

Captain Role and Responsibility Overview

A Captain's primary role is to lead the team, maintain respectful relationships with other Captains in the Cup program, communicate clearly, and set an example of good sportsmanship throughout the season. She is responsible for knowing all SACT match rules, entering and confirming match scores and representing her team in SACT votes when they occur.

Beginning of Season (Before Play Starts)

1. Captains must be familiar with all sections of the [SACT rules](#) & the [USTA code of conduct](#) as both apply to Cup play. The SACT rules also contain strong guidelines about who is eligible to play on different levels.
2. Club:
 - Collaborate with club pro/management to establish [composition of team per rules](#).
 - Determine whether the captain or coach/club pro will set lineups
 - Determine if workouts/practices are optional or required.
 - Know and understand your club's policies and protocols regarding guests, use of tennis facilities etc.
 - Determine if your club has any other specific requirements for SACT play (ex: fundraising, tryouts, additional participation fees for players) that your team or it's individual members may need to meet.
3. Team Registration:
 - Captains must be aware of deadlines that pertain to the season (ex: [team registration](#), [team rostering](#), start of play, etc)
 - SACT requires payment for each team competing during the season prior to the first match. Each Captain must make sure that this fee is paid to SACT, whether the payment is made via the club, or via the Captain. Payments can be made via PayPal or by Check. [Contact SACT Treasurer](#) for payment questions.

Captains Build Team Roster and Prepare for Matches to Start

1. Before Rostering opens, Captains will receive an introductory email to learn about this process. See Appendix C.
2. Team Rostering: Captains will be notified when it is time to input rosters. For every player, the Captain should make sure the email address and USTA Rating are correct. The Captain is responsible for ensuring the players on her roster are eligible to play per current SACT rules. Once the team roster has been submitted by Captains, only the SACT staff will have the ability to make changes to team rosters (via [Captain Request Help Form](#)).
3. Player Availability: If a Captain is using the SACT website for scheduling players, they should provide teammates with a link to the SACT website with instructions to complete availability, and find match info and schedule. If Captains are using another tool, such as Team Cowboy, they should send out links and instructions. Be aware if there are changes to the match schedule, they will only be reflected on the SACT website, not in other scheduling tools.

4. Subs: Create a sub-list from level immediately below; coordinate with other captains at the same level so everyone has a pool to draw from, if applicable. ([Substitutes section in Rules](#))
5. Learn the Captain's SACT Website Tools
 - Request adding Players and Subs (via [Captain Help Request Form](#))
 - Scorecard (including the [Color Scorecard Guide](#))
 - Know when and how to contact their level's Coordinator for help
 - [Captain Help Request Form](#) Use for all requests or inquiries to your specific level Cup Coordinator.
 - Player Availability/Communication (optional, similar to Team Cowboy).

Before Each Weekly Match

1. Contact other Captain (Home/Host Captain should initiate contact) to confirm match and facility details (i.e. Date, time, match duration, fees, accepted payment methods, availability of warm-up courts, whether snacks or hosting will be provided) a minimum of three days before match. An example of this communication can be found in [Appendix A](#). Home Captains can include any additional information they think will be helpful to the visiting team.
2. Verify player availability and create lineup. Some Captains do lineups themselves, while others are provided to Captains by Club Pros. It is recommended that you set up a specific day of the week to inform your players of the lineup. It is also recommended that Captains identify one or two players who are available to play or sub in the match, should the need arise.
3. Provide pertinent info to players (line up, carpool arrangements, court fees & host club specifics if traveling). The availability of warm-up courts for Home team is highly variable and dependent on specific Club.
4. Home Captain Specific Responsibilities:
 - Verify courts are reserved and that you know which specific courts are reserved.
 - Confirm how balls will be provided (by club or by players).
 - Know how to use the timers you will be using for the match.
 - Assign a time manager ([Timers and Time Manager in Rules](#))
 - Be familiar with all aspects of scoring including how to print out the [Paper Scorecard](#) and complete Online Scorecard ([Color Scorecard Guide](#))
 - Appoint an "Acting Captain" if you will not be physically present for the match
5. Away Captain Specific Responsibilities:
 - Verify you've received relevant information from Home Captain and relayed to your players. If you haven't gotten anything from the Home Captain two days before your match, you should contact the Home Captain.
 - Appoint an "Acting Captain" if you will not be physically present for the match
 - Be familiar with all aspects of scoring including how to print out the [Paper Scorecard](#) and complete Online Scorecard ([Color Scorecard Guide](#))
 - Be prepared to pay the match fee, payment details and methods vary by Club.
 - Be aware of any Club specific policies (such as Covid policy or dress code)

