

Crestwood Tennis Association



Court Captain Guidelines

www.crestwoodtennis.org.au

December 2008

Table of Contents

| | Page |
|---------------------------------------|------|
| 1. The Court Captain Roster | 1 |
| 2. Before You Start | 1 |
| 3. Session Times | 1 |
| 4. When You Arrive at the Courts | 2 |
| 5. The Player Registration Book | 2 |
| 6. Visitors | 2 |
| 7. Dress Standard and Court Behaviour | 3 |
| 8. Organising Sets | 4 |
| 9. Court Hire | 5 |
| 10. Sunday Afternoons | 5 |
| 11. Shut Down, Turn Off | 6 |
| Attachment A – Set Organiser | 7 |
| Attachment B – Envelope for Money | 8 |
| Attachment C – Court Hire Book | 9 |
| Attachment D – Tennis Etiquette | 10 |

1. The Court Captain Roster

- 1.1 There are six Rosters issued per annum - every two months.
- 1.2 Given the current number of members, you will be required to do Court Captain Duty 3-4 times per annum.
- 1.3 If your name appears on a Court Captain Roster, then a copy will be mailed to you at least 14 days prior to the commencement of the roster.
- 1.4 If you cannot do Court Captain Duty on the specified date, then contact another person on the Court Captain Roster and arrange a swap by mutual agreement.
- 1.5 Notify the Association Captain and, if possible, record the change on the Court Captain Roster located on the noticeboard in the clubhouse.
- 1.6 An up to date version of the Court Captain Roster is available on our Club's web site at <http://www.crestwoodtennis.org.au>.

2. Before You Start

- 2.1 Contact your fellow Court Captain (if applicable) sometime in the week leading up to your scheduled duty and arrange for one of you to collect the keys to the clubhouse and courts.
- 2.2 The keys to the clubhouse and courts are available from:

| <u>Name</u> | <u>Address</u> | <u>Telephone</u> |
|---------------|---------------------------------|------------------|
| Diane Coghlan | 91 Merindah Rd, Baulkham Hills | 9624 2517 |
| Graeme Gordon | 35 Watkins Road, Baulkham Hills | 9639 9603 |

- 2.3 Bring one litre of milk with you.
- 2.4 Be present at the courts at least ten minutes before the start of the session.

3. Session Times

3.1

| <u>Day</u> | <u>Start</u> | <u>Finish</u> |
|------------|--------------|---------------|
| Saturday | 1:00 p.m. | 6:00 p.m. * |
| Sunday | 9:00 a.m. | 1:00 p.m. |
| Sunday | 1:00 p.m. | 6:00 p.m. * |

**or earlier if there is insufficient light to play,
and lights are not turned on as described below*

- 3.2 Lights may be turned on at the discretion of the Court Captain once light has become insufficient to play, and provided there are at least 4 players wishing to play doubles.
- 3.3 Our hire of the courts finishes at 6:00pm. Under no circumstances should members continue using the courts after 6:00pm. Members may of course hire courts themselves after 6:00pm, independently of the club.

4. When You Arrive at the Courts

- 4.1 Open the clubhouse, courts and outside toilets. The key to the outside toilets is on a hook that is secured to the right-hand wall of the storeroom.
- 4.2 Collect the blue basket and its contents, balls, tea, coffee, cups, etceteras from the storeroom.
- 4.3 Turn on the urn in the kitchen.
- 4.4 Place a dozen or so chairs on the clubhouse verandah.

5. The Player Registration Book

- 5.1 Ensure every member and visitor signs the *Player Registration Book* before s/he plays his or her first set. The Player Registration Book is essential for insurance purposes and is also a valuable source of information for the Management Committee. This record also provides evidence of participation in the Association, which is needed to play in the club championships.
- 5.2 This process and the recording of sets which is described later, must be completed for all sessions.
- 5.3 Transfer the player's name from the *Player Registration Book* to the left-hand column of the *Set Organiser* (Attachment A) in the same order as in the *Player Registration Book*.

6. Visitors

- 6.1 Greet all visitors with a smile, not a growl. Remember that every visitor is a potential member and asset to the Club.
- 6.2 Ascertain if the visitor has played at the Club before.
- 6.3 If the visitor has not played at our club before, then offer them a copy of the *Information for Prospective Members* hand-out, which are located in the *Information Kit* folder. If a visitor requires further information, then refer them to a Management Committee Member.
- 6.4 We require visitors to know the basics of tennis; that is, be able to serve and rally and how to score. Therefore, inquire politely into the standard of play of new

visitors; for example, ask the visitor if s/he plays regularly now or has played regularly sometime in the last few years.

If a visitor is unsure whether or not they meet the prescribed standard, then suggest they watch a set or two before deciding.

