

Captain's Checklist

Prior to the start of the season:

- ❑ Does your team meet the 70% rule? (70% of roster must be at team level rating for Adult 18 & Over / 40 & Over League play). There are exceptions and the Local League Coordinator will advise you when the difference is allowed.
- ❑ Do you have the proper mix of players? (Enough singles players for Adult League play, proper ratio of men to women for mixed and balanced upper and lower level ratings for combos).
- ❑ Get your team signed up by the team formation date.
- ❑ Communicate:
 - Let the team know what to expect. Are you pushing to go to state, planning to balance playing time, etc
 - Make sure you have a valid email and cell phone number from all players
 - Explain how far in advance you will send out line-ups for each match
 - Require that when players are in line-up they must confirm that they will be there. (This is very important to prevent defaults due to miscommunication)
 - Let team know what days and time you will have practice

Getting Ready for the Match:

- ❑ Reach out to all your players to find out who is available for the next match. If you plan on putting out line-ups for multiple matches, check availability for all matches that you are preparing line-ups for. (This should be done 5 days or more in advance of the match).
- ❑ Send out line-up and get replies from everyone that they can play. Advise all players of match location and match time. Advise players to be at courts 15 minutes before start of match. (This should be sent at least 2 or 3 days prior to match).
- ❑ OPTIONAL:
 - day before the match, send a reminder to players in the line-up. Be sure to include the match time and location in the reminder.
 - It is always a good idea to have a substitute at the match if possible. If a team member is coming to watch, simply ask them to come dressed to play if needed.
- ❑ Verify that everyone you plan to use in the line-up has signed up on the team.
- ❑ Print out a blank scorecard for your match from the TennisLink website. This shows your roster, opponent's roster, and who is home team.
- ❑ If you are home team, see a tennis center employee for cans of tennis balls for the match. (To help prevent confusion on courts, always try to take balls with different numbers).
- ❑ Verify that you have everyone's cell number in your cell phone. (This can be valuable if someone is running late).

GAME DAY!:

- ❑ Arrive at facility at least 20 minutes prior to match with line-up written on scorecard.
- ❑ Sign in and pay court fees if not a member. Determine what courts you have been assigned.
- ❑ Verify that all your players have arrived. Phone any missing players to determine their status.
- ❑ Verify that all players signed in upstairs and paid court fees if not a member (Cooper Creek staff will interrupt a match to make a player sign in if they take a court without properly signing in).
- ❑ Meet with opposing captain to exchange line-ups. NEVER HAND YOUR LINE-UP TO THE OTHER CAPTAIN UNTIL THEY CONFIRM THEIR LINEUP IS WRITTEN DOWN AND THEY ARE READY TO HAND IT TO YOU.
- ❑ Remember:
 - Rule #1 that you and the other captain must be aware of: A match is defaulted if a team is not ready to step on the court and play 15 minutes after the scheduled start time. If you are waiting on courts, it is 15 minutes after the court becomes available. This cannot be extended by either captain.
 - Rule #2 that you and the other captain must be aware of: Once you exchange line-ups you cannot take it back and make changes. If a player fails to show up, or gets hurt prior to the first point, you can substitute for them. However, the sub can only go in for the player that did not show/was injured. You cannot move other players around.

- ❑ Meet with your players and let them know whom they will be playing against and their court assignment (You may be waiting for courts to open up).
- ❑ If waiting for courts, keep everyone outside the courts. Talking should be kept at a level so as to not interrupt the matches in progress.
- ❑ Send players to courts as they open. If you are home, be sure to send the balls with them. If they do not know their opponents, it is best if captains introduce their team members to each other to avoid any confusion.
- ❑ If you have players that are new to tennis, advise them that if any confusion arises on the court, such as score of a game, or a rule call, the two teams should work it out the best they can. After the match, they can ask their captains for guidance on how to handle it in the future. The best rule is when in doubt, go back to the last point that everyone agrees upon.
- ❑ Players immediately leave the courts and report their scores to you. There is probably another match waiting to go on.
- ❑ You collect all scores from your players. Verify with the other captain before you leave the courts.
- ❑ After the match it is the responsibility of both captains to enter the match scores. It is most important that scores be entered in a timely manner. If the other captain offers to enter scores, but they are not entered that day, you can enter. If other captain does enter scores, you should still verify accuracy. Notify other captain and CHATA of any errors

Match Day Check List

If you are the home team, remember the match balls you will get them when you arrive at the courts see a member of the tennis center staff.

- ❑ Is your line-up written down
- ❑ Make sure all your players are present at the facility, signed-in and paid court fees
- ❑ Exchange line-ups with opposing captain
- ❑ Inform your players what courts they will be playing on and who they are playing
- ❑ Collect scores from all players and compare with the opposing captain
- ❑ Enter scores into Tennislink within 48 hours.