

## **Level Coordinator**

The term of level coordinator is 2 years. Once her term has expired, if for any reason she cannot fulfill her term, the Ethics Committee will appoint her successor.

### **Level Coordinator duties are:**

To be familiar and enforce all of the Women's Softcourt League rules. To be available to answer questions from the team captains on her level regarding these rules.

To monitor match results for her level as they are entered onto the Softcourt Website. Match results should be entered no later than 3 days from the date of the match play date. It is the level coordinator's responsibility to call the host team if the score has not been entered within 5 days of the match play date. It is also the level coordinator's responsibility to confirm any matches on her level that have been entered but not confirmed after 7 days of the match play date.

To keep up with substitutes (each may be used 3 times per team). To receive Softcourt fees for new members and add them to the appropriate online roster. The Softcourt fees should be sent to the treasurer. To adjust the online Strength Rosters if they should change during the season for teams under her charge.

To read and understand all of the Strength Roster procedures as stated in the Softcourt Directory. To enforce Strength Roster procedures by monitoring on a weekly basis each match played on her level.

To make sure that players on the move up list are playing at the appropriate level. She must also make sure that players on the move up list that choose to stay down after making their

percentages the first time play in the first court position in singles if the percentages were made in singles and in doubles if the percentages were made in doubles.

To keep up with dates for rescheduled matches and remind captains that the make up is to be held within a 2- week period. Help teams if they have a problem rescheduling.

To attend 3 Softcourt meetings a year.