

Policies for Ladies Team Captains

A. Captains must use the following guidelines for the season success:

1. The Club Director needs a copy of your schedule as soon as you obtain it to confirm home courts.
2. Once the Club Director has your schedule, the courts will be booked and you will be sent confirmation of the home match dates via e-mail.
3. Please check the online court scheduler to confirm your courts have been properly reserved for all home dates as soon as possible after you receive confirmation that they have been booked. It is also good practice to confirm your courts are reserved at least one week before your next scheduled match. If there are any problems, please notify the Club Director as soon as possible.
4. The storage bin is for the use of League Captains and social organizers. Only captains and co-captains should know the lock combination to the storage bin.
5. The storage bin will be cleaned out at the start of each new season. Water is provided on the patio. The Park's ice machine is available all days except Sundays and holidays. RPTC also supplies paper products for home league matches. Captains are welcomed to use the unmarked supplies in the storage bin.
- .6. The monitors will make every effort to assure your courts are swept, dried and made ready for play. However, please remember, particularly during questionable weather – they are only one person and may not be able to get to all courts prior to match time, so please ask your team mates to come early and assist in readying the courts.

B. Due to the high volume of use for our courts during prime times, the following policy has been established regarding pre-reservations by teams:

1. Reservations for League Games: Teams may only pre-reserve courts for the actual home matches, making sure the Club Director has a copy of the league schedule. Teams may not use individual team member's names to reserve an extra court during home matches. A Manager must approve use of extra courts for home matches. On match day, the scheduled monitor may assign an extra court to a team; only after it has been determined other club members do not wish to use the court.
2. Scheduling Make-up matches: Make up matches need to be scheduled through the Club Director.
3. Team Practices: League teams receive no special reservation privileges for practices.