



LEE COUNTY WOMEN'S TENNIS LEAGUE

DIVISION VICE PRESIDENT ORIENTATION TIPS

ATTEND THE MONTHLY LCWTL MEETINGS – Network with other division officers at the board meetings – as you learn from others. Attend all board meetings, as this is a League requirement (see By-Law, Article V, Section 4). 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 assist the president with all three mandatory divisional meetings: *Fall Captains' Meeting*, *Winter Captains' Meeting* and optional *End-of-Year Event/Meeting*. Preside over election process for new officers at the *End-of-Year Event/Meeting*.

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. Share information, emails, phone calls and complaints you may receive from captains and players – leave no division officer out of the loop.

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**

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

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

- Review weekly match scores to ensure they have been entered and verified. You should receive a copy of all emails sent by captains to Elery Shaw, League Webmaster, regarding score corrections. (See below: *Captains' Meeting, Score Corrections*)
- Monitor players who have received a granted appeal to assure they are following appeal restrictions.
- Monitor weekly match scores that captains are playing strength and determine if *sandbagging* has occurred.
- Monitor players NEW to the league that has self-rated to assure they are playing their correct rating. Immediately report any NEW self-rated player that is continually winning by large margins to the League Executive Officers.
- Monitor the number of times a player has played as a sub and notify officers and captains that an infraction has occurred.

CAPTAINS' MEETING – (See suggested topics from *Form 15, Captains Meetings Suggestions*)

At the fall meeting, League protocol should be reviewed with emphasis on the following:

- Score Entry – Review score entry procedure and importance of match ID number. Review Form 6, Score Entry and Form 6B, Score Entry and Match Verification Instructions.
- Score Corrections – If corrections are needed for a match already entered, the captain is to notify Elery Shaw, League Webmaster, by email (copying the division officers and visiting captain). The email subject line should include **LCWTL: Match ID Number**. The body of the email should include: **Division**, names of **Home and Visiting Team**, **Date of Match**, **Match ID Number** and any **Corrections** to be made. The **Match ID Number** is a four or five-digit number, e.g. 2345, and not to be confused with the match number. The home captain is NOT to re-enter the match. The webmaster will re-enter the match for the captain.



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- Match Results – Instruct captains to keep copies of weekly match results, together with copy of division standings. Keeping accurate records could be helpful if the League's website is compromised and database needs to be recreated.
- Sandbagging – Discuss *playing strength* with your captains.
- New Self-Rated Players – Discuss protocol on reporting issues with players NEW to the League, who may be winning by large margins, especially the first few weeks of the new season.
- Subs – Discuss the number of times a player can be used as a sub and what the player's rating must be.
- Weekly game lineup – Share Form 13, Game Line-up with captains to organize player's availability and weekly wins and losses. This form may be personalized for each team.
- Weekly Match History Spreadsheet – Request the spreadsheet template from League Secretary and personalize for your division. This spreadsheet is a great tool to track appealed players playing in proper position, self-rated players new to the League playing in the appropriate division, the number of times subs have played, weekly team defaults, rain make-ups, players' ratings, sandbagging and wins and losses for each team.
- Emergency Information – Remind captains to make available Form 12, Emergency Information to each player and instruct she should place the completed form inside her tennis bag.
- Nominating Committee – Network before the *Winter Captains' Meeting* to obtain two captains to serve on nominating committee. Keep in mind that division officers do not have to be captains. Potential officers that are middle of the road players are the safer choice. The names of candidates must be communicated to captains by email one month before the election.