



Captains “First Night of Play” TO – DO’s

League Operators: Deb and Bob Winter – 303-477-2333 or 720-394-2831 (cell)

PLEASE FILL OUT ALL FORMS COMPLETELY

- > **“Score Sheets”:** Home Team Captain fills out their section of the original score sheet first and players may be listed in ANY order. Then the Away Team Captain fills out their section of score sheet. Play MUST begin no later than 15 minutes after the starting time (you need to have at least 3 players available for the 5-person teams and 2 players for the 3-person teams). Give the opposing team captain the back copy of the score sheet so they can also keep score (please confirm scores after every round to avoid any potential discrepancies).
- > **“Players Sign-up Form” & “Sanction Fees”:** 1st Night of play on ANY LEAGUE - All Players must completely fill out a “Players Signup Form” and pay their “Sanction Fees”.
- > **“Sanction Fees & Nightly Dues”:** The 1st night of play you will need to collect “Sanction Fees” along with the regular “Nightly Dues” from all the players on your team. The Away Team Captain will collect the same from all the players on their team and give everything to the Home Team Captain to put into the envelope. Then the Home Team Captain will put these Monies and the above form(s) in the league envelope and turn it in at the end of the night.
- > **“Team Roster Sheet”:** All players Names and Phone Numbers need to be listed on your “Team Roster” (including Subs). Turn in the original on your 1st night of play and keep the copy for your records. If you need to add players to your roster, call to let us know who it is and send a note with your nightly envelope. Remember when you add subs that ALL players must fill out the “Players Signup Form” and pay the “Sanction Fees” on their 1st night of play.
- > **“Captains and Players Responsibilities”:** In the first few league nights have your players read the league *“General Information and Rules”*.
- > **“League Envelope”:** Here is a list of items that should be in the League Envelope from the first night of play (please print legibly on all forms):
 1. Completed “Player Signup Forms” for each player on both teams.
 2. Sanction Fees for all players on both teams.
 3. Nightly Dues for both teams
 4. The original copy of the completed Score Sheet.
 5. Team Rosters for both teams.

The Home Team Captain will sign and seal the Envelope and is responsible for the contents of the League Envelope. The League Envelope will then be given to the Bartender or Manager on duty. If necessary, other arrangements can be made for the league operator to pick up the nightly envelope or it can be dropped off at a specified location. Please call us if you have any questions or concerns.