



Kiewa & Talgarno District Tennis Association

Responsibilities of the Team Manager (Mount Beauty)

- Prepare a roster of players,
- Have a basic understanding of the association rules and [Constitution/By Laws](#),
- Contact the opposition team in case of severe weather, refer to section 5 of the By-Laws,
- Advise members of the team of changes to play,
- Check that every team member is a member of the Mount Beauty Tennis Club,
- Get the balls from the storage cupboard and locate scoresheets, refer to [S1 scoresheet](#) and the [S2 Scoresheet](#) from the [KTDTA website](#),
- Understand the responsibilities around submitting the scoresheet at the end of play, refer to section 11 of the By-Laws. **NOTE** – a new system is being trialed in 2023/24.
- Ensure competition fees (\$8/player) are collected when playing at home.

Responsibility of all Team Members (Mount Beauty)

- Be aware of the [KTDTA website](#) and the [KTDTA Facebook page](#),
- When playing at home, arrive in time to setup tables, chairs, net heights, unlock all perimeter gates, turn on lights, heat up water for coffee, tea, etc. If necessary, blow leaves off the court and away from the front of the club house (*Delegate to other team members*)
- Know how to fill in the score sheet. **NOTE** – a new system is being trialed in 2023/24.
- Know the codes for the igloo lock and the clubhouse,
- Check clubhouse supplies for afternoon tea for home matches and get team members to bring a plate,
- Check the bathrooms for toilet paper and toweling. Put out the hand sanitizer,
- When playing away the team should organise shared rides, if possible.

At the end of the day ensure

- All perimeter gates are locked and gate key placed back in its usual location,
- Nets are lowered but not touching the ground,
- The Igloo lock is placed back on the gate in the locked position,
- Court lights are turned off, if playing at night,
- All chairs are collected and stacked,
- Any leftover items outside such as clothing or racquets etc are placed in the clubhouse (if these belong to the opposition the coordinator may choose to make a courtesy call to the Manager of the visiting team),
- Vacuum the clubhouse, if required,
- The clubhouse, including the kitchen area and bathrooms, is left in a clean and tidy state,
- Lights and the ceiling fan are turned off, windows are shut and doors to the clubhouse locked.