

Division Head Job Description

1. Introduce yourself to all managers in your division via phone. Inform them of the NWYTA website (www.nwyta.org) where they can go for information, such as score sheets, operating rules, by-laws, etc.
2. Explain to managers that sportsmanship scores are serious. Explain to managers that sportsmanship scores may only come from players, not managers or parents. Inform managers that low scores of 1 or 2 are to be used rarely. Managers need to review by-laws and explain them to players. Also, have managers tell players that if a problem arises during the match, the players need to make the manager aware of it by laying their racquet down.
3. Be very familiar with the By-Laws and Operating Rules. Many questions will arise that can be answered by simply knowing what is contained in these documents.
4. Set up a means of communication with your managers. This could be by e-mail or phone numbers to be reached and time of day most convenient.
5. Set up binder with each team having their own section for you to record incoming scores and sportsmanship points. There are forms provided to you with examples to follow.
6. Keep notebook updated each week with scores and running tally of totals.
7. Turn in mid-season standings and final standings to Board on dates requested.
8. Answer any questions that may arise from managers regarding procedures, problems, etc. Call a Board member if you are unable to handle any situation and they will give you direction in how to proceed.
9. Be available to help new managers with questions they might have such as:
 - a. How to fill out scoresheets
 - b. What's expected of home teams and away teams
 - c. How to handle rainouts
 - d. How to handle interfering parents