

## Rec Team Facilitator Procedures

- **1.** As soon as play is completed for the week, the Rec Team Facilitator can use email or electronic signup (i.e. – Signup Genius) to compile a list of players who are available to play the following week. Deadline to sign up will be determined by Club Rec Facilitators. These players should be listed by club/gender on the specific home/away match play log found on *EVSTL.net > EVSTL Tennis > Rec Trial > Match Documents > Match Log*
- **2.** Tencap captains will enter their lineups 5 days before the day of play. Tencap captains can request willing Rec players through their Rec Team Facilitator to fill lines. (If these willing Rec players do not already have Tencap ratings, they must receive on-court evaluations and be assigned Tencap ratings before playing in Tencap matches.) If lines are not equal for both teams, the captains should utilize the Opportunity Match (OM) spreadsheet in an attempt to balance out the number of lines. As soon as both tentative lineups are entered into Tencap, the home captain will determine how many courts are available for Rec play at the home courts and share this information with their Rec Team Facilitator. The Rec Team Facilitator(s) for the away club(s) will be aware of how many courts are set aside for Rec play. This information should include the specific court numbers and which rounds the courts are available. Rec Team Facilitators should enter their respective info on their respective Google spreadsheet.
- **3.** Four (4) days before play, Rec Team Facilitators for the opposing teams will work together to enter tentative lineups on their Google spreadsheet; if they need additional players to fill lines, they can ask their Rec players from one level higher or lower. They should do their best to ensure that players play with different partners and to rotate players so they can play alongside their Tencap counterparts.
- **4.** Once OM pairings are finalized (by noon 2 days before play), Tencap captains can complete their lineups. Tencap captains should release additional available courts for Rec play and notify their Rec Team Facilitator, who will update the Google spreadsheet. Tencap players who do not get opponents or matches off the OM spreadsheet may opt to play Rec that week and should notify their Rec Team Facilitator.
- **5.** Once Rec Team Facilitators have their final lineups entered, they will notify their club's Court Scheduler of unused courts so they can be released for reservation.

## **Rec Team Facilitator Procedures**

### **Page 2 of 2**

- **6.** If there are not enough home and away courts to accommodate all Rec matches, home Rec Team Facilitator should try the following options:
  - A. If one of the teams is combined with players from another club, check with the Rec Coordinator or Rec Team Facilitator or Court Scheduler from that club.
  - B. Check with the OM Coordinator for that level to see if there are extra OM courts available.
  - C. Send an email to EVSTL club court schedulers to identify unused courts.
  - D. A final option for courts is an Affiliate club's courts if they are scheduled in a match.
- **7.** Rec Team Facilitators will send a copy of the completed Google spreadsheet to their Rec players so they know where and when they play, and copy their Rec Club Coordinator.
- **8.** Rec Team Facilitators will greet/organize players at their home court, explain format and monitor play
- **9.** The Rec Team Facilitator will supply a can of balls that may be used for up to 2 matches for each Rec court at their respective club.