



LEE COUNTY WOMEN'S TENNIS LEAGUE

DIVISION PRESIDENT ORIENTATION TIPS

ATTEND THE MONTHLY LCWTL MEETING – Network with other division officers at the board meetings – as you learn from others. Attend all monthly board meetings, as this is a League requirement (see By-Law, Article V, Section 4). At least one division officer must attend each board meeting. Officer orientation takes place at the May and October meetings. Rules explanation occurs at the February meeting with voting on new rules in March. Attend and preside over all three mandatory divisional meetings: *Fall Captains' Meeting*, *Winter Captains' Meeting* and optional *End-of-Year Event/Meeting*.

Communicate any division issues at monthly executive board meetings. This report's content will be tennis issues only. It is appropriate to report "No Issues". At these meetings is the time to ask a question, get clarification, etc.

BUILD TRUST WITH FELLOW OFFICERS – Schedule a division officers meeting and lunch before the season begins. Share information, emails, phone calls and issues that have been received from captains and players during the summer. Leave no division officer out of the loop. Assign specific tasks to vice-president and treasurer.

SPEAK WITH ONE VOICE FROM YOUR DIVISION – This may take some compromise, but agreement within your division officers is beneficial to the board and the captains. Make sure that captains know who to contact with issues.

- People issues to **Division President**
- Score issues to **Division Vice President**
- New player and roster modifications to **Division Secretary**

BE A GREAT COMMUNICATOR WITH YOUR DIVISION –

- Share League monthly meeting minutes, as appropriate, with the captains/co-captains and how it relates to your division.
- Communicate League board actions to division players throughout the season.

CREATE A CAPTAIN/CO-CAPTAIN INFORMATION SHEET AND EMAIL GROUP – Assign an officer to prepare the information sheet. Include home and cell phone numbers, email addresses and club information. Share with team captains and co-captains. Request the captain information template from League Secretary to personalize for your division.

LIASON BETWEEN CAPTAINS AND EXECUTIVE BOARD – (See *Job Descriptions* on LCWTL website)

- Be familiar with and ensure that all your captains and players in your division adhere to *LCWTL By-Laws* and *LCWTL Rules and Regulations* and *On-Court Rules*.
- Represent your division by soliciting players' opinions on issues for discussion at board meetings.
- Serve on the grievance committee or other board committees, if requested.
- Provide updated list of division officers to League Secretary by beginning of League season.
- Submit division match-play schedule to League Scheduler by the deadline.

CAPTAINS' MEETINGS – (See suggested topics from *Form 15, Captains' Meeting Suggestions*)

- These meetings will build relationships with your captains. Seek their input – ask captains to report on how things are going with their teams and their club, similar to division reports at League executive board meetings.
- Have attendance sheet. Request the captain information template from League Secretary.
- Have meeting agenda with topics submitted by captains before the meeting.
- Encourage participation from all captains and co-captains.



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- At *Fall Captains' Meeting*, orient new captains on score entry procedure, forfeits, defaults, rainouts, a protocol for grievances, etc.
- Discuss the importance of abiding by the *Player's Creed*.
- Review the new rules for the upcoming season.
- Discuss preparation of fair lineups, according to the rules.
- Remind captains to print out the opposing team roster from the website immediately before the match so they have the most updated roster information.
- Have captains discuss "*playing strength*" issues during line-up exchange.
- Stress good sportsmanship and conduct.
- Have captains encourage players to become familiar with the LCWTL website.
- Have captains 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.
- At *Fall Captains' Meeting*, discuss rule proposals protocol. Give examples of rule changes that could be proposed. Encourage participation to offer ideas to improve the operation of the league overall.
- At *Winter Captains' Meeting*, discuss end-of-year event planning and budget preparation.