

# **SVE CAPTAINS HANDBOOK**

## **Sunland Village East Tennis Club**

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## INTRODUCTION

1. The East Valley Senior Tennis League (EVSTL) is comprised of participating member clubs located in the East Mesa Valley. Its purpose is to provide recreation and fellowship through organized league tennis matches between these member clubs. The EVSTL Bylaws is the governing document that provides the “rules” that all member clubs must follow. In the event there is a conflict between EVSTL Bylaws and other procedures, guidelines, and/or policies, EVSTL Bylaws will prevail. Since matters not expressly covered in the EVSTL Bylaws shall come under the jurisdiction of the individual EVSTL member clubs, the SVE Tennis Club leadership, with available input from you as a current team Captain on behalf of your players, will maintain this SVE Captains’ Handbook as an evolving outline for the management of our teams and the hosting of our EVSTL league matches.
2. A Captain must be designated for each of our teams per EVSTL Bylaws, X, A. However, it is advisable that each team designates more than one to help assure all responsibilities can be covered every week of the season. Always keep in mind you have the most important role in organizing your portion of our club’s EVSTL matches, therefore, you must abide by current EVSTL documents and this SVE Captains’ Handbook. The SVE Tennis Club depends on its Captains and when needed, finding your successors should always be a top priority of our entire membership. The Vice President (VP) will assist in this process, communicate with all parties involved, and be responsible for final approvals.
3. You and your team players must pay any required club dues before participating in the EVSTL during the current season. The same applies to new and returning players, however, they each must also satisfy their respective requirements included in EVSTL Bylaws, IX, A-D.
4. In the event we are able to form more than one team at a given level, the Captains (designees) of each team involved, VP, and Tencap Coordinator, will participate in the selection of players for each team as necessary to balance the overall strength of each team for that season. If at the discretion of the VP there is to be any player movement/change among sister teams during a season, the same process will be employed. The VP and Tencap Coordinator will break any Captains’ (designees’) stalemates and be responsible for final approvals.
5. Typically, coaches will conduct our team practices, therefore, a major objective of our club’s Player Improvement Program (PIP) is to provide coaching for each team that so requests. The club leadership and/or PIP Head Coach/Director will make every effort to recruit coaches that will conduct scheduled team practices using consistent methods appropriate for each level. Additionally, your team may recruit its own coaches with the club leadership and/or PIP Head Coach/Director being responsible for final approvals.
6. Our club appreciates your willingness to volunteer for this position. Effective communication is essential. Create a climate of open dialog with your players, passing information both up and down, especially concerning skills, goals, and needs. If you have any questions, please contact the Captain of Captains or VP. The focus of league play is to have fun. There are no trophies. There is no money.

## GOVERNING DOCUMENTS

### RESOURCES:

1. Copies of our club rosters, schedules, and documents can be downloaded from the SVE Tennis Club website at <https://svetennis.com/>. Important documents for reference are:
  - A. SVE Tennis Packet. Included in this document is the Sportsmanship Guide which Captains should emphasize to of all their players.
  - B. SVE Tennis Club Bylaws. Included in this document are rules and definitions governing our club membership.
2. Copies of United States Tennis Association (USTA) and EVSTL documents can be downloaded from the EVSTL website at [www.evstl.net](http://www.evstl.net), which can also be linked from our tennis club website. Important documents for reference are:
  - A. USTA Friend at Court. Included in this document are the Rules of Tennis and Code of Conduct. A hard copy of USTA Rules of Tennis including the Code can be found in our Captains' Closet.
  - B. EVSTL Bylaws. Included in this document are the guidelines all EVSTL Captains must follow when organizing league matches. Especially understand the following:

#### VIII. CONDUCT OF LEAGUE TENNIS MATCHES

#### IX. PLAYER RATING PROCEDURES

#### X. TEAM CAPTAINS

#### XI. USE OF THE TENCAP RATING SYSTEM

#### ATTACHMENT A: EVSTL OPPORTUNITY MATCH (OM)

#### ATTACHMENT B: TENCAP RATING LEVELS UTILIZED BY EVSTL

#### ATTACHMENT C: CAPTAINS' PROCEDURES FOR USING THE TENCAP RATING SYSTEM

- Section 1: Contacting the opposing captain and arranging matches
- Section 2: Putting together balanced partner pairings and match pairings
- Section 3: Entering, verifying, and correcting scores
- Section 4: Other considerations

