



# LEE COUNTY WOMEN'S TENNIS LEAGUE

## DIVISION OFFICER TIMELINE & CHECKLIST

<b>May</b>	<input type="checkbox"/> First Tuesday, LCWTL Meeting <input type="checkbox"/> Submit Designated Officer Info to League Secretary <input type="checkbox"/> Submit New Officer Information to League Secretary <input type="checkbox"/> Collect New Team Information with Captains <input type="checkbox"/> Team Registration	<b>November</b>	<input type="checkbox"/> First Tuesday, LCWTL Meeting (11/7) <input type="checkbox"/> Schedule Winter Captains Meeting – Send date to League Secretary
<b>June</b>	<input type="checkbox"/> Player Registration <input type="checkbox"/> Review NEW players with ratings <input type="checkbox"/> Deadline to Submit <i>Playing Schedule</i> to Scheduler <input type="checkbox"/> Deadline for Dues to League Treasurer	<b>December</b>	<input type="checkbox"/> First Tuesday, LCWTL Meeting (12/5) <input type="checkbox"/> Email Reminder Re: Winter Captains Meeting <input type="checkbox"/> Rules Proposals Deadline (12/15)
<b>July</b>	<input type="checkbox"/> Create Captain/Co-Captain Information List – S <input type="checkbox"/> Send Captain Information List to League Secretary	<b>January</b>	<input type="checkbox"/> Second Tuesday, LCWTL Meeting (1/9) <input type="checkbox"/> Deadline for Team Transfer (1/15) <input type="checkbox"/> Deadline to Add New Players (1/31) <input type="checkbox"/> Winter Captains meeting <input type="checkbox"/> Nominating Committee for New Officers
<b>August</b>	<input type="checkbox"/> Deadline for Player to be Registered to Receive Yearbook (8/1) <input type="checkbox"/> Preparation of Team Spreadsheet – VP <input type="checkbox"/> Schedule Fall Captains Meeting – Send Date to League Secretary	<b>February</b>	<input type="checkbox"/> First Tuesday, LCWTL Meeting (2/6)
<b>September</b>	<input type="checkbox"/> Email Reminder Re: Fall Captains Meeting <input type="checkbox"/> Pick-up Yearbooks from Scheduler <input type="checkbox"/> Preparation for Fall Captains Meeting	<b>March</b>	<input type="checkbox"/> First Tuesday, LCWTL Meeting (3/6) <input type="checkbox"/> Vote for Proposed Rule Changes <input type="checkbox"/> Slate of New Officers to Captains
<b>October</b>	<input type="checkbox"/> First Tuesday, LCWTL Meeting (10/3) <input type="checkbox"/> Deadline to Submit Medical Appeals (10/1) <input type="checkbox"/> Fall Captains Meeting <input type="checkbox"/> Distribute Yearbooks to Captains and Teams <input type="checkbox"/> Match Play Begins	<b>April</b>	<input type="checkbox"/> First Tuesday, LCWTL Meeting (4/3) <input type="checkbox"/> Match Play to be Complete (Target 4/1) <input type="checkbox"/> Spring Banquet or End-of-Year Event <input type="checkbox"/> End-of-Season Reports to League Secretary <input type="checkbox"/> Sportsmanship/Division Winners to League Secretary <input type="checkbox"/> Ratings Release <input type="checkbox"/> Appeals Deadline