

Viewpoint Tennis Club
8700 East University Drive, Mesa AZ 85207

CAPTAINS/FACILITATORS HANDBOOK POLICY		Version #5	November 2022
Purpose: <ul style="list-style-type: none">• The Team Captains/Facilitators Handbook is a resource for captains and facilitators to assist them in the management of their respective teams.			
Policy: <ul style="list-style-type: none">• The Team Captains/Facilitators Handbook assists in successful team operations by providing team leaders with a list of their specific responsibilities, key duties and necessary activities.• The Handbook also provides guidelines for:<ul style="list-style-type: none">○ general responsibilities○ procedures for using the Tencap rating system○ match procedures○ borrowing players○ EVSTL opportunity and rec open play matches○ match competition and team practices○ temporary or short term players			
Form: The Captains/Facilitators Handbook is attached.			
PROCEDURES:			
STEP 1	The Executive Committee or its designate shall review the Team Captains/Facilitators Handbook annually to ensure it continues to reflect current East Valley Senior Tennis League policy as well as VPTC policies and procedures.		
STEP 2	Captains /Facilitators will identify errors or omissions to the Executive Committee to ensure the document continues to be an effective and current tool.		

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TEAM CAPTAINS/FACILITATORS HANDBOOK 2023/24

DEFINITIONS:

“Captains” are elected representatives of teams who have chosen to play in the EVSTL league.

“Facilitators” are volunteer representatives of teams who have chosen to play within Viewpoint Park.

GENERAL RESPONSIBILITIES:

Both captains and facilitators are responsible to be familiar with and follow East Valley Senior Tennis League (EVSTL) and Viewpoint Tennis Club (VPTC) constitution, bylaws, guidelines and policies. All are available on the VPTC website.

Captains and facilitators must also maintain a working knowledge of USTA Rules and Code of Conduct. Relevant documents can be found on the VPTC website.

Captains and facilitators are responsible to:

- coordinate team duty assignments
- maintain team records
- determine match pairings
- contact opposing team to arrange match competition
- plan and supervise team practices
- arrange for team coaches if deemed appropriate
- maintain open communication with team members
- serve as a voting member of the VPTC Board of Directors and
- actively represent the members of the team and communicate information as necessary.

ACTION RESPONSIBILITIES:

- Attend monthly VPTC Board meeting and additional meetings as determined each season by the Executive Committee.
- Attend general membership meetings and encourage team members to attend.
- Assign a mentor to new team members according to the Orientation Policy.
- Conduct weekly team meetings and practices.
- Review weekly match information. Communicate any concerns re possible misplacement in level (Park) to the Vice-President.
- Review social plans for the team, including assigned Club social event.
- Review team member responsibilities as necessary.
- Review Food Handler’s Certification requirements.
- Review any rule questions that have come up during practice/match play.
- Communicate current information to and from the Board meetings.
- Encourage participation in Club functions.
- Foster sportsmanship and fair play.

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KEY DUTIES AND COMMITTEES:

Everyone on the team should be involved in some responsibility or duty to ensure a shared workload. Where appropriate, committees may be organized to plan social events.

Captains and facilitators can determine what functions and tasks are necessary for successful team operation. Listed below are some activities that may help a team function.

A. TEAM SOCIAL CHAIRPERSON

- The team social chairperson (or committee) plans team social activities. The team determines the frequency of activities and how these functions are funded.
- The team social chairperson (or committee) will also be responsible for managing the Club “social event” assigned to the team for the season.

B. COURT SET-UP AND CLEAN-UP

- Wipe any dirt off of bleachers and place cushions on bleachers for spectators. Pick up and return to shed when match is finished.
- Empty the trashcans and recycling bins on the courts and the patio after the match and replace bags if needed.
- Clean the tables and chairs in the viewing areas before each match.
- Hang the American and Canadian flags. After the match, take down the flags and store them properly. Refer to the Federal Flag Code as needed.
- Measure and adjust the nets at center. They should be 36” high.

C. GAME BALLS

- The team ball person will obtain game balls for all home matches. One new can of balls may be used for each match. Balls are obtained from the Club’s ball coordinator. New game balls are not to be used for practice.
- Place game balls on the score table for the scorekeeper to take on the court. Collect balls after the match and retain for team practice.
- Recycle practice balls by placing sleeves of balls in marked bins.

D. SCOREKEEPERS

- The team scorekeeper contact will confirm scorekeepers for all home matches as required. Current listing of VPTC scorekeepers is available on the website.
- Prepare score sheets for the match. The blank score sheets, clipboards and pencils are in the shed file cabinet.

E. KITCHEN COORDINATOR

- Work under the direction of the VPTC kitchen chairperson, using specific guidelines for kitchen activities found in each kitchen.

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MATCH COMPETITION AND PRACTICE GUIDELINES:

Captains shall set up weekly matches as outlined in Tenniscorers instructions on the EVSTL website. They also are expected to:

1. Check schedules to clarify the place and time for league matches depending upon the park. Captains should communicate by e-mail with team members identifying dates/times as well as practice location i.e. east or west courts.
2. Captains may wish to check in advance if any team members are unavailable the following week and share results of current week's matches by email.
3. For home matches, teams will usually be assigned courts as needed. The captain must check the online court system to verify the number reserved. If any court is not needed for match play, the Tech committee chair should be notified as soon as possible so the courts can be released for general play. Captains must complete the file for the TV monitor the day before home matches.
4. Be aware of the location of a copy of the USTA Tennis Rules at all league matches. Captains may assist in resolving "on-court" disputes during matches.
5. When your practice or round robin is scheduled immediately following another team's league play, players should be respectful of league games if match play is not finished. Ball machines are not to be used while league play is ongoing.

WEATHER CONCERNS:

If match play cannot be held due to inclement weather, the host team captain should phone the guest team captain by 7:30am, after assessing the condition of the courts and the likelihood of playability by 9:00am. Contact the Tech committee chair and advise of your decision to cancel, so courts can be released. The host team is responsible for clearing water from the courts if they are going to be used.

BORROWING PLAYERS:

Borrow a player from the same team level team whenever possible. Borrowing captains will notify other captains of their intention.

If no player is available from a team of the same level, captains may borrow from a lower level according to the EVSTL guidelines.

USE OF SHORT TERM PLAYERS:

"All residents of Viewpoint RV Resort, both long and short term, shall be eligible for membership in the Viewpoint Tennis Club" (VPTC Constitution, III).

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- The annual fees for short term team members are the same as any other member, non-refundable and not pro-rated. The member is entitled to participate in the various events of the club including weekly round robin play, ball machine drills, access to the club professional, beginner lessons, invitationals and other social activities and amenities.
- If a short-term player wishes to participate in the EVSTL league matches, they must be residing at Viewpoint for at least five consecutive weeks prior to March 1. The player must be evaluated according to the New and Conditional Players policy.
- A Co-President shall assign the new short-term player to the appropriate team.
- The playing of any player, including conditional or short-term players, is at the sole discretion of the team captain. Factors such as team size, opposing team shortages or inclement weather may preclude all team members from playing each week.
- All residents and visitors to Viewpoint that are not paid members may access the tennis courts for recreational play in designated time slots, as agreed on by Viewpoint management and VPTC Executive Committee.