

Division Chair Responsibilities

End of Season and before June 30

1. Contact the present Team Captains to verify if they will continue as captain or find a new captain. If a new captain, pass the Team Captain folder on to the new Captain. Let the general Chair know if a new captain is named and give her the new captain's contact information (name, email and cell #).
2. Inform the Captain to obtain two dates (play dates and rain dates) from her club, to complete the Course Reservation Contract form found on the website, and to submit to the Division Chair and the General Chair by May 31. The date chosen for scheduling may not be changed after October 15.
3. Make sure Captains know, if their course becomes unavailable, an alternate site must be found. Inform the General Chairman of any such changes, as soon as possible.
4. Remind Captains the Course Reservation Contract is accepted on a first come first served basis.
5. Work with the General Chair to select one area of functional responsibilities you will be responsible for

June – January Inform General Chair of all Captain changes, along with their contact information, as they come in.

January

1. At the Captain's meeting, deliver to the Team Captain who is hosting the first match the Scoreboard and Notebook. The host Team Captain should update the Scoreboard after each match.
1. Answer any questions the Captain's might have.
2. Be sure all the Captain information on the Team Captain Roster is correct, e-mail, phone numbers, etc.
3. Make sure all Team Rosters are sent to the General Chair by the deadline in January.

February-March

1. During the course of the matches, be available to your Team Captains regarding any problems or questions. Report any difficulties to the General Chair.
2. Check each sign-up sheet (sent to you by the Team Captain after each match) to be sure all players played in the correct sequence, as listed on the Team Roster.
3. Instruct last year's winner of the Division to return the plaque to Division Chair or to the board member responsible for plaques as soon as possible after the final match.
4. Obtain number of players who will be attending the Annual Meeting.

Revised: 10-28-24