## WEEKLY MATCH OUTLINE

### OVERVIEW:

1. You must become totally familiar with EVSTL Bylaws, Attachment C. Following these detailed steps will be very helpful in arranging competitive matches and give everyone on your team an equal opportunity to play every week. Maintaining good rapport with opposing captains will make this process much easier for all.
2. When making your team pairings, keep them competitively balanced. Be mindful that the two strongest individual players may not always be the best doubles pair. You may ask your Coaches for advice when determining which players should play together.
3. When an opposing team cannot provide a sufficient number of players (pairs) to accommodate all of your players (pairs), consult with your players to determine if any would like to participate in an EVSTL Opportunity Match. See EVSTL Bylaws, Attachment A. Enter online those players, either individually or with a partner, who wish to participate in an Opportunity Match. See EVSTL Opportunity Match Instructions.
4. When your team cannot provide a sufficient number of players (pairs) to accommodate all of the opposing players (pairs), attempt to borrow appropriate substitute player(s) from first, a sister team; then secondly, if necessary, our next lower or higher level team(s); then finally, the Opportunity Match pool. See EVSTL Bylaws, Attachment C, Sections 2 and 4.
5. EVSTL Bylaws state a minimum of 4 men's and 3 women's matches should be scheduled. You are not required to exceed these minimums if, on a given week, you determine the result will be non-competitive matches due to the lack of appropriate team and/or substitute players available. See EVSTL Bylaws, Attachment C, Section 1, items 8 and 9.
6. Do not sit out any player of yours from your weekly team matches based solely on the fact they played as a substitute. However, be sure to credit any player of yours with a sit out who was both available but not needed for your weekly team match even if they participated in an opportunity or fun match. Sit outs should be shared equitably by all your players.
7. Instruct your players to always notify you IN ADVANCE if they are unable to play. If substitute or sit out procedures are causing problems on or between teams notify our Tencap Coordinator and/or VP and every attempt will be made to help you work things out.

### **TENCAP OVERVIEW:**

1. Tencap is a statistical computer based program used to enter match scores, and is a major resource for player and team information. If you have any questions, please see our Tencap Coordinator.
2. If you are a new Captain, Tencap training will be provided before the league season begins.
3. Point out to your players that whenever they want to see their Tencap rating, they can sign into the Tencap program and see their match scores and rating.
4. At the end of the season, the Tencap player's rating (if 80% or higher Confidence Level) will be used to determine their team level for the next year. See EVSTL Bylaws, IX.

## AWAY MATCH GUIDE

### OVERVIEW:

1. Match start time will normally be 9:00 AM, but there can be exceptions. Confirm the start time with the Home Captain and inform your team members. Teams are limited to two rounds of matches.
2. Print and bring a copy of the Match Play Log so match scores can be recorded.
3. Before your matches start, finalize the Match Play Log with the Home Captain and double check each scorekeeper sheet.
4. Remind your players to make sure their match scores are recorded correctly on their scorekeeper's sheet upon match completion.
5. After your matches, enter the scores on the Match Play Log and have both Captains sign. To minimize errors, copy the match scores from the scorekeeper sheets. Keep the Match Play Log until the end of the season.
6. As the Visiting Captain, you must **carefully** review the match scores entered into Tencap by the Home Captain. If there are errors, refer to Tencap Captains' Training Outline, Validation Email. If you are still unsure how to proceed, contact our Tencap Coordinator. Verifications should be entered ASAP but within 48 hours of match completions. See EVSTL Bylaws, Attachment C, Section 3.

## HOME MATCH GUIDE

### OVERVIEW:

1. Match start time will normally be 9:00 AM, but there can be exceptions. Confirm the start time with the Visiting Captain and inform your team members. Teams are limited to two rounds of matches. If, on occasion, an additional court is necessary, you will need to reserve court 5. Only courts 1-4 are blocked out for league matches in Hold My Court.
2. Use new tennis balls for each match. These are available from our Ball Coordinator.
3. Complete the Match Play Log Display (whiteboard or tv monitor).
4. Print and bring a copy of the Match Play Log so match scores can be recorded.
5. Fill out the match scorekeeper sheets and place on clipboards. Make available a pencil with eraser for each scorekeeper. Place a can of new tennis balls with each scorekeeper sheet/clipboard.
6. Before your matches start, finalize the Match Play Log with the Visiting Captain and double check each scorekeeper sheet.
7. Remind your players to make sure their match scores are recorded correctly on their scorekeeper's sheet upon match completion.
8. After your matches, enter the scores on the Match Play Log and have both Captains sign. To minimize errors, copy the match scores from the scorekeeper sheets. Keep the scorekeeper sheets and the Match Play Log until the end of the season.
9. As the Home Captain, you must **carefully** enter the match scores into Tencap. See Tencap Captains' Training Outline, Submit Scores. If you are still unsure how to proceed, contact our Tencap Coordinator. Scores are to be entered within 24 hours of match completions. See EVSTL Bylaws, Attachment C, Section 3. The Visiting Captain is then responsible to enter verification.

