
DUNWOODY NORTH

DRIVING CLUB

Captain's Handbook

Thank you for captaining a DNDC team! It's a great way to support our wonderful neighborhood and to get to know your neighbors.

If you are planning to start a new team, please contact the DNDC Court Chair before proceeding.

All DNDC teams must be either captained or co-captained by a DNDC member.

As captain you are responsible for all aspects of your team's management and play, except for court reservations. Those responsibilities include:

- ***Forming a roster*** (finding the required number of players) with at least 25% DNDC members, or members of reciprocal clubs. No eligible DNDC club member may be excluded from the roster of a DNDC team. Teams with fewer than 25% DNDC members or members of reciprocal clubs may be permitted to play on a season-by-season basis, at the discretion of the Court Chair, but will not be permitted to practice at DNDC. Any Dunwoody North residents on the roster must either be DNDC members or members of a reciprocal club. Any players outside of Dunwoody North who are not members of DNDC or a reciprocal club will be asked to pay a \$75/season non-member fee.
- ***Submitting the roster*** to the appropriate league, at the appropriate time.
- ***Providing the Court Chair with your roster*** upon submission. (The home club of any non-DNDC members should be indicated, where applicable).

- **Collecting non-member fees.** (The Court Chair can help determine which players are required to pay the non-member fee).
- **Sharing all relevant information with your team** (schedules, lineups, messages from your league etc.).
- **Sharing your match schedule** with the Court Chair as soon as it is available so that courts can be reserved for home matches. Three courts will be reserved for all home matches, unless there are two home matches at the same time, then each team will have two courts.
- **Creating lineups** for matches, taking a printed scorecard to the match, and submitting (or approving) completed scorecards after matches.
- **Play-offs:** If your team makes play-offs, remember to contact the Court Chair promptly for any necessary court reservations.
- **Practices/coaching:** If your team plans to have practice sessions and/or coaching, contact the Court Chair for court reservations. Each league team is eligible for two courts for 1.5 hours of practice time per week. Practice times are allotted on a first-come first-serve basis.
- **Rules:** Ensuring all team members adhere to the [DNDC Court Rules](#) and [USTA Friend at Court guidelines](#).
- **Clubhouse:** NOTE: The clubhouse may not be reserved for league tennis matches. However, it may be used during matches if it has not already been reserved for other purposes.

Co-captains are expected to stand in for the captain whenever they are not available. Other responsibilities that are often assumed by the co-captain are: organizing coaching/practices, assisting the captain with choosing players for the lineup, and ensuring the team has paper goods for home matches (if this is not assigned to players).