

## SNMWTL Captain's Responsibilities

Following are YOUR responsibilities as a Captain in the SNMWTL. You are expected to perform the following or pass this responsibility to your Co-Captain or a teammate in your absence. Please be familiar with these expectations and make sure your team members understand them as well.

1. Remember, this is a game we all play for FUN! Be flexible whenever you can. The Rules are to assist you in having a fair and enjoyable match.
2. If you, as Captain, are unavailable for a match, you must contact the Captain of the opposing team and let her know your Acting Captain's name and phone number.
3. Know the rules regarding rainout rescheduling. Post this date on the website AS SOON AS POSSIBLE.
4. If you have any defaults, please contact the opposing Captain ASAP so she can inform her players.
5. When doubling up players, please inform the opposing Captain as soon as you are aware you are doubling back. This MUST be done PRIOR to the exchange of line-ups.
6. When contacting another Captain to request any changes to the line up, make sure you get a response back confirming the change. Leaving a phone message or email is not sufficient. If you have had no response from the Captain, contact the Co Captain.
7. Remember to inform your singles player that if either singles player is doubling up, a Match Tie Breaker must be played in lieu of a full third set.
8. When pulling up players from a lower division, every effort should be made to play them in the lower positions in your line up.
9. Complete your line up prior to arriving at the match. Use the Score Sheet provided by the League. There is a fill in score sheet where player names can be typed in. However, if you choose to write in the names please write neatly so all names can be read.
10. Post the match results on the website WITHIN 72 hours of the match. A one-point penalty will be imposed against both teams for late score reporting.
11. Make sure you have copies of the league rules and USTA Friend at Court at every match.
12. When hosting, provide sufficient food and beverages for all players for the duration of the match. Water is essential and should be available on each court.
13. Please be accommodating regarding traffic problems that occur during travel to matches.
14. Enforce the starting and default times. Be sure your players know these times and encourage them to arrive early.
15. If you have a problem, please try to resolve it with the other captain. If that fails, consult your Club Rep for advice. The last course of action should be to complete a grievance form and submit it to the board for resolution.