**Viewpoint Tennis Club**
8700 East University Drive, Mesa AZ 85207

| CAPTAIN'S HANDBOOK POLICY | Version #4 |
|---|---|
| March 2016, revised 10/16, 11/17 | Review October 2020 |

Purpose:

- The Team Captain's Handbook is a resource for captains and co-captains to assist them in the management of their respective teams.

Policy:

- The Team Captain's Handbook assists in successful team operations by providing captains with a list of their specific responsibilities, key duties and necessary activities.
- The Handbook also provides guidelines for:
  - general responsibilities
  - procedures for using the Tencap rating system
  - match procedures
  - borrowing players
  - EVSTL opportunity matches
  - match competition and team practices
  - temporary or short term players
  - items to be included in the Team Handbook

Form: The Captain's Handbook is attached.

PROCEDURES:

| | |
|---|---|
| STEP 1 | The Executive Committee or its designate shall review the Team Captain's Handbook annually to ensure it continues to reflect current East Valley Senior Tennis League policy as well as VPTC policies and procedures |
| STEP 2 | Captains will identify errors or omissions to the Executive Committee to ensure the document continues to be an effective and current tool. |

**Viewpoint Tennis Club**
8700 East University Drive, Mesa AZ 85207

# TEAM CAPTAIN'S HANDBOOK OF GUIDELINES AND RESPONSIBILITIES

## GENERAL RESPONSIBILITIES:

Both captains and co-captains are responsible to be familiar with and follow East Valley Senior Tennis League and Viewpoint Tennis Club constitution and bylaws. guidelines (including Guidelines for EVSTL Team Captains) and policies.

Captains must also maintain a working knowledge of USTA Rules and Code of Conduct. Relevant documents can be found on the Club's website (viewpointtennisclub.com).

Captains are responsible to:

- organize the team
- coordinate team duty assignments
- maintain team records
- determine league match pairings
- contact opposing team to arrange match competition
- plan and supervise team practices
- arrange for team coaches if deemed appropriate
- maintain open communication with team members
- serve as a voting member of the VPTC Board of Directors and
- actively represent the members of the team and communicate information as necessary.

Co-captains work co-operatively with the team captain by assisting with organizational tasks, match competitions and recordkeeping. They provide input into pairings for match competition and lead the team when the captain is absent.

## ACTION RESPONSIBILITIES:

- Attend monthly VPTC Board meeting (with co-captain) and additional meetings as necessary. Scheduling will be determined each season by the Executive Committee.
- Attend General Membership meetings (with co-captain), which are normally scheduled at 7pm in the North Point Multi-Purpose room, on the second Monday of November, January and March.
- Distribute Team Handbook at first meeting and provide copies to new members during the season as they arrive (see below for suggested Team Handbook items).
- Assign a mentor to new team members if appropriate.
- Conduct weekly team meetings and practices.
- Prepare agenda in advance of meeting.
- Review weekly match information.
- Review social plans for the team.
- Review team member responsibilities as necessary.
- Review any rule questions that have come up during practice/match play.
- Communicate current information from the Board and/or General meetings.
- Encourage participation in Club functions.
- Foster sportsmanship and fair play.

**Viewpoint Tennis Club**
8700 East University Drive, Mesa AZ 85207

## KEY DUTIES AND COMMITTEES APPOINTED BY THE CAPTAIN:

The captains should involve everyone on the team in some responsibility or duty to ensure a shared workload. Care should be taken to select individuals who want to lead or take responsibility for specific functions. Where appropriate, designate committees to plan assigned social events.

The captain and co-captain can determine what functions and tasks are necessary for successful team operation. Listed below are activities that typically are necessary for team function. Captains may organize or divide these and other activities to fit the needs of the team.

A. TEAM TREASURER

It is expected that the team treasurer will work closely with the Club Treasurer to ensure that all approved procedures are followed and that accurate records are maintained.

General duties:

1. Collect team member information sheet & dues. Take key forms and pens/pencils to each team meeting. Follow the procedure outlined in the first meeting agenda. Individuals are not eligible to play in EVSTL matches until dues are paid.
2. Manage team money and pay expenses. The team treasurer is responsible to keep a record of all team income and expenses. Team expenses will include home match costs (refreshments) and the "assigned" social event for the team (see the Social Events and Activities Calendar). The coffee supplies & paper products in the kitchens are purchased by the Club and are provided ONLY for team matches and tournaments. If teams have team parties they are to provide their own paper products, drinks, etc.
3. Manage ticket sales. Each team is assigned a specific social event for the season. Each team has been assigned one activity and is responsible to provide lunch when we are having an invitational or in-park tournament or dinner & possibly entertainment if it is an evening event. The team treasurer will be given specific guidelines by the Club Treasurer for all ticket sale procedures.