- 6.5 Ensure every visitor signs the *Player Registration Book* and is noted as a *Visitor* before playing their first set.
- 6.6 Visitors are required to play on at least three occasions before applying for membership and can play as a visitor up to six times.
- 6.7 Membership forms can only be handed to prospective new members by a Management Committee Member.
- 6.8 Collect Visitor's Fees.

| <u>Type</u> | <u>Visitor Fee</u> |
|-------------|--------------------|
| Adult | \$5:00 |
| Junior * | \$2:00 |

* A Junior is defined as a boy or girl under 18 years of age.

- 6.9 Once a Membership form has been handed to a prospective member, they no longer need to pay Visitor's fees while their application is being processed. Payment of membership fees is not required until the membership application has been accepted.
- 6.10 Place the Visitor's Fees in the envelope provided and record the details on the piece of paper that is attached to the envelope (Attachment B).
- 6.11 Transfer the visitor's name to the left-hand column of the *Set Organiser* (Attachment A).
- 6.12 If a visitor plays a set or two and does not meet the prescribed standard, then you or a Management Committee Member must politely advise the person and offer them their money back.

7 Dress Standard and Court Behaviour

- 7.1 The Club maintains a dress standard. Any tennis attire that can be purchased as recognised tennis attire is acceptable. Approved tennis shoes must be worn during play (no heels or heavy tread).
- 7.2 Regarding Court behaviour, a copy of the tennis etiquette rules adopted by the Association are included in Attachment D.

8 Organising Sets

- 8.1 The primary objective is to provide players with an appropriate blend of sets (men's or ladies and mixed) and ensure players do not play together too often.

Of course, the blend of sets will depend largely on the number of men versus number of ladies available.

As a general rule, players should not have to play more than two sets together.

- 8.2 Refer to the *Set Organiser (Attachment A)* before allocating players to a set. Please resist the temptation to simply allocate players to a set who happen to be in view.

- 8.3 Most complaints come when someone is forgotten. Don't assume that it is only the players you see around the Clubhouse that are waiting for a game. Most of us wander around from time to time, especially the mums and dads with young children, with the confidence that the court captain is in control.

Tip: As players come off the court, draw a line through the Set Box then allocate them immediately to another set (this does not necessarily mean that they go back on the court straight away). By doing this, you ensure players are allocated to sets in the correct sequence and nobody is forgotten.

- 8.4 As a general rule, you must:

- allocate players to sets in the order they become available to play; and
- do not allocate a new arrival to a set ahead of somebody that has already played and is waiting to play another set.

Of course, you may have to deviate from this rule on occasions to ensure players receive an appropriate blend of sets and do not play together too often.

Tip: Note the set number being played when a person arrives. By doing this, you can compare their waiting time with others that have already played.

- 8.5 Record the names of the players in the Set Box on the right hand side of the *Set Organiser*. Then record the 'set code' in the next available box adjacent to each player's name on the left-hand side of the *Set Organiser*.

The set code consists of the Set Number and the type of set (M = Men's, L = Ladies, X = Mixed). For example, **14M** means Set Number 14 was a Men's Doubles Set.

The Set Code allows you to monitor more easily:

- the number of sets each player has played;
- the blend of sets - men's, ladies, mixed; and
- players who have played together.

- 8.6 If a player elects to have a rest or not play for whatever reason, then this counts as a set played. Record an 'X' in the next 'Set Code' box adjacent to the player's name.
- 8.7 Communicate with the players. For example, if you deviate from these guidelines, then explain the reason. For example, "Jenny, I am organising a Ladies Doubles for you. Do you mind waiting a little longer?"
- 8.8 When a player is no longer available to play or departs, then cross off their name on the *Set Organiser*. Please do not cross off their name in the *Player Registration Book*.

9 Court Hire

- 9.1 You may accept court hire bookings in advance for Sunday afternoons (maximum of one week ahead), but do not accept court hire bookings in advance for Saturday afternoons or Sunday mornings. Only the back courts may be hired on this basis.
- 9.2 If someone arrives on a Saturday afternoon or a Sunday morning to hire a court and there are courts available, you may hire a court to him or her on the understanding that they must relinquish the court if it is required for our members. If this happens, then give them a pro-rata refund.
- 9.3 If you receive a court hire booking, then record the details in the *Court Hire Book* (Appendix C).
- 9.4 Court hire cost is \$6:60 per hour. If you do not have \$0:40 change, then offer the hirer an additional five minutes.
- 9.5 Place the Court Hire Fees in the envelope provided and record the details on the piece of paper that is attached to the envelope (Attachment B).

