

RPTC CLUB POLICIES FOR TEAM CAPTAINS

(RPTC Office Procedures)

Thank you for volunteering to Captain a team this season. We appreciate all the time and hard work Captains put into organizing their teams. The staff of RPTC is here to assist you on your home match days. A few of the below guidelines should help your season run smoothly.

1. The Club Director needs a copy of your schedule as soon as you obtain it to confirm your home courts.
2. Once the Club Director has your schedule, the courts will be booked and you will be sent a confirmation of the home match dates via e-mail.
3. **As a safety net, please check with the office 4 days prior to your scheduled home match to make sure the courts were properly booked. (Use the reservation Cheat sheet — you want to check before the 8:00pm call time that members can book courts for your league day)**
This is the check double check system. Although mistakes are not frequent, with so many teams, errors can be made. If you check with the office prior to the time members can make reservations, errors can be quickly corrected.
4. Use of the League/Social Storage bin: The storage bin is for the use of league Captains and social organizers. If you leave your own supplies in the storage bin, please **CLEARLY MARK THEM** if you do not want to share with others. Unmarked items are assumed to be available to other captains. Only captains and co-captains should know the lock combination to the storage bin.
5. The storage bin will be cleaned out at the start of each new season. Water is provided on the Patio. RPTC also supplies paper products for home league matches. Captains are welcomed to use unmarked supplies in the storage bin.
6. The monitors will make every effort to assure your courts are swept, dried and made ready for play. However, please remember, particularly during questionable weather — they are only one person and can not get to all ten courts prior to match time — so please ask your teammates to come early and assist in readying the courts.

USE OF COURTS BY LEAGUES: Due to the high volume of use for our courts during prime times, the following policy has been established regarding pre-reservations by teams:

Reservations for League Games: Teams may only pre-reserve courts for the actual home matches, making sure the Club Director has a copy of the league schedule. *Teams may not use individual team member's names to reserve an extra court during home matches.* The Club Director must approve use of extra courts for home matches. On match day, the scheduled monitor may assign an extra court to a team; only after it has been determined other club members do not need the court.

Team Practices: Team Practices must be done in accordance to the regular reservation rules. A captain or team designee **may request up to two courts for the practice between seasons and only on the play day for that team.** Team practices should begin at 10:30 a.m. No team practices during league season during peak hours.

The team may NOT use names of individuals on the team to reserve extra courts for practices. On the

day prior to the scheduled practice, the captain or designee may contact the Club Director to see if there are extra courts available. If the Club Director determines that there are sufficient courts available to extend to the team a third court, the captain must have a minimum of 12 confirmed players for the practice. During the spring USA season, a third court will be given if the captain has confirmed 10 players, as this season includes singles play.

Four players must be present to keep an individual court. The second court will be forfeited if there are less than four players for the second court. During the spring USA season, the second court will be forfeited if there are less than two players, as this season includes singles play.

SCHEDULING MAKE-UP MATCHES: Make-up matches need to be scheduled through the Club Director. If the court sheets have been posted for the date you wish to reschedule, then the on-duty monitor may schedule the match and notify the Club Director, however, If the court sheet for the date you are requesting has not been provided to staff, the Club Director will need to be contacted to arrange the rescheduled match.