

DISTRICT 1V  
ARIZONA SHUFFLEBOARD ASSOCIATION  
LEAGUE OFFICERS  
DUTIES AND RESPONSIBILITIES

**PRESIDENT**

THE LEAGUE PRESIDENT SHALL:

1. Call a meeting of all league members prior to the start of each season. The purpose of the meeting is;
  - To make certain that the park teams assigned to the league are organized and ready to play.
  - To make all the committee appointments and plans for the smooth running of the league. Committee appointments are trophy, auditing, banquet and nominating.
2. Preside at all league meetings.
3. Devise, or appoint an alternate to construct a playing schedule for the coming season.
4. Preside at the annual league banquet.
5. Serve as an arbitrator in disputes, if any, between teams in his or her league and advise the action to be taken.

Meeting notices shall be sent to all officers and team captains, who will notify all team members, so they may attend. Said notice is to be given at least 10 days prior to the meeting date, unless an emergency dictates otherwise. A phone call or email may serve as notice. All card holding members present at a league meeting are entitled to vote.

The league president is a member of the board of directors of District 1V and has a vote at all District 1V board meetings.

**VICE PRESIDENT**

The person elected vice president must agree to take over the presidency if for any reason the president is unable to serve the term.

1. The vice president shall perform the duties of the president at such time the president is unavailable.
2. The vice president shall assist the president in any duties requested by the president.
3. The league vice president is a member of the board of directors of District 1V and has a vote in all action taken at the District 1V meetings.

**LEAGUE SECRETARY-TREASURER**

The secretary-treasurers are the information compilers and informants of the league. The league secretary-treasurer has a vote at all district meetings. The secretary-treasurer is responsible to the league president and to the district for the following duties;

1. Record all minutes of league meetings.
2. Bank Account: The bank account will be kept up to date at all times. A league secretary-treasurer can sign checks alone, but there should be two names on record at the bank. All items over the amount of \$75.00 should have the approval of the league president. The secretary-treasurer will record all monies taken in and paid out and will provide a written financial report for each league meeting. The ASA ID number is 23-7031361 and is required on all bank accounts.
3. Team Captain Supplies: At the first fall meeting of the league, the secretary-treasurer will issue membership cards for the current year to the team captains. The cards need to be signed by the league president and the league secretary-treasurer. The team captains are also to receive a league roster form. The secretary-treasurer will provide each team captain a copy of the league schedule for that current season. Attached to that schedule should be updated contact information for the teams in your league. It is also a good idea to have the contact information for District 1V officers.

4. The league secretary-treasurer will collect the dues from each team captain in their league along with a copy of the completed roster form. This form should be completed with each team member's full name, address/space number and phone number. When all forms are collected, but not later than 30 days after the start of league play, a copy of each completed league roster form, along with a check in the amount equal to \$3.00 per member is to be submitted to the district treasurer. (i.e. 10 members per team, 6 teams in the league, equals 60 members @ \$3.00 per member, the total due would be \$180.00) **NOTE: Any new members and dues must be updated with the district treasurer as necessary.**
5. Team standings: The league secretary-treasurer will record the results of all league games and have available the weekly standings of the teams in your league.
6. The secretary-treasurer will be responsible for keeping the District secretary updated on executive changes, including phone numbers and email addresses.

### **CAPTAINS AND CO-CAPTAINS**

Gain the respect of your players. Be a good liaison person between your team and the management of your park and your shuffleboard club. This is very important!

A team captain is a Director of your league and carries voting powers at all league meetings. This also means serving on any committee you may be appointed to.

On days of home games, the captain and or designated players are responsible for preparing the courts and making sure equipment is readily available.

All rules of District 1V must be adhered to.

The home captain will open the day's activities by welcoming everyone and making introductions. The opposing captain will then acknowledge the introductions and introduce their players. The home captain will introduce the head referee and will make mention of any other pertinent information.

It is the duty of the home captain to report to the league secretary the game results. This can be done by phone or email.

It is strongly recommended that the team captain call a meeting with their team members after the finish of the league season. The purpose being the following;

1. Election of a new captain and co-captain, if necessary for the following year.
2. To assure that your players are available for the next season. Captains should inform their league president of this information prior to their league banquet.
3. It is suggested to team captains that players be rotated on a regular schedule.