At the Match

1. Captains should have on hand:
 - [Blank Scorecard with Lineup](#)
 - [Rules Summary \(Cheat Sheet\)](#)
 - Away Captains pays guest fees (most clubs require a single payment for match) if they have not previously paid via phone.
2. Prior to the start of the match, Captains must exchange lineups. It is recommended that this take place 1015 minutes before match time.
3. Home Captains must provide timers and score display equipment if not permanently attached to the courts. ([Timers and Time Management in Rules](#)). Home Captains should assure that each court has a new can of balls.
4. If a team is not present at match time, please refer to the Rules section "[Late Arrivals](#)" and "[Forfeits, Defaults and No Shows](#)"
5. Captains should direct each team to the appropriate court number (1, 2, 3) and make sure teams get on their courts to start the match on time.
6. Assure final match scores are verified on the scorecard for all courts. Both Captains should sign both scorecards to indicate they agree with scores as noted.

After Each Match ([Please refer to Appendix B for step by step instructions](#))

1. By midnight the following day, the Home Captain must enter and **SUBMIT** scores on SACT website. It is recommended that the Home Captain complete this task as soon as possible.
2. The Away Captain will received an email notification that invites her to **CONFIRM** the match scores on the SACT website. She can now confirm the match scores or click "Do Not Confirm".
3. Once a match is confirmed, it will appear on the website with a check mark.

End of Season

1. It is recommended that Captains send an email to the team with season-end results.
2. Captains will receive an invitation to join the End of Season meeting to provide SACT leadership with feedback and suggestions for next season.

Appendix A: Sample Letter from Home Captain to Away Captain Prior to Match

The Columbia/Silver Lake Rainier team is looking forward to our match with you this coming week, Wednesday September 14, 2022. Match will be held at Columbia/Silver Lake located at 505 128th St SE, Everett, WA 98208 at 1:00 pm.

Here are a few reminders for our club:

- 1) Masks are optional both on and off the court.
- 2) Please provide the front desk with one payment. Cash, check or credit/debit card are acceptable.
- 3) The viewing room in the tennis building is available for players to wait for the match.
- 4) If there is an open court, your team is welcome to warm up. Outside courts are also available.
- 5) Captains will meet in the viewing room at 12:45 to exchange line-ups.
- 6) Water bottle fill stations are located in the main building or in the tennis building (just outside Court 1, closest to the entrance to the tennis building).
- 7) Timers will be located on court 2 and will be set at 10 minutes for warm-up and 88 minutes for match time. (Total court time is 90 minutes). Timers will begin at 1:00.
- 8) We will provide grab-n-go snack bags for your players after the match

If there are further questions or concerns, please feel free to contact me at (xxx) xxx-xxxx or my co-captain, Leah Vitcovitch at (xxx) xxx-xxxx.

Looking forward to seeing you on Wednesday!

Margaret Daniels

Appendix B: Scorecard

1. Home Captain clicks “Add” under Action for the specific match

The screenshot shows a web interface for "Team Leagues". At the top, there are navigation tabs: Teams, Schedules, Scores (highlighted), Team Mgmt, Captain Contact List, and More. Below the tabs, there are two dropdown menus: "Leagues" set to "Rainier Cup" and "Divisions" set to "Rainier". The main content area displays "RAINIER CUP: RAINIER" with a "BACK TO TOP" link. Below this is a table with the following columns: Date, Home, Away, Scorer, Submitted, and Action. A single row of data is shown: 07/31/2022, Harbor Square 1, Silver Lake 2. The "Action" cell for this row contains the word "Add", which is circled in red.

Date	Home	Away	Scorer	Submitted	✓	Action
07/31/2022	Harbor Square 1	Silver Lake 2				Add

2. Blank Scorecard

< Team Leagues

Teams Schedules Scores Team Mgmt Captain Contact List More

Harbor Square 1 (H) vs Silver Lake 2 (A)

Jul 31, 2022 10:00 am

[> Back to Listing](#)

		Player 1	Player 2	Set 1	Set 2	Set 3	Winner	Points
COURT 1	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a Team <input type="text"/>	<input type="text"/>
	H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
COURT 2	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a Team <input type="text"/>	<input type="text"/>
	H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
COURT 3	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a Team <input type="text"/>	<input type="text"/>
	H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Silver Lake 2 Points Harbor Square 1 Points

Cancel

Submit Scores

3. Complete the Scorecard:

Select Player 1 and Player 2 for each Court

Enter Set scores for each Court

Select a Winner for each Court

Enter Court Points

Match Points will be automatically calculated from Court Points.