10 Sunday Afternoons

- 10.1 There is only one Court Captain allocated to the Sunday afternoon session because traditionally this is the least popular session for members. However, we collect a lot of money from court hire, which is a vital source of income for the Club.
- 10.2 If you leave the clubhouse, secure valuables (including money collected) in the storeroom or lock the clubhouse.
- 10.3 Members are allowed to play singles on a Sunday afternoon only if:
- there are courts available that cannot be hired; and
 - there are no members waiting to play doubles.

11 Shut Down, Turn Off

- 11.1 If there are three players or less during the last hour of play on a Saturday or Sunday afternoon, then the Court Captain may elect to shut down operations.
- 11.2 Collect all 12 tennis balls, store them in their cans, then place the cans in the storeroom. If the balls are wet, then place them in the blue basket. Do not store wet tennis balls in their cans.
- 11.3 Do not, under any circumstances, leave tennis balls with Members.
- 11.4 Return the blue basket and its contents, the coffee, tea, cups, etceteras to the storeroom.
- 11.5 Turn off the urn in the kitchen and lock the storeroom.
- 11.6 Return all chairs to the clubhouse and restack at the rear of the clubhouse
- 11.7 Lock the windows and front doors (both locks!).
- 11.8 In non-daylight saving time you should lock all four outside toilets. Otherwise you should leave them for security to lock.
- 11.9 Return the keys and the money collected to the owner of the keys
- 11.10 If you leave before all members have left, and some members wish to continue playing until 6:00pm, you must clearly hand over responsibility for all remaining Court Captain duties to one of the remaining members.
- 11.11 Court Captains should ensure they fully close down and lock-up the courts and clubhouse. Any people, including any members, wishing to play at 6:00pm should be able to reopen the facilities themselves.

When all else fails, throw your hands in the air and pray for rain!!!!!!



ATTACHMENT A – SET ORGANISER

| CRESTWOOD TENNIS CLUB - SET ORGANISER | | | | | | | | | | | |
|---------------------------------------|--------------------|-----------|----|--|--|--|--|--|--|--|--|
| Name | No. of Sets Played | (Set No.) | | | | | | | | | |
| 01 ALAN | 1 | 5 | 11 | | | | | | | | |
| 02 BOB | 1 | 5 | 11 | | | | | | | | |
| 03 CHRIS | 1 | 6 | 11 | | | | | | | | |
| 04 DIANNE | 1 | 6 | 11 | | | | | | | | |
| 05 ERN | 2 | 7 | 11 | | | | | | | | |
| 06 FRANK | 2 | 7 | 11 | | | | | | | | |
| 07 GRAHAM | 2 | 8 | | | | | | | | | |
| 08 HAROLD | 2 | 8 | | | | | | | | | |
| 09 IAN | 3 | 9 | | | | | | | | | |
| 10 JAN | 3 | 8 | | | | | | | | | |
| 11 KAREN | 3 | 8 | | | | | | | | | |
| 12 LES | 3 | 9 | | | | | | | | | |
| 13 MARGARET | 4 | 10 | | | | | | | | | |
| 14 NOEL | 4 | 9 | | | | | | | | | |
| 15 OLIVE | 4 | 10 | | | | | | | | | |
| 16 PAT | 4 | 4 | | | | | | | | | |
| 17 QUENTIN | 5 | 5 | | | | | | | | | |
| 18 RICHARD | 5 | 5 | | | | | | | | | |
| 19 SUE | 6 | 6 | | | | | | | | | |
| 20 TONY | 6 | 6 | | | | | | | | | |
| 21 URSULA | 7 | 7 | | | | | | | | | |
| 22 VERONICA | 7 | 7 | | | | | | | | | |
| 23 WALTER | 9 | 9 | | | | | | | | | |
| 24 XIAN | 10 | 10 | | | | | | | | | |
| 25 YANDRE | 10 | 10 | | | | | | | | | |
| 26 ZEUS | 11 | 11 | | | | | | | | | |

| | | | | |
|----|---------|----------|----------|----------|
| | ALAN | ERN | IAN | MARGARET |
| 01 | BOB | FRANK | JAN | NOEL |
| 02 | CHRIS | GRAHAM | KAREN | OLIVE |
| 03 | DIANNE | HAROLD | LES | PAT |
| 04 | 1 | 2 | 3 | 4 |
| 05 | ALAN | CHRIS | ERN | GRAHAM |
| 06 | BOB | DIANNE | FRANK | HAROLD |
| 07 | QUENTIN | SUE | URSULA | JAN |
| 08 | RICHARD | TONY | VERONICA | KAREN |
| 09 | 5 | 6 | 7 | 8 |
| 10 | IAN | MARGARET | ZEUS | |
| 11 | LES | OLIVE | ALAN | |
| 12 | NOEL | XIAN | CHRIS | |
| 13 | WALTER | YANDRE | ERN | 11 |
| 14 | | | | 12 |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 | | | | |
| 30 | | | | |
| 31 | | | | |
| 32 | | | | |
| 33 | | | | |
| 34 | | | | |
| 35 | | | | |
| 36 | | | | |
| 37 | | | | |
| 38 | | | | |
| 39 | | | | |
| 40 | | | | |
| 41 | | | | |
| 42 | | | | |
| 43 | | | | |
| 44 | | | | |
| 45 | | | | |
| 46 | | | | |
| 47 | | | | |
| 48 | | | | |
| 49 | | | | |
| 50 | | | | |
| 51 | | | | |
| 52 | | | | |

