

Captains Checklist

1. The team captain is the leader of the team.

The position of "captain" is a position of responsibility. Without the guidance of a captain, teams usually don't survive. As a captain you should establish ground rules for all your team players.

2. Checking your team folder

Many times during the session, the league office sends out important information concerning the league and its players. This includes newsletters, upcoming tournaments, players meetings, new policies and more. As a captain it is your responsibility to make sure your players have an opportunity to read this information. At the start of each session schedules are put into your team folder. There is also an area on the website to download your division schedules. Make sure your team players know where they are playing the following week.

3. Always communicate with your players.

And make sure they communicate with you! Get phone numbers from all your players and make sure they have yours.

4. Elect a co-captain.

He or she can assist in the event you are unable to make it for weekly play, or help to manage the team when you are there. I.e: scoring, rules, coaching etc.

5. Three things must happen each week.

...to avoid losing one match point from your teams total score. (1) Your score sheet must be filled out neatly and completely. (2) Weekly dues are paid in full each week and (3) Your packet is turned into the designated drop off location on time.

6. Collect annual membership dues from your players.

The team captain is responsible for collecting the team's membership dues. We prefer you collect all players dues and membership fees the first night they play. If the player drops off or quits the team, the team is responsible for any unpaid fees. Choose your players wisely and collect their money as soon as possible. If a player is serious about playing on your team, they won't have a problem paying their membership dues. Tap Canada cannot take financial responsibility for your players. When a player is added to your roster we are billed the membership amount from the corporate office.

7. Collect the weekly dues from your players each week.

If you are short, the team will lose a match point for that week and each sub-week that dues are not paid in full. ***The team is responsible for the full amount*** each week irregardless of how many players show up to play. Prior to the start of each session discuss this with your players so they all agree to the following: we are all committed to playing the full session. If someone no-shows we will pay his or hers dues so we don't lose a match point, but the following week that player pays back to us their dues from the previous week. This way there's no arguments in the end. Players that show up all the time should not be responsible for no-shows on their team.

8. Train your players to keep score and know the rules.

Fill out your score sheet completely and neatly.

9. Questions

We are always available to answer your questions, it's never an imposition. It's our job. Our goal is to help make you a successful captain, and insure your players have a great experience with T.A.P. TAP Canada has the final say on all matters concerning league issues.