B. TEAM SOCIAL CHAIRPERSON

1. The team social chairperson (or committee) will plan team social activities. It is recommended that the team have a social event once a month, although the frequency of activities is determined by each team. The team determines how these functions are funded.
2. The team social chairperson (or committee) will also be responsible for managing the "social event" assigned to the team for the season. If the event requires ticket sales, the committee will work with the team treasurer to sell tickets for the event.

3. The team member responsible for the event will obtain the ticket-sale moneybox with tickets from the Club Treasurer. Follow the specific guidelines as outlined by the Club Treasurer.

C. COURT HOST
1. When making coffee, follow the special instructions posted in the kitchens for the coffee service provided.
2. Purchase pastries/fruit, etc. the evening before your home match. If weather is an issue, you may want that person to wait until the morning of the match to make these purchases. The individual will turn in their receipts to the team treasurer and be reimbursed.
3. Greet the other players when they arrive and make them welcome.

D. COURT SET-UP AND CLEAN-UP
1. A chair and cushion will be placed on the court for the scorekeeper.
2. Place cushions on bleachers for spectators. Pick up and return to shed when match is finished.
3. Empty the trashcans on the courts and the patio after the match and replace bags.
4. Clean the tables and chairs in the viewing areas before each match.
5. Hang the American and Canadian flags. After the match, take down the flags and store them properly.
6. Measure the nets at center. They should be 36" high. Make adjustments as necessary.
7. Assist kitchen committee by setting up tables for food.

E. GAME BALLS AND SCOREKEEPER/SCORE TABLE
1. Obtain game balls for all home matches. One new can of balls may be used for each match. Balls are obtained from the Club's ball chairman. NEW GAME BALLS ARE NOT TO BE USED FOR PRACTICE.
2. Place game balls on the score table for the scorekeeper to take on the court. Collect balls after the match and retain for team practice.
3. Recycle practice balls by placing sleeves of balls in marked bins at both courts.
4. Insure that courts are set aside for the home league matches by the court scheduler. If additional courts are required contact the Vice-President in advance, according to policy, to arrange them. If courts are not needed release them for social play at the earliest opportunity.
5. Contact and confirm scorekeepers for all home matches. Current listing of VPTC scorekeepers is available on the website.
6. Arrange for match scorekeepers for both first and second rounds. Some individuals may be willing to do two rounds. Make a list of the scorekeepers for each match (and which round they will be scoring) and have it at the score table.
7. Prepare score sheets for the match. The blank score sheets, clipboards and pencils are in the shed(s).

F. KITCHEN CO-ORDINATOR
   1. Works under the direction of the VPTC kitchen chairperson, using specific guidelines for kitchen activities (see guidelines in each kitchen).
   2. Supervises all activities that take place during home matches or events for the team.
   3. Sweep and wash kitchen floors after league play and other team functions.
   4. Coordinate with court host to ensure coffee and refreshments are arranged for home matches.

***CAPTAINS' PROCEDURES FOR USING THE TENCAP RATING SYSTEM***
*(from EVSTL Bylaws, Attachment C)*

*Team captains are the most important factor in providing tennis matches that are fair and fun by allowing for competition between opponents who are equally skilled. Captains should be familiar with the EVSTL bylaws and, in particular, Section XII Team Captain responsibilities.*

*The captain's top priorities include:*
*• Keeping matches fair and fun;*
*• Keeping individual team pairings competitively balanced;*
*• Encouraging individuals to play with multiple partners;*
*• Working with the opposing captain to develop match-ups that will produce most balanced matches.*
*• Working to ensure a minimum of player sit-outs by bringing up players and utilizing the Opportunity Match program to ensure each player has the opportunity to play every week.*

*The benefits of using the Tencap system include:*
*• Captains have access to information that identifies the players' abilities as well as the opponents' abilities*
*• a simple and efficient method to enter and verify match scores, and*
*• a comprehensive and consistent rating system for all clubs to follow.*
*The goals of the EVSTL are to have fair and competitive matches throughout the league and to give all players the opportunity to play league matches every week. In the Tencap system, information is available to help the EVSTL captains plan for fair and competitive matches between players. The emphasis is on fair play between individuals and not winning the overall match between clubs.*

*Each EVSTL club must ensure sufficient orientation and training of team captains to achieve these goals and priorities. Training of first-time captains is essential for the successful implementation of league match play. This training should be provided prior to the start of each season.*

*The Tencap Coordinators of each club are an important resource to the team captains, and they should be available throughout the season to assist team captains in arranging fair and competitive matches. The Tencap Coordinators are encouraged to*

*review matches at each level periodically to ensure the captains have a good grasp on the guidelines and procedures herein.*

