

2008 FOX VALLEY WOMEN'S TENNIS LEAGUE CAPTAIN'S DUTIES

As captain, you should provide each team member with a team roster, the team schedule for match play, and directions to the clubs. If any team member is new, make sure she understands the league policies. Direct all players to the league website at www.foxvalleytennis.com for directions, team standings, etc.

As host captain, you should telephone the visiting team **two (2) days** before your scheduled match to discuss lunch arrangements. Ask if there are any team members with special dietary needs and discuss your club's method of payment for the luncheon. Captains from the "cash only" clubs (see attachment for Reciprocal Clubs) are to collect \$90 (lunch is still \$15) and present it to the host captain at the time line-ups are exchanged. It is expected that all team members remain at the host club for lunch. In extraordinary circumstances a player may be excused from her luncheon obligation if the host club has **48 hours** notice. Lunches must be paid for. Lunches can also be boxed for take-out, if necessary. It is helpful to alert the visiting team to any extreme road construction delays you are aware of.

You must appoint a team member to assume your responsibilities for any week that you may not be available. The captain of the opposing team must be informed of this changed to facilitate luncheon or rainy day arrangements for the match.

1. If the weather is questionable for match day, contact the visiting team **no later than 8:00 a.m.** to make plans for indoor play. Captains then inform their team members of the time of play and directions to the appropriate indoor site. Each team member is responsible for sharing the cost of the indoor court time and should be informed ahead of time regarding payment. (By-laws: Art. V. Sec. W. Pages 8 & 9 for rain policy.) When forced indoors, **PLAYING TIME WILL BE LIMITED TO TWO HOURS**, including warm-up. Same scoring applies as outdoor play.

Clarify for your team, especially your substitutes and new members, the 75% white rule. Inform the visiting team captain of any player who is in violation **BEFORE** the match begins thus allowing her to find the correct attire. This rule does not apply to warm-ups or sweaters. (By-laws: Art. V. Sec. M. page 5)

As host team, your responsibilities are to greet the visiting team as they arrive, provide balls, towels, and courtside water, and host the luncheon. Exchange line-ups prior to the start of the match.

If there are any additions to your team rosters, including substitutes, you **must roster** your new player **BEFORE THE MATCH IS PLAYED** at www.foxvalleytennis.com. You may get your User ID and Password from your member-at-large. Please review the substitution rules of the By-Laws. You may draw subs from ALL the members of the teams immediately below you. (Art. VII. Sec. A. Par.1)

All outdoor matches start at 10:00 a.m. Timers will be located between courts; start them promptly at 10 a.m. Warm up/default times are as follows: If someone is 15 minutes late, they forfeit warm up. If they are between 16-30 minutes late, they lose the 1st set. If they are more than 30 minutes late, they forfeit the entire match (all 3 points). Indoor times may vary in case of rain; make sure you communicate to your team if the start time of a match changes when you move indoors.

Know the penalty for arriving late to a match. If you are unable to field three courts for the scheduled match, please inform the opposing team as soon as possible. The forfeited match will always be on court 3. (By-laws: Sec. V. Par. V. for default rules and Sec. V. Par. R. for match play rules.)

As host captain, you must go to the website, www.foxvalleytennis.com and enter your match scores. You can select the players using the drop down boxes directly from the roster entered into the system. If you are unable to enter the scores online, contact Melissa Dawson (847-381-2570 x22). You should also provide a copy of the Score Sheet to the opposing team captain. To keep the standings current, you must enter scores **PROMPTLY** after the matches. Team standings will be available through the website with all standings automatically calculated as the scores are entered.

Keep a copy of the USTA rules and a copy of the By-laws with you at all matches. If you need to protest a match, you must contact Melissa Dawson (847-381-2570 x22). She will then contact the league president by telephone and file a written protest for your team. The matter will be investigated by an appointed committee. **PROTESTS ARE SERIOUS AND SHOULD OCCUR RARELY.** (By-laws: Sec. V. Par. U.)

The Board requests that all cell phones and pagers be turned off during match play. Players needing to be contacted should use the number of the club's pro shop. (By-laws: Page 6, Par. 7.)

Matches will begin on Wednesday, May 28, for A & C; Thursday, May 29, for B & D. There will be 8 matches in the season. .

Farmington will host Play Day 2008 on Thursday, July 31, at Royal Melbourne Country Club. Please let your teams and substitutes know the schedule and ask them to hold the date.

If you have any questions, please feel free to contact your Member-at-Large. Thanks for your efforts, and we hope you all have a great tennis season!