



LEE COUNTY WOMEN'S TENNIS LEAGUE

CAPTAIN DUTIES AND TIMELINE

The captain shall be a playing member of her team and be familiar with *LCWTL Rules and Regulations*, *LCWTL By-Laws*, *On-Court Rules*, *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:

The player must be 21 years of age or older at the start of playing season for rated teams, 55 years of age or older for senior divisions (unless grandfathered in.)

- The player must reside in Lee County ninety (90) days during playing season (10/1 – 4/30). These days need not be consecutive.
- The player must be a legitimate member of LCWTL and a Lee County club/facility.
- The player must have a rating before playing on the team.
- The player must follow the rules of dress and conduct at the home club/facility.
- The player must respect and follow the LCWTL *Player's Creed* as printed in the front of the yearbook.

Before season and match play beginning (October), Captain should:

- Discuss the importance of abiding by the *Player's Creed*.
- Hand out new yearbooks. Instruct player to read the yearbook and be familiar with *LCWTL Rules and Regulations*, *On-Court Rules*, *Code of Conduct* and COMAN tiebreak system. Instruct players to carry her 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 the **NO COACHING** rule.
- Provide *Form 12, Medical Emergency Information* form to the player. Advise the player to place the form in a plastic bag in her tennis bag. Captain should keep a list of players' emergency contact information with her during match play.
- Discuss clinic, practice days, and times.
- Discuss the importance of good sportsmanship and conduct on the courts. Instruct players' that when a 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.

For each match, Captain should:

- Contact the opposing team captain the evening before the match to provide the following information: club gate information, special club restrictions, or changes with her team roster. Home captain is to report, no later than two hours before match time, poor weather conditions or if her team 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 the strength of her players to make fair and competitive play for all and according to *LCWTL Rules and Guidelines*.
- Follow *LCWTL Rules and Guidelines* regarding using subs on courts.
- Not play an illegal player, as stated in *LCWTL Rules and Guidelines* in current LCWTL yearbook.
- Exchange lineups, before the start time of each match. Once lineups are exchanged, no changes may be made, except for cancelation as described in *Rules for LCWTL Play, Cancellations or Interruptions* section OR *Sub Requirements* 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. Captain should assign the courts and tell her players the names of her opposing players, so there is no confusion on who should be playing with whom.



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- 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-League members have the right to use adjacent courts during match play.
- Remind team players that cell phones/devices must be off during match play.
- Monitor warm-up periods and the 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 each match, Home Captain should:

- Set a rain make-up date with opposing team captain, if necessary.
- Enter match results by 6:00 p.m. on the day of the match. Visiting team captain shall verify within 72 hours of match play. If match results are not verified within 72 hours of match play, match results will stand. A score discrepancy may be corrected within one week after the match; otherwise, the score entered will stand. Corrections to player names, week numbers, and match dates may be corrected at any time.
- Be familiar with the *Grievance* section in the current LCWTL yearbook and submit any grievance using Form 24, Grievance Complaint by email to the League's Executive 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.

During registration (May), Captain should:

- Register her team and team players' using the following LCWTL protocols:
 - Complete online team registration between the dates provided by the league using Form 1A, Team Registration Instructions as a reference guide.
 - **The dues must be received by the League Secretary before the team is considered legal.**
 - Complete online player registration using the dates provided by the League. Use the website registration instructions, Form 1B, Player Registration Instructions and the Form 1C, Captains Worksheet as reference guides. Check the player database to confirm player's rating. If a player is new, check for USTA rating. 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 using completed a Form 8, Change in Roster form with any change of players on her team roster.
- Schedule a meeting with her team members to discuss the following:
 - Vote for the team name, if there is more than one team in a division at her club.
 - Collect dues from each player.
 - Provide team roster with email addresses and phone numbers.
 - "Chain of Command" line of communication with the League's executive board.
Player → Captain → Division Officer → League Executive Officer.

Throughout the playing season, Captain should:

- Act as liaison between her players and her division officers.
- Communicate to her players all information from the division and executive boards.
- Complete Form 8, Change in Roster form and communicate any modifications with her team to appropriate division officers
- Attend all divisional and informational meetings, including *Fall Captains' Meeting*, *Winter Captains' Meeting* and *End-of-Year Event Meeting*, and appoint her co-captain to attend.