

## So you are the Team Captain... Now what?

- **READ YOUR REGULATIONS**
- **REVIEW THE ENTIRE CAPTAINS PACK EMAIL**
- **VISIT the CAPTAIN CORNER page on GRETA's website**

### What are a Team Captain's Responsibilities?

- Collect player availability for the season (many captains organize in a spreadsheet)
- Set team lineups for each match
- Print and bring scorecard to each match
- Collect court fees from your players and turn in to site prior to start of match
- Enters team scores online
- In the event of a rainout, work with opposing captain to reschedule
- You may access your team's schedule by going to your team's home page. Click on MATCH SCHEDULE tab.
- Check your email regularly for communications from Local League Coordinator – CAPTAINS BULLETIN emails from LLC have important information for captains!

### Accessing TennisLink

The player roster, team schedule, captains contact information and team results may all be found on your team's TennisLink webpage.

- Go to <http://tennislink.usta.com/Leagues>
- Under "My Teams" click on your team name
- Click on the various tabs to view – MATCH SCHEDULE, CAPTAINS REPORT, TEAM ROSTER, etc.

### Roster

- Check with players regarding availability per schedule
- If you decide you need more players, teams may add throughout the season up to max of 15. (Players must be registered before playing first match).
- Set team lineups for each match.
  - o Send to team by email – ask for confirmation of receipt from players
  - o Good idea to send weekly match reminder – again ask for confirmation
  - o Many captains send a group text on the day of the match to remind of time/location and if they need to bring balls. This also keeps the team in quick contact if there is inclement weather.

### Court fees

- Captain is responsible for collecting and turning in court fees in 1 payment prior to the start of the match
  - o \$5 per player per match at most sites

### Balls

- Home team as indicated on schedule brings new can of balls for each court
  - o Teams may decide to provide balls and invoice players for them, or teams may just ask players to bring their own balls for home matches
  - o Pay attention to what type of balls – suitable for hard surface or clay courts
  - o Most sites sell them

### Matches

- Captains do not have to attend every match but someone must be designated to act as captain for each match.
  - o Bring and exchange completed scorecard
  - o Collect and pay court fee to site
  - o Get scores from team at completion of match and enter into TennisLink

### Scoring

- Either team may enter scores; the other team should confirm them in TennisLink
- Third set is scored 1-0
- Scores are entered from the winner's perspective
- If an error is found... email [susan@gretanc.com](mailto:susan@gretanc.com) with the following
  1. Match Number

2. Complete information on what needs to be corrected
3. Include the other captain on the email to verify that both are in agreement

#### **Before each match**

- Confirm with players the match site and time, and if they are to bring balls
- Print & complete your team's side of scorecard (or designate acting captain to do so). On team page, under Team Matches click on date of match. Then click on Print Blank Scorecard.
- Pay court fees if at sites other than Spencer or Latham
- At Spencer and Latham turn scorecard in to staff
- At other sites captains swap scorecards, completing other side of scorecard simultaneously

#### **Arriving for a match**

- Write in scores on scorecard

#### **After match**

- Write in scores on scorecard
- Confirm scores with other captain

#### **Entering scores**

- Watch video on Captains Corner page to view How to enter scores.
- Either team may enter scores; the other team confirms the scores
- Go to <http://tennislink.usta.com/Leagues>
- Click on RECORD A SCORE
- Enter your match number
- Enter scores or confirm scores

#### **If your match is rained out**

- Contact the opposing captain and discuss when your teams may reschedule
- Courts may be made up individually or as a team
- Matches must be made up within 2 weeks
- Teams may play indoors as long as BOTH teams agree

#### **What do I do if I have questions?**

- Contact Susan Brodeur at [susan@gretanc.com](mailto:susan@gretanc.com) with any questions, concerns or if you need any help!

#### **Have a GREAT Season!**

Be fair, be friendly, be positive! When working with other captains... remember the do unto others rule 😊