

CAPTAIN'S PLAYBOOK

A. Captain's Eligibility

1. Resident of Polo Trace in good standing as owner or renter.
2. Available to captain (co-captains included) through the full season and fulfill preseason responsibilities.
3. Able and committed to fulfilling all the roles and responsibilities of a captain.
4. Previous experience playing or coaching the sport.
5. Ability to interface with league platforms, record scores and submit lineups for matches online.
6. Able to attend majority of season's matches.
7. Have strong interpersonal skills.
8. Committed to fostering community, team spirit and good sportsmanship.
9. Ability to inspire camaraderie, promote healthy competition and skillfully navigate player dynamics and teaming.
10. Ability to establish electronic communication method for team and provide regular and timely updates (ex: lineups, practices.)
11. Captain's skill level is compatible with team they are coaching unless designated as a non-playing coach.
12. Meet league requirements for players (age, gender, etc.)

B. Captain's Code of Conduct

1. Captains are a representative of Polo Trace Community and as such will interact with other captains, other players and their own players with objectivity, fairness, and respect.
2. Captains will exhibit good sportsmanship as a role model to the rest of their team.
3. Captains will ensure they and their team adhere to Polo Trace HOA and league rules.
4. Captains will avoid any verbal/physical conflicts with other captains, other players, and their own players; if another captain or player breaks their code of conduct, it

is recommended that the captain should resolve the issue through the league leadership and/or the Polo Trace Sports Director.

5. Captains will make a best effort to promote fair competition and positive competitive spirit for the entire team.
6. Captains will help uphold the principles of the Player Code of Conduct so that all players on the team can enjoy a fun, competitive experience; in the case when a player is not adhering to the Player Code of Conduct the Captain will raise that issue with the Sports Director.

C. Captain's Responsibilities

Being a captain should be a rewarding experience. At Polo Trace, we want to ensure our captains are treated with respect and as a community, we support our volunteer captains. A league captain is a leadership role that requires thoughtful communication and guidance. Your willingness to serve your team and the League's in the leadership role is appreciated.

The following suggestions were compiled to make your job easier and provide tips for success. Therefore, this is a general guideline for captains with topics that may or may not be pertinent to your own league. If you have questions, please review league information on the websites or reach out to the league coordinators.

BEFORE THE SEASON STARTS

1. Captains should have indicated a firm commitment to serve during the registration and season play process.
2. Ensure Polo Trace is represented as a sportsmanlike community of competitive players.
3. Captains should have commensurate skills for the team level they are fielding unless designated as non-playing captain.
4. Establish method for team communication.
5. Work with Sports Director to schedule court times for team practices.

Forming a Team:

1. Captains will select a roster from pool of resident registered players from the list provided to them by the Team Development Committee. If a captain recruits additional players for the season, names should be given to Sports Director and Team Development Committee for assignment to appropriate team.

2. Non-resident guests may play on a Polo Trace competitive tennis league team if needed to comply with a roster requirement of a league and help field a team. However, non-resident guest players cannot comprise more than 20% of any team roster. Non-resident guests on a team must sign a waiver of responsibility. Homeowners, who are members of the team, must be given first right to play in a match before any non-resident guests.
3. Non-resident guests may not be on the roster or play on any Polo Trace pickleball teams.
4. If co-captain has not been identified, designate team member to serve as co-captain and assist in coordinating team events, lineups, logistics, etc.

Getting Registered:

1. All team members must be registered on your roster prior to playing a match.
2. Captains should coordinate and ensure team members have uniforms.
3. Captains collect team fees if applicable.

League and Polo Trace Regulations:

1. All captains, as well as all league players should read and follow the rules and regulations of Polo Trace and the league. It is a good idea for captains to have a copy of the rules with you for each match.
2. Captains should have a clear understanding of league rules and be able to communicate and explain rules to players to ensure compliance and eliminate confusion.
3. Interface with league platforms, record scores and submit line ups for matches.
4. Provides the required equipment for the season (balls, first server bands, coin for toss, drinks, etc.)
5. Follow all Polo Trace community guidelines for players including team/player selection, playing time, uniforms.
6. Captains should try to resolve league issues with league coordinators prior to escalating issues to Sports Director.

Home Matches:

1. Captains work with Sports Director to schedule court times for practices and matches and Gate Access app updated for visiting teams for home matches.

Captains are responsible for verifying information entered by Sports Director is correct. Notify Sports Director of any changes right away.

2. Captains should have required equipment (balls, server bands, etc.) if applicable.

Player Availability:

1. Collect initial availability for the season from all players and request players notify captains of changes in availability that may arise during the season.
2. Request players notify you right away of any changes to their availability during the season.

Team Meetings:

1. Have a team meeting and agree on the team philosophy. Is this a team playing to win or playing to have fun?
2. Share when team line ups will be available.
3. Confirm team members have uniforms and communicate match attire for home games and away games if different.
4. Review captains and player responsibility.
5. Request team players notify you of any changes to availability at least a week prior to next scheduled match.

PRIOR TO MATCH

1. Verify courts reserved for home match and gate access granted for visiting team.
2. Contact the opposing captain 2 days prior to match to confirm who (who is the captain or acting captain); when (day/time for match); where (get directions if necessary); match format (will all matches played at same time or will this be a split match.)
3. If captains/co-captains are unavailable to attend or are playing in the match, designate an acting captain to manage match logistics (scoring, time-outs, etc.)
4. Verify starting lineup and arrange alternatives for any changes in player availability.
5. Plan transportation (arrange carpools if necessary), and arrival time.
6. Communicate plans for gathering after match (lunch, happy hour.)
7. Print match scorecard.
8. Ensure you have new balls, server bands, drinks, snacks for home game if applicable.

DAY OF MATCH:

1. Meet with opposing captain and go over ground rules. Discuss which matches will be played on which courts.
2. Exchange scorecard lineups before players begin matches. All players should be present prior to exchanging lineups.
3. Identify who will be line judges if necessary.

AFTER THE MATCH

1. Get the score from each court and record on your scorecard.
2. Get opposing captain's signature after the match is over. Both captains should agree on the scores.
3. Record match scores within 24 hours of the match in league platform unless the league requires a quicker turnaround for score entry.
4. Make sure player name is correct, and the score associated with that player is correct. If opposing captain has already entered the scores, carefully check the entered scores, and confirm or dispute the entry.
5. File any protests/grievance in writing to League Coordinator.

THROUGHOUT THE SEASON

1. HAVE fun!
2. Treasure the camaraderie and friendships with your teammates and enjoy the spirit of competition.

***** Failure to comply with the playbook/rules/processes/commitments may result in the removal from the team or further actions from the Polo Trace Swim & Racquet Board. *****

Updated as of 6.4.25