

League Table Attendant(s):

- Announce that team lineups are due 30 minutes prior to scheduled matches (consult schedule) (i.e. if teams are scheduled to play at 8am, announce your need for their lineup at 7:30am)
- Confirm that captains have paid weekend court fees (consult court fee list)
 - Put checks for court fees in the zipper pouch provided
- Hold lineups until there are open courts (teams can start going on court as early as 30 minutes prior to scheduled match time (i.e. if teams have their lineups turned in at 7:30am and they are ready to begin play, you can put them on court).
- When courts are open, call teams to the table, run through the rules, give them balls and remind them to return the balls, remind players to report their scores, tell captains to remember to sign the scorecard
- Upon completion of various matches, make sure that teams report the scores of their match (best to catch them just following the match)
- Collect balls in a box after they are returned by the players
- Following completion of team matches, have both team captains sign the scorecard
- Be available for captains and team players to answer questions and direct them as necessary
 - If there is a question you cannot answer and it is of urgency, ask an official. If the official does not know, contact the District League Coordinator, Rebecca Rogers.
- Know the officials and communicate with them as needed (captains and players have been instructed to raise their racquet if they need an official)
- Return all materials to the league weekend box provided and give to designated individual to be returned to the District League Coordinator (including unused cans of balls)

IMPORTANT NOTE: At the conclusion of each evening during the league weekend, the match scorecards will need to be received by the District League Coordinator. This could be by fax or email. Instructions for where to send them will be available.

For your convenience, included in the league weekend box:

- Friend at Court
- First Aid Kit
- Body Fluid Spill Kit
- 2010 USTA Regulation books
- Schedule of upcoming league events (to be placed on table)
- Grievance forms (to be placed on table)
- Lineup sheets (for captains to complete)
- Scorecards (for attendant to complete and captains to sign)

- Bottled water (for emergencies)
- Zipper pouch (for checks)
- Schedule
- Court Fee List

Rules to read to teams prior to going on court:

- 10 minute warm up
- There are roving officials. Please raise your racquet should you need their assistance- do not leave the court
- Keep your cell phones and other electronic devices off the court. Should an electronic device go off during match play, the player/team will lose a point.
- Spin racquet to determine serve prior to warming up (so you are warming up on the correct side)
- In the event of split sets play a match tie-break in lieu of the 3rd set (the first to 10, ahead by two). The Coman Tie-break will be used for both the regular set tie-break and the match tie-break. In the Coman tie-break the players change ends after the first point and every 4 points thereafter.
- Two minute break between sets is allowed- coaching is not
- Be sure that the score is agreed on by all players prior to leaving the court following a match. Please notify an official should you need assistance in working backward to figure out the correct score.
- Remember to report your score when you return your balls
- Keep it clean & have fun!