

# Captains

## Job Description

1. Run your session in competitive play format.
2. Attend captain's meetings as required.
3. Keep the Programming Chairperson up-to-date on any relevant happenings in your program.
4. Check to make sure that the website accurately reflects your program times, dates, and other relevant information.
5. Keep your captain's binder up-to-date with contact information, Incident reports, sign in sheets, round robin draws, and other relevant information.
6. Check under "Who's Playing" to see a list of paid members who are registered to be in your program.
7. Receive e-mail cancellation notifications regarding participants in your program.
8. Receive e-mail updates of players' club or tournament ratings from the Rating Chair.
9. Monitor the players in your group to ensure they are at the proper level. Meet with the Rating's Chair to discuss players that need to be moved to a higher or lower level of play.
10. At your discretion and if there is room, give permission for non-members to participate in your program. (Guests do not need to register through the Program bookings.)
11. Collect fees and waivers from non-members and deposit them in the Treasurer's Box.
12. Communicate with your participants with regard to cancelled classes.
13. At your discretion, send suspension e-mails to participants who sign up and then don't show up for sessions.
14. Arrange for a qualified substitute if you are unable to attend your session.