

# Captain's Weekly Checklist

Each week you will need to do the following to ensure that your matches go smoothly.

## Prior to match day

- Home Team Captain is responsible for ensuring your facility has the appropriate courts booked for your matches. Two courts is the minimum required. The Home Team is required to provide balls and pay any court fees. Some facilities require court fees while others do not. Country Clubs usually charge a "season" fee that covers the cost of the courts and the Pro that is acting as the captain. Municipal Facilities usually have a nominal court fee.
- Wednesday – Saturday - Prior to the weekly match, contact all of the players on your roster and verify they will be at the match. Some players will have schedule conflicts. Please ask your players that his be kept to a minimum. (It is no fun to show up to a match with too few players.)
- After your roster check, contact your opponent captain. Verify with them how many players you plan on bringing and how many they plan on bringing to the match. You can get the basic outline of how the match is going to play out (i.e. 3 singles matches and two doubles. Remember a minimum of 4 singles matches and 2 doubles matches are required each week.) Any matches over the required minimum can be played but they will not count toward your required matches.
- After the rosters have been confirmed, print out your score sheet for your match. Once the score sheet is printed you will need to put together your line-up. Please ensure this is done prior to the matches on Sunday.

## Sunday matches

- Arrive at the match a few minutes early for the players to have time to warm up. Team captains will use this time to exchange line-ups.
- Play matches and record the scores.

## After match day

- Home team captain will report scores to tennislink. You have 24 hours after the match is completed to get this done.
- Visiting team captain will log into tennislink and verify the scores. If there is a discrepancy contact your division coordinator or the league coordinator.