

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

CAPTAINS/ <b>FACILITATORS</b> HANDBOOK POLICY	Version #5	November 2022
<p>Purpose:</p> <ul style="list-style-type: none"> <li>• The Team Captains/<b>Facilitators</b> Handbook is a resource for captains and <b>facilitators</b> to assist them in the management of their respective teams.</li> </ul>		
<p>Policy:</p> <ul style="list-style-type: none"> <li>• The Team Captains/<b>Facilitators</b> Handbook assists in successful team operations by providing <b>team leaders</b> with a list of their specific responsibilities, key duties and necessary activities.</li> <li>• The Handbook also provides guidelines for: <ul style="list-style-type: none"> <li>○ general responsibilities</li> <li>○ procedures for using the Tencap rating system</li> <li>○ match procedures</li> <li>○ borrowing players</li> <li>○ EVSTL opportunity and rec open play matches</li> <li>○ match competition and team practices</li> <li>○ temporary or short term players</li> <li>○ <del>items to be included in the Team Handbook</del></li> </ul> </li> </ul>		
<p>Form: The Captains/<b>Facilitators</b> Handbook is attached.</p>		
<p><b>PROCEDURES:</b></p>		
STEP 1	<p>The Executive Committee or its designate shall review the Team Captains/<b>Facilitators</b> Handbook annually to ensure it continues to reflect current East Valley Senior Tennis League policy as well as VPTC policies and procedures.</p>	
STEP 2	<p>Captains /<b>Facilitators</b> will identify errors or omissions to the Executive Committee to ensure the document continues to be an effective and current tool.</p>	

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## **TEAM CAPTAINS/FACILITATORS HANDBOOK**

### **GENERAL RESPONSIBILITIES:**

Both captains and facilitators are responsible to be familiar with and follow East Valley Senior Tennis League (EVSTL) and Viewpoint Tennis Club (VPTC) constitution, bylaws, guidelines and policies.

Of particular note to captains and facilitators are the following policies: Captain & Player Responsibilities, Conflict Resolution, League Team Organization, New & Conditional Player, Orientation, Player Movement, Recreation Team Organization, and Team Coaching. All are available on the VPTC website.

Captains and facilitators must also maintain a working knowledge of USTA Rules and Code of Conduct. Relevant documents can be found on the VPTC website.

Captains and facilitators are responsible to:

- organize the team
- coordinate team duty assignments
- maintain team records
- determine 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.

### **ACTION RESPONSIBILITIES:**

- Attend monthly VPTC Board meeting and additional meetings as determined each season by the Executive Committee.
- Attend general membership meetings - which are normally scheduled in November, January and March, and encourage team members to attend.
- Assign a mentor to new team members according to the Orientation Policy.
- Conduct weekly team meetings and practices.
- Review weekly match information. Communicate any concerns re possible misplacement in level (Rec) to the Vice-President.
- Review social plans for the team.
- Review team member responsibilities as necessary.
- Review Food Handler's Certification requirements.
- Review any rule questions that have come up during practice/match play.
- Communicate current information to and from the Board meetings.
- Encourage participation in Club functions.
- Foster sportsmanship and fair play.

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**KEY DUTIES AND COMMITTEES:**

Everyone on the team should be involved in some responsibility or duty to ensure a shared workload. Where appropriate, committees may be organized to plan social events.

Captains and facilitators can determine what functions and tasks are necessary for successful team operation. Listed below are some activities that may help a team function.

**A. TEAM SOCIAL CHAIRPERSON**

1. The team social chairperson (or committee) plans team social activities. The team determines the frequency of activities and how these functions are funded.
2. The team social chairperson (or committee) will also be responsible for managing the Club "social event" assigned to the team for the season.

**B. COURT SET-UP AND CLEAN-UP**

1. Wipe any dirt off of bleachers and place cushions on bleachers for spectators. Pick up and return to shed when match is finished.
2. Empty the trashcans and recycling bins on the courts and the patio after the match and replace bags if needed.
3. Clean the tables and chairs in the viewing areas before each match.
4. Hang the American and Canadian flags. After the match, take down the flags and store them properly. Refer to the Federal Flag Code as needed.
5. Measure and adjust the nets at center. They should be 36" high.

