

Viewpoint Tennis Club
8700 East University Drive, Mesa AZ 85207

MEMBERSHIP DIRECTORY POLICY		Version #3	November 2022
Purpose: <ul style="list-style-type: none"> To provide members of VPTC a directory of contact information to facilitate connections throughout the year. 			
Policy: <ul style="list-style-type: none"> The Treasurer is responsible for overseeing the maintenance of the club directory. The directory is available through the Club website Events Registration system; it is not accessible to the public. Members are expected to keep the directory confidential. Members must be in good standing to be included in the directory. Any member may opt out of providing personal information, as his/her circumstances may require. 			
PROCEDURES:			
STEP 1	The Treasurer secures a volunteer to act as the directory manager. maintain up-to-date directory information each year based on annual registration.		
STEP 2	The Treasurer provides a register of members in good standing to the directory manager.		
STEP 3	Individual members are responsible for providing up to date contact information in the club website directory.		