



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 the League Secretary, if needed.

- Distribute the LCWTL yearbooks to each captain. Remind the captains that if a new player isn't registered by August 1, she may not receive a yearbook. Discuss the importance of reading the yearbook and being familiar with all rules.
- Distribute the form, Form 20, Captain Duties and Timeline.
- Review and discuss *Player's Creed*.
- Review the match schedules, noting particular clubs with different start times and any special considerations.
- Review protocol on monitoring self-rated players NEW to the league. If a captain questions a new player who is continually winning by large margins, the player's name should be submitted to the division vice-president for monitoring.
- Explain that the executive officers reserve the right to make periodic checks on new players during the playing season. If it is warranted and feasible, the reviewed player may be asked to move teams if her rating is incorrect with consultation with the player's captain, officers, and club professional.
- Review the *LCWTL Rules and Regulations* NEW rules and revisions (see **bold** in yearbook), *On-Court Rules*, *Code of Conduct* and COMAN tiebreak system.
- Notify captains that they are responsible for knowing all *LCWTL Rules and Regulations* and *On-Court Rules*. Since all matches consist of two sets and a tiebreak, if needed, captains should ensure that their players are familiar with the COMAN tiebreak.
- Emphasize courteous behavior, good sportsmanship and player camaraderie on the courts. Discuss the importance of the *Sportsmanship Award*. Explain that the executive officers strongly recommend a *Sportsmanship Award* be given; however, it is not mandatory.
- 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. Distribute and explain Form 4, Rain Delay Match Information.
- Review the rules on using substitutes for matches – from what division they are allowed to come from, the number of times they can sub in each division, a position they may play, etc. Remind captains that sub lists may be obtained from the LCWTL website. More information can be reviewed with Form 22, How to Use Substitutes.
- Captains should review the League's website before a match to see that all players are listed on their team, verify that ratings are correct and print the opposing team's roster. This review 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 League's website.



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- When a court defaults a match, the home captain must enter the winner. The computer system will enter the score automatically as 6-0/6-0. If both courts default a match, the home captain must enter DOUBLE DEFAULT, and the score will automatically register 0-0. A defaulted match is not included in the match history for any player.
- 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 set.
- A verification email will be sent to the visiting captain. It is her responsibility to verify the match results with 72 hours.
- 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 in their tennis bag. Discuss heat exhaustion and the importance of hydration – emergency information is player's responsibility.
- Stress the importance of being familiar with the League's website and knowing where to obtain League information. Remind captains that all League communication will be available on the website; i.e., *LCWTL Rules and Regulations, On-Court Rules, Code of Conduct*, player appeals, players ratings, score entry procedures, etc.
- Remind captains to communicate all League information to her team players.
- Review with captains "Chain of Command" regarding communication of issues:
Player → Captain → Division Officers → League Executive Officers.
- Communicate that the *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 League executive officers. These proposal suggestions must be submitted by December 15 for the following season.
- Discuss that all clubs have the right to have non-League members use adjacent courts during match play.
- Begin the selection process to search for new officers, if vacancies may exist at the end-of-season. Explain that a division will not run if officers are not in place by May 1.
- Ask for a club(s) to host the annual end-of-year event/meeting. Have club(s) provide menu choices with prices for the February meeting. If more than one club offers to host the end-of-year event, decide on the club at this meeting or at the February meeting. Pick a date(s) and time.
- Optional – Decide on a club (other than hosting club) to buy the awards. For the February 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 February. 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 the League Secretary, if needed.

- If you have division officers who have terms that will expire at the end-of-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 two years.
- Emphasize the need for captains and players to step up and volunteer to be an officer. Remind the captains that without officers; a division will not run.
- Remind captains to inform the officers if their team will or will not be returning the next season. Also, if known at the February meeting, let them know who the captain and co-captain may be.
- Stress the importance of reviewing division standings and correcting errors promptly as the season-end approaches. Ultimately, it is the responsibility of the player to review her weekly scores to determine their accuracy.
- Announce the club that will host the end-of-year event/meeting if not already decided at the Fall Captains' meeting.
- Review and settle on the 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 League Executive Officers to the banquet (optional).
- Optional budget suggestions:
 - Team winner awards; e.g., 1st, 2nd and 3rd
 - Trophy engravings – Winner and Sportsmanship
 - Player favors
 - Table centerpieces and decorations
 - Luncheon programs
 - Lunch for League Executive Officers