



Captain's Checklist

The Team Captain is the leader of the team. Without your guidance, the team will not survive. Establish the team ground rules. Make sure your players know the rules and how dues are collected. Make copies of the league schedule for each player so they all know when and where they are playing each week.

Three things must happen each week. (1) The score sheet must be filled out neatly and completely, front and back. (2) Weekly dues are **PAID IN FULL** each week. (3) Your packet is turned in.

Know how to keep score properly and show your players. Fill out the score sheet neatly and completely, front and back. Improper scorekeeping can cause player handicaps to be incorrect.

Share information in your team packet. Every week The League Office sends important information to you and your team via your team envelope. This info includes team and tournament schedules, policies, rules, event flyers and more. It is your responsibility to make sure all players have the opportunity to read this information. Pay special attention to your team letter. This letter contains valuable information specific to you and the players on your team.

Always communicate with your players. Collect phone numbers from all players and make sure they have yours. Make sure your players know where the team is playing each week and where your team is in the standings. Always know which players are available each week.

Elect a Co-Captain. He/she can assist in the event you are unable to make it for weekly play and to help manage the team when you are there. i.e.: scoring, rules, coaching.

Collect annual membership dues from your players. The Team Captain is responsible for the player's membership dues. \$20 membership fees must be collected **BEFORE** a new team member plays. Choose your players wisely and collect their money immediately. If they are serious about playing on your team, they shouldn't have a problem paying the \$20 annual fee. If you have a problem or special circumstances, notify the League Operator before the player shoots.

Collect the entire weekly dues from each player each week. Fill out the dues section on the back of the score-sheet. The team is responsible for the full weekly dues amount each week regardless of how many players shoot. Any forfeited matches (won or lost) must be paid by the team. Prior to the start of each session discuss the dues system with your players to avoid problems later.

If you have any questions feel free to call your Division Representative or League Operator.

League Operator: Mike Savino 609-377-0378. Fax 609-377-5117.

We are always available to answer your questions. It's never an imposition. It's our job. Our goal is to help make you a successful Captain and insure your players have a great experience with T.A.P. Pool League. Good luck!

