

## Guide for Team Captains



Thank you for agreeing to be a captain of one of Old College's teams. Competitive tennis is an important part of tennis life at Old College and the club enters many Men's, Women's and Mixed teams into the Surrey and National Leagues in both Summer and Winter seasons. The role of Team Captain is crucial in enabling the club to participate in the leagues.

This document provides some information and guidance to help you as a Team Captain.

A note on nomenclature:

**Tennis Captain** refers to the overall Men's, Women's or Mixed Captains that have overall responsibility for managing the teams. They are appointed by the Club Committee and are members of the Tennis Committee.

**Team Captain** refers to captains of individual Men's, Women's or Mixed teams,

### 1. League rules

The Surrey Leagues are organised by Surrey Tennis and are run through the LTA competitions site. All individual results are captured and contribute to our individual WTN (World Tennis Number) rankings.

All information about the [Surrey Leagues](#) can be found on the Surrey Tennis website. This includes:

- The draws for each season
- Rules and Regulations: [https://www.surrey.tennis/files/ugd/ecda7c\\_b7eda5792d794e8aa54dfc0149ce4bbe.pdf](https://www.surrey.tennis/files/ugd/ecda7c_b7eda5792d794e8aa54dfc0149ce4bbe.pdf)
- A guide for captains on entering results: [ecda7c\\_b53766d223124aae8da0ed0b501f5d7b.pdf](https://www.surrey.tennis/files/ugd/ecda7c_b53766d223124aae8da0ed0b501f5d7b.pdf)

It is a good idea to familiarise yourself with all of this, but the Tennis Captain can always be asked if you have questions. Tennis Captains are set-up as club administrators for the leagues.

### 2. Selection of teams

A few weeks before the beginning of each season the Men's and Women's Tennis Captain will arrange a Selection Meeting to choose the teams for the upcoming season.

The meeting is attended by all Team Captains as well as the senior coaches. Team selection is based on a number of criteria and your input on the performance of team members over the previous season(s) is important.

The OC Team Selection Policy can be found here: <https://oldcollege.co.uk/wp-content/uploads/2024/01/Team-Selection-Policy-2023.pdf>

Mixed teams are chosen based on the selections for the Men's and Women's teams and there is no separate selection meeting.

The Tennis Captain will contact anyone that is moving teams and once confirmed that this is done you can contact your team members. Set up a WhatsApp group and welcome any new members.

### 3. Match schedules

The schedule of matches is set by Surrey Tennis and entered into the LTA competitions site. Depending on which division your team is in, dates will be either '**Fixed**' or '**Play-by**' – this can be found on the [Surrey Leagues](#) webpage.

Surrey Tennis will notify the club league administrators (the Tennis Captains) once the leagues are released each season. The Tennis Captains will then co-ordinate the schedules of all Old College teams to ensure that the number of matches on any day complies with our Match Allocation Policy (see '5. Booking courts') and allows courts to be available also for social play and coaching.

Matches will be assigned for either morning or afternoon start, and the dates of some matches (only for teams with '*play-by*' dates) may be changed to avoid too many on the same day. Tennis Captains will circulate the finalised schedule to all Team Captains.

#### 4. Arranging matches

You can now start confirming dates for matches. To access the draws:

- Go to the [Surrey Leagues](#) website, click '**Winter leagues**' or '**Summer leagues**' as appropriate and then '**View draws**'. This will take you to the LTA competitions site.
- Log in (top right of screen) with your LTA Advantage details. Click **Leagues** on the left menu, then **Wilson Surrey League**.
- Enter the Club name and then scroll down the list of Old College teams to find your own. Click on any match to find the opponent captain's contact details.

For those teams with '*play-by*' dates, please offer the date in the schedule circulated by your Tennis Captain first to your opposition captain. If that does not work for the opposition, offer an earlier date.

It often takes a bit of negotiation to find a date, but if the opposition cannot agree to 3 dates that you offer then you can claim a walkover. However, remember that team members have signed up for the teams hoping to play, so try to find a date if at all possible.

Alternatively, if availability is an issue a team can play with one pair only, with the other 2 rubbers being marked as 6-0 6-0 loss.

There are also assigned '*Replay Dates*' at the end of each season which are intended for matches cancelled due to bad weather.

#### 5. Booking courts

As a Team Captain you will be given access to the courts management system **MyCourts**. Your Tennis Captain will ask the club administrator Emily Chandler ([emilykchandler@gmail.com](mailto:emilykchandler@gmail.com)) to send you log-in details, but please prompt if forgotten.

The Tennis Captains will book all courts for matches according to the schedule circulated. Please check on MyCourts/Booking sheets that courts for all your team's matches have been booked.

