

Greenville Jr TEAM TENNIS CAPTAIN OVERVIEW

Pre-Season Duties

- Recruit players
 - Encourage all players to attend pre-season evaluations.
 - Ensure that all players meet birth date and skill level requirements.
 - Notify your flight coordinator if you are unable to meet team minimums or gender requirements.
- Register team online (includes online background check & safety training). Note team number assigned to your team in TennisLink.
- Distribute team number and sign up instructions to team
- Attend season kickoff meeting with flight coordinator
- Familiarize yourself with JTT Rules and Regulations so that you are prepared to support your players and parents throughout the season
- Schedule team practices (or verify independent practice schedules in cases where the team does not practice together)
- Distribute team schedule to players and parents

In-Season Responsibilities

- Assign match line-up weekly and confirm player availability
- Reserve courts for home matches
- Contact opposing captain to confirm match time and court availability by Wednesday of match week.
 - Discuss plans to stagger where necessary
 - Discuss plans for court monitors for U8 and U10 matches
- Match Day
 - Attend team matches wearing JTT Captain's Lanyard
 - Make sure tennis balls are provided (Home team is responsible)
 - Exchange line-up with opposing captain
 - Record scores post-match
 - Coordinate any weather related changes with opposing captain and communicate to team (see new policy on match cancellations)
 - If you are unable to attend a match, assign an acting captain and distribute contact information to players and opposing captain
- Serve as an on-site resource for players and parents during team matches
- Enter scores into TennisLink within 24 hours of match completion (home team responsibility but either captain can enter)

Post-Season Duties

- Complete nominations for end of season awards
- Attend end of season awards event