

# Witney Lawn Tennis Club Captains' Role and Responsibilities

## 16th February 2024

### General

It is the Captain's responsibility to promote fair play, as well as open and honest team selection. All Captains should encourage match practice and cultivate friendly competition for squad places.

WLTC expects its Team Captains to abide by the [Tennis Oxfordshire League Rules](#); Captains found not to be playing fairly and following these rules will be asked by the committee to step down.

### Pre-Season

Before the start of the season, Captains should obtain the fixture list from the Match Secretary (currently Simon Barker) ASAP or from the [Tennis Oxfordshire website](#). Do please ensure that the Match Secretary has your correct contact details.

You must book courts for your home matches as soon as the dates for the matches have been finalised. This is usually 2 weeks after the Fixtures Meeting. Also, please advise the Match Secretary of the new date of a rescheduled match as well as booking courts for rescheduled home matches. Captains can book one court in advance of 7 days in the week before a match. Include the name of your team in all match and team practice bookings i.e. Ladies C match or Ladies C practice.

At the start of the season Captains should meet with other WLTC Ladies, Mens or Mixed Captains to discuss their squad selection and set overall objectives, eg. go for promotion/avoid relegation. The selection meeting will take place with all/only the Captains present. Each squad should be decided at that meeting and anyone from that squad will then have the opportunity to Captain for the coming season. **Squads should be reviewed at least on a seasonal basis and not be based on historical or political decisions.** Ideally higher team Captain's should keep their squads to a minimum number of players to fulfil fixtures.

Obviously, the strongest players should be used to play for the higher teams. If a player is not happy with their selection they should speak to their own Captain. The Captain's decision on team selection is final, as is their choice on **when** a player moves up or down a team. However, if a player is to be moved from one team to another, this must be discussed with them in advance of the move.

If a team member or Captain wishes to make a complaint about any team issue, they should follow the Club's Complaints Procedure that can be found on the [Club Website](#).

Team Captains are to distribute the full season's fixtures to all their squad and obtain their availability. Captains should book players for matches ideally a month before they are required.

If a Captain is short of players for any given match they must first speak to the lower team player's Captain before speaking to the individual. If the higher team Captain calls up a player with less than a week to go, they are obliged to help the lower team Captain find a replacement.

A player can only play once above their normal level in the Summer before being tied, and twice in the Winter Seasons. Once a player is tied to the higher team it is club policy that they should be equally considered and given an equal opportunity to play for the higher team for all the remaining matches of that season. Captains should avoid tying players if at all possible.

Match practice is open to all the squad's players and to other players at the invitation of the relevant team Captain. Captains should try to have an 'open' match practice at the beginning or towards the beginning of each season which can include squad players and non-squad players.

Captains should aim to attend at least **one club evening a month** and encourage team members to do likewise.

## **Pre-Match**

For home matches, the Witney Captain should contact the away team Captain about one week prior (and a minimum of 3 days before) to confirm logistics and that both teams can play.

In the event of bad weather the home Captain should check on the condition of the courts and contact the away Captain, within a time-frame that allows them to contact their team. (It is worth familiarising yourself with the Met Office Website: [www.metoffice.gov.uk](http://www.metoffice.gov.uk)).

For home matches it is expected that the home team will provide a simple tea of savoury and sweet snacks. It is up to the Captain to coordinate this as well as providing tea, coffee, milk, sugar and squash. Match fees should be collected from each player; however, Team Captains are not required to pay match fees as an appreciation of the work that is involved especially when players are unexpectedly unable to play or a match has to be rearranged.

The home team provides the match balls: these are currently obtained from the Match Secretary, Simon Barker.

For away matches, where possible, Captains are encouraged to coordinate transport so players minimise travel costs.

### **Post-Match**

Following the match, the Captain of the winning team should enter results onto the League website, <https://lta.tournamentsoftware.com/member/login.aspx> within 24 hours. In the event of a draw, the Captain of the home team enters the result. You do this by logging in via 'Admin login' at the bottom of the page. For Witney LTC the Login name: ltaoxf039 and Password: f2t3227w. Full instructions are on a separate document named 'OLTA online results process' and headed **USING LEAGUE PLANNER – INFORMATION FOR CLUBS** which all captains have been sent.

Used match balls should be deposited in the 'balls box'. The padlock code is 8411.

At the end of the season match fees should be paid by BACs to the club bank account or direct to the Treasurer, currently Sam Goodwin, ASAP.

Last, but not least, it is important there is continuity between seasons, so Captains wanting to stand down should look to recruit a replacement from their own squad. Captains wishing to continue in the role should look for feedback from their team as well as asking if any other players are up for the Captaincy.