

Soft Court Level Coordinators

Level Coordinators shall serve for two years. The Ethics Committee of Soft Court shall appoint each coordinator. All level coordinators will attend all of the Soft Court meetings (one prior to each spring and fall season). Each level shall have a coordinator that will interpret the rules for the players and captains as such may arise. The coordinator's primary focus is to be fair play for all-- enforcing the rules equally for each team and player. The Level Coordinator shall serve as a facilitator at reaching agreement between captains if difficulties arise.

A level coordinator's responsibilities are as follows:

Prior to season—Make an email group with the names and emails of each of the captains at her level. Also included in this group may be the email addresses of the pros or pro shop as requested. Send out an introductory email to each of the captains being certain to supply each captain with methods of reaching the coordinator (esp. on match day) usually including cell phone, home phone, and email address. Remind the captains of the SR procedures and deadlines prior to the due date. The day before the SR is due, check on her teams to send out a “reminder” of any teams who are still not listed on the website. Check each SR for the following: all players listed in the singles SR, all players listed in the doubles SR, and two players (minimum) listed at each doubles SR position. If a captain has input the SR, but it is incomplete or incorrect the coordinator must call the captain and provide a remedy and make the corrections on the website.

During the season—Check to be sure that matches are being entered and confirmed within the time requirement (3 days after the match). If matches are entered but not yet confirmed, remind the other captain to please confirm it. If matches are entered but not yet confirmed, the coordinator should go ahead and confirm the matches that are a week past the play date. (The time limit for matches to be disputed is one week, so after one week the coordinator can go ahead and confirm the match if it has not already been done.) Be sure make up matches are being played within the three week time limit from the original match. Advise captains of the procedures if a dispute arises from a match.

At the end of the season—The coordinator should send out reminders to her captains encouraging make up matches to be played in a timely manner. Also send out a wrap up email to the captains thanking them for their service and hard work. Each coordinator shall send a notice to the Soft Court President notifying her of the completion or of any delays to the season for that level.