

Team captain roles & responsibilities

Reviewed: Feb 2023

Roles of team captains

The duty of each team captain is as follows:

- Ensure that they gather the availabilities of all squad members fore the league-suggested 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. [see additional guide for how to navigate the League Active team portal]
- 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.

Match day:

- Open up the clubhouse (if required)
- Record team players' names (including opposition) and match scores. You will need to enter this information or check it on the League Active site

-
- Collect a £2 match fee per player (pass the money onto Eric Winton at the end of the season)
 - Make sure that the used match balls are made available for club play (leave them in the dug-out or pass onto a social play organiser)

Rotation of team captains & 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.