If you need to change the date of a Home match, you can book courts yourself:

- Log in to MyCourts
- Go to **Booking Sheets** to check availability of courts on your chosen date
- Go to **Team & Event Bookings**; scroll down to your team name. If it is not there, click **Add New Team & Event** and add (e.g. Men's Team 1 match)
- Click **Manage Bookings** next to your team name, then the calendar date that you want.
- Tick the courts slots needed and **Submit**.

#### Important

When booking courts for matches you must ensure that you:

1. CANCEL the existing courts for the unwanted date.
2. Comply with the Match Courts Allocation Policy  
<https://oldcollege.co.uk/wp-content/uploads/2025/10/Match-court-allocations-policy-2025.pdf>

It is best to book courts before you start arranging dates with your opposition captain. Do not provisionally book courts on multiple dates – while the league rules state that a club must offer 3 dates to the opposition, it is not practicable for all Team Captains to do this and hold court bookings.

## 6. Choosing match teams

### Availability

Once you have the match schedule, send out the dates to your team and ask for availability. Use Spond or WhatsApp poll. It can be difficult for players to predict their availability for the whole season, and so some latitude will be necessary. However, members who have signed up as 'Full' should be available for at least 3 matches, and 'Reserves' for at least 1 match.

Ideally you should plan to have a Reserve for every match, but this is not always possible with availabilities.

Full team players take priority over Reserves. If there are not enough Full players available for a match, Reserves should be asked first before asking a player from a lower team.

If you do not have enough Full or Reserve players for a match you can ask someone from another team. Players from a lower team can 'play-up' twice in a season, but after the second occasion they must remain in the upper team. So, if you need to ask someone from a lower team, you should as a courtesy check with the team captain to see the plans for the rest of the season.

There is no strict rule for 'playing-down' but it is not expected this should happen.

### Pairings

The aim is to win each match and so you should generally aim to select the strongest team available, rather than on a rotation basis. However, if members have signed up and made themselves available you should ensure everyone plays at least one match.

You can also plan teams according to the strength of the opposition, by checking their league position in the previous season.

Pairings for a match are the decision of the Team Captain but of course you can consult if helpful. Aim for complementary strengths in a pair e.g. forehand/backhand or left-handed/right-handed. If there are 2 strong players and 2 weaker, it is usually a good idea to split, but if a single point is vital to ensure promotion or avoid relegation you may wish to combine the stronger players and hope they win both rubbers.

If you are not playing in a match, you should still choose the team and pairings but ask one of the players to act as captain for the match and record the scores.

## 7. Practice

There is Team Practice every Monday evening provided by the coaching team and funded by the Club. Your Tennis Captain will draw up a rotating schedule for teams at the beginning of each season and book the courts and sessions in MyCourts.

You should keep an eye on the schedule and remind your players to attend when it is your team's turn. This is a good opportunity to practice drills and match-play and the coaches always turn out, so please ensure your players also attend.

You may also wish to practice in your pairings ahead of a match. In this case players must use their private bookings – you must not reserve courts through MyCourts as match practice.

## 8. Match results

After each match make sure the match captain (if you are not playing) agrees the results with the opposition captain and sends to you. It is the responsibility of the Home club captain to enter the results on the LTA competitions site.

To enter results:

- Go to the [Surrey Leagues](#) website, click '**Winter leagues**' or '**Summer leagues**' as appropriate and then '**View draws**'. This will take you to the LTA competitions site.

- Log in (top right of screen) with your LTA Advantage details. Click **Leagues** on the left menu, then **Wilson Surrey League**.
- Enter the Club name and then scroll down the list of Old College teams to find your own.
- Click on the **Edit** icon to the right of the match, then enter the names of each player in their respective pairing using the drop-down and the results of each rubber. If your player's name is not found it means they have not registered with LTA Advantage. Put 'unknown player' and ask the player to register.
- Make sure you **Save** the results.

For Away matches it is a good idea to check after a few days that the opposition captain has entered the results.

## 9. Club culture

As Team Captain you form an important part of the Club community. Please help develop the teams and contribute to the club culture by:

- Keeping an eye out for promising players who might be interested in joining a team. Mention it to your Tennis Captain and Head Coach, and invite them to join an informal practice.
- Encourage team players to join the Box Leagues – a great way to practice and get match play experience, especially for less experienced players.
- Form wider WhatsApp groups between teams to foster friendly doubles play. This is especially important for new members to the club.
- Support the Tennis Captains when selections are made each season. Movement between teams is healthy and will always be needed as new players join.

## Approval

| Version | Date  | Approved         | Notes     |
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| 1.1     | 10/25 | Tennis Committee | Version 1 |
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