's facilities and the WTTA Director on court availability for the season.
  - Prepare and submit New Team Info forms to the WTTA Director for any new teams formed at their club. This includes looking up all roster players' past WTTA and USTA records so the WTTA Placement Committee can place the new team in the appropriate flight.  
Make arrangements for club dues to be paid to the WTTA treasurer by the deadline
  - Communicate with WTTA captains when schedules are finalized.
- Keep the club's sub list updated with requests from the captains or as new members join their club and want to sub.
- At the end of each season, receive any plaques and bag tags for any winning teams and hand them out to the team's captain.
- Answer any questions that WTTA captains have about anything to do with the WTTA.
- If requested and desired, be a flight coordinator for a WTTA flight. The flight coordinator helps resolve scheduling dilemmas for make-up matches, correcting inaccurately recorded results for matches in your assigned flight, and communicates with the captains in your assigned flight when important information needs to get out to them such as extensions to the deadlines for make-up matches due to bad weather.

