

# Responsibilities of Any Captain

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***The USTA League cannot exist without hardworking captains.***

## **Responsibilities of any Captain...**

1. Read and know the rules of the league in which the team is competing. The captain should play and act in accordance with the rules and the code. If you are not certain, check with your Local League Coordinator.
2. Register your team and make sure your team members register themselves.
3. Recruit a team and make sure they are qualified and registered before they play.
4. If you have any self rated players, make sure they self rate at the correct level. If, for example, they self rate at 3.0 but are playing 3.5, have them change their rating in TL to 3.5, and contact the Section Office to get the rating changed on the roster. This can prevent DQ's and promotions during the season.
5. Schedule team members for matches. Once matches are scheduled, either by the Local League Coordinator or between captains in the case of rain make-ups, the captain should ensure all individual matches are played according to the league regulations. If matches are played on different days due to weather issues, make sure you enter the scores after the last match is played, using the date of the last match. It is very important that you use that date – it could prevent DQ's.
6. Do everything you can to prevent defaults. Not only can there be consequences, but sometimes it is the difference in an opponent qualifying for the next level or not.
7. Advise players when they are scheduled to play and whether they need to bring balls.
8. Exchange the line-up of the team with the opposing captain before each match.
9. Timely report scores as required.
10. Act on behalf of the team in unofficiated matches and file any appeals or challenges. Captains are the responsible parties for rule interpretations and for challenges. Remember to communicate with your Local League Coordinator if you have any issues.
11. Keep in contact with the Local League Coordinator. If there is any doubt of a match time or schedule, the captain must contact the Local League Coordinator and should not wait for the League Coordinator to call them.
12. Be a good sport, and make sure your players are too.
13. Treat your players with respect, try and give everyone equal playing time.
14. If you have a player on your team who does not play due to an injury, or a job transfer for example, please make sure you give them a player deletion form for them to file and receive a refund of their registration fees. Player deletion forms must be filed within 1 week of end of the league season, using last scheduled match in TennisLink as the end of season date. Make sure that you are not preventing your players from receiving a refund.

## **Some things Captain's do (but are not required)...**

1. Schedule and conduct team practices.
2. Coordinate the hiring of a team coach.
3. Buy balls for matches – if necessary (collecting money from players).
4. Put out a newsletter or make a web page to update players on team progress and activities.
5. Select and order uniforms for the team members.

6. Call/email and remind players of matches.
7. Bring (or coordinate) refreshments at matches and practices.
8. Make reservations at championships (if team is a local champion).
9. Have an end of the season party to celebrate being together.
10. Use the **Team Management Tool** (TMT) in TennisLink to keep track of your team(s), match lineups, player availability and practice lineups.

## **Tips to make a Captain's life easier...**

1. Develop a schedule for the league based on player availability at the start of the season using your **Team Management Tool** (TMT).  
Note: Players all want and expect to be scheduled equally.
2. If this applies to your league, collect money for balls and buy them at the start of the season so no one else has to remember to bring them to the matches.
3. Set up an email group of your players to communicate with them about changes to schedule, line-ups, etc. This can be done on **Team Management Tool** (TMT).
4. Provide players with a list of names, numbers and email addresses of teammates.
5. Provide players copies of the rules and schedule.
6. Appoint a co-captain so you don't have to be at every match.
7. Encourage the players to view match results in TennisLink.