



BLTC Team Captain Guidelines

This document is intended to provide some general guidelines for captains of all adult teams involving club members and using the club name or facilities.

Further information on the specific requirements for the main leagues/competitions in which the club enters team can be found on the relevant website. Links to these sites can be found in the Useful Links section at the end of this document.

Guidelines for team members are contained in the BLTC Team Member Guidelines document on the club website.

Team Captains – Overall Aim

The overall aim is to have captains that:

- Lead their team to achieve the best results possible with the players available.
- Start each winter and summer season as a clean sheet for squad selection and encourage new players to join the squad based on the merit of the players available.
- Represent the club and their team in an appropriate way.
- Have the confidence and support of their team.

Members should not feel they are making an open-ended commitment. A member agrees to be captain on the clear understanding that they are under no obligation to serve more than one season.

Choosing Team Captains

The selection and appointment of team captains is overseen by the Tennis Sub-Committee. It is recommended that a captain:

- Plays a suitable standard of tennis to be a regular playing member of the team (preference is to have playing captains rather than non-playing captains).
- Is respected by the team members.
- Has a good network in the club, with knowledge of the playing levels of potential squad members.
- Is organised and has time to commit to run the team.
- Has good leadership and communication skills.

The Tennis Sub-Committee will work with the Match Co-ordinator to:

- Confirm before the start of each winter and summer season if the current captain wants to stand for re-election and if there are any other members of the squad who would be willing to take on the role.



- Consider the candidates, including any current team captain reapplying, and, based on the criteria listed above, select the most suitable applicant where there is more than one applicant.
- Recruit a team captain if there is either no applicant or no suitable applicant.

Team Captain Responsibilities - Squads

Of primary importance is ensuring that a team is fielded for EVERY match, otherwise points are forfeited, the team may (for repeat “offences”) be dropped from the league and the club’s reputation may suffer.

To achieve this, there should be sufficient players within each squad. Recommended numbers are set out below. (These are not set in stone, however, and can be varied).

LEAGUE	SQUAD SIZE
Team Tennis Mens	6-8
Team Tennis Ladies	6-8
Surrey Mens	6-8
Surrey Ladies	6-8
Woking Mens	8
Woking Ladies	8
Woking Mixed	8
Chaucer	6-8
LMT Ladies	12
Seniors Tennis GB	6-8

Team Captain Responsibilities - Before the start of the season

- Remind players to register their interest in playing in teams in the forthcoming season. (The Tennis Sub-Committee will arrange for sign up lists to be posted on line and on the club notice boards about two months prior to the start of each season)
- Attend selection meeting to agree squad members, practice sessions and other common issues.
- Register squad players direct with the league as required.
- Be aware of the rules of the relevant league (for example, for the Wilson Surrey League, as detailed in the [Captain's Guide](#) on the Surrey LTA website).
- Determine availability of squad members.
- Liaise with the opposition’s captain to confirm match dates as soon as possible. League organisers generally issue details about the forthcoming season about a month before the season starts. Dates for matches in some leagues are fixed, whilst, in others, it is the responsibility of the team captain to agree a suitable date with the opposition captain. If you are unable to contact the opposition captain via email, you should first try to text or phone. If this is not successful, you should contact the league organiser.

Fixed Date Matches

- Where match dates are fixed, you should confirm the date and start time with the opposition captain as soon as possible after receiving details about the league. The start time for home matches is at your discretion and you should take squad and court availability into consideration when deciding on the time to offer.
- If it appears that there is a fixed date where there is insufficient availability among squad members to field a team, you should first see if there are any non-squad players of a suitable standard who are able to play.
- If it subsequently appears that you will be unable to field a team, you should contact the opposition captain as soon as possible to discuss rearranging. Rearranging is at their discretion. If it is proving difficult to find an alternative date, you may wish to contact the league organiser. You should only concede a match as the last resort, having tried to use non-squad players.

