

# Softcourt Club Representative

Club Representatives shall serve for a minimum of two years and will be selected by their individual club. Club Reps will attend all Softcourt meetings or arrange for an alternate club member to attend in their place. The primary role is to act as a liaison between the Softcourt league and the club she represents.

Your login information is clubXXX and you can set your own password. Please contact the SC president for your specific club number or any help with password reset.

Different logins have different levels of access. Any website administrative activities should be done under your Club Rep login. If you are also a captain or a Level Coordinator, you should use those logins for those specific responsibilities. A Club Rep may also serve as a LC, but not as an officer.

## Calendar of Responsibilities

### \*Prior to the start of the season:

1. Determine with club pro and team captains what teams will be playing that season and confirm who will be captaining the teams.
2. Determine with club pro and captains any dates or issues that may require specific scheduling requests and ensure these are noted on the registration form.
3. Complete registration form and submit form and payment to the Softcourt Vice-President by assigned deadline. (typically February 1 for Spring Season and August 1 for Fall Season)
4. Create your teams and add a minimum of 8 players per team in the Softcourt website by the assigned deadline. (see #3)
5. Note the computer-generated team numbers and assign passwords to each team. These change EVERY season and need to be used by your captains. Old IDs and passwords will not allow your captains the proper access to the site.
6. Ensure your captains completed their strength rosters PRIOR to the first day of their level's play, even if they don't play in the first week.
7. Attend the Softcourt kickoff meeting or arrange to have another club representative to attend in your absence. Prizes from the previous season maybe collected at the Club Rep meeting.
8. Hold a captain meeting to review all information received at the SC meeting. It is particularly important that you share any new or updated policies or rules. Distribute rulebooks to your captains. (all captains and clubs will receive a hard copy of the Rules & Policies book in the spring and new captains will receive a copy in the fall)
9. Ensure all your captains have a copy of the Match Day Helper which will be provided at the meeting and will be available on the website.
10. Ensure your club pro is updated on any policy and rule updates and is aware of the SC schedule of matches so courts will be prepared for play days.

### \*During the season:

1. Continue to act as a liaison between your club and Softcourt as issues arise.
2. Support your captains as needed and help them address any issues. This will more than likely involve referring them to their appropriate level coordinator.

### \*End of season:

1. May consider a captain wrap-up meeting if you feel it's needed.
2. Distribute any prizes your teams may have won.