

2016 Captain's Check List

[] Register your team during the team registration period on the NorCal webpage.

- Secure home courts. *You must have courts for your home matches.* [LLAR 7a]
- *Find committed players.* You must have enough players to field a team for every match.
- *Don't forget to roster yourself as a player onto your team if you are planning to play!*

[] After NorCal schedules your local league flight, post your team's home matches by the deadline.

- Work with your club/park/CTA to ensure the *availability of courts for your home matches.*
- Post a match date and time *within your home schedule parameters* unless you and the away captain agree to a different posting outside of the guidelines. [LLAR Rule 7c]
- Depending on your facility, you may *schedule all individual matches at the same time or use split start times.* Please refer to the LLAR for Scheduling Matches and Order of Play. [LLAR Rules 7c & 13]
- *Once you post a home match date, you cannot change it without the consent of the opposing captain.*
- Have your *players fill out their availability on-line* so that you can ensure you have enough players for each match. If you don't have enough players, find more of them!

[] For each scheduled team match, the captain should:

- *Confirm the match about a week ahead of time* with the opposing captain to ensure that there are no snafus. Directions to the club, appropriate tennis attire, possible individual match default notification (a courtesy), and potential inclement weather problems are issues that might be discussed ahead of time.
- *Confirm with your players* who is playing. Make sure your players know where and when to show up.
- Print out the scorecard and bring it to the match. Players listed on the roster will be your eligible players. *The home team provides the balls and courts, and must ensure that water and bathrooms are available onsite.* Calling off the match for inclement weather is the call of the home captain. Please use the rescheduling procedure in the LLARs as soon as possible if the match is interrupted or cancelled. [LLAR Rules 10c, 10d]
- Just before the match, *captains will exchange line-ups simultaneously.* On each court, every team should confirm their opponents and position of play before their individual match starts. [LLAR Rules 14 & 17].
- Before each individual match starts, *the home team should decide whether a Coman or a standard format will be played for all tiebreaks, whether a 10-point match tiebreak or a full third set will be played, and whether new balls will be used for a full third set.* The home team should spin a racket for choice of side, serve/receive, or defer before the warm-up starts.
- At the conclusion of the match, *the captain should get the scores from each individual match and confirm them with the opposing captain.* The first captain to get to the NorCal webpage should enter the scores and the second captain should confirm them. The scores should be entered and confirmed within 24-hours of the match. The status of each match should be listed as "completed, retired, default, double default". With a retirement, the actual completed game scores are entered (except if retired in the first game, you must enter 1-0). Leave sets not played blank. With a default, the team that has the default will have "default" put in their boxes in place of the players' names and the scores put in as 6-0, 6-0 loss for the defaulting team. For a double default (both teams defaulting), the results will automatically populate and score as a 6-0, 6-0 loss for both teams. [LLAR Rule 17]

[] After the match concludes, many home teams will host the away team for a "social gathering" of food and drink.

[] As the league season progresses, the captain and players can check the team standings by going to the team page and checking "team standings" on the team information tab. Information for local league playoffs and Championship play will publish from the NorCal office as it becomes available. The [League Resources](#) page and the [NorCalendar](#) will always have pertinent information available for every league.