



LEE COUNTY WOMEN'S TENNIS LEAGUE

CAPTAINS' MEETINGS SUGGESTIONS

Fall Captains' Meeting Topics

Have available a sign-in sheet for captains. Have them verify their local address, home and cell phone numbers and email address. Request sign-in template from league executive secretary, if needed.

- Distribute the LCWTL yearbooks to each captain. Remind the captains that if a new player wasn't registered by August 1, the player isn't guaranteed to receive a yearbook.
- Distribute the form, *Captain Responsibilities*.
- Review the match schedules, noting particular clubs with different start times.
- Review the *LCWTL Rules and Regulations* new revisions (see **bold** in yearbook), *Guidelines for League and Social Play*, *Code of Conduct* and COMAN tiebreak system.
- Notify captains that they are responsible for knowing all *LCWTL Rules and Regulations*. Since all matches consist of two sets and a tiebreak, if needed, captains should ensure that their players are familiar with the COMAN tiebreak.
- Discuss the importance of the *Sportsmanship Award* and emphasize courteous behavior, good sportsmanship and player camaraderie on the courts.
- Discuss the protocol of filing a grievance.
- Remind captains that they must confirm the time and place of the match with the opposing captain, preferably the night before the match. On the day of the match, their players must know the position they are playing and the correct court location for that position.
- Review with the captains the protocol for rain delays.
- Review the rules on using substitutes for matches – from what division they are allowed to come from, number of times they can sub in each division, position they may play, etc.
- Captains should review the web site before a match to see that all players are listed on their team and verify that ratings are correct and print the opposing team's roster. This is particularly important if there have been changes in the roster such as adding new players.
- Review the procedure for entering and verifying scores on the LCWTL website.
 - When a court defaults a match, the home captain must enter the score 6-0 with defaulting team being "0". If both courts default a match, the home captain must enter the score 0-0.
 - When a court retires a match, the home team captain should enter the score as it was played to that point, for example, 4-6, 4-2. The match status is entered as RETIRED. A retired match is not included in the match history for any player.
 - When entering the scores for a court, it is the winner of the match on that court whose score for each set is listed first, not the winner of each individual set.
- Review the procedure for making any player changes within their team structure, using *Form 8, Change in Roster* and *Form 8a, Change in Roster Instructions for Captains*.
- Remind captains to make available *Form 12, Emergency Information* to each player and instruct they should place the completed form within their tennis bag. Discuss heat exhaustion and the importance of hydration – emergency information is player's responsibility.



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- Remind captains that all LCWTL communication will be available on the website; i.e., *LCWTL Rules and Regulations, Guidelines for League and Social Play, Code of Conduct*, appeals, players ratings, score entry procedures, etc.
- Remind captains to communicate all LCWTL information to her team players.
- Review with captains "*Chain of Command*" regarding communication of issues:
Player → Captain → Division Officers → Executive Officers.
- Communicate that *LCWTL Rules and Regulations* changes will be a standing item on the monthly agenda at executive board meetings. Encourage them to submit their suggestions to all executive officers. These proposal suggestions must be submitted by January 15 for the following season.
- Discuss that all clubs have the right to have non-LCWTL players use adjacent courts during match play.
- If you have division officers who have terms that will expire at the end of the season, a nominating committee chaired by the vice-president will need to be established to identify ladies who may be interested in being an officer. Communicate that these possible nominees do not have to be a captain. The term for all officers is 2 years.
- Ask for a club(s) to host the annual end-of-year event/meeting. Have club(s) provide menu choices with prices for the January meeting. If more than one club volunteers, decide on club at this meeting or at the January meeting. Pick a date(s) and time.
- Optional – Decide on a club (other than hosting club) to buy the awards. For the January meeting, ask that sample pictures of awards and prices be brought. Ask for suggestions or decide on awards now or later.
- Select a date and location for captains' meeting in January. If you choose Robb and Stucky, reserve conference room through Patty Hutchins, Business Manager, 239-415-2804, PHutchins@robbstuckyintl.com . If the meetings are held at Robb & Stucky, remind captains they will need to check-in at the receptionist desk to alert them they will be attending a meeting. Also, remind them NOT to use the emergency exit door located next to the meeting room.



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Winter Captains' Meeting Topics

Have available a sign-in sheet for captains. Have them verify their local address, home and cell phone numbers and email address. Request sign-in template from league executive secretary, if needed.

- President to appoint an Audit Committee to consist of three members, including the chairwoman. This committee shall audit the books of the division secretary/treasurer. This audit form is due to the league treasurer before or at the May league meeting. See LCWTL.com for *Form 5, Yearly Audit Report* and *Form 5A, Completed Sample*.
- Identify a club to host the end-of-year event/meeting if not already decided at fall meeting.
- Review and settle on menu (if there is a choice of entrees) and price.
- Communicate the date, time, and price to the captains in the division.
- Set date to have banquet monies to secretary/treasurer (or any other person).
- Select the trophies/awards presented by club chosen at the fall meeting. (Because of the secrecy, the President needs to handle the trophy engraving of the Sportsmanship Award.)
- Have each captain bring one door prize of a set dollar value (optional).
- Decide if you want to invite the four executive league officers to banquet (optional).
- Balance in the division treasury should be under \$100 at the end of the season.
- Decide on distribution of leftover funds if any – some suggestions are:
 - Subsidize the cost of the luncheon for each player
 - Door prizes
 - Donate to one or more charities (which should be approved by a majority vote of the division captains)
 - Purchase USTA Rule Books for each player
 - Stipend for division officers
- Optional budget expense suggestions:
 - Awards for top teams; e.g., 1st, 2nd and 3rd
 - Trophy engravings – Winner and Sportsmanship
 - Player favors
 - Table centerpieces and/or decorations
 - Luncheon programs
 - Lunch for LCWTL executive officers
 - Stipend for officers