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