

Durham-Orange Community Tennis Association

Volunteer Opportunities (Phase I)

There are many opportunities to actively participate in the promotion of tennis in Durham and Orange Counties. DOCTA is a non-profit 501 (c)(3) volunteer-based organization which strives to provide activities to encourage participation in tennis as a viable sport for physical fitness and good health. The mission is to promote and develop tennis programming at all levels—youth through adults within the community. DOCTA conducts clinics, workshops, lessons, seminars, tournaments, and other events and activities related to the promotion and development of tennis in the Durham-Orange area. There are numerous opportunities for volunteers within the organizational structure of DOCTA. The Association is supported by a part-time paid Community Tennis Coordinator (CTC).

DOCTA is looking for tennis enthusiasts and advocates of the sport and people who want to give back to the community to serve as a board member and/or on a key committee with the organization.

Organizational Structure

Board of Directors

Officers:

Chair	filled
Vice Chair	open
Treasurer	filled
Secretary	filled
Area Representatives	4 Positions
At Large Representatives	2 Positions
Past Board Chairs	2 Positions
Comm. Tennis Coordinator	Ex-Officio (filled)

Advisory Council to the Board 6-8 Positions (open)

The Advisory Council monitors and assists with the long range planning for DOCTA. This committee advises Board of Directors on NCTA, USTA & DOCTA matters when called upon by the board chairperson or as needed.

Nominations Committee 3-4 Positions (1 open)

The Nominations Division provides recommendations for the Board of Directors and the committee chairperson positions.

Committee Divisions

Volunteer openings are available in various committees in two divisions—Phase 1. A member of the Board of Directors and/or CTC will act as liaison to

each committee. Volunteers can join up to 2 committees.

Community Development Division

- Grants/Fundraising Committee
- Marketing/Public Relations/Special Events Committee
- Outreach & Inclusion Committee
- Training and Education Committee

Junior/Adult Programming Division

- Adult/Junior Tournament/Competition Committee
- Adult/Junior/Senior League Promotions Committee

Community Development Volunteers

4-8 Positions per committee

1. Grants/Fundraising

Committee will assist Board officers and members in writing program grants and seeking fundraising opportunities to support programs. Group will help Board to determine grant awards process.

2. Marketing/Public Relations and Special Events Committee will assist CTC with coordination of marketing and public relations activities for all social activities, special events, junior and adult tournaments, and league promotions. Committee will help secure event sponsorship and sites, and maintain scheduling.

3. Outreach and Inclusion

Committee will monitor DOCTA's progress in inclusion of all segments of the community in its programming. Raise

awareness with other committees for outreach and inclusion opportunities, and work with CTC. Design and implement plan to increase diversity in DOCTA membership, activities and tennis in general.

4. Training and Education

Committee will implement and evaluate all aspects of training for DOCTA volunteers, and establish educational programs to support need for growth.

Adult and Junior Programming Volunteers

(4-10 Positions each)

1. Adult/Junior Tournament and Competition Committee will make recommendations to the board regarding adult competition; coordinate the details of adult/junior tournaments; schedule match-ups; and provide publicity committee with specific information for use in advertising and promotion of tournament events. Responsible for making sure tournament procedures are followed, sanctioning is secured and rules are followed. This committee will be responsible for securing sites. The committee will aim at increasing level of participation for youth and adults. The committee will be responsible for implementing innovative activities that can expose youth to tennis from a recreational level to college and eventually participation at the professional level. The committee will develop strategies for teaching tennis fundamentals, and work

with the training and education committee.

2. Adult/Junior/Senior/League Promotion Committee responsible for increasing participation in junior, adult, senior, and super senior leagues in Durham-Orange area; and supporting the promotion of leagues in the community with the marketing committee. Work collaboratively with CTC and Parks and Recreation tennis coordinators.

Your Help is needed!

Please complete the attached Volunteer Opportunities Form, and mail to DOCTA.

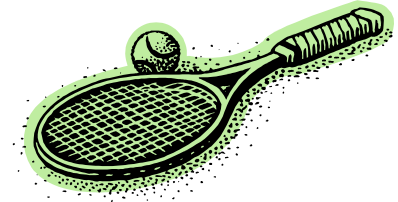
Give back today!

Your help and support are needed to grow tennis in the Durham-Orange Community.

Thank you!

**You Can
Make a
Difference!**

Durham-Orange Community Tennis Association



Volunteer
Opportunities

**Tennis...
A Sport for a Lifetime**

**Durham-Orange
Community Tennis Association**
John McLean, Board Chair
Post Office Box 61245
Durham, North Carolina 27715
Telephone: (919) 547-4354
Email: mclean99@mindspring.com
Website: www.docta.org

Community Tennis Coordinator
Patti Fox
Email: plsfox@cs.com
Telephone: (919) 606-1786

**DOCTA
VOLUNTEER OPPORTUNITIES
INTEREST FORM**

Date _____

Name _____

Address _____

City _____ Zip _____

(H) _____ (W) _____

(Cell) _____

Email Address _____

USTA __yes__no NTRP Rating _____

I'm interested in the following volunteer options (check all interests):

- Grants/Fundraising Outreach/Inclus.
- Youth Tennis Adult Tennis
- Jr. Tournaments Ad. Tournaments
- League Promo. Marketing/PR/
- Training/Education Special Events
- Becoming an instructor, coach, jr. captain
- Becoming an Advisory Council Member
- Becoming a DOCTA Board Member

Signature _____

**Return to: DOCTA, P. O. Box 61245,
Durham, NC 27715**

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