**C GAME BALLS**

1. The team ball person will 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 coordinator. 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.

**D.SCOREKEEPERS**

1. The team scorekeeper contact will confirm scorekeepers for all home matches as required. Current listing of VPTC scorekeepers is available on the website.
2. Prepare score sheets for the match. The blank score sheets, clipboards and pencils are in the shed file cabinet.

**E. KITCHEN CO-ORDINATOR**

1. Work under the direction of the VPTC kitchen chairperson, using specific guidelines for kitchen activities found in each kitchen.

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***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 X 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'*

**Viewpoint Tennis Club**  
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*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' 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/down 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 ascending 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 ascending 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.*

## **Viewpoint Tennis Club**

8700 East University Drive, Mesa AZ 85207

*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 4 rating points if possible. Compute the rating average for the partner pairing.*
- 3. Captains should try to match the opponents' Tencap rating average within 4 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/down 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.*

## **Viewpoint Tennis Club**

8700 East University Drive, Mesa AZ 85207

*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, a minimum of one set must have been played to record the scores and then all games played, to the point of retirement, will be recorded. The captain recording the scores must select the team who did not retire as the winner of the match.*

### 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 or down, although captains from both levels should communicate as to which players have the best probability of playing a fair and competitive match at the next level using Tencap ratings and other relevant factors. A captain may bring a player or players from a higher level down to match opponents' individual ratings. The player brought down cannot have a rating lower than the individual opponent to be matched. If both opponents have ratings into the next higher level, the captain may bring two players down, one to match each individual opponent's rating.*

*Example:*

- a. There is a 3.0 player in the lineup with a 45 rating. The opposing captain can bring down a 3.5 player with a rating no lower than the 45.*
- b. There are two 3.0 players that are partnering in the line up with a 45 and a 47 rating. The opposing captain may bring down a 3.5 player to match the 45, and another 3.5 player to match the 47.*

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

*3. Players who have Tencap ratings that are significantly lower (better) or higher (weaker) than the player's rating level should be scheduled to play-up or play-down. Play-ups and play-downs are encouraged to ensure fair and competitive matches between clubs. A captain may bring a player or players from a higher level down to match opponents' individual ratings. The player or players brought down cannot have a rating lower (better) than their individual opponents' ratings. The use of Opportunity Matches by players at levels above or below their current level should be considered if play-up or play-down opportunities are not possible at regularly scheduled club matches.*

*4. Players with high Tencap rating numbers 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.*

## **Viewpoint Tennis Club**

8700 East University Drive, Mesa AZ 85207

*2. Captains should communicate with captains by either telephone or email. All captains must provide a telephone number and email address.*

*To find the contact information for captains and co-captains (cc) for each level by Club:*

- 1. Go to HOME page in TENCAP*
- 2. Looking at the right side of the screen, scroll or page down to "Related Networks", below the calendar.*
- 3. Click on your opponent's Club Name.*
- 4. At the left side of the screen, there is a chart of contact information by level that is maintained by the TENCAP Coordinator at each Club.*

