

## **CAPTAIN'S CHECKLIST PRE-SEASON**

### **AROUND EARLY JULY AND MID-DECEMBER:**

Determine players' intention to return and availability.

#### Meet with Pro Advisor (depending on your site's procedure)

Review player stats. Establish player placement. Receive final team Roster. Receive clinic day and time for your Division.

#### After receipt of final roster

Designate a Co-captain. Send a team note welcoming the players, requesting home/cell numbers and addresses. Remind that \$10 League fees are due before the 1<sup>st</sup> match. Reinforce League purpose. Inform them of clinic day, time and cost. Suggest practice day, if possible. Prepare team phone tree for use during inclement weather.

#### Attend Captains' Meeting

If a vote is pending, be sure to inform your teammates of that vote, explaining it to them. Coordinate with other Site captains to determine your Site's vote and who will cast it.

#### Promptly after the Meeting

Provide team the final schedule. Request known conflicts for the 1<sup>st</sup> match and throughout the season.

#### Before 1<sup>st</sup> Match

Complete roster. Remind players to remit a check to YOU for \$10.00. Deposit the individual checks and remit one check to the Division Secretary – made out to CSRA Women's Tennis League. Send check with roster.

Prepare team tracking sheet and scorecard.

#### Before 1<sup>st</sup> Home Match

Designate lunch coordinator to ensure lunch preparation teams are identified for each home match.

Remind players to bring balls for all home matches.

Before every home match, be sure to call visiting Captain to welcome their team to your site and let them know if you have a full team.