



LEE COUNTY WOMEN'S TENNIS LEAGUE

CAPTAIN RESPONSIBILITIES

- Captain shall be a playing member of her team and be familiar with *LCWTL Rules and Regulations, LCWTL By-Laws, Guidelines for League and Social Play, Code of Conduct* and COMAN tiebreak system. Captain should be familiar with the LCWTL website.
- Captain shall form her team in accordance to LCWTL guidelines:
 - Player must be 21 years of age or older at start of playing season for rated teams, 50 years of age or older for 50+ senior divisions.
 - Player must reside in Lee County ninety (90) days during playing season (10/1 – 4/30). These days need not be consecutive.
 - Player must be legitimate member of LCWTL and a Lee County club/facility.
 - Player must have a rating prior to playing on team.
- Captain is to collect appropriate league dues and provide an alphabetical roster of her team members to her division officers.
- Captain is to provide name of team, if there is more than one team in a division at her club.
- Captain is to register her team and team players' using the following LCWTL protocols:
 - Check the player database to confirm player's rating. If player is new, check for USTA rating.
 - Complete online team registration between May 15 and May 22 using Form 1A, Team Registration Instructions as a reference guide.
 - Complete online player registration using Form 1, Roster Registration form between June 2 and June 12. Form 1B, Player Registration Instructions and Form 1C, Captains Worksheet will serve as reference guides. The printed roster list, as well as appropriate league dues are to be mailed to division designated officer and be received no later than June 16. The dues must be received by a division officer before the team is considered legal.
- Captain is to check residency of new and returning players and maintain a record of each player's local address, phone number and email address. Captain will communicate to her division secretary/treasurer, using a completed Form 8, Change in Roster form with any change of players on her team roster.
- Captain should have a minimum of two team meetings per playing season.
 - In April or May:
 - Vote for team name, if there is more than one team in a division at her club.
 - Collect league dues from each player.
 - Provide team roster with email addresses and phone numbers.
 - Discuss "Chain of Command" line of communication with players.
Player → Captain → Division Officer → Executive Officer.
- In October prior to start of match play captain's should:
 - Discuss *Player's Creed* and have each player pledge to abide by *Player's Creed*.
 - Hand out new yearbooks. Instruct player to read the yearbook and be familiar with *LCWTL Rules and Regulations, Guidelines for League and Social Play, Code of Conduct* and COMAN tiebreak system. Instruct players to carry yearbook to every match.
 - Encourage players to become familiar with the LCWTL website.
 - Discuss the importance of keeping track of match scores. Practice the COMAN tiebreak system especially with new players.
 - Discuss the importance of solving issues on courts with opponents.
 - Discuss with players the importance of verifying final scores at the end of their match. All four players on court should be in agreement.
 - Discuss protocol regarding spectator interference and NO COACHING rule.
 - Provide Form 12, Emergency Information form to player. Advise the player to place the form in a plastic bag within their tennis bag. Captain should keep a list of players' emergency contact information with her during match play.
 - Discuss clinic, practice days and times.



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- Discuss the importance of good sportsmanship and conduct on the courts. Instruct players' that when match is completed and hands have been shaken, THE MATCH IS OVER.
- Discuss sportsmanship and sportsmanship scoring after each match and hospitality basket, if appropriate for her club and division.
- Prior to match play, captain should:
 - Contact the opposing team captain the evening prior to match to provide the following information: gate information, special club restrictions, or changes with her team roster. Home captain is to report, no later than two hour before match time, poor weather conditions or if she will be defaulting a court.
 - Attend every match, or designate co-captain or team representative to be present.
 - Have available at all matches the most recent team roster of opposing team and current LCWTL yearbook.
 - Determine and prepare lineup according to strength of her players to make fair and competitive play for all and according to *LCWTL Rules and Guidelines*.
 - Follow LCWTL guidelines regarding using subs on courts.
 - Not play an illegal player, as stated in *LCWTL Rules and Guidelines* in current LCWTL yearbook.
 - Exchange lineups, prior to the start time of each match. Once lineups are exchanged, no changes may be made, except for cancellation as described in *Rules for LCWTL Play, Cancellations or Interruptions* section OR *Requirements for Subs* when your opponents forfeit fourth position and you have a sub(s) in third position.
 - Answer any questions regarding the lineup. Team members and opposing team shall abide by the lineup.
 - Assign courts for matches and provide new USTA balls appropriate for court surface, if she is home team captain.
 - Remind players on each court to verify final scores at the end of their match so that all four players on the court are in agreement.
 - Remind team players that non-LCWTL players have the right to use adjacent courts during match play.
 - Remind team players that cell phones must be off during match play.
 - Monitor warm-up periods and start of match time.
 - Determine how to proceed if a major medical problem occurs requiring EMS to be summoned.
 - Tally sportsmanship points of opposing team and communicate the points to the division officers at end-of-season, if applicable for your division.
- After match play:
 - Home team captain will set with opposing team captain rain make-up date, if necessary.
 - Home team captain shall enter match results by 6:00 p.m. Visiting team captain shall verify within 72 hours of match play. A score discrepancy may be corrected within one week after the match; otherwise, the score entered will stand.
- Captain will communicate to her players all information from the division and executive boards.
- Captain will be familiar with the *Grievance* section in the current LCWTL yearbook and submit any grievance using *Form 24, Grievance Complaint* by email to the LCWTL director, division officers and opposing team captain within 72 hours of the match. The captain of the player who has the grievance filed against her shall notify her player immediately upon receipt of the grievance and instruct her that she has 72 hours to respond.
- Captain will attend all divisional meetings, including *Fall Captains' Meeting*, *Winter Captains' Meeting* and *End-of-Year Event Meeting*, and/or appoint her co-captain to attend.