

SLPCC Volunteer Position Descriptions

a. President

- i. Administer day-to-day operations of the Club
- ii. Serve as liaison to CW/PV HOA Board/Management
- iii. Create Monthly Organized Play Schedule
- iv. Schedule and hold monthly SLPCC Board Meeting
- v. Schedule and hold monthly SLPCC Member Meeting
- vi. Provide vision for club activities including Clinics, Drills, Tournaments, League Play (EVIL) and Socials
- vii. Appoint/Approve Club Committees and Members
- viii. Be present at Club Activities
- ix. Administers outside membership additions and deletions
- x. Serves as non-voting advisory adjunct to the SLPCC Board for two years after the termination of their term

b. Vice-President

- i. Attend monthly SLPCC Board Meetings
- ii. Attend monthly SLPCC Member Meetings
- iii. Assist with set-up and coordination of Club events
- iv. In the extended absence of the President (more than 10 days), assumes the duties of the President until the President returns
- v. Works with HOA 2 Food & Beverage Managers to coordinate food and beverage provisions for all SLPCC Club Tournaments, Socials, Leagues, Expos and Special Events

c. Secretary

- i. Create written minutes for SLPCC Monthly Member Meeting
- ii. Create Monthly Club Activity Calendar
- iii. Keep an electronic file of all Club documents
- iv. Ensure SLPCC Club documents are kept current by making any needed changes to the electronic version. Documents include:
 1. By-Laws
 2. New Member Onboarding Process
 3. Etiquette Guidelines
 4. Rating Guidelines
- v. Attend monthly SLPCC Board Meetings
- vi. Attend monthly SLPCC Member Meetings
- vii. Assist with set-up and coordination of Club events

d. Treasurer

- i. Manage payment of all SLPCC expenses
- ii. Manage all SLPCC revenue, mainly New Member dues and Tournament Fees
- iii. Maintain a balanced accounting of all income and expenditures
- iv. Provide a report of SLPCC finances at each SLPCC Member Meeting
- v. Attend monthly SLPCC Board Meetings
- vi. Attend monthly SLPCC Member Meetings
- vii. Assist with set-up and coordination of Club events

e. Member at Large

- i. Manage Club Equipment
 - 1. Coordinate necessary purchases
 - 2. Coordinate necessary repairs
- ii. Attend monthly SLPCC Board Meetings
- iii. Attend monthly SLPCC Member Meetings
- iv. Assist with set-up and coordination of Club events
- v. In the extended absence of the President and Vice-President (more than 10 days), assumes the duties of the President until the President returns

f. Membership Coordinator

- i. Serve as the initial contact for individuals wanting to join SLPCC
 - 1. Provide Club Membership process information, Membership Application and waiver to interested individuals
 - 2. Process New Member application:
 - a. Send new member name to New Member Instruction Coordinator so member can be scheduled for Introductory Lesson
 - b. Upon receiving the rating for new member, enter member name, contact information and rating level onto SLPCC Roster
 - c. Send membership fee to SLPCC Treasurer
- ii. Maintain SLPCC Roster and ensure it is forwarded to SLPCC members on a bimonthly basis.

g. New Member Instruction Coordinator

- i. Ensure that New Member Instruction process is current
- ii. In conjunction with SLPCC Board, identify and train New

Member Instruction Teams to ensure consistent content and process

- iii. Coordinate instructor rotation for New Member instruction during HOA time on Monday afternoon from 2-4 p.m
- iv. Ensure Instruction handouts are available for classes
 - 1. Basics Rules of Pickleball
 - 2. Etiquette Guidelines
 - 3. Ratings Guidelines

h. Skills Coaching

- i. Identify and communicate to Club members which Tuesdays Skills Coaching will be available from 2-4 p.m.
- ii. Identify and coordinate additional Skills Coaches as needed
- iii. Promote Skills Coaching sessions
- iv. Oversee Skills Coaching during HOA time on Tuesday afternoons from 2-4 p.m.