EXAMPLE OF A TYPICAL GROUP OF PLAYERS

Hint 1. By noting down the SET NO. being played when a person arrives you can quickly see how long others have been waiting.

Hint 2. BAD MOVE!
 At a glance you can see that SET NO. 11 has been prepared which means this person has waited more than 7 sets when others have only waited 4 sets.
 This person should have played in SET NO. 10 or 11.

ATTACHMENT B – ENVELOPE FOR MONEY

| | | |
|------------------------------|--------------------------|----------------------|
| NAME OF COURT CAPTAIN | | DATE |
| Saturday afternoon | <input type="checkbox"/> | Tick appropriate box |
| Sunday morning | <input type="checkbox"/> | |
| Sunday afternoon | <input type="checkbox"/> | |

| Name of Visitor , Court Hirer, Membership | Amount Paid Visitor | Amount Paid Court Hire | Amount Paid Membership | Other | |
|---|---------------------|------------------------|------------------------|-------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

1 2 3 4

Total Cols. 1 , 2 ,3 & 4 in this box please

ATTACHMENT C – COURT HIRE BOOK

Crestwood Tennis Association
Incorporated

SUNDAY AFTERNOON BOOKINGS

| DATE | ___/___/___ | | | | | |
|----------|-------------|------|---------|------|---------|------|
| | COURT 4 | | COURT 5 | | COURT 6 | |
| Starting | Name | Paid | Name | Paid | Name | Paid |
| 1.00 pm | | | | | | |
| 1.30 pm | | | | | | |
| 2.00 pm | | | | | | |
| 2.30 pm | | | | | | |
| 3.00 pm | | | | | | |
| 3.30 pm | | | | | | |
| 4.00 pm | | | | | | |
| 4.30 pm | | | | | | |
| 5.00 pm | | | | | | |
| 5.30 pm | | | | | | |
| 6.00 pm | FINISH | | FINISH | | FINISH | |
| TOTAL | | | | | | |

| DATE | ___/___/___ | | | | | |
|----------|-------------|------|---------|------|---------|------|
| | COURT 4 | | COURT 5 | | COURT 6 | |
| Starting | Name | Paid | Name | Paid | Name | Paid |
| 1.00 pm | | | | | | |
| 1.30 pm | | | | | | |
| 2.00 pm | | | | | | |
| 2.30 pm | | | | | | |
| 3.00 pm | | | | | | |
| 3.30 pm | | | | | | |
| 4.00 pm | | | | | | |
| 4.30 pm | | | | | | |
| 5.00 pm | | | | | | |
| 5.30 pm | | | | | | |
| 6.00 pm | FINISH | | FINISH | | FINISH | |
| TOTAL | | | | | | |

ATTACHMENT D – TENNIS ETIQUETTE

- a) It is your obligation to call all balls on your side, to help your opponent make calls when the opponent requests it, and to call against yourself (with the exception of a first service) any ball that you clearly see out on your opponent's side of the net.
- b) Each player is responsible for all decisions involving balls in his/her half of the court. S/he should be completely honest on all "calls", but if in doubt, s/he should give the point to his/her opponent, or call a "let".
- c) In doubles, when returning service, the partner of the receiver should call the service line for him/her, with the receiver calling the centre and side service lines.
- d) Any "out", "let" or "fault" call must be made instantaneously (that is, made before either an opponent has hit the return or the return has gone out of play), otherwise the ball continues in play.
- e) If you call a ball "out", then realise it was good, you should correct your call.
- f) Do not enlist the aid of spectators in making line calls.
- g) If players cannot agree on the score, they may go back to the last score on which there was agreement and resume play from that point.
- h) Players are prohibited from checking the mark of the ball on their opponent's side of the net.
- i) Wait until a point is over before walking behind a court where a match is in progress.
- j) To retrieve a ball from another court or to return a ball to another court, wait until the players have completed a point.
- k) Do not stall, sulk, complain, nor practise gamesmanship.

These rules are listed in the official Tennis Australia publication *Code of Conduct and Tennis Etiquette*, whose principles and guidelines shall apply in any match played at Crestwood Tennis Association.