



# TEAM CAPTAINS' MEETING AGENDA

**Attendees:** Team captains

**Meeting Conducted by:** League Coordinator

## **I. Introduction**

- A. Take attendance
- B. Have all attendees introduce themselves
- C. Explain the purpose of the meeting

## **II. League Information**

- A. How teams will be selected
- B. Format of matches

## **III. Scheduling**

- A. Length of season - specific dates
- B. Times and locations for each match
- C. Championship/Playoff dates and locations

## **IV. Rules and Regulations**

- A. Review league regulations - discuss any changes from previous season
- B. Determine who should report scores
  - 1. Home Team
  - 2. Winner of match
  - 3. Either may report
- C. Invite proposed changes for consideration and explain process for making changes
- D. Review committee structure for complaints, grievances, and appeals
- E. Establish grievance and grievance appeal Committees

## **V. Dates and Funding Matters**

- A. Roster
  - 1. Provide deadline for submitting to be in the league
  - 2. Establish deadline for adding players
  - 3. Provide deadline for any fees

## **VI. Fees**

- A. Administration fee
  - 1. Establish before meeting based on proposed budget
  - 2. May be as a team fee or individual fee
- B. Player administration/registration fee - determine
  - 1. Team fee
  - 2. Individual fee
- C. Court costs (if any)
  - 1. Home team pays for match and . . .
  - 2. Visiting team provides new balls for each position
  - 3. Split between two teams involved
  - 4. Collected at beginning of season for all matches

## **VII. Handouts at meeting**

- A. Roster
- B. Scorecards
  - 1. Provide sample or sufficient copies for all matches
  - 2. Advise where additional scorecards can be obtained
- C. Sample league schedules
- D. Basic Tennis League Regulations
- E. Contact list
  - 1. League coordinator
  - 2. Officers
  - 3. Captains
  - 4. Facilities
  - 5. Web site information
- F. Directions to facilities

## **VIII. Questions and Answers period**