

Captain Hints and Helps

YOUR TEAM:

COMMUNICATION:

Have a meeting with your team prior to the first match to:

- Define the team's goals and philosophy (fun vs being competitive for a place at state)
- Decide whether to schedule players for each match prior to the season starting or week to week
- Inform players of league rules and where to get that information
- Discuss general sportsmanship on court
- Find out players availability (vacations, work etc)
- Find out which players may be on multiple teams for availability
- Find out which players want to play "full time" part time or sub
- Establish communication routes. E-mail, cell phones

Make sure everyone is aware of costs outside of league fees:

- Court costs (memberships for certain facilities)
- "uniforms"

Continue to keep players informed of any schedule or team changes

Check and respond to players' e-mails and phone calls so they are kept informed.

Discuss with players any treats/drinks you may want to provide for after the match for both teams (not required- but nice just the same)

INFORMATION:

Make sure each player knows about TennisLink and how to register for the team

Make sure everyone has a schedule:

- Verify starting times with players especially for away matches
- If driving to an away match together, verify meeting times and place
- Let them know what may/may not be available at away courts (outside/inside, water, showers, other facilities, etc)
- Let each player know State and Sectional dates ahead of time

YOURSELF:

COMMUNICATION:

Discuss with each captain that will be visiting your courts prior to the scheduled match:

- Court location- directions if needed
- Match start time
- What facilities are available to visiting players
- Weather issue alternative if needed
- Try to solve issues ahead of time that any of the above may cause

Doing this at least a week or earlier prior to match gives both captains time to work things out. Waiting until the night before to talk only causes problems!

Check and return e-mails and phone calls from players, other captains and league coordinators

Make sure courts are reserved at your facility for matches.

HELP:

Picking a co-captain is extremely important to help you out. You and/or your team can designate actual responsibilities. Most importantly, they would have the same access as you on TennisLink. This is extremely important if you go on vacation or have an emergency because this will let another person register match scores.

Both captain and co-captain are considered “captains” on TennisLink- but your players know who’s officially in charge. Also, when schedules are sent out, an accompanying contact sheet of captain information is also sent out. Your name will be listed as the primary contact and your co-captain will be secondary **contact.**

SUPPLIES:

It is a good idea for players or someone to have supplies in case of emergencies. As a captain, it might be helpful for you to be prepared.

Suggestions are:

- Band-aids
- Extra can of balls
- Small baggies (for food or emergency ice pack)
- Sunscreen
- Bug spray
- Ibuprophen and Tylenol
- Spare racquet

LEAGUE COORDINATORS AND OTHER USTA OFFICIALS:

COMMUNICATION:

Contact league coordinator with any questions/issues/suggestions you may have. Always start with the league coordinator, don’t jump directly to the State/District Coordinator or above because one of the first questions asked will be if you have contacted your league coordinator.

If you have any matches that are not played the day they are scheduled, contact league coordinator either that night or next morning via e-mail so they know why the match was not played and when it has been rescheduled.

If your team wins the level, please make sure you contact the coordinator right away on your availability to play at the State Championships.

RESPONSIBILITIES:

Follow deadlines set by league coordinators.

Either enter or verify your match scores within 48 hours after the match

Follow all rules that are designated by USTA Adult League Tennis

KEYS TO BEING A GOOD CAPTAIN:

COMMUNICATE! COMMUNICATE!! COMMUNICATE!!