

**BRUNSWICK COUNTY 2007 TEAM TENNIS**  
**CAPTAINS' GUIDELINES**

**Before the season**

- Insure that each player is a member of BCTA and is given Player Information Sheet
- Collect \$8 from each player for Team Tennis dues.
- Send Team roster and one check made out to BCTA for the total team fee to League Coordinator
- Check schedule to insure that no match conflicts can be identified. If conflicts exist on the sheet, notify the BCTA match scheduler immediately. Once the season begins conflicts are resolved between captains.
- Schedule players for each match as soon as possible after receiving the schedule. People's lives are busy in work and retirement.
- If player plays w/o having paid BCTA dues or Team Tennis fee, court is forfeited.*
- New players may be added to a team only until 4 weeks after start of season.*
- By agreement of both captains, in cases where there is a shortage of players for two doubles courts, they can agree to play a singles match on one of the courts.*

**Before the match**

- As Home Team captain, confirm the match and location of courts with visiting Captain.
- Designate an Acting Captain, if you will not be present at the match.
- Remind your players of the match.
- If you intend to forfeit a court, notify other captain.
- The Home Team provides a new can of *USTA approved* balls for each court. (Designation of Home and Visiting Teams is listed on the schedule.)
- It is recommended that, in the interest of fair play, captains place the best doubles partners scheduled to play a given match on court #1.*

**After the match**

- BOTH CAPTAINS** e-mail the score to the BCTA scorekeeper. The scorekeeper will assemble the information & disseminate it to the captains and to the webmaster ([www.BCTA.net](http://www.BCTA.net)). The e-mail address of the scorekeeper and a format to use will be sent to you in a separate e-mail.
- In case of rainout, reschedule the match for play as soon as possible. If play has begun, rescheduled match must be played with the same players and score as when halted. If play has not begun, a date should be set, players determined, but new players may play if the original players are not available. *Each court may schedule play at separate times.*

**FORFEITS:**

- One court - play the other.
- Both courts - either forfeit or request rescheduling with the opposition. The opposition has the right to refuse to reschedule. If teams can agree to play at another time, arrange it. Do not reschedule matches in your favor to play only your best players. This defeats our purpose. Our goal is to play and to have fun!
- A match cancelled within 24 hours of scheduled play will be considered a forfeit by the cancelling team.

**END OF SEASON CUTOFF:**

*In case of a rescheduled last match of season, match must be played within 48 hrs. Exceptions granted only by team coordinators in cases of continuous rainouts.*