When done, click Submit Scores.

< Team Leagues

Teams Schedules Scores Team Mgmt Captain Contact List More

Harbor Square 1 (H) vs Silver Lake 2 (A)

Jul 31, 2022 10:00 am

[> Back to Listing](#)

	Player 1	Player 2	Set 1	Set 2	Set 3	Winner	Points
COURT 1	A Daniels, Margaret (c) ▾	Peters, Kristen (cc) ▾	6	0	<input type="checkbox"/>	TIE ▾	0.5
	H Vitcovich, Leah (c) ▾	Ainslee, Lynette ▾	0	6	<input type="checkbox"/>		0.5
COURT 2	A Bird, Marci ▾	Darrow, Lee ▾	3	2	<input type="checkbox"/>	Harbor Square 1 ▾	0
	H Olkoski, Jill ▾	Fellows, Sue ▾	6	6	<input type="checkbox"/>		1
COURT 3	A Slocum, Carol ▾	Stead, Kristen ▾	6	6	<input type="checkbox"/>	Silver Lake 2 ▾	1
	H Collins, Yvonne ▾	Boland, Sarah ▾	4	4	<input type="checkbox"/>		0

Silver Lake 2 Points 1.5 Harbor Square 1 Points 1.5

Cancel

Submit Scores

5. Scorecard is now “submitted” and an email notification is sent to Away Captain.

Home captain should double check her work. If she sees a mistake, click “Click Here to Go Back and Fix Scorecard”. Otherwise she can Continue.

< Team Leagues

Teams Schedules Scores Team Mgmt Captain Contact List More

NOTIFICATIONS

Scores have been sent to the other team captain to confirm

[Click Here to Go Back and Fix Scorecard](#)

Continue

Rainier - 07/31/2022

Silver Lake 2

Harbor Square 1

Silver Lake 2 @ Harbor Square 1: 1.5 - 1.5

Court 1	0.5	Margaret Daniels / Kristen Peters	6	4	
	0.5	Leah Vitcovich / Lynette Ainslee	4	6	
Court 2	0	Marci Bird / Lee Darrow	3	2	
	1	Jill Olkoski / Sue Fellows	6	6	
Court 3	1	Carol Slocum / Kristen Stead (S ↑)	6	6	
	0	Yvonne Collins / Sarah Boland (S ↑)	4	4	

6. Scorecard is now Submitted and awaiting Confirmation.

The Scores now has the date a time that the scorecard was submitted by the Home Captain. Note the field under the checkmark is blank, which indicates it is awaiting confirmation by the Away Captain.

The Home Captain's view:

< Team Leagues

Teams Schedules Scores Team Mgmt Captain Contact List More

Leagues

Rainier Cup

Divisions

Rainier

RAINIER CUP: RAINIER

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Date	Home	Away	Scorer	Submitted	✓	Action
07/31/2022	Harbor Square 1	Silver Lake 2		07/08 3:51pm		

7. The Away Captain, after logging in and locating the match, now sees "Confirm" under Action:

< Team Leagues

Teams Schedules Scores Team Mgmt Captain Contact List More

Leagues

Rainier Cup

Divisions

Rainier

RAINIER CUP: RAINIER

BACK TO TOP

Date	Home	Away	Scorer	Submitted	✓	Action
07/31/2022	Harbor Square 1	Silver Lake 2		07/08 3:51pm		Confirm

8. After the Away Captain selects Confirm, she sees the view below:

She should carefully review ALL scores and names listed. If these are correct she clicks Confirm Scorecard. If not, she needs to click Do Not Confirm and contact the Home Captain asap.

< Team Leagues

Teams Schedules Scores Team Mgmt Captain Contact List More

CONFIRM SCORES

Do Not Confirm Scorecard

Confirm Scorecard

Silver Lake 2 @ Harbor Square 1: 1.5 - 1.5

Court 1	0.5	Margaret Daniels / Kristen Peters	6	4
	0.5	Leah Vitcovich / Lynette Ainslee	4	6
Court 2	0	Marci Bird / Lee Darrow	3	2
	1	Jill Olkoski / Sue Fellows	6	6
Court 3	1	Carol Slocum / Kristen Stead (S ↑)	6	6
	0	Yvonne Collins / Sarah Boland (S ↑)	4	4

9. Once Away Captain clicks Confirm Scorecard:

A checkmark now appears that indicates the scorecard is fully confirmed.

