

## CAPTAINS CHECKLIST

### THINGS TO DO NOW: BEFORE THE SEASON STARTS

- 1) Check with all of your players regarding possible school/religious holidays during the season. If there are any that will cause conflicts with matches, contact opponents via email by Friday, September 10 to alert about reschedule. Contact with all details and reschedule at least 2 weeks prior to match.
- 2) Double check your club's sublist on the website. Be sure all of your subs are still listed and go to your club rep if any are missing.
- 3) Make sure your players are all aware of match schedules and times. Stress arrival time by 9:00 (or 11:00) in order to have adequate time for warmup, lineup exchange at 9:15 (11:15) and on time start.
- 4) Put captain's folder with copy of the Rules in your tennis bag. Read through Rules to be familiar before season starts.

### THINGS TO DO BEFORE EACH MATCH:

- 1) Remind players of time and place of match.
- 2) Contact opposing captain if weather conditions are "iffy" and exchange contact information for match morning.
- 3) Fill out white lineup card before 9:15 (11:15) exchange time. Tear off section to give to opposing captains with your names and lines.
- 4) If using a sub, confirm that she is listed on your club's list on the website.

## THINGS TO DO AFTER EACH MATCH:

- 1) Immediately go to WTTA website for the match. Either input results (if you are first) or confirm results (if you are second). Either captain can input first.
- 2) Note that inputting or confirming results is required for each match. Your team will not be eligible for Sportsmanship award if you do not do this for each line of each match, also inputting a Sportsmanship ranking for each opponent.

## THINGS TO DO IF A MATCH IS RAINED OUT

- 1) BOTH captains should enter the weather delay into the website immediately and enter their roster player names for each line of the makeup. After the first captain enters the weather delay and their lineup, the opposing captain will receive an automated email prompting her to input her lineup for the rain makeup match. Once both captains have entered their lineup, the system will generate an email to both captains with the lineup players and contact information. Players should make contact immediately and have new dates agreed and in website within 48 hours.
- 2) Have players confirm EXACT match makeup time and date via email (to have a written record). Email should include time for warmup, and match start time/default time.
- 3) If a line(s) is having trouble agreeing to a date, contact Flight Coordinator to assist. Have your team's dates ready for Coordinator who will also get opponent's dates and randomly pick one.
- 4) Make sure your teams know that they must report results to you immediately upon completing each line. As in the match day requirements, you must input results/confirm results for each line as it is played.

