



## 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
  6. Directions to facilities

### VIII. Questions and Answers period