

## **Club Representative**

The term of a Club Representative is 2 years. Once the term is expired, or if for any reason a Club Representative cannot fulfill her term, her club is to appoint a successor to take her place. A Club Representative is the liaison between the League and the club she represents.

Club Representatives are responsible for registering each of her club's teams on the Softcourt website. Registration will be July 15 through August 1 for the fall season and January 15 through February 1 for the spring season. She is also responsible for sending one check for her club's softcourt fees along with the Softcourt enrollment form to the Vice President before August 1 at 5:00 p.m. in the fall and before February 1 at 5 p.m. in the spring. If necessary she can send one check per team. It is the Club Representatives responsibility to notify the President and Vice President of any dates that matches cannot be held at her club. You may email this information prior to scheduling and/or include this information on the enrollment form.

In addition, upon a player's request, Club Representatives can change a player's affiliation from her club to another club.

Club Representatives must attend 2 Softcourt meetings a year. These meetings are held prior to the spring and fall seasons. She will be given a packet at the spring and fall meetings that include all necessary information for the upcoming season. She must make sure that her Club Pro has all of the schedule information pertaining to her club so that the courts can be blocked off for the upcoming season. She is also responsible for keeping the Club Pro updated on what is going on with the Softcourt League. She is to distribute Captains packets, directories and any prizes won by her club's teams. Club Representatives are also responsible for making sure their captains are aware of any rule changes.