

LEAGUE COORDINATOR'S CHECK LIST

Prior to the start of each session, all league coordinators shall perform the following tasks:

- Review the dates of your league, including skip date, for the coming session contained in a memo from the Activities Coordinator, Rich Cornwell.
- Inform all roster members about the up -coming sign-up dates.
- Pick up your copy of sign-up sheets within 1 week of the end of the sign-up period.
- Review the sign-up list to determine if all are members and are eligible for the league as determined by the selection process for your league.
- Review the court allocation/league fee memo attached to the sign-up sheets and contact the Activities Coordinator regarding changes or questions.
- 1 week prior to the start of the new session, contact all players to notify them of the start date & league fee.
- 1 week prior to the start of the new session, provide the Activities Coordinator with a copy of the league roster.

League Rosters shall include the following:

- Use the "Landscape" layout for roster and make layout as large as 8 1/2 X 11 paper will allow.
 - The header shall include the name of league, name of league coordinator, start date, end date, skip dates, & league fee.
 - Explanation of the selection process for your league shall follow the header.
 - Names of players, including phone numbers, shall be listed in alphabetical order whenever possible. If a mixed league, make alphabetical by gender.
 - Include a sub list, with phone numbers, in roster.
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- Within 1 week after the start of the session, inform the Activities Coordinator if there are changes in the original roster.