*The Opportunity Match program is an important and integral part of the EVSTL and is to be supported by all teams and players. Captains are to utilize this program to help them minimize any player sit-outs.*

*To achieve the above goals and priorities, the team captains are to follow the Captains' Procedures listed below in arranging for and conducting EVSTL tennis matches. Consistency throughout the league in following these procedures is essential to provide for fair, fun, and competitive matches for all players.*

***CAPTAINS' MATCH PROCEDURES (EVSTL Bylaws)***

*Section 1: Contacting the opposing captain and arranging matches:*

*1. Matches should be initiated 6 days prior to actual match.*

*2. Home team captain initiates contact with the visiting team captain via email, or telephone (email is preferred) to determine number of lines of men and women for the upcoming match.*

*3. Home team captain is first to put pairings in Tencap 5 days prior to the match.*

*4. Visiting team captain then responds to home team captain by entering their pairings in Tencap on the same day, 5 days prior to the match.*

*5. Captains should talk by email (or telephone) as necessary to arrange a fair and balanced match. If either captain wishes to make a change to the lineup after the initial entry, this should be brought to the attention by telephone or email of the opposing captain as to the reason for the change.*

*6. No changes are to be made to the rosters in Tencap less than 3 days prior to a match except for injuries, absences, etc. Captains must communicate about these changes.*

*7. Captains sign up players online for Opportunity Matches 3 days from the day of the matches.*

*8. A minimum of 4 men's and 3 women's matches should be scheduled. Captains should try to accommodate teams that have more than 4 and 3 lines by using play-up players, borrowed players, and players from the Opportunity Match pool.*

*9. More than 4 men's and 3 women's matches are suggested, but no more than two rounds should be played.*

*10. Captains are to list in descending order the men's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form*

*according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.*

*11. Captains then list in descending order the women's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.*

*12. Captains are to keep a hard copy of a Match Play Log for reference when entering match results. Each captain is to sign off on the Match Play Log of the other captain.*

*Section 2: Putting together balanced partner pairings and match pairings*

*1. Captains are encouraged to schedule players to play with multiple partners.*

*2. Captains are to keep partner pairings as close as possible, within 6 rating points if possible. Compute the rating average for the partner pairing.*

*3. Captains should try to match the opponents' Tencap rating average within 6 points. If this cannot be done, the two captains should discuss possible options.*

*4. The Tencap system will not count matches that have an average team rating between opponents greater than 10 points; the player Tencap rating number will not be calculated for that match.*

*5. Captains must indicate in the "Notes" box on the Tencap match page the names of players who may be playing up from a lower level.*

*6. Captains should designate borrowed players or play-up players as "substitutes" on the roster, and remove the "substitutes" following the match to maintain the team roster as accurate as possible unless certain players have the opportunity to play up often.*

*Section 3: Entering, verifying, and correcting scores*

*1. Home captain enters the match scores within 24 hours of the end of the match.*

*2. Visiting captain verifies scores as soon as possible but within 48 hours of the end of the match.*

*3. Home captain must enter the score for the first set and the second set. If a match tiebreak is played, the home captain enters a '1' for the winner of the tiebreak, and a '0' for the loser of the tiebreak. When the pop up window opens, the actual match tiebreak score is entered.*

*4. Home and visiting captain should both verify the respective team's match results, checking names, scores, and tie breaks against the Match Play Log prior to entering or verifying scores in Tencap.*

*5. Captains must not verify scores without checking all data fields. If a substitute has been used, ensure the name has been changed prior to verification. Once verified in the Tencap system, ratings are calculated and cannot be changed.*

*6. Each captain retains a hard copy of the Match Play Log.*

*7. If an incorrect score is entered and then verified, the captain should contact the club's Tencap Coordinator for assistance.*

*8. In the event that a match is suspended or canceled due to weather, no scores are entered into Tencap. (See bylaw VIII.G.)*

*9. In the event that a match is stopped due to a "retirement" all games completed are entered into Tencap. The Tencap system will ask for the winner of the match that ends by a retirement.*

*Section 4: Other considerations:*

*1. Captains should encourage players to play-up to the next level whenever appropriate. A player should not be required to have permission of his/her captain to play up, although the sending captain and the borrowing captain should communicate as to which players have the best probability of playing a fair and competitive match at the next level. Tencap ratings must be considered and other factors also to indicate the probability of a fair and competitive match at the next level.*

*2. Lower Tencap rating numbers are indicative of higher skilled players; higher Tencap rating numbers are indicative of less skilled players. See Appendix B EVSTL Bylaws for Tencap rating categories.*

*3. Players who have Tencap ratings that are significantly lower (better) than the player's rating level should be scheduled to play-up to the next level when possible. The use of Opportunity Matches at the next level should be considered if a play-up opportunity is not possible at a regularly scheduled club match*

