

# Yamala Park Tennis Club

## Team Manager Guidelines - Saturday Match Day Competition (Nov 16)

### Team Managers

1. Ensure teams have adequate numbers to play week to week.
2. Organise the team parents to support rostered Supervisor days by planning food items and roles.
3. Provide two good quality balls per court for home games.
4. Ensure players play in order of merit for singles and the scorebooks are completed and signed by both teams. For doubles, players 2 - 4 can play in any combination however player 1 must play against player 1 of the opposing team.
5. Record finish time of the last set in the top right hand corner.
6. Email a photo of the completed results sheet to [juniors@yamalaparktc.org.au](mailto:juniors@yamalaparktc.org.au) at the end of play.
7. Foster encouragement amongst the team to support each other and provide positive feedback to the players.

### Home Supervisor Duty

1. Ensure courts are open at 8:00am and ready for play with tables allocated to team playing.
2. Wear the orange supervisors vest &, make yourself known to the visiting clubs and remain visible throughout the day.
3. Make yourself aware of the rules of play and resolve any disputes if they arise.
4. If a player is injured through a set, then that set is considered forfeited to the score line at the time. A substitute of equivalent grading can be used for remaining sets.
5. Clearly articulate the court allocation for the day and keep the teams moving through their sets.
6. Regularly monitor the behavior of parents and players, prevent off court coaching, interfering either physically or verbally in any way with play.
7. Sign all the team scorebooks as the Supervisor at the end of the matches.
8. After the completion of all matches, tidy the club house, clean the floors, lock up the courts and place rubbish in the bins.
9. Do not leave the venue if a player is unattended.

### Canteen Duties

1. The Supervising team operates the kitchen canteen to provide food and drinks for the morning. Refer to the Junior Coordinator regarding the current food/drink items offered for club sale.