



LEE COUNTY WOMEN'S TENNIS LEAGUE

DIVISION SECRETARY ORIENTATION TIPS

ATTEND THE MONTHLY LCWTL MEETINGS – Network with other division officers at the board meetings – as you learn from others. Attend board meetings as required by your division. At least one division officer must attend each board meeting. Officer orientation takes place at the May and October meetings. Rules explanation occurs at the February meeting with voting on new rules in March. Attend and assist the president with all three mandatory divisional meetings: *Fall Captains' Meeting*, *Winter Captains' Meeting* and optional *End-of-Year Event/Meeting*.

SPEAK WITH ONE VOICE FROM YOUR DIVISION – This may take some compromise, but agreement within your division officers is beneficial to the board and the captains. Share information, emails, phone calls and complaints you may receive from captains/players – leave no division officer out of the loop.

Make sure that captains know who to contact with issues.

- People issues to **Division President**
- Score issues to **Division Vice President**
- New player and roster modifications to **Division Secretary**

CREATE A CAPTAIN/CO-CAPTAIN INFORMATION SHEET AND EMAIL GROUP – Include home and cell phone numbers, email addresses and club information. Distribute to executive officers, team captains, and co-captains by the start of the season. Request the captain information template from League Secretary to personalize this list for your division.

LIASON BETWEEN CAPTAINS AND EXECUTIVE BOARD

- Monitor team registration online during registration period. Monitor and assist captains during player registration period. This will require being familiar with the website and the instructions for registration.

TEAM ROSTERS

- Maintain team rosters throughout the season and communicate changes to division officers and captains.
- Verify all ratings including USTA, so all players meet the requirements as defined in the *LCWTL Rules and Regulations*.
- Email a list of all NEW self-rated players entering the League for the first time to the executive officers.

ADDING PLAYERS DURING THE SEASON

- Collect Form 8's when players are added, deleted or transferred.
- Add, delete or transfer players online as you receive the Form 8's from captains. A player is considered illegal until such time as her name appears on the team roster on the website.
- Keep an up-to-date list of the teams in the division with total number of players.

CAPTAINS' MEETINGS – (See suggested topics from *Form 15, Captains Meetings Suggestions*)

- Prepare a sign-in sheet with captain/co-captain information. You may request this template from League Secretary.
- Prepare an agenda, with input from the division president, and if the division has collected any funds, provide a financial report.
- Keep division officers updated weekly with a list of player additions and deletions.
- Record captains meeting minutes within a week of the meeting and send them out in an email to all captains/co-captains, division president, and vice-president.