

## Guidelines for Team Captains at RPTC

1. Before your season begins, **e-mail your team to introduce yourself** and ask some questions that will help you in setting your line-ups:

- X Are there any days during the season that you know you cannot play?
- X Request cell phone numbers and give them yours for those “day of match emergencies.”
- X Let them know who your co-captain is if you’ve chosen one.
- X Tell them in advance that you appreciate the cooperation of players who did not sign up with a regular partner, as you will be trying them out with different partners to create the strongest line-ups during the season.
- X Any other information you think would be helpful

You should also tell them how much they owe in **League Fees** and give them a deadline to pay (\$10 per person). Subs are exempt (unless they end up playing over half the season). Once you have received everyone’s league fees, turn the money in to the office, attention: **RPTC Treasurer**. (*Exception: USTA teams may choose whether or not to pay RPTC League fees, however if they choose not to pay RPTC league fees, balls will not be provided and that team must provide its own paper products*) Let your team mates know that their league fees cover the costs of league registration fees, home match balls and paper products. Balls for home games will be ready for pick-up in the office before the season begins.

Give your team a copy of the roster and schedule, once you’ve received it. (Leah’s & Tennis Competitor’s usually provides a booklet; NCDTL is posted online as well)

2. Captains should give their team members plenty of notice of line-ups; two or three weeks *at least* is helpful for them to make plans. You don’t have to give the actual line-up that far in advance, but at least let them know if they are scheduled to play.

3. **E-mail a reminder of the actual line-up** sometime during **the week before each game**. This is a good time to list:

1. Snack assignments
2. Give driving directions
3. Remind them of when they should arrive
4. An update of the last game is nice to pass along.
5. Ask those on the line-up to reply to your e-mail so you know they got the info and are planning to be there....*captains should not have to make multiple calls each week.*

\* Note: If a player does not reply, you can replace them in the line-up. After that is

done once, it usually never happens again.

\*\* Also, please note that if a player is not scheduled to play and you would like her to remain “on call,” that you *ask* that player if she is *willing* to be “on call.” We all have busy schedules and different priorities and some players need more notice.

#### 4. SETTING LINE-UPS:

The captain’s responsibility is to field the line-up so that THE TEAM has the best possible chance of winning the match. In order for a non-ladder team format to work, players must be willing to play *where and when they are needed*. It helps to map out the overall season and plan to play your strongest players at the toughest matches. Then fill in the blanks from there. Partners should be allowed to play together if possible. Players who did not sign up with a partner, must be willing to play with anybody, or be listed as a sub.

While its strongly advised to give each team member an equitable amount of playing time during a season (within two or three games), players must also keep in mind that their playing time may be affected if they are not available at the last minute to play when originally scheduled, are unavailable for extended periods of time (vacations, etc) or if they are only willing to play the early 9:00 position.....

*A player who is only able to play the early position is required to be listed as a sub so that the captain may use her at the team’s convenience. If she is not a strong enough player to be assigned that position, it is unfair to the team and to the stronger players who **do** belong there.*

*What position a player plays at depends on her team. If she is one of the strongest players on the team, she will likely play in the top positions. However, if she has a number of other teammates who are stronger or more consistent players, then she will play in the lower positions. Line-ups are set solely at the discretion of the team captain, whose job is to set a strong line-up for THE TEAM.*

*Just as players on ladder teams earn their opportunities through winning challenge matches, players on non-ladder teams typically earn their opportunities to play up by how well they do or have done in their league matches.*

**\*\*\* USE OF SUBS:** *A sub that is actually listed on your team’s roster can be used as often or as little as you want to use her, regardless of who else on your team is available to play. On the other hand, you are encouraged to bring subs up from another team’s roster only when no one is available to play from your own roster.*

5. The day before each match, **you should make sure you contact or are contacted by the opposing team’s captain to confirm** the match and that each has

a full line-up.

6. Different leagues have varying rules, but generally, you should **have your line-up written out and ready to trade** with the opposing captain before the start of the match (9:00 a.m.) No changes may be made once the rosters have been exchanged, unless both captains agree.

7. **Make sure to have the rules of play for your current league with you at the matches** (it helps to have read them too). A copy of USTA rules is also helpful.

8. It is the home team captain's responsibility to **record the scores IN A TIMELY MANNER** with the league. Whether you record the scores online or faxed or mailed, please do this immediately after the match. **AND PLEASE KEEP A RECORD OF SCORE SHEETS.** (Winter League requires online scores)

9. If you are unable to be present at a match, **you must appoint someone** on the team to be "acting captain" in your absence. She must be there at the beginning of the match and during the match to arbitrate issues/disputes as they arise. *This is typically required by the leagues themselves.*

10. Keep track of your players' stats throughout the season. Stats provide valuable information when fielding teams for the next season and they may help you when deciding line-ups during this season. **A blank stat sheet for you to fill out is included in your captain's packet.**