### SCOREKEEPER OVERVIEW:

1. Designate one player for the season to line up your home match scorekeepers. Our Tennis Club is very fortunate to have several individuals who like to keep score. A list of the scorekeepers will be made available to you and will be posted on the Sweet Spot Bulletin Board.
2. Try to get "regular scorekeepers" who are willing to score all your matches.
3. Scorekeeping clipboards, pencils, erasers, etc. are located in our Captains' Closet and are replenished as needed.
4. Ask the scorekeepers to call out the score AFTER each point.
5. Scorekeepers will NOT make any line calls or referee rulings.

## **HOST INFORMATION AND DELEGATED DUTIES CHECKLIST:**

1. Coffee: Delegate coffee to be set up the night before your matches. Delegate coffee pots to be cleaned after your matches.
2. Flags, Welcome Sign, Carpet/Bleacher Pads, and Scorekeeper Chairs: Delegate these to be put out before your matches and put away afterward.
3. White Board or TV Monitor: Delegate Match Play Log Display whiteboard or tv monitor to be ready for viewing before your matches and put away afterward.
4. Sweet Spot: Delegate team members to make sure the Sweet Spot is clean before and after your matches. The Sweet Spot floor and west side walkway should be mopped after your matches if any spills are apparent. We want to keep our facility looking neat and clean.
5. Kitchen Duties: Delegate team members for kitchen duty at each home match. Before the season begins, the SVE Tennis Club Kitchen Manager will usually have a meeting with all Captains to review our kitchen procedures.
6. Food and Snacks: Have a team member rotation schedule to provide these for each home match. All team members share this responsibility.
7. Pastries: These will be delivered each day unless your team has instead chosen to receive the allotted dollar amount per home match. There must be some type of baked goods at the west window for anyone coming to watch our matches.
8. Trash: Delegate trash to be collected after your matches from the courts used for your matches and the Sweet Spot, then put in the proper receptacles.
9. Accidents/Incidents: An Accident/Incident form must be filled out for all accidents/incidents occurring at our tennis facility. These are available in our Captains' Closet and completed forms must to be turned in to the SVE HOA Office.
10. First Aid Kit: These supplies are located between courts 3 & 4, on the west side of court 5, and in the Sweet Spot Kitchen. If needed for injuries, ice is available in the Sweet Spot Kitchen.
11. Defibrillator: There is a Tennis Club Defibrillator in the Sweet Spot Kitchen near the phone.
12. First Aid and Defibrillator Contact Personnel: Notify Mary Clawson (734-676-4486) or Deb Trousdale (612-719-9206) if first aid supplies are used and need to be replenished, or if the defibrillator is used.
13. Wet Courts: When our courts are wet from overnight weather, have your team members available to help dry the needed courts before your matches.



## MISCELLANEOUS INFORMATION

### SPECIAL MATCH SITUATIONS:

1. Counsel your players when infractions are noticed or brought to your attention by an opposing Captain.
2. You should co-arbitrate “on-court” disputes during matches. DO NOT disregard or abridge USTA rules in decisions. Remember, a copy of USTA Rules of Tennis will be kept in our Captains’ Closet and is available on the EVSTL website.
3. Forward in writing, any grievance to be investigated by the league to our club leadership.
4. If your team has a “Bye” creating vacant scheduled court time at our courts, use that time for your players to participate in Opportunity Matches. If Opportunity Matches are not feasible, then fun matches should be organized.
5. You may mutually agree with opposing captains to reschedule cancelled matches but be advised that it may be difficult to accomplish. Rescheduling is your responsibility.
6. Become familiar with the Coman Tiebreak. When necessary, it will be used to determine set and/or match winners. See EVSTL Bylaws, VIII, F.

### TEAM PRACTICES:

1. Scheduled team practices are for those players of their respective level of play and players who have been asked to substitute in the next duel for that level.
2. Scheduled team practices are held on the following days:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
3.0	1.5 and 4.0	2.5	3.5	2.0

3. Tennis doubles is a team game and practice is an opportunity for players to get together with their partner to help improve their ability to play together. Tell all your players that in fairness to their next match partner, they are expected to attend scheduled team practices in order to play the next match.
4. Let your players know as soon as possible who their partner will be so they have the opportunity to practice together. When the Tencap match play log is completed, email your players to inform them.
5. Prior to practice, inform your team of the upcoming match location, start time, and arrival time. Also, if necessary, clarify any job assignments for home matches.
6. Encourage all team players to attend PIP activities in addition to team practices. These can include coach-run events using ball machines, various teaching equipment, drills, actual play with coach input, Shot of the Week, and any other methods with a goal of improving player skills and enjoyment of the game.