

Subject: FALL 2019 WOMENS SOFTCOURT LEAGUE REGISTRATION

Hello to all Club Reps!

It's time to register for Fall Soft Court Season. Please read this entire letter, there is a ton of important information in it. THE DEADLINE IS 5PM AUGUST 1st, IN OUR HANDS, NOT POSTMARKED.

Below you will find some reminders to help you with this process.

PLEASE NOTE-TIMELY RESPONSES ARE IMPERATIVE TO THIS PROCESS. We have 2 other leagues (LITL and USTA) that wait to schedule after our league, so we must have your forms by August 1st in order to get the scheduling done so that they may get their schedules completed.

1. Registration is now open through August 1st. Please pass this information on to your Club Pro. The responsibility of registering teams ultimately lies on the shoulders of the Club Rep. Club Reps, please take note of this - even if you delegate some or part of this job to your pro or captains. YOU are responsible for making sure that all of your teams are online by August 1st. I have attached instructions for doing this and you can also access them on our website under rules and forms. The Reps must enter the teams onto the website before the captains will be able to get into the website and build their rosters. Your club ID number will remain the same and the website will assign a new ID number for each team. Please make sure you take note of that number as they change each season. All teams must have a minimum of 8 players and may have a maximum of 16. Each Captain must have a valid cell number and email address online. Please do not use club numbers or club emails for Captains.

2. The fee per team is \$70.00 and must be included with your enrollment form. All checks need to be made payable to Women's Softcourt League. The enrollment form is attached. Please send it and your checks to:

Meredith Vinson
1956 River Way Drive
Hoover, AL 35244

3. Please remember when inputting rosters online, if you have any new players to add, you must contact your Level Coordinator to have them added to your Club Roster. Also, PLEASE make sure all players at your Club are dues paying members of your Club in order to participate. Any questions about this can be directed to me.

4. Our Spring meeting will be held on TUESDAY AUGUST 27TH at 9:30 at Country Club of Birmingham. Breakfast will be served, so bring your appetite! All Club Representatives, Level Coordinators, and Officers are expected to attend. If you are unable to attend please let me know and please designate someone to pick up your packets as well as any gifts your Club's teams may have won.

5. If you have any business or items for the Agenda, please let me know as soon as possible so that we can add it to the agenda. I will do my best to keep the meeting to 1 hour. (All requests should be in writing and emailed, no phone calls or texts)

6. Fall Season will begin Tuesday, September 3, 2019.

7. **Please** make sure you adhere to our court availability rules when completing your enrollment forms. If you have 2 teams playing on the same day-you must have 4 courts, 3 teams - you must have 8 courts, etc. Also remember to take into consideration any other leagues that may be playing as well. You **must** list your exceptions on your forms in order to have them considered for scheduling. If you have any questions about this, please let Meredith or me know and we will do our best to help you. Meredith's email is vinson1956@att.net. Again questions need to be in writing or email, no phone calls or texts.

Looking forward to another great season, please let me know if you have any questions, and also if you are no longer the Club Rep., please let me know who is so I can update my files.

Thank you,

LaVonda Keel
President
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205-516-4720
cc:
Sally McClanahan
Meredith Vinson
Kelly Miles
Melody DeBardelaben

Level Coordinators