i. Special Events Coordinator

- i. Create, communicate and coordinate (event instructor, member registration, event set-up, refreshments) for special events for club members:
 - 1. Professional Clinics for Club Members
 - 2. Inter-Club Socials
 - 3. Intra-Club Events
- ii. Interface with the SLPCC Board for event approval and to provide regular updates on event proceedings
- iii. Work with the SLPCC Food & Beverage Coordinator, Publicity Coordinator, Communications Coordinator and Web Coordinator to stage special events.

j. Publicity Coordinator

- i. Draft email correspondence to promote club events to SLPCC members
- ii. As appropriate, create articles on upcoming events for the Splash

- iii. As needed, create flyers for communicating about Club events for posting on area bulletin boards.
- iv. Create articles for the Splash to highlight successes of SLPCC club members at tournaments and special Pickleball events

k. Web Coordinator

- i. Maintain SLPCC website
 - 1. Keep website updated
 - 2. Add new SLPCC information when it becomes available
 - 3. Maintain Hold My Court reservation system sign-in capacity
- ii. Troubleshoot website issues with web programmer

l. Email Coordinator

- i. Maintain updated SLPCC email distribution list
- ii. Email written communications on SLPCC meetings and events including:
 - 1. SLPCC Member Meeting notification with agenda
 - 2. SLPCC Member Meeting Minutes & Monthly Calendar
 - 3. Event notifications/promotions for drills, clinics and tournaments
 - 4. Other information as needed for member communication

m. NIT Tournament Directors:

- i. Create Entry Form for NIT
- ii. Identify and provide all needed Tournament Forms including:
 - 1. Waivers
 - 2. Score Sheets
- iii. Identify, Train and Coordinate Tournament Volunteers
 - 1. Referee Coordinator & Referees
 - 2. Daily Site Set-up/Take-Down
 - 3. Registration Table
 - 4. Refreshments
 - 5. Safety/First Aid
- iv. Receive Entry Forms and Fees and create Tournament Roster
- v. Create Double Elimination Draw Sheets for each

Tournament Bracket (Men's, Women's, Mixed) at Tournament 2.5, 3.0, 3.5, 4.0 and 4.5 Levels

- vi. Be present on Tournament days to:
 - 1. Prepare tournament registration check-in
 - 2. Post the Draw Sheets for the day's play
 - 3. Start Tournament Play for the day
 - 4. Present awards to winners

n. Instructors, Coaches, or Referees

- i. Serve as a resource for enhancing SLPCC member skills including any combination of the following:
 - 1. Participate in the monthly rotation to teach the New Member Introductory Lesson
 - 2. Volunteer to be on a list to play with new members to help them develop their core PB skills
 - 3. Lead or assist with SLPCC Drills on a specific topic/skill
 - 4. Serve as a Coach who can respond to requests from SLPCC members for one-on-one help
 - 5. Volunteer to become a referee for the NIT

o. Rating Committee

- i. Members are appointed by the Club President – currently 6
- ii. Coordinates activities of Rating Committee Members
- iii. Coordinates regular Rating Committee Meetings to:
 - 1. Maintain current SLPCC Rating Criteria
 - 2. Establish/enhance SLPCC Rating process to move SLPCC members into the appropriate level of club play
 - 3. Address any club rating questions, concerns, issues that arise
- iv. Communicates with Membership Coordinator (currently Bev Krueger) to ensure that the roster contains any updated player rating levels
- v. Provides monthly updates on Rating Committee work to the SLPCC Board including rating criteria, rating process, rating issues or concerns.

p. East Valley Inter-Club League

i. Board Members:

1. **Male Board Member**
 2. **Female Board Member**
 3. Attend any EVIL Board of Directors meetings as scheduled, minimally 2 per year
- ii. **EVIL Captains:**
1. **SLPC/CW Men's Captain**
 2. **SLPC/CW Women's Captain**
- iii. **Captains' Roles & Responsibilities**
1. Coordinate game date times and locations with other EVIL Team Leads
 2. Communicate EVIL schedule to SLPCC members, identify participants and determine pairings to play for each match/event
 3. Communicate location and timing for each EVIL event

Volunteer List for SLPC Club Positions
Approved: April 20, 2015
Rev: January 25, 2016