



Hampton-in-Arden Sports Club Limited
Company limited by guarantee
Registered Office: Shadowbrook Lane, Hampton-in-Arden, Solihull, B92 0DQ
Clubhouse telephone: 01675 442284
Registered in England No. 1179485



Hampton-in-Arden Tennis Club
Web site: www.hamptontennis.org.uk
Chairman: Chris Barnes
68 Meriden Road, Hampton-in-Arden, Solihull B92 0BT
Email: secretary@hamptontennis.org.uk
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TEAM CAPTAIN ROLE

What makes a good Team Captain?

- Methodical and reliable
- A good communicator
- Ensure all delegated tasks are actioned
- A good planner
- Good organisational skills
- Be able to lead and supervise others
- Be able to delegate
- Be a competent computer user

Roles and Responsibilities

- Responsible for team selection
- Coordinate selection with other captains
- Avoid getting players tied to a higher team as long as possible
- Agree & set objectives for the season with Committee
- Ensure all relevant players are included on the registered list
- Select optimum team plus appropriate reserves on stand by
- Select team at least one week in advance
- Make sure that the team selection is properly & clearly communicated
- Text / e-mail a reminder to the team 24 hours before match
- Ensure new tennis balls arrive for home matches
- Recycle balls into club sessions via Wayman Morris, Kathy Hunt or Chris Barnes
- Check fixtures & venues
- Check courts booked for home matches
- Arrangements for match supper
- Ensure kitchen tidied up after match supper
- Match fees to cover supper, drinks & lights
- Charge for home & away fixtures to spread the cost (guide of c£6 per match)
- Coordinate travel logistics for away matches – car share where possible
- Team should arrive 30 minutes ahead of formal start time for adequate warm up
- The team is representing the Club – show respect & observe etiquette
- Know the league rules and have league handbook available for reference at all fixtures
- Completion of manual scorecard
- Upload/confirm results on league website within 24 hours, preferably immediately after
- Ensure post match report written & circulated
- Encourage & attend practice sessions
- Ensure fair selection process
- Point of contact for potential team players

Estimated Time Commitment

2 – 3 hour per week throughout the league season

Key Relationships

Other team captains, Members, Committee