

BOARD MONITOR RULES

Only committee or committee-authorized members are to act as board monitors. A member may place a set on if specifically asked to by a board monitor.

Board monitors are to check that players on arrival: sign the attendance book, pay **appropriate playing fees**, and place their name tag on the right hand side of the board.

The monitor then places the name tags in order of arrival in the waiting players list. The first sets are formed from order of arrival. Later arrivals feed into the waiting list, playing their first set as soon as possible.

Number all sets **in pencil** and in numerical order on the bottom of the name tags.

Try to place four players of similar ability together or two by two players of similar ability in a set. However, this must not cause any player to jump in the queue.

At mixed sessions give priority to placing on mixed sets when possible.

If two or more players have played an equal number of sets, and not all are required for the next set, choose the player/s who arrived first to play in the set (unless this grossly unbalances the set or the players have already played two sets together).

If a player declines to play in a set they should be informed that their name tag goes to the end of the waiting queue.

Monitors are responsible for ensuring correct fees are paid, reconciling the fees with the book at the end of the session, and depositing the fees in a labelled envelope in the door box.