The Home Captain will receive an email notification that the scorecard is confirmed.

< Team Leagues

Teams Schedules Scores Team Mgmt Captain Contact List More

NOTIFICATIONS

Scores Confirmed

Leagues

Rainier Cup

Divisions

Rainier

RAINIER CUP: RAINIER

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Date	Home	Away	Scorer	Submitted	✓	Action
07/31/2022	Harbor Square 1	Silver Lake 2	✓Vitcovicl	07/08 3:51pm	✓	

Appendix C: Rostering

See [rostering video](#).

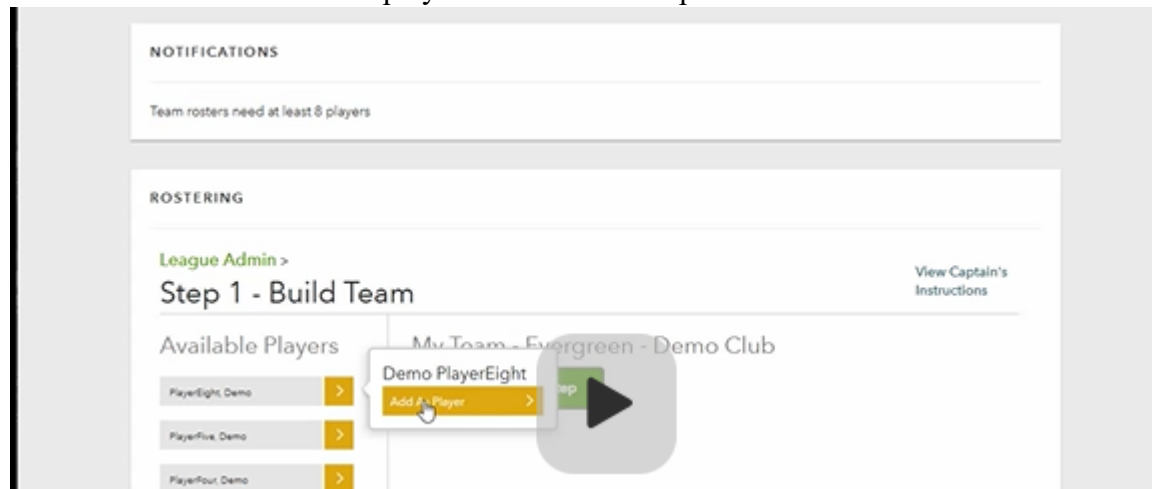
1. Captain clicks “Rostering” under Admin

The Rostering action is available only at the beginning of the season.



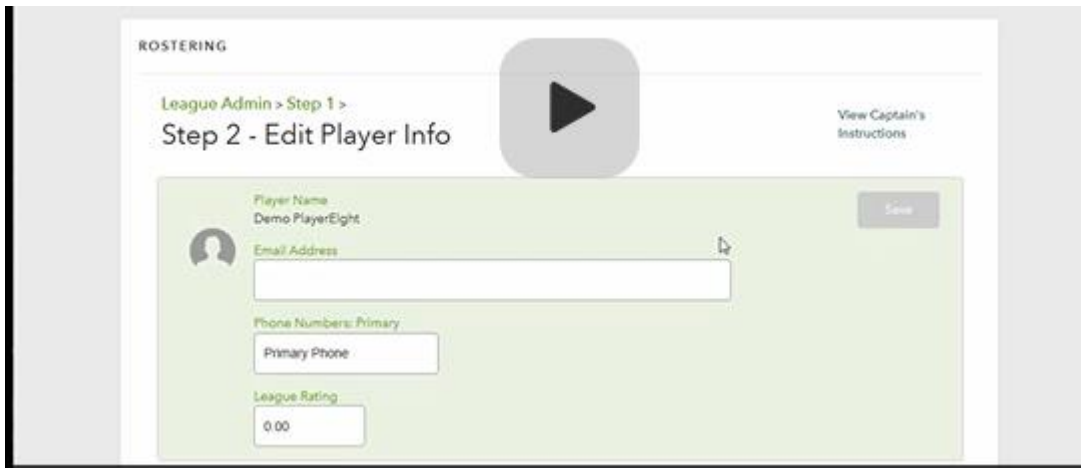
2. Add players

Teams need a minimum of 8 players. Click View Captain’s Instructions for more info.



3. Edit player info

Confirm email addresses and update USTA level. Click View Captain’s Instructions for more info.



4. Enter payment and submit
Click View Captain's Instructions for more info.