### **RECREATIONAL TENNIS**

*(from EVSTL Bylaws, Attachment F)*

- 1. One tennis schedule will be developed for both Tencap and Rec. In addition, EVSTL will maintain an Open Tennis Match Log to assist players not matched by the weekly schedule, to find match opportunities.*
- 2. Minimum teams size requirements may be composed of both Tencap, and Rec players as detailed in Article VII Team Membership Requirements of the Bylaws. Clubs may have Rec players at some levels but not at others.*
- 3. Generally, a player's Tencap ratings will determine their level of play. Players may play one level up or down from their Tencap rating or they may be placed at a level determined by their club.*
- 4. The EVSTL will appoint an EVSTL REC Administrator and will maintain a Rec Advisory Committee for monitoring Rec play and suggesting adaptations and communications with member clubs.*
- 5. The EVSTL REC Administrator will provide Match Logs, Match Contact Lists, and other documentation on the website as tools to measure Rec participation and to encourage consistency among facilitators. Rosters and match logs are required for Rec and to be recorded in the official system.*
- 6. Clubs participating in the Rec Tennis program will identify an overall Club Rec Coordinator and a team facilitator for each level of play.*
- 7. The Rec Coordinator will work in partnership with the club's Tencap Coordinator to maximize the use of available courts and player matches. Facilitators will coordinate weekly match play with opponent facilitators.*



## **Viewpoint Tennis Club**

8700 East University Drive, Mesa AZ 85207

- 8. Rec match scores will not be recorded, nor will Rec match results have any impact on a player's Tencap numerical rating.*
- 9. Rec Tennis will be conducted in compliance with the USTA Rules and guidance of the USTA Code of Conduct. Regular match (best 2-out-of-3 with a 3<sup>rd</sup> set tiebreaker if needed) format is recommended. Home Rec team facilitators will supply balls that may be used up to two Rec matches. Mixed double play is allowed.*
- 10. Tencap matches will be scheduled if available for those players that have designated Tencap as their first option of play. Opportunity matches are available for Tencap players. If there are not equal lines of Tencap available for a scheduled match, then available Tencap lines will play, and the remainder of the players will have the opportunity to play Rec matches. Scores will not be entered for the Rec matches.*
- 11. The default play will be Rec play for the league.*
- 12. Schedules and rosters for all players will be available in the Tencap Sports system.*

### **MATCH COMPETITION AND PRACTICE GUIDELINES:**

Captains/facilitators shall:

1. Check schedules to clarify the place and time for league matches depending upon the park. Captains/facilitators should communicate by e-mail with team members identifying dates/times as well as practice location i.e. east or west courts.
2. Captains/facilitators may wish to check in advance if any team members are unavailable the following week and share results of current week's matches by email.
3. For home matches, teams will usually be assigned courts as needed. The captain/facilitator must check the online court system to verify the number reserved. 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.
4. Be aware of the location of a copy of the USTA Tennis Rules at all league matches. Captains/facilitators may assist in resolving "on-court" disputes during matches.
5. When your practice or round robin is scheduled immediately following another team's league play, players should be respectful of league games if match play is not finished. Ball machines are not to be used while league play is ongoing.

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

**WEATHER CONCERNS:**

If match play cannot be held due to inclement weather, the host team captain/facilitator should phone the guest team captain/facilitator by 7:30am, after assessing the condition of the courts and the likelihood of playability by 9:00am. Contact the Vice-president and advise of your decision to cancel, so courts can be released. The host team is responsible for clearing water from the courts if they are going to be used.

**BORROWING PLAYERS:**

Borrow a player from the same team level team whenever possible. Borrowing captains/facilitators will notify other captains/facilitators of their intention.

If no player is available from a team of the same level, captains/facilitators may borrow from a lower or higher level according to the EVSTL Tencap/Rec guidelines. Players may also be obtained through the OM system.

**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 for short term team members are the same as any other member, non-refundable and not pro-rated. The member is entitled to participate in the various events of the club including weekly round robin play, ball machine drills, access to the club professional, beginner lessons, invitationals and other social activities and amenities.
- If a short-term player wishes to participate in the EVSTL Tencap/Rec matches, they must be residing at Viewpoint for at least five consecutive weeks prior to March 1. The player must be evaluated according to the New and Conditional Players policy.
- The Vice-President shall assign the new short-term player to the appropriate team.
- The playing of any player, including conditional or short-term players, is at the sole discretion of the team captain/facilitator. Factors such as team size, opposing team shortages or inclement weather may preclude all team members from playing each week.

All residents and visitors to Viewpoint that are not paid members may access the tennis courts for recreational play, as agreed on by Viewpoint management and Club Executive Committee.