

Singles Teams - Information for Team Managers

STARTING TIMES

- Players should arrive at the venue by 7:40am to water courts and sweep lines.
- Players must be on court, with warm up over and **ready to begin play by 8:00am.**
- All four players are required for Doubles sets first so everyone must be ON TIME.
- 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.
- Singles must be played in the designated order. If not, sets are forfeited and out-of-order players will have to pay the fines incurred. As team manager you can request a change to the player order for singles up to week 5. See Lisa but do not change the order of play until approved by the NEJTA.

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 wait in the clubhouse till your opposition arrives. Send your own players out to water courts or sweep lines.
- 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.
- Each team is rostered on canteen about three times per season. Include these dates on your roster and remind parents the week before. ALL parents of players rostered in that day should be there to help.