

Captain and Hosting Team Duties

Read and study the Rules of Play. If you have a question about a rule, contact your League Secretary. On your play day, contact a member of the Executive Board as your Secretary is on the court too!

1. Attend all mandatory meetings or send a representative.
2. Prepare rosters, collect dues, and **SEND ONE CHECK** per team to your League Secretary by the roster due date or incur an 18 point penalty. Include your team name and color on the check.
3. Report all team deletions and additions to your League Secretary. Send Addition Form and Player Release Form along with \$10.00 to your League Secretary one week prior to playing the new member. Remember, the check and both forms must be received one week prior in order for the player to be eligible. You will be forfeited for playing an ineligible player.
4. Captains are to confirm the courts each week prior to the match.
5. Hosting team captains should call the opposing team captain 48 hours prior to the match to discuss any changes in the location of play.
6. Captains may **NOT**, under any circumstances, change the date of play.
7. Host teams must provide 8 cans of new, approved tennis balls and also provide refreshments for the match.
8. Captains should prepare the line-up (remember the two position rule) and contact each team member listed in the line-up. Captains should inform their players of any changes in location and availability of additional courts.
9. Captains must exchange line-ups at 9:00. Play begins promptly after exchange of line-up. A scheduled player is forfeited for singles and doubles that day if she is not at the court at 9:15am or 15 minutes past the availability of her court. **NO EXCEPTIONS.** Players must go on the court in the listed order of play.
10. Host Captains should mail the signed, original, legible score sheet to the League Secretary within 24 hours of completion of the match. Score sheets must show the first and last names of the players and complete scores of each match, including the tie breaks.
11. Host captains must call or email her League Secretary and inform her of the score upon the completion of the match.
12. In case of rain, host captains, along with the pro or facility manager, are responsible for determining the condition of the courts, calling the match, and finding courts of the same surface for the make-up day.
13. In extreme weather conditions, captains should check the web-site ruling by 8:00am .