

DUTIES OF THE CAPTAIN

The following duties of the captain are listed below in order to make things go more smoothly for the captain and the players.

1. If a default (forfeit) should occur in any position, the opposing team captain should be notified in time to let her players know that there will be no match and so avoid a wasted morning for the opponents.
2. **Please**, e-mail the opposing captain when you know you will be unavailable for a particular match and give her the contact person's name, phone number and e-mail address in case she needs to default a match or check on the weather.
3. When you are home captain, if you have more than one venue where your team plays, please let the opposing captain know which teams are scheduled to go to the alternate venue early in the week of the match.
4. Please fill out your portion of the Result Sheet and then trade sheets with the opposing captain, filling in your team on her sheet. This should be done prior to the match starting.
5. The match results should be e-mailed, using the template provided, as soon as the match is over.
6. Captains should make sure her players have a copy of the schedule, roster of the players,
7. It is also the captain's responsibility to forward the weekly results to her team members, if they wish to receive them.
8. The captain has the responsibility of promoting a friendly atmosphere so that all players will have an enjoyable experience. Don't forget to delegate some of the duties.