

Club Representative Responsibilities

Be the “first contact” for your team captains in regard to concerns and questions. Contact League Chairperson with any problem/question you cannot answer.

Attend Captain/Club Rep meetings which will generally be held yearly in August.

Review any rules voting issues with your team captains and players.
Vote for your club either at the annual meeting or via email when necessary.
Inform captains of any rules clarifications or changes.

Coordinate club team rosters submitted at the beginning of the season.
Input rosters to the website for all teams at club.
Make sure there are no duplicate names on the rosters.
Verify phone numbers and email addresses of captains and co-captains.
Forward all required club and team paperwork to the League Chairperson.
Oversee additions to rosters due in mid August. Advise captains that there are only additions, no deletions at this point. Additions should include: Name, USTA rating, SNMWTL player number (if applicable).

Be in charge of 2nd half roster changes and submit them to the appropriate Executive Board Member.

Additions should include: Name, USTA rating, SNMWTL player number (if applicable).

Deletions should include: Name, SNMWTL player number.

Report any captain name/information changes immediately to the League Chairperson.

Serve as the point contact for any formal grievances submitted to the Executive Board. Should a captain/player wish to file a formal grievance to the board, they should complete the Grievance Form and submit it to . As Club Rep, you then submit the form to the Executive Board for review. However, as Club Rep, you should encourage captains/players to get help/court monitors at the point of conflict. The grievance process should be a last resort action.