

Softcourt Level Coordinator

Level Coordinators shall serve for a minimum of 2 years and will be appointed by the Ethics Committee. Level Coordinators will attend all Softcourt meetings. The primary role is to help interpret the rules for players and captains and enforce the rules equally and fairly to all teams at their level. LCs will serve as the facilitator in reaching agreements between captains should issues arise.

Your login information is levelX.X You can set your own password, but contact SC president for PW reset if needed.

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

Calendar of Responsibilities

*Prior to the start of the season:

1. Create an email distribution list of all captains at your level. You may include pros or pro-shop emails if requested.
2. Send out an introductory email to your captains with your contact information and the best way to reach you (particularly on match day).
3. Remind captains of the Strength Roster procedure and deadlines prior to due date.
4. **The day before the SRs are due** (midnight prior to the first day of that level's play day- regardless of whether a team has a 'bye' in the first week). Follow up with any team that does not have this completed.
5. Check each teams' SR for the following information: All players should be listed on both singles and doubles SR. One player minimum must be listed at each singles position and two players minimum must be listed at each doubles position. If you find a mistake, follow-up with the captain prior to the deadline.
6. Once the season has begun, ONLY Level Coordinators and Officers have administrative access to modify an SR.

*During the season- WEEKLY

1. Check to ensure matches are being entered and confirmed within the 3-day time frame. (entered within 3 days of match play, confirmed within 3 days of entry). If matches are entered but not confirmed, remind captains to confirm it. One week past the play date, confirm any unconfirmed matches. (The time limit for disputes is one week, so there should not be an issue confirming these matches)
2. Ensure that make-up matches are being rescheduled within 3 weeks of the original match.
3. Audit matches to ensure that SR rules are being followed by running the "Invalid Position Played Report". No player should play up or down more than one level from their assigned SR position. Contact any captains on non-compliance issues. If captains need to play players out of compliance for availability reasons, they should email you prior to match play for approval.
4. Audit any subs being utilized. A sub may only play 3 times on any one team. Violation of this rule will result in vacating all matches played at the higher level by that sub and will remove the sub from the lower level and place them on the higher-level teams' roster. Also audit that no sub is playing first court in either singles or doubles.

*End of Season

1. Prior to season end, check for any un-played or unconfirmed matches. Follow up with captains regarding the plans to complete all matches. Confirm any recorded but unconfirmed matches.
2. Send a wrap up email to captains thanking them for their service.
3. Communicate to SC president the completion of the season or of any outstanding match issues.