

## 2025 Team Tennis Captain's Guidelines:

Thank you for agreeing to be a Captain this year. The Coordinators and Committee are here to help you and can clarify anything at any time. Following these guidelines is required of all Captains and will help promote a fun and fair tennis season for all. Please note, **this does not encompass all the rules and is not a substitute for reading the rules** which are posted on our website, [oaklandteamtennis.net](http://oaklandteamtennis.net), and in your Captain's folder.

### A. Scheduling Matches:

1. **Coordinate with your opposing team Captain** the week prior to the match (preferably before leaving courts prior week) and **you must** notify your players of their scheduled matches by the Friday (for Tuesday), Saturday (for Wednesday) or Sunday (for Thursday) prior to the week of play.
2. **Require your team members to confirm** their scheduled playing time to ensure all members are good with their times and know when they should be at the courts.
3. The spirit of the game should be to **play all your players and make this fun for all**. Players should never be asked to forego playing to allow a stronger player to play.
4. The **weekly “matchup” schedule** states the matches scheduled each week based on the player's rank/sex. The “matchup” schedule does not indicate or require the order or time in which a match should be played. That will be up to you and your opposing Captain.
5. If one of your players cannot play in the time that works best for all, a sub may be needed. If you are having **trouble getting a sub or coordinating matches with the opposing Captain, please reach out to the Coordinators for assistance**.
6. It is best to ask players to immediately inform you what future days and times they cannot play and try to schedule matches accordingly. **Players should not be allowed to say they will never play late games**. Players should know they need to be available to play anytime during their assigned night from 7-11pm. Exceptions that can easily be managed should be accommodated.
7. Notify your team **immediately by text/call and ask for confirmation** that they have received your message **if matches are cancelled due to inclement weather**. The Coordinators will let Captains know which day the make-up will be, and you will need to reconfirm with the opposing Captain that the match schedule can remain the same. If you need to make up a match outside of the normal scheduled make-up date, this must be approved by a Coordinator.

### B. Completing Score Sheets/Sub Penalty:

1. **Completing Score Sheets:** 3 points per win with no subs. Each Captain (or a designate from his or her team if a Captain is not available) must fully complete his or her own score sheets and turn them in at the end of all their matches. Captains (or designate) must tally sheets and confirm total numbers with the opposing Captain prior to turning in the sheets. **If not done, your team may incur one point penalty!**
2. **Sub penalty rules. Captains must arrange subs – not players.** Best to sub within your team to avoid sub penalty. If sub from outside your team, there is a penalty point subtracted if you win. No penalty for using a sub of equal or lesser ranking from within your own team. Men are not allowed to sub for a woman, but a woman can sub for a man. Must **pick a sub with the same or lesser draft day rank** for the player you need a sub. **Failure to abide by this rule has resulted in teams forfeiting all points won.**
3. Any **concerns about scoring or sub penalties** listed by an opposing team, must be brought to a Coordinators' attention that night or by the night prior to the next scheduled matches.

**C. Player Issues/Injuries/Rules:**

1. After the first two weeks of play, **if you feel a player may not be ranked appropriately**, please notify your Coordinators. Committee cannot guarantee a change in rank but will consider options.
2. **If a player is injured or for any reason may be out for an extended period, you must contact Coordinators and the Co-Chairs as soon as possible** with details of the injury and duration. The Committee will determine if a permanent sub is needed or a temporary sub without sub penalties should be implemented.
3. If any of your players seems to have **trouble following the OTT or general tennis rules**, please try to inform them discretely and let a Coordinator know if the situation could become an issue.
4. Ensure the team knows "**no first in**" serves. Remind team to announce the score loudly when serving.
5. Ensure the team knows that **when the game score is 3-3, the serve is received by equal ranked players and same sex players**. Otherwise, if you have all same ranked and same sex players, the receiving team selects who receives the serve.

**D. Additional Captain Responsibilities:**

1. Captains must ensure that the **balls** for the first game will be at the court before the start of the first game.
2. **If a Captain is not able to be there** for all the matches, he or she will need to assign a team member or other Captain to stand in as "Captain for the Night". **You must** inform the Coordinators and opposing Captain in writing. Any designated "Captain for the Night" will be required to contact their players in accordance with the contact requirements in the Rules in the event inclement weather cancels matches.
3. **Covid-19 Guidelines** have been relaxed. Captains may, however, need to inform their team of any necessary Covid policy changes, and Captains should immediately notify the Coordinators if they find out one of their team members becomes positive or has any communicable disease.
4. Captains are responsible for **collecting Oakland badge numbers from their players and communicating other information as needed to their team members**.

**SAVE THE DATE - Saturday, September 13, 2025, for OTT End of Year Awards Celebration!**

**Coordinators Contact Info:**

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