Non-Fixed Date Matches

- Where match dates are not fixed, you should identify potential match dates as soon as possible after receiving details about the league, taking into consideration squad and court availability.
 - Liaise with the opposition's captain to agree match dates and times. It is the responsibility of team captains to offer match dates and start times for their home matches, following the league guidelines.
 - If it is proving difficult to find a mutually agreeable date, you may wish to contact the league organiser. You should only concede a match as the last resort.
- Book home courts on the booking sheets on the club house notice board on a first come, first served basis, bearing in mind the following:
 - A maximum of 6 courts are available to be booked at any one time, of which no more than 4 can be artificial grass.
 - Indoor courts cannot be booked for matches, except in exceptional circumstances when the permission of the Committee must first be obtained by emailing the BLTC Honorary Secretary at secretary.byfleetltc@gmail.com.
 - Matches on Saturdays should start before 10:30 or after 16:00.
 - You can provisionally reserve more than one date for the same match, but you should remove the bookings that are not required as soon as the opposition have confirmed which date they are accepting.
 - You should update the booking sheets as soon as possible if a match date is changed or a match is cancelled.
 - If you are unable to update the board in person or wish to reserve courts in a month where the booking sheet has yet to be posted, please email emmalever@byfleetltc.com. Updates submitted via email will be displayed on

the notice board within three days or where the booking sheet has not yet been posted, as soon as the sheet is added to the board.

- Inform the squad of the match dates as agreed and any changes to them during the season.
- Collect match balls for all home matches from the club administrator (alternatively you can collect them before each match or provide your own balls).

Team Captain Responsibilities – During the Season

- Select your team including a reserve, if available. How you select your team is up to you. For example, you may select teams for all matches upfront at the start of the season or you may just select for the next match or two.
- In selecting a team, it is recommended that you try to strike a balance between having consistent pairings, fielding a strong team and rotating playing opportunities among the squad members.
- Communicate with other captains about squad members playing up.
- Inform the team of the match selection, including pairings, time and location and post-match hospitality.
- For away matches, confirm travel arrangements, i.e. meeting at the club or going direct.
- Communicate with the opposition captain in the week before the match and on match day as required (reconfirming the match, weather issues etc.).
- Print scorecard before a match and have access to a copy of the league rules.
- Arrive 15 minutes before start of home matches.
- Be host on the day for home matches. For example, meet the opposition players in the car park, provide balls, ensure water is available, prepare the clay courts before playing, check the net height etc.
- Arrange post-match refreshments for home matches if required. Teams can provide their own refreshments or use the facilities at the Nuffield club café and bar. (Provision of refreshments varies between leagues).
- Ensure you and the opposition complete and sign scorecard at the end of the match. Keep signed copy for your records (alternatively you can take a photo of the results).
- Collect match fees for home matches ONLY and give these to the club administrator if the club has provided the balls. Match fees are currently £2 per player.
- Submit results according to the league procedure.
- Provide the club administrator with updates on results, fixture dates and squad members.
- Consider using the club Facebook page to promote the team.
- Communicate with the squad regularly about matches and practice sessions and provide updates about results and the league position.
- Organise practice sessions at weekends when no match is scheduled.
- Encourage players to provide open feedback to you with any concerns.
- At the end of the season meet with the Tennis Sub-Committee to review the season and elicit feedback.



Useful Links

Team Captains

Team captains for a specific team can be found by selecting the relevant team from the drop-down list under the BLTC Teams heading on the BLTC website home page, (<http://byfleetltc.com>). You will also find the names on these pages of club representatives to contact if you have any queries.

League Websites

- Team Tennis: <https://www.lta.org.uk/play-compete/competing/adult-tennis-competitions/team-tennis/>
- Wilson Surrey League: <https://www.surrey.tennis/wilson-surrey-leagues>
- Woking & District Tennis League: <http://www.wokingdistricttennis.org.uk/league-rules.html>
- Chaucer League: <http://www.chaucerleague.net/>
- Seniors Tennis GB: <https://www.lta.org.uk/play-compete/competing/seniors-tennis/seniors-team-competitions/>

There is no website for the LMT leagues. The organisers email information to each captain at the start of the season.

BLTC Tennis Sub-Committee