



Fremantle Lawn Tennis Club Inc.

Saturday – Duty Captains Role

Preparation

- Duty Captain(s) need to arrive by 1.00pm and stay until the end of play (circa 5.30pm), and you will require to bring 1ltr of milk for arvo tea for which you will be reimbursed.
- The Club Captain will provide you with access to the club room and the grass and hard court codes, ensure you know them before arriving or contact a committee member for them.
- Open all court gates including the 3 lane way gates (on courts 1-5 & 6-10), gate for car park & Parry St. At the end of play make sure all the courts are secure and locked.
- Check how many courts are required for pennants and block these courts off from social play.
- Put out the sign-in pad, adding to a clean page the date & column headings for Ladies / Gents / Visitors (\$15 fee), the visitors follow-up clip board. Carry out the game board and name board, sunscreen & sanitiser.
- All players are to collect their own magnetic name strip from the name board
 - The duty captain is required to use a blank name strip for visitors.
- All fees (\$10 for Weekday / Sunday players & \$15 for Visitors) are to be placed in an envelope with their name and date written on it and at the end of day placed in the black box or handed to the treasurer if on site.
- New balls are to be used (2 / court) and are found on the top shelf of the right hand cupboard and taken out to the courts by the players. At the end of the day they are replaced onto the 2nd shelf ready for Sunday, Wednesday & Thursday play. Please place lids on bottom of empty tubes in office and all metal lids into the waste bin.
- On summer days put out the parasols into the 3 externally located tables if not too windy. If you need some help, ask another member.

Arvo Tea Set-up

- Set up the tea and coffee mugs, spoons, sugar, biscuits, put out money jar and $\frac{3}{4}$ fill the tea urn (set to 60c) & switch it and dishwasher are switched on...wash any grubby cups. Ask centre staff if you need help.
- Open the tea area roller-blind just before serving tea (the open/close switch is to the right of the roller blind)
 - Tea pot uses 12 tea bags, add a few extra on busy days after the cups are poured out to keep up strength. Milk is found in the fridge & please let members make their own coffees.
- Place the dishwasher tray over the large sink to place used cups into and switch off urn and clean up the tea area after arvo tea has finished. (*Note : ask someone to help you with serving the tea if many attendees*).

Play set up

- If using Double Happy move the TV onto the external table outside the tennis window, wind up the blind and open the tennis window, take out the PC from the bottom draw and connect to HDMI 1 port on the TV connect both devices to the power sockets (ask someone to help you move TV).
- Move the Set board onto the seat to the left of the office door if manually managing sets.
- First sets are to commence by 2.00pm.,
 - 3 sets before arvo tea and two sets after,
 - Each set is 22 min long use the timer provided, and ring bell to signify end of a set.
 - *Before the 3rd set commences announce any notices and welcome visitors.*
- Use coloured maker pens, RED for mixed doubles, BLUE for straight doubles, if hard courts are being used mark top right hand cornertry to rotate players and avoid players playing with each other more than once (and please *never use permanent marker pens* only those provided).
- Once the players are on court prepare the next set; If there are odd numbers, some players may have to sit out. Visitors have priority and should be included in all sets.
- At end of play remember to lock all courts and lane gates, bring in the TV (& lock window), parasols before leaving and keep the tennis office tidy and replace everything exactly where you found it. Thank you.