

Tennis Captain's Guidelines

- A. Team captains' knowledge and skill in dealing with people are the keys to the success of the Senior Tennis Players Club, Inc. activities.
- B. The STPC board hosts an annual "thank you" meal for captains or provides an alternative form of recognition.
- C. Some successful STPC captains have implemented practices similar to the following (for indoor & outdoor play):
 1. Start the group on time, break at agreed upon time, and end on time.
 2. Arrive early so that you can check the courts before play starts.
 3. Check courts after play is complete to be sure courts are left as they were when you arrived.
 4. Divide players up for play. There are several commonly used ways to do this. Some methods that are used are charts; random numbers; by ability (skill) level; at each period of play winners move in one direction and losers move the other direction; playing cards.
 5. Leave the courts at the proper time.
 6. In case of difficult people, section 9.5 of the STPC bylaws may provide some help. The wording of section 9.5 follows: "in all activities of the club, including tennis play, tournaments, drills, parties, social events and club meetings of every kind, members shall conduct themselves in accordance with customary standards of sportsmanship, courtesy, decency, decorum and tennis etiquette and shall abide by the bylaws and policies of the club, rules of other clubs and facilities used by the club, rules, regulations and codes governing tennis play of the USTA and other tennis organizations, and all applicable local, state and federal laws, rules and regulations. The board shall have the right to investigate, hear, and rule on alleged violations of such standards and shall have the power to impose appropriate discipline on violators including but not limited to censure, warnings, withdrawal of privileges of membership or conditional or unconditional revocation of club membership."
 7. Ask all players if they are current STPC member. Check current roster and if not listed in roster, latest copy of *Senior Tennis Times*. Inform them that participation in STPC programs requires that all players be current members. Provide non-member with telephone number to call to get information about joining STPC.
- D. Some successful captains have implemented practices similar to the following (for indoor play):
 1. Invite regular players to play according to criteria specified. Examples of criteria follow: men only, women only, mixed, rating or level of play expected.
 2. Compile substitute list for regular players to call for a substitute.
 3. Alert regular players about the date play will start and the date it will end. Also the cost per play time.
 4. Provide regular players with a telephone list of regular players and substitutes.
 5. Do everything possible to avoid no shows by regular players or substitutes.
 6. Suggest methods of selecting substitutes, especially new players. Substitute is responsible for contacting regular players regarding reimbursement of playing fee.
- E. Some successful captains have implemented practices similar to the following (for outdoor play):
 1. For STPC statistics please have all players sign in.
 2. If weather gets bad get players off courts.
- F. Working with the indoor facility where play occurs:
 1. Confirm time and day of play each year with facility coordinator and inform the STPC schedule coordinator for the *Senior Tennis Times*. Call St. Paul or Minneapolis schedule coordinator for current information.
 2. Confirm the first date play will start and the last date.
 3. Confirm the cost per regular player.
 4. Alert proper contact person regarding problems relating to facility.
 5. Thank contact person for allowing our group to use their facility.
 6. Ask contact person if there is any concerns the
8. Check that the *Senior Tennis Times* newsletter contains correct information about your group. Contact schedule coordinator if entries are not correct.

captain should know about.

G. Tennis balls:

1. Good balls to use on the type of courts we use: check with assistant director of training or one of the instructors.
2. Purchase balls for your group (for indoor play) if that is the wish of your group and is acceptable to you.
3. Tennis balls purchased for club use are not subject to Minnesota sales tax—contact a board member for more information.
4. Number of times to use new tennis balls is usually no more than twice.

H. How to improve the tennis player's experience:

1. Greet new walk-on players—ask them to return.
2. Come early to courts; check that courts are clear and ready for playing.
3. Have regular indoor players select their own substitute and communicate this to you. This is a major concern because indoor players do not like it when all courts do not have four players.
4. For outdoor play, captain can bring wrench and measuring tape so that net can be adjusted if not set at proper height.
5. For outdoor play captain could bring a broom and a squeegee for use in getting courts ready for play.
6. Encourage players to bring drinking water for themselves.
7. Let players know you are the captain—they like the feeling that you are in control and know what you are doing.
8. For indoor substitutes tell them the cost to play and where to check in. Also ask them to be early.
9. If regular indoor player or a substitute does not show be sure to contact them and find out what happened. Let them know that you and the other players do not appreciate it when a regular or substitute does not show or is late.
10. Keep an eye out for other players that could replace you at some future date or that could be captain when you are not able to attend.
11. If possible have cell telephone available for use in case of events such as an emergency, and calling no shows.

12. For new players, you may want to make it a point to play tennis with them. You can help them feel more comfortable with the group, help them learn how to play better, encourage them to return, encourage them to take free tennis lessons through STPC, etc.
13. For outdoor play, you should try to not have players playing for an extended period of time with two or three players on a court. These people should be allowed to join a group of four players during some of their play time.
14. Bring an extra tennis racket in case a player breaks their racket or strings.
15. Bring tennis balls in case players forget to bring tennis balls.
16. Handy tools for a captain include a deck of cards, USTA rule book, whistle, etc.
17. Bring extra copies of regular and substitute players list in case regular player or substitute needs a copy.
18. On handout with regular and substitute players listed you may want to indicate when substitutes plan to travel, if they can be called on short notice, e-mail address, etc.

I. How captains can get help:

1. Regarding rules, call assistant STPC training director.
2. Regarding player behavior, unpaid dues, or other program issues, call one of the STPC officers listed in the current issue of *Senior Tennis Times*. If a player wants to voice a complaint regarding another player, the complaint needs to be written down with specifics of the incident (day, time, location, person or persons involved, etc.) It should then be sent to the STPC president.