



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