

CSRA WOMEN'S TENNIS LEAGUE CAPTAIN'S GUIDE

I. LEAGUE PLAY

A. GENERAL INFORMATION

1. The Site will support the CSRAWTL in accordance with the League Bylaws. Every effort will be made to ensure that the Captains are given the assistance needed to promote friendly and sportsmanlike tennis.

2. The Site will notify the League President of the number of teams being fielded for each season.

3. The Site will designate courts (Level A-6, B-6, and C-5) for each League match played at home.

4. The Site will notify the Captains of court playability during inclement weather n later than 7:45am the morning of the match.

5. The CSRAWTL Ladies will select the Captain. Player advancement and placement will be selected either by the Captain and/or Pro Advisor of the Site.

6. The Site Pro Advisor should approve the number and level of teams that will be fielded for a given season. **Deadline is no later than one week before the Captains' Meeting.**

7. The winners and finalists permanent plaques will be displayed at the Site.

8. The Prior Captain will train new Captains and assist them whenever needed. There will also be a New Captains' Training at the end of the Spring and Fall Captains' Meetings.

B. SITE PRO ADVISOR RESPONSIBILITIES If your Site has a Pro Advisor, he/she should be thoroughly familiar with the CSRAWTL League Bylaws, the USTA Official Rules of Tennis, and The Code. If your Site should choose to have a Pro Advisor, their suggested responsibilities are as follows.

1. Conduct and/or assist with team clinics. Prepare a lesson plan for each clinic. Provide performance feedback to the players during the clinics.

2. Coordinate with the Captains, no later than two weeks before the Captains' Meeting, to provide initial recommendations regarding player three-slot range.

3. Weekly, review with the team Captain the line up for the match. Discuss and recommend changes as necessary in strict accordance with League Bylaws.

4. Make an effort to attend home matches and provide performance feedback to the players.

5. Recruit new players. Coordinate with the Captains to determine placement of new players.

6. Answer all questions regarding the CSRAWTL League Bylaws, USTA Official Rules of Tennis, and The Code.

C. CAPTAIN'S RESPONSIBILITIES A Captain must be thoroughly familiar with the CSRAWTL League Bylaws, USTA Official Rules of Tennis, and The Code. The Captain will:

1. Attend CSRAWTL Captains' Meetings and cast votes according to League Voting Procedures (Bylaw III., L).

2. Ensure team members and substitutes are at least nineteen years of age and members of the Site. Collect and submit member dues as directed in Bylaw IV., B .

3. As directed in CSRAWTL Bylaw V., A , ensure they, or the acting Captain, is present for every match; record and submit scores; and determine lineups according to strength of players.

4. Refer to the Team Tracking Sheet before each lineup is prepared to ensure compliance with the 3-slot rule. **Note: In the event of a last minute lineup change, refer once again to the Team Tracking Sheet to ensure 3-slot rule compliance.**

5. In case of pre-match forfeiture, be sure that the names of the team not forfeiting are written on the scoresheet, and "forfeit" written on the team forfeiting. Forfeiting procedure in this case is always from the bottom position.

6. In the case of a player not showing up within the 15-minute time allotment, a default will be placed at the position where she was playing. Their opponents and the default player's partner will leave the court. The default position will have a score of 0-0; while the opponents will have a score of 6-6.

7. There is a one time exception that can be made. Read Bylaw VI., B carefully and ensure prior approval from your Division Secretary. Failure to do so could result in loss of all match points.

8. Assign substitutes as appropriate in accordance with League Rules and Site policy. **Note: Substitutes are players who are pulled from a lower Division. A player who is on the roster but only plays occasionally is NOT a substitute. She is a part time member. A substitute must NOT play above a team member.** See Bylaw VI., K

9. Maintain League customs and traditions. Reinforce with her team members these customs, traditions and courtesies along with the League Purpose.

10. During inclement weather, promptly communicate with the opposing Captain and your teammates in an effort to eliminate unnecessary travel. Also inform your Division Secretary, and let her know the date when the match will be rescheduled

11. If play has begun and is suspended due to rain, record game, set scores, positions of players, and which player serves.

12. Impose the 15 minute default rule unless **both Captains** agree to any change.

13. Encourage players to calmly resolve on court differences immediately. After the match is concluded, if the on-court difference has not been resolved, please notify the League President for help with resolution. If that attempt fails, then submit an official protest to the League President in writing within three (3) days. **Reference the Grievance Template to prepare official written protest. The protest can be emailed.**

14. Coordinate weekly lineups with the Pro Advisor, if that is what your Site does. Offer suggestions regarding player placement, three-slot range, player recruitment, and progression of players.

15. Maintain players win/loss records.

16. Support and encourage participation in the Spring League Tournament and Site clinics, tournaments, and events.

D. PROGRESSION AND MOVEMENT OF PLAYERS:

1. Only players with winning records will be considered for advancement within the team or to a higher division.

2. Placement, progression, and movement of players within teams and to another division will be determined by your Pro Advisor (as your Site follows) and/or with the CSRAWTL Captains and players and be based on CSRAWTL win/loss record, positions played and quality of wins.

3. Generally, players will advance to a higher division at the beginning of the Fall season, but can also advance in the Spring season.

4. New players and those returning from an absence will be placed at a level commensurate with their ability.

5. A player's USTA NTRP rating will not be the sole criterion used to place and advance players. The NTRP rating will serve only as an initial assessment of a player's ability. The win/loss record will serve as the main criteria.

6. Rarely will players be moved to a lower Division.

7. Fair and competitive play for all is the primary factor in determining team composition.

E. DATA COLLECTION

1. Players' win/loss records will be determined by:

- a. Number of wins divided by the number of matches played per position.
 - b. Total number of matches won divided by the total number of matches played.
2. Rosters, scorecards, Team Tracking Sheets will be maintained as outlined in Appendix A, B, C.

F. WEBSITE

1. Your site may have a website with helpful information about procedures, upcoming events, etc.
2. The League website at www.csrawtl.com contains the League schedules, Updated Bylaws, Captain's Information and Forms, Captain's Guide, Site Directions, and so much more.

Any questions, contact a CSRAWTL Board Member.