

## DUTIES OF TEAM CAPTAIN

1. Secure at least eight players for 18 & Over and 40 & Over League Type teams (five for 2.5, 5.0+ levels), and six for 55 & Over; 65 & Over; 75 & Over League Type teams; preferably more to allow for substitutes.
2. Be sure your players meet the eligibility requirements as listed in Local Regs. 1(a) through (k)
3. Secure a facility for team to play out of and pay any court fees to facility.
4. Register your team through TennisLink. Check your roster before registration **deadline** and be sure all members have registered or at least minimum number (see Item 1 above).
5. **Complete a Pre-Registration 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.**
6. **Check roster printed off from TL to be sure player has registered before playing in a match.**
7. Report scores through TennisLink **immediately after the match. First Captain enters scores and second captain confirms scores. Check names and scores before exiting to avoid mistakes! MATCHES MUST BE RECORDED WITHIN 48 HOURS AFTER COMPLETION OF MATCH. MATCHES NOT CONFIRMED OR DISPUTED WITHIN THE 48 HOURS WILL BE CONSIDERED CORRECT AND FINAL AND CONFIRMED BY TL.**
8. Be sure each member of the team receives a copy of the schedule. Copies of USTA, STA, SCTA and LATA League rules should be available to team members if requested. Rules are available on the LATA web.
9. **Home captain should contact visiting captain three (3) days prior to match schedule to confirm match.** This should help with no shows or teams going to the wrong location because they did not read their schedule. **Remember: Total Team Forfeits will not benefit anyone. The non-defaulting team will not receive credit for a total team forfeit and the defaulting team will have all matches played and to be played considered null and void.**
10. 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.
11. Team captain is responsible for notification and communication to each team member, all information needed from the League.
12. Team captain is responsible for representing his/her team at all League meetings and casting team's vote.
13. **Be sure you reschedule rain-out matches immediately and report rescheduled time to your level coordinator within the 24 hour deadline. Matches are expected to be played the Friday night following the rained out match for night teams and Wednesday morning following the rained out match for day teams unless a different agreed upon time is reported to the**

**Level Coordinator within 24 hours of the original scheduled time. If the Level Coordinator has not been contacted with an alternate date, the match is scheduled for Friday night for night teams or Wednesday morning for day teams and is expected to have been played by then. A maximum of 14 days is allowed for making up matches, counting the day the match is scheduled as day one.**

**14. Be sure you, as a captain, and your team practice good sportsmanship.**