

Valley Tennis Club – House League Director Duties updated Sept, 2014

January/February/March

- February, March and April answer any e-mails about the House League
- Confirm start and end date with Executive – usually starting the first week of May (W 2) for 12 consecutive weeks, with no rain-dates.
- Invite past Team captains to be captain again. Call other players if still need a captain. If we are still missing 1 or 2 captains, you can solicit from amongst the new signups after Opening Day.

For Opening Day

- Prepare men's signup and ladies' HL signup sheets.
- Request that all Team captains help out on Opening Day.
- Team Captains are to speak to everyone standing in line to say hello, welcome them, and tell newcomers about how the league works. This will help to speed up the signup process when it starts at 11am. Players will be more informed, with fewer questions when they get to the signup table.
- Waiting line for the HL signup must be kept outside prior to 11am, or else it will get much too crowded in the clubhouse. If weather is wet or cold, move everyone outside 10 minute prior to 11am.

After Opening Day

- Check players' and subs e-mail addresses, phones against membership list
- Create HL teams in excel, - and review with Brian before finalizing. Issue list about 1 week prior to start date.
- Create a sublist for both Men and Ladies. Solicit for more subs if needed.
- Create weekly score sheets for the season
- Create file for summary of Team scores to-date
- Confirm any new captains
- Make sure captains know the rules – they communicate everything with their team
- Convenor emails to the captain the Team list, Subs list, Rules, Weekly Schedule
- Convenor or captains can answer questions about the team list assignments
- Convenor makes any needed changes to the teams, hopefully before the first week!!!

During the Season

- Convenor should be present most Wednesday nights, give any instruction to the monitor and captains
- Monitor gets 5 cans of balls for the 5 courts for each hour of play at 7pm, 8pm and 9pm
- Monitor tells players, when needed, to finish their scoring and to leave the court at the end of their hour.
- Monitor must know and tell all players that the 9pm matches must end precisely at 10pm, and score is recorded at 10pm. Teams can continue to play if they wish, but score must be recorded as of 10pm. Team captains need to know this too, and to help if needed.
- All players must return balls before the next set of balls are issues. This helps to ensure balls don't get mixed in with the new balls, and that they are returned to the monitor for use in Brian's lessons.
- Team captains help to solve any team problems, find last minute subs, oversee the HL games.
- Convenor makes sure captains are doing their jobs, scoring sheet correctly, assisting with any questions/issues
- Convenor makes sure that the score sheet is ready for each Wednesday night, and keeps track of all scores
- Convenor posts score results to-date periodically and posts on bulletin board in clubhouse
- Convenor emails periodic score results to all captains – at around the 6th, 9th and 11th weeks

Closing House League Day

- Schedule Round Robin and Social on any Wednesday in August, confirm and book that date in the Club calendar. Discuss with Social about the menu that will be provided that day.
- Convenor and the captains manage the party, purchase everything and manage the evening.
- Assign either the court monitor or one of the pros to run the round robin.
- Treasurer purchases Sporting Life Gift cards for prizes.
- Convenor asks the Executive if anyone has access to any items for draw prizes.

Summary Report

- Convenor prepares a brief summary of the League to be included in the Summary report at the AGM in September. Summary can be just a few short summary points.
