

Doubles Teams

Information for Team Managers

STARTING TIMES

- Doubles matches will start at 9:30; all players should arrive by 9:15am.
- Team managers - please ensure all warm-ups are **strictly limited to 3 minutes**.

SCORECARDS

- Do not put players' names on scorecard until they arrive.
- Use full names, not initials.
- Record results accurately; any alterations must be initialled by both captains.

EMERGENCIES

- Ask your players to be available most, if not all, Saturday mornings, as emergencies are often needed.
- If you need a fill in, ring the Team Manager of the next team down for the name and phone number of their rostered out player.
- **Emergencies from lower teams should be indicated on scorecard by (E).**
- If you agree to lend a player to a higher team as an emergency, you cannot have that player back should your team be short at the last minute. You would have to use another emergency from a lower team.
- Don't let one of your players fill in for a higher team more than twice - if they play in a higher team three times, you can't have them back.

TEAM MANAGERS

- Please make sure your team **always** has a parent supervisor all morning - **arrange in advance** if you are not going to be at the match yourself.
- Inform the day's team supervisor of any changes or emergencies playing for your team that day so they know which players to track down if someone isn't present.
- At home games, please linger in the clubhouse till your opposition arrives. Send own players out to water courts or sweep lines. Then get players on court as soon as possible.
- Team supervisor is to collect balls and scorecard from Home Supervisor and return the completed scorecard at the end of match.
- You must keep a copy of the scorecard for all home and away matches. Enter the results regularly on the computer stats sheet. See Lisa if you don't have a copy.
- Your team will be rostered on canteen two or three time per season. Please make sure all parents are reminded in advance and are there to help.