APPL CAPTAIN'S QUICK CHECKLIST

2027 Season | A practical reference for team setup, weekly matches and reporting

IMPORTANT: This checklist is a reminder, not a replacement for the current APPL League Rules or full Captain's Guide. For eligibility, exceptions, stacking, substitutions, match procedures or disputes, check the current Rules and latest APPL bulletins.

1. BEFORE THE SEASON STARTS — BUILD A READY TEAM

- ☐ Explore the Main APPL website to access season Calendar, Captain Resources and Free Agent APP.
- ☐ Build a roster of 10–12 players when possible (six are needed for a standard match). Captains recruit; APPL does not assign players.
- ☐ Hold a team meeting and review current APPL leagues rules and changes. Provide new players with what to expect and what is expected of them. Explain self-assessment to new players.
- ☐ Identify a Captain and Co-Captain; use Admin → Team Leagues → Captain Change-Up if roles change.
- ☐ Register the team, confirm the home-court arrangement and preferred home match time.
- ☐ Have players register for the correct team and be prepared to help them through the process.
- ☐ Confirm every player is on the correct team in Pickleballscores, registered, paid and has acknowledged the Liability Waiver and Code of Conduct Policy; verify eligibility under current Rules.
- ☐ Collect current contact information, hold a team meeting and review the current APPL League Rules and 2027 changes/updates, home court fees, ball fees and uniform cost (optional).

2. EACH WEEK — AVAILABILITY, LINEUP & COMMUNICATION

- ☐ Check player availability and identify eligible, registered substitute(s).
- ☐ Set the lineup several days ahead when possible: Select eligible players and substitute(s) based on match format (Standard = 6 or Quad = 4)
- ☐ Confirm opponent, date, time, Home (H) or Away (A), court location and special directions using the APPL schedule.
- ☐ Send one clear message to the team with opponent, date/time, location & directions, Home or Away, lineup, substitute, warm up time, match time, and venue instructions.

3. MATCH DAY — BEFORE, DURING & AFTER

WHEN	CAPTAIN CHECKLIST
BEFORE PLAY	☐ Bring current APPL scoresheet(s). ☐ Confirm opponent, location, players and substitute(s). ☐ Identify Designated Decision Maker if Captain or co-captain are playing or not available. ☐ Meet opposing Captain or DDM and scorekeeper. ☐ Complete scoresheet info and rosters before play starts. ☐ If you are the Home team, greet opponents, review Game Day Best Practices and any special issues with all the players.
DURING PLAY	☐ Follow current APPL Rules and procedures. ☐ Record each game's score immediately after the game ends. ☐ Make substitutions only as allowed by current Rules. ☐ Address questions calmly with opposing Captain or DDM; check APPL or USAP Rules when needed.
AFTER PLAY	☐ Total APPL points on scoresheet(s). ☐ Both Captains to review and sign scoresheet. ☐ Keep a photo/copy. ☐ Home Captain enters scores online within 48 hours. ☐ Away Captain verifies posted scores.

4. SCORE ENTRY — APPL WEBSITE

☐ Log in → Admin → Team Leagues → Scores; locate the correct match and select Add.

☐ Enter Round 1 players and scores; verify the system's player entries for Rounds 2 & 3, finish entering scores, review the final score, then submit.

☐ Recheck team/match information, player entry order with matching game scores, and total points. Then finalize the match score entry and save.

☐ Follow current APPL instructions for substitutions and forfeits. For a posted-score correction, contact your League Coordinator.

5. 2027 RULES & CHANGES — KNOW WHERE TO LOOK

RULE / TOPIC	CAPTAIN REMINDER
Exceptions — III.E	Know current exception limits, eligibility requirements and restrictions; requirements may vary by age/division.
Stacking — VII.J	Stacking is permitted within the current rule; know the three-error limit during a six-game match.
Time-Out — VII.G.4	Know the one-minute provision for calling "Time In" when applicable.
Designated Decision Maker — VIII.A	Captain or designated decision maker must be on-site/available for team decisions.
4.5/5.0 Quad Format — VII.A and B.	Four-player format applies in East Valley and Southern; West Valley remains six-player.
Sportsmanship Program	After the match, provide the opposing team's sportsmanship rating/comment.

6. WEBSITE SHORTCUTS — WHERE TO FIND THINGS

I NEED TO...	GO TO...
Team schedule / roster	League → Division → Flight → Team
Find a player	Admin → Membership → Player Search
Manage team / Captain change	Admin → Team Leagues → More → Captain Change-Up
Enter match scores	Admin → Team Leagues → Scores
Standings Results	League → Flight → Standings → Matches
Rules, Forms, & Captain Resources	APPL Website → Resources → Captain Resources
Contact League Coordinator	Region → Contact
Print / calendar schedule	League → Team → Schedule → Print Schedule / View iCal

7. WHO TO CONTACT

Start with your Co-Captain when possible. For league, rules, roster or scheduling questions you cannot resolve, contact your League Coordinator. When contacting APPL, include your full name, Region, Team name and Flight. Captains need a website login/password for Captain functions; keep email and phone information current. Set a bookmark in your borwser to your Regional webpage.

THANK YOU FOR VOLUNTEERING AS AN APPL CAPTAIN!