



Responsibilities of MCTA League Captains

Please read this *Responsibilities of MCTA Captains* document before completing the 2016 Captain's Commitment Form indicating your desire to captain an MCTA league team in 2016. This form is mandatory for any person seeking to captain a team within any MCTA league program, whether associated with USTA or locally branded. You need submit only one form per calendar year, regardless of the number or types of teams you captain.

Whether for USTA League or locally branded leagues, the logic for a Captain's Commitment Form is the same—assuring that potential captains understand their responsibilities to the league and their teammates. *Team members* select a captain to represent them. Usually this occurs well before match play begins for the season, but such a decision, or changes in the original decision (whether to *replace the person designated as captain* or to *add a "co-captain" who acts under the direction of the captain*) may be made at any time by majority vote of the team members.

Additionally, MCTA's Executive Committee may act to sanction a captain where it concludes that he/she exhibits a repeated or egregious failure to abide by established rules, policies, or procedures, and by so doing undermines the fundamental integrity of the MCTA program. In those rare instances where the Executive Committee acts of its own accord, the affected individual will always have recourse to contest/appeal that decision. Where the Executive Committee's action arises out of a USTA League matter, MCTA's action will take the form of a Grievance Complaint where the affected captain has all rights authorized by USTA under its League Grievances protocols and procedures. Where the Executive Committee's action arises out of a locally-branded league matter, MCTA's action will take the form of a formal letter imposing the sanction by authority of the MCTA Executive Committee, where the affected captain has the right to appeal that action to the full MCTA Board of Directors.

General Duties

As a general proposition, league team captains have these responsibilities:

- Recruitment of players for the team.
- Payment of all fees associated with: Team Registration; Court Fees (to the degree not covered in full by player pre-payments); and Default Fee accounts.
- Collection of fees owed by team members and reconciling player pre-payments against matches played. **Note:** where a captain advises MCTA that a player has failed (or refuses) to respond to their requests for payment of any legitimate, outstanding fees owed, MCTA will pay that captain the disputed amount and assume direct responsibility for collection of the debt. Affected players will be banned from MCTA league participation until such time as the outstanding debt is paid.
- Scheduling individual players for specific team matches, being mindful that you cannot schedule a player in a match at a facility where MCTA has informed you that such player has been declared ineligible to compete.
- Education of team members regarding league rules and procedures.
- Representing the team in pre-season discussions about format, number of matches, etc. **Note:** MCTA's goal is to provide teams with *at least* as many matches as there are weeks in the applicable season (i.e., 12 week season means a goal of at least 12 matches), after considering (1) court availability to do so; (2) the constraints of USTA league regulation 2.01C(1), where applicable; and (3) captains' stated preferences. Whether due to court constraints, school closings, recognized holidays ("blackout" dates) or the like, this often requires teams to be scheduled for more than one match in a specific week (or weeks).



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- Representing the team in all administrative matters during the season (match rescheduling, etc.).
- Filing on-line Player Deletion Forms as necessary. Only completed Forms are acceptable. **Note that in 2016, Section rules authorize replacing a deleted player from a full (20-player) roster only if the deletion is the direct result of a medical injury.**
- When necessary, representing the Team in the grievance or grievance appeals process.
- Reviewing your Team Deposit Account and advising the League Coordinator of any errors.

Match-specific Duties

For each scheduled team match, league team captains have these responsibilities:

- Assuring sufficient players are available to minimize default courts. For USTA League programs, national regulations stipulate that a player must be registered in Tennislink as a team member prior to competing in his/her first match. *Note* that use of an ineligible player results in automatic default of that court.
- Determining in advance which specific team members will play in which matches, and in which position (#1/#2 singles, #1/#2/#3 doubles), and if a doubles team, who will play with whom.
- Producing a **written** line-up to present to the opposing team captain at the “line-up exchange” at the facility. Any paper may be used for this purpose; blank scorecards printed within Tennislink are strongly recommended.
- **At the Facility**
 - Meet the opposing captain or team representative at the front desk or lobby to exchange line-ups, and where time-limited matches are used to specify (a) the official time piece for match administration (Home Team Captain decides) and (b), precisely who is responsible for calling “Start/Stop Play” (Visiting Team Captain decides). Initial your agreement on each copy of the paper scorecard.
 - Where the line-ups as exchanged do not yield a **valid match** after accounting for known defaults *and* any absent players, then and only then are captains authorized to reconstitute their line-ups to produce a valid match. (A “valid match” is one in which the majority of courts are actually played and not defaulted by one team or the other. *See*, National League Regulations 2.01C(2) and 2.03E). Per Section rule 8.c implementing the cited national league regulation, where captains cannot agree on which courts to play to arrive at a “valid match,” the entire match is scored as a double-default.
 - Home Team captain is responsible for assigning courts from those provided by facility and should write court numbers for each match on the scorecard to exchange.
 - Not less than 5 minutes prior to the scheduled start of the match, the written line-up exchange, indicating player full names as they appear on the roster, is due. Do not provide your line-up to the opposing captain without getting his/her line-up in return. In the event the other captain is NOT ready to exchange his/her line-up by the 5-minute mark, show him/her that your line-up is ready, and you are entitled to claim the corresponding lateness penalties.
 - If all players are not present at the designated start time, it is recommended that captains inform their players to begin warm-up, but **not to commence playing the match until otherwise notified**. At the conclusion of the warm-up period, the Visiting Team captain or designee announces “Begin Play.” At that time, any player not present forfeits the court, and the captains



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must enforce the “bottom up” default rule; where a team must default #3 doubles before #2 and #1 or #2 singles before #1, thus forcing the remaining line-up of the defaulting team to move up a court. *However*, once a match has begun on a court, no changes that affect that court can be imposed.

- If a player is late, the following penalties apply:
 - 0-5:00 minutes late – Loss of toss + 1 game.
 - 5:01 to 10:00 minutes late – Loss of toss + 2 games.
 - 10:01 to 15:00 minutes late – Loss of Toss + 3 games.
 - At 15:01 minutes – opponent forfeits the individual match.
- If any match defaults occur, agree with the opposing captain whether the cost of the vacant court will be
 - (1) borne by the defaulting team, and if so then that team controls use of that court; or
 - (2) shared between the two teams, and if so then note this on each team’s copy of the scorecard and follow-up later by filing the required on-line Court-Cost Sharing Form.
- After the completion of the match, sign each other’s printed and completed scorecard to show agreement of the *facts*. If there is a dispute over a *rule interpretation*, note the nature of the dispute on the scorecard before signing, and follow-up promptly with the League Coordinator or by filing a timely Grievance Complaint.

➤ After the Match and You have Gone Home

- For USTA League matches, enter the match results in TennisLink as soon as possible following match completion and never later than 48 hours, or if done by the opposing captain, review and confirm/dispute the score entry.
- If a default occurred, both captains must complete the on-line Captain’s Default Form within 72 hours of the completion of the match in which it occurred.
- If you have agreed to share the costs of any defaulted court(s), complete the on-line Court-Cost Sharing Form. No cost-sharing arrangement will be recognized unless/until this Form is completed, and no such Form will be accepted more than 72 hours after a match has been completed.