

**NEW JERSEY WOMEN'S TENNIS LEAGUE
CAPTAINS' RESPONSIBILITIES**

1. **KNOW YOUR RULES! Each captain must read and discuss the League Rules with her team. Copy NJWTL Rules for all team players.**
2. PROTOCOL FOR PLAYING MATCHES WHEN: A) COURTS ARE NOT OPEN and B) COURTS ARE UNPLAYABLE.
 - A. UNOPENED COURTS: Matches must be played away if original start time is available. If opponent's courts are unavailable on match day/original start time, matches must be played Thursday of that week. (Thursday is now the official time but pre-play is still an option if all 4 on a court from a Tuesday match agree). Matches may be staggered with as many as possible being played on opening day. Courts that are open will be played as scheduled with the rain date being Thursday. If neither club's courts are open, matches may be rescheduled up until May 12th.
 - B. UNPLAYABLE COURTS: If the home courts are open but NOT playable, and the visitors' courts are available, the match MAY be played at the visiting team's club if both teams are mutually agreeable. It is the duty of the home team captain/pro to check court conditions on the morning of the match. Thursday Rule applies or, if available, a mutually agreed upon alternate site (**outdoor soft courts**). See Rule 19.
3. All players must have played twice in matches 1-7 in order to be able to play matches 8 and 9 with the exception that the lowest team of any club may use a player who has played only once in the first seven weeks.
4. The home team captain should contact the visiting captain prior to 5 p.m. on the Friday preceding the match. **Please confirm:**
 - Directions and road blocks/traffic changes
 - Starting time of the match
 - Dress code including specifics on % color, outerwear, hat and shoe color.Cell phone numbers should be exchanged or, if in the case of a no cell phone rule at the club, other emergency contact information. **Either captain should reach out to the other if the conventional Friday communication is missed.**
5. It is the duty of the home team captain to check court conditions on the morning of the match. If the court condition is suspect, please call your opposing captain as soon as possible (being especially mindful of those teams traveling great distances). Thursday Rule applies or if possible, a mutually agreed upon alternate site (outdoor soft courts). If a team has not been contacted by 8:00am (9:30 of the later match) the home team forfeits the unplayable courts.
6. It is the responsibility of the home team captain to make sure balls, water and a meal are available for all League matches. For pre-play and rain date matches the refreshments can be mutually agreed upon.
7. The use of cell phones/watch phones is **not** permitted during NJWTL match play. Check club policy regarding usage on the premises. Captains should remind ALL players to silence phones/watches BEFORE play begins. Airplane mode is recommended for watches because glancing repeatedly at your watch during the match is considered the same as consulting your phone. ** If either watch or phone rings during play of a point on your court, that point will automatically be awarded to the opposing team. (Rule Infraction.) Players on any one court may not agree amongst themselves to disregard the phone/watch rule to use them due to disturbance on neighboring courts. Something ringing on another court does not constitute a loss of point for either team on your court. ***Use of a cell phone/watch may subject you to a penalty point.***
8. To report the match results, the home team captain (or the last player on the courts who is signing the scoresheet) must send a photograph of the completed score sheet to the Series Leader while still at the venue. Score sheets must show scores and line-ups of both teams on the day the match is completed. The Series Leader will enter the scores to the website. If there is a rain situation, the match scores MUST be sent in on the day the match is played. If the matches are staggered, the Series Leader may enter the scores on the website as matches are completed.

9. Captains are responsible for the accuracy of the scoresheet.
10. If a captain change is necessary, it is the out-going captain's responsibility to provide the Series Leader with the new captain's name, phone number and address.
11. The captain should call her Series Leader, in advance, if any unforeseen or unusual situation occurs. Board approval before match play ensures a team's point standing.
12. In a club where there are multiple teams, the captains should meet before the season begins to verify the whole schedule. Remember rain days are **Thursday** for **all** Series. Individual courts may choose to play on Wednesday if all 4 players agree. Regular Wednesday scheduled matches Series 8-14 have priority. See Rule 22-24.
13. The official start time is 9:30 at which time a 15-minute warm-up is permitted. Matches may start at 9am or earlier as long as both sides are agreeable. Captains should see that matches begin on time. For Home team clubs with double matches that day, matches **MUST** start on time, and Rule 13a followed (see below). Maximum warm-up time is 15 minutes. Practice serves must be taken before play begins. In the interest of saving time, during warm-up, all serves must be caught by the receiver and served back. If you choose to practice your return of service, you forfeit your right to practice your serve. A match begins when the first ball is served. There are no breaks between sets. Play is continuous unless mutually agreeable.
- 13a. **Lateness**—There will be a 15 minute grace period for players who are later than the official 9:30am start time. If a player arrives at 9:35am, she has only a 10 minute warm-up left. If she arrives at 9:40am, she has a 5 minute warm-up. At 9:45am, there is no warm-up allowed and the following game deductions will apply:
 - A. One (1) game will be forfeited for each 5 minutes of lateness beyond 9:45am.
 - If play begins at 9:50am, the score begins 0-1.
 - If play begins at 9:55am, the score begins 0-2.
 - If play begins at 10:00am, the score begins 0-3.
 - If play begins at 10:05am, the score begins 0-4.
 - If play begins at 10:10am, the score begins 0-5.
 - B. If play does not begin until 10:15am, the score is 0-6. The team has now lost the first set and forfeited the match.
14. Play may begin at 9:00 am or earlier if it is mutually agreeable. Pre-play is also an option if agreed upon.
15. There are no breaks between sets. Play is continuous unless mutually agreeable. A quick bathroom break may be taken between the 2nd and 3rd sets, as per USTA rules.
16. Each match must end with a completed match and score as a defaulted, retired or forfeited score (see NJWTL Rules 41-48). No incomplete scores are to be submitted to the Series Leader.
17. If a team must default a court, the league must be notified prior, and, the reason must be given to the Series Leader or Board member. In the event of a default, list only AVAILABLE players' names on the score sheet. Defaulting player/players will be designated on score sheets as "no player available." When only one player of a partnership is available, that court's listing shall read "Jane Doe/no player available." When both players of a partnership are unavailable, the score sheet should read "no players available. The team being defaulted to will have a score of 6-0, 6-0. **This player or players must be of legal status and will be tracked as if they actually played the match.**
18. If your opponent gives you an early default call the night before on any court, but, it rains on match day and none of the courts play, the default will be rescinded. You play all 4 courts on the Thursday rain date.