*4. Players with high Tencap ratings at their level should not be requested to play up due to the low probability of a playing a competitive match at the next level.*

*5. Captains who have difficulty matching up partners and matches should consult with the club Tencap Coordinator for assistance and guidance.*

*6. Captains should communicate with captains by either telephone or email. All captains must provide a telephone number and email address. In order to differentiate between the captain and co-captains and coordinators that are listed in the Tencap rosters, note in the telephone section who is captain, co-captain and coordinator for the team. To retrieve telephone numbers, use "Captains Corner."*

**Viewpoint Tennis Club**
8700 East University Drive, Mesa AZ 85207

## MATCH COMPETITION AND PRACTICE GUIDELINES:

Captains shall:

1. Create a match play log for each game (identify partners and court position). Match play logs are necessary for both home and away games and must include the player's Tencap rating.

Important: The captain must record the number of lines requested and supplied by each captain. The captain shall do everything possible to accommodate the number of men's and women's lines requested (see Captain's Match Procedures above, Section 1, items 8 and 9).

2. Submit a copy of the completed match play log to the Club statistician immediately following each home and away match. The Club statistician maintains records for all team members during the year and will provide information to the Executive Committee, as required.

3. Check schedules to clarify the place and time for league matches depending upon the park. Captain should prepare a written schedule for team members identifying dates and times for practice as well as practice location i.e. East or West courts.

4. For home matches, teams will be assigned 5 courts. The west court team will also use court 1, and the east court team will use courts 2 through 6. If any court is not needed for match play, the Vice-President should be notified as soon as possible so the courts can be released for general play.

5. Ensure there is a copy of the USTA Tennis Rules at all league matches. Captains should co-arbitrate "on-court" disputes during matches but should not disregard or abridge USTA rules in decisions.

6. When your practice or round robin is scheduled immediately following another team's league play request permission from the captain responsible to enter the existing or adjacent courts if match play is not finished.

## BORROWING PLAYERS:

Borrow a player from the same team level team whenever possible. Attempt to borrow a player with the Tencap rating that allows you to keep your player pairings as close as possible. Borrowing captains will call other captains to obtain a recommendation of which player will fill their need.

Lending captains will assist the effort by notifying other captains when they have a player sitting out or their team has a bye and returning phone calls from the borrowing captain in a timely manner. Lending captains should assist the borrowing captain, if necessary, to contact the player to assure their availability and involvement.

If no player is available from another team of your level, and utilizing the Opportunity Match program is not feasible, captains may borrow from a lower level and play a person "up".

**TEMPORARY AND SHORT TERM PLAYERS:**

"All residents of Viewpoint RV Resort, both long and short term, shall be eligible for membership in the Viewpoint Tennis Club" (VPTC Constitution, III).

- The annual fees are $50 per person, non-refundable and not pro-rated. The member is entitled to participate in the many social events of the club including weekly round robin play, access to the club professional, beginner lessons and many other social activities and amenities.

- If a short term player wishes to participate in the East Valley Senior Tennis League (EVSTL) doubles match play which runs from November to mid-March, they are required to purchase a club membership and to self-nominate to a team level as a conditional player with the approval of the Vice-President or his/her designate. The VPTC Tencap coordinator will establish the player's Tencap rating.

- The Vice-President can assist in determining what team level is appropriate if the player is uncertain. The player must meet all eligibility criteria under EVSTL rules. The Vice-President shall assign the new short term player to the team next in rotation to receive a player unless another team has fewer men, or women, whichever applies.

- The receiving team shall not have to give up their place in rotation for the next full-time player.

- The playing of any player, including conditional or short-term players, is at the sole discretion of the team captain. Factors such as team size, opposing team shortages or inclement weather may preclude all team members from playing each week.

- If a short-term club member does not wish to play EVSTL league, they may qualify for other social tennis groups in Viewpoint such as STARS or 75 Plus and would still be eligible to access round robin, tennis lessons and club sponsored social events. Club membership would be required.

- Short term visitors to Viewpoint that are not paid members may access the tennis courts for recreational play only but they are required to book court time according to established procedures and follow prime time policy rules.

**Viewpoint Tennis Club**
8700 East University Drive, Mesa AZ 85207

SUGGESTED ITEMS FOR TEAM HANDBOOK

- VPTC, EVSTL, and Hold My Court website information.
- Social Events and Activities Calendar.
- Complete VPTC team rosters.
- Own team roster with phone numbers and email addresses.
- Team duties and assignments.
- Team league match schedule for season.
- Schedule of home match responsibilities (coffee, refreshments etc).
- Maps or directions to EVSTL parks.
- Information regarding location of and access to the defibrillators on both courts.