

Communication Director Report

Website – Parent rep Reminders

- I have begun updating the website but anything left blank, not linked or still dated 2017 would mean the new information is not yet available
 - You can always email me for confirmation
- Parent reps responsible for making sure the information on the Club page is updated and accurate = NOTHING IS CHANGED WITHOUT BEING INITIATED BY THE CLUB REPRESENTATIVE (USUALLY THE PARENT REP)
 - Provide updated contact information – specifically email address - for both parent reps and coaches
 - Links found on the **club page** at bottom
 - Remember that Assistant coaches are only listed on the club info sheet and are not added to the members list to receive information directly. It is the responsibility of Head Coaches and parent reps to disseminate information to assistant coaches.
 - Makes sure the Web address is accurate
 - Make sure all information listed on the CLUB page is updated
 - Check for current logo - use Logo Copy right Release form on website
 - Pictures will only be updated as new are submitted. All others will remain the previous image.
- Job postings - remember to contact CM when filled

Fillable Form versions are available for the Club Compliance, Hold Harmless Agreement and the Concussion Information Sheets but you must request them since they cannot be posted or linked on the website