

A TEAM CAPTAIN'S CHECKLIST PRE MATCH

FRIDAY:

Determine player availability
Establish lineup (Refer to Bylaw V., H)
Check Team Tracking Sheet
Coordinate lineup with Pro Advisor (depending on your Site's procedures)
Notify Team of lineup

HOME MATCH

Bring balls.
Telephone visiting Captain. Welcome her Team, state the number of lines playing and that lunch, or snacks, will be served. Note: Makeup matches are not required to have lunch/snacks.

MONDAY OR TUESDAY

Prepare Scorecard

TUESDAY HOME MATCH

Ensure lunch (or snack) is prepared
Obtain court assignments
Ensure all players are present
Exchange lineup and court assignments with the opposing Captain.
Check Team Tracking Sheet if last minute change in lineup
If inclement weather, notify the opposing Captain as early as possible. Reschedule match for next available rain date.
Notify: teammates, Division Secretary, and Site (if home)

FORFEITURES: Refer to Bylaw V., D & E

POST MATCH

Socialize with host/visitors during lunch/snacks
Review scores with opposing Captain and sign scorecards

HOME:

Submit scorecard to A Division Secretary within 72 hours by mail, email, or website
NOTE: Complete rosters for each member/substitute must be submitted with dues when the player plays their first match

Update player statistics. Keep scorecards on file.