

Team captain roles and responsibilities

Reviewed: August 2023

Roles of team captains

The duty of each team captain is as follows:

- Ensure that they gather the availabilities of all squad members for the league- allocated fixtures. Request to amend the fixture dates as required.
- Ensure that all squad members are aware of the fixture dates and confirm each team selection at least two weeks prior to the fixture.

In advance of the match:

- Confirm as soon as possible (or at a minimum a week in advance) your fixture date and time with the opposing captain / club.
Please avoid clashes with club-managed sessions (social and match practice), these will take priority over matches.
- When the fixture date and time are confirmed please book out the required number of courts for the fixture. Club matches take priority over non-club organised games so members booked on the courts will have to move their respective bookings.
Please ensure that the courts are booked as far as possible in advance to avoid inconvenience and having to ask members to move their bookings.
- Upload their team members to the League Active site and ask those members to register if they are not registered on the site.
- Confirm the match date and time on the League Active site, indicate the team squad for the match.
- Make sure that you have sufficient balls and floodlight tokens for your match.

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Match day:

- Open up the clubhouse (if required).
- Record team players' names (including opposition) and match scores. You will need to enter your team and the scores on the online scorecard on the League Active site.
- Collect a £3 match fee per player for each home match.
Pay in the total as a bank transfer to the club at the end of the season.
- Make sure that the used match balls are made available for club play.
Pass them on to a social play organiser.

Rotation of team captains and deputy captains

The club strongly suggest that team captains should stand for no more than two consecutive seasons after which the deputy captain will take on the team captaincy.