

LEE COUNTY WOMEN'S TENNIS LEAGUE

CHANGE IN ROSTER INSTRUCTIONS

Print these instructions for your records or view online about this process at [Adding, Deleting, or Transferring Players](#).

ADDING A PLAYER TO THE ROSTER

1. Captain of the team is to complete Form 8, Change in Roster and email to Division Secretary.
2. The Division Secretary is to check the player's rating in the LCWTL database and add her to the roster.
3. If the player is either new to the League or needs to be reactivated, the Division Secretary checks the USTA player database to see if she has an active USTA rating. (There is a link to this USTA page under **Teams/Registrations** on the LCWTL website). If she does, then the USTA rating will be her new LCWTL rating. If the new player does not have an active USTA rating, then she may self-rate. The Division Secretary contacts the Database Coordinator to have her added or updated in the LCWTL database.
4. When the Form 8, Change in Roster is received, and the new player is added to or updated in the database, the Division Secretary adds the new player to the roster.
5. **The player is not legal until her name appears on the team roster on the website.**
6. A brand new player to the League may be added through January 31.

DELETING A PLAYER FROM THE ROSTER

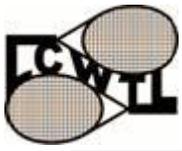
1. The captain of the team is to complete Form 8, Change in Roster and email to Division Secretary.
2. **To avoid miscommunication and further complications, the captain should communicate with the player before deletion that she is not transferring to another team, division or club.**

TRANSFERRING A PLAYER FROM ONE TEAM TO ANOTHER TEAM IN THE SAME DIVISION

1. The captain of the team that the player is leaving completes Form 8, Change in Roster and emails to Division Secretary.
2. The captain of the team that the player is joining completes Form 8, Change in Roster and emails to Division Secretary.
3. The Division Secretary, on receipt of both *Form 8's*, will delete the player from her original roster and add her to her new team's roster.
4. **Note:** A player who has not played on the team she is a member of may transfer to another team until January 15. If she has played for her team, she can only transfer between January 1 and January 15.

TRANSFERRING A PLAYER FROM ONE TEAM IN A DIVISION TO ANOTHER TEAM IN DIFFERENT DIVISION

1. The captain of the team that the player is leaving completes Form 8, Change in Roster and sends to her current Division Secretary. All team names together with the division that player is transferring to should be listed on the form.
2. The Secretary of the division the player is transferring from deletes the player from her current team, reports the deletion as a transfer-out.



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3. The new captain of the transferring player, fills out Form 8, Change in Roster and sends to her Division Secretary. When **both** *Form 8's* are received by the Secretary of the division that the player is transferring to, this Secretary adds the player to her new team and reports the addition as a transfer-in.
4. **Note:** A player who has not played on the team she is a member of may transfer to another division until January 15. If she has played on the team, she can only transfer between January 1 and January 15.