To: New Captains

**Overview:**

In addition to the QuickStart guide – I’d like to elaborate on your responsibilities, order of duties and information sources so you can be as effective as possible.

A captain is responsible for creating a team, assembling a roster (nightly play), settling score discrepancies, and sending funding to the league along with score cards. The captain is my primary point of contact as I only reach out to players directly when necessary.

You’ll begin the season by obtaining your captain’s packet. Please read all documents carefully. Once read, you will perform “opening duties” on the first night or first home night of play. You’ll fill out your team rosters. Please complete all player information requested in plain print. After your team roster is completed, you’ll collect dues of $35 per person not currently sanction (must have played 8 ball this year to be sanctioned). If you are unsure – do not sent the $35 and I will reach out and notify you when I sanction our league players. If they paid fees – please mark the “Sanction $” box with the amount enclosed for the player who paid on the roster form.

After opening duties are performed, you will now begin “nightly duties”. This includes obtaining the nightly fees ($7 per player) and managing the score card. The front copy belongs to me, the second copy belongs to the home team and the last sheet belongs to the away team. After placing the team names, players assigned to play and date of match (with handicaps if applicable) please tear off the 3rd copy and give to the away captain. Please see score section for more information.

After your match concludes, send all monies (should total $42 for home and away team) and finalized score card to league. Rinse repeat for “nightly duties” for the remainder of the season.