

DUTIES OF TEAM CAPTAIN

Tri Level

1. Secure at least six players (two at each level of play) that can combine to form a team, preferably more to allow for substitutes.
2. Secure permission from a facility for home courts and pay any court fees to facility.
3. Register your team through TennisLink. **Type you team name in TennisLink to include your team codes. (team code-team name-home court code)**. Check your roster before registration **deadline** and be sure all members have registered or at least minimum number (see Item 1 above).
4. **Complete a Team Information Form and Send to Your Level Coordinator. This must be done every season for every team you captain and should be sent to Level Coordinator no later than initial roster deadline.**
5. **Check roster printed off from TL to be sure player has registered before playing in a match.**
6. Report scores through TennisLink **immediately after the match. Winning Captain enters scores within 48 hours and visiting captain confirms scores within 48 hours.** Confirm player names and match scores with opposing captain/players at time of match to avoid mistakes!!! If disputing scores on TennisLink, captain must notify level coordinator by e-mail of details/basis for dispute and copy opponent captain with e-mail.
Score reporting is responsibility of BOTH Captains.
MATCHES NOT CONFIRMED OR DISPUTED WITHIN THE 48 HOURS WILL BE CONSIDERED CORRECT AND FINAL AND CONFIRMED BY TENNISLINK
7. Be sure each team member is notified of the schedule posted on TennisLink. Copies of USTA, STA, SCTA and LATA League rules should be available to team members if requested. Rules are available on the LATA web.
8. **Home captain should convey to visiting captain by e-mail, text or phone three (3) days prior to match date to confirm match time, court location and number of courts.** Home captain is responsible to confirm with home facility the number of courts given to start the match. Some facilities have multiple teams playing; some facilities give less than five courts. Home captain must communicate to the visiting captain the number of courts given at match time, and the plans to start any matches early or late.
9. **Home captain should convey to visiting team, at time of match and before exchanging lineups, if he/she is using multiple surfaces and which positions are on particular surfaces.** If the home captain neglects to do so and the visiting captain desires to know the surfaces being used, he/she should make a request to the home captain prior to exchanging line-ups.
10. Team captain is responsible for representing his/her team at all League meetings. Team Captain is responsible for notification/communication to each team member all needed information from the League.
11. **Be sure you, as a captain, and your team practice good sportsmanship**

