

**Sonoma Napa Marin Women's Tennis League  
Club Representative's 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 Club Rep meetings which will generally be held yearly in August.

Review any Club Rep questionnaire or ballot with your team captains and players.  
Return completed questionnaires or ballots to the League Chairperson.  
Inform captains of any rules clarifications or changes.

Coordinate club team rosters submitted at the beginning of the season.  
Make sure there are no duplicate names on the rosters.  
Verify phone numbers and email addresses of captains and co-captains.  
Review "Home Match Preference Day" of teams to avoid duplicate days.  
Oversee "Additions to Rosters" due end of July. Advise Captains that there are only additions ONLY, no deletions!

Be in charge of 2nd Half roster changes and submit them, once, with correct legible information to League Chairperson, Vickie Easton  
Vickie10slady@earthlink  
Additions: Name, USTA rating, previous SNMWTL team  
Deletions: Name, SNMWTL team

ANY captain name/information changes must be provided to League Chairperson and other captains of that division, immediately. (phone #, email address, etc)

Encourage teams to attend the annual League Luncheon