

THE ROLE OF THE SUPERVISOR AT HIGHETT TENNIS CLUB

As supervisor you will need to:

1. Walk through the open gates and get the club key from the green meter box attached to the wall near the clubhouse door.
2. Use the key to open up the clubhouse and wait for players to arrive.
3. Get the team captains to fill out the scorecard before the players go on the courts for a warm up.
4. Distribute the tennis balls to the players for a warm up. Teams may warm up together up until 830am.
5. Once all members of both teams have arrived, get the doubles matches started. These matches should start after a very short warm up as more teams may be arriving to start matches at a later time.
6. Once the doubles matches are finished get the players to write down the scores on the scorecard.
7. The singles matches follow the doubles matches. You do not have to wait for the last doubles match to finish before starting the singles matches.
8. At the end of each singles match get the players to enter the scores on the scorecard.
9. Once all the singles matches are complete, add up the scores up from all the matches and declare a result.
The winning team on Saturdays is the team with the most number of games not sets.
The winning team on Sundays is the team with the most number of sets. If tied it then comes down to games.
10. Get the captains to sign the completed scorecard and agree to the result.
11. Pin the scorecard up on the competition noticeboard for Liam to collect and enter that night.
12. Collect the tennis balls from the match and place in the bucket which was left for you.
13. Tidy the clubhouse and place the key back in the meter box before leaving.
14. Remember, no parents are allowed on the court at any time during matches.
15. In case of emergency, call 000 and then me.