



ORANGE COUNTY USTA ~

CAPTAIN'S RESPONSIBILITIES

PRE-SEASON:

- Read through all the rules and materials.
- Register your team online, fill out and submit Team Information Sheet by the deadline.
- Add your last name to your team name so I can easily identify which team is yours.
- Once I've moved you from the captain's-only team to your team, check your own information on the roster.
 - Make sure your e-mail address and phone number are correct and that they are both listed. If either is missing or incorrect, please send an e-mail to the USTA to have it corrected at:
memberservices@usta.com please cc me on your message
- Check your rosters to make sure your players are registered before you schedule them to play their first match.
- If you ever need me to move a player from one team to another, please give me their name, and the level, and flight name they are moving to and from.
- Gather your player's availabilities EARLY, so you know when you are going to be short players during the season. Arrange for a team bye on those dates during the first seven days when the schedule comes out. If you wait until later in the season, your opponent can make you default a line if you ask for a reschedule.

IN-SEASON:

- Wednesday before your match is Contact Day. Contact your opponent n. later than Wednesday. You must confirm each match and make sure both captains are on the same page regarding the date and time for it to be played. Do not wait until the night before the match to make contact because if you can't reach them, I won't have time to help you. If you can't reach your opponent by Thursday, let me know. This will give me enough time to make sure you two connect.
- Make sure your players know the rules.
- If you ever will not be present at a match, make sure your co-captain, or whomever you leave in charge has your notebook with a blank scorecard and all the rules. Make sure your opponent knows you will not be present and who will be taking your place so if they need to contact you before the match they know who to contact instead of you.
- **Both teams need to report scores.**
 - **It doesn't matter who goes first.**
- Be very careful when you are entering players' names and scores because it can affect the dynamic ratings if you do it incorrectly.
 - Never enter a players' name who did not play.
- **If you ever need to make a change in a score card, you need to DISPUTE IT FIRST, before you contact me. Then provide me with the match number, and the information that needs to be corrected AND CC THE CAPTAIN OF THE OPPOSING TEAM.**