

RRC CAPTAINS INFORMATION

Great news, you're a captain! With that great power, as they say, comes great responsibility.

Please refer to this document at the beginning of your season and any time you require some information.

Contacting Your Team

Hey, you've got yourself a team, what now? We recommend reaching out to your roster (which are put together in different ways, depending on the league) to introduce yourself. You should tell them some other things, too. You'll want to tell them about:

- Tennis ball charges
- Match times (10 pt tie break, for instance)
- Warm-up times and how to book them
- Whether or not you'll be going for match catering
- How you'll do line-ups (that one's on you, but you should give them an idea of how you'll operate)
- Team Coaching: Contact a Pro if your team is interested in holding regular, or periodic team practices or clinics to improve your gamesmanship.

Approved Non-Member Participants

Roster looking light? Need to sub in?

If you need non-member participants on your team to be able to maintain a viable roster, you first need approval from Mike✓ or Lisa✓. Without that, you may not roster any non-members.

Now on to step 2.

Any non-member player that will be participating on a team must do two things:

1. Pay \$50 to RRC. If this is not received by the last billing date in your season (say, Jan-Mar season, we'd need payment by March 25), the captain will be billed the \$50.
2. Sign a waiver at the front desk. (First visit, must do.)

Captains, you have further responsibilities:

- You will be billed any non-member portion of ball fees.
- You will be billed any non-member portion of catering fees.

The player also has responsibilities:

- The player will be permitted to use the Club as a player in a league match, as a participant of the team's weekly scheduled practice (one team practice per week, coached) or as a participant of a paid lesson or clinic.
- Any other visits to RRC will be considered a guest visit and be subject to terms of the RRC Guest Policy.

Scheduling Matches

At the beginning of each season, you'll meet with a member of the RRC staff to get your match schedule. Some things to consider before going into this meeting:

- This is a draft-type meeting; you won't always get the date and time you want (but sometimes you will).
- We try to leave some space in the RRC calendar for events and socials, so not all spaces will always be available.

As soon as your matches are scheduled, please enter them on your league's calendar. We'll enter them in ours!

(When entering your matches on USTA, don't forget to post estimated time slots for the second round.)

Don't forget to share your match schedule with your roster (be proactive, send it out!) so that your players can start to plan their availability.

Schedule Changes

Ch-ch-ch-changes! It happens. Let's get it worked out.

Janet is the queen of the schedule. This is a "too many cooks" issue if everyone tried to manage the schedule, so please just make Janet your go-to. She's out on Sundays and Wednesdays.

1. Reach out to Janet if you need to make a change: jtanchez@rafaelracquetclub.com
 - a. We only reschedule matches once they've been rained out, not in advance.
2. Regular time slots are available; we can get creative if we need to.
3. We don't host away matches; you may check with Janet if an exception can be made.

It's Match Time!

Your match will appear on the RRC Calendar and your courts will be booked on the RRC Court Sheets.

1. If you're the first match of the day, we'll book 15 minutes warm-up on each court. For later matches, anyone on your team can book a warm-up court online (please use the 30-minute time slots). Opponents can take an empty court to warm up if available.
2. When you arrive, check the court sheets when you arrive to see where your match is being played.
3. Grab tennis balls in the office and sign them out on the Pro Shop Charge Sheet.
4. If you're ordered match catering, this will be set up at the requested time (we don't provide coffee service if match catering is not ordered).
5. If you need to print a line-up, the office can help!
6. We require a third set super tiebreaker in lieu of a full third set for all USTA matches; please ensure this is happening, even at the matches where you're not present.

Tennis Ball Charges

You are welcome to use your own tennis balls. If you choose to purchase from the RRC Pro Shop, please follow the following guidelines:

- Take the cans of balls from the main office front cabinet
- Write your **team name** and **number of cans** of balls on the Pro Shop sheet

At the end of the season, we will reconcile as follows:

- All ball charges for the season* are tabulated
- The entire roster (as listed on the appropriate league's website)
- The office will divide up the total ball charges amongst the identified roster

Captains are required to proactively notify the office of any changes to the roster that result in a player not being responsible for ball charges.

*MLL and SNMWTL charges will be tabulated two times per season.

Catering

Should you like, the RRC Café is available on many days to cater your match. There are options for catering with a full lunch, or just apps. Please request service at least 5 days prior to your match.