

Policy on Process for the Appointment of a Team Captain

The Role

A team captain is a voluntary position at CLTC where a member manages a league team. Their role is to fairly pick players to play in team matches considering, among other things, who creates good pairings while ensuring inclusivity of all team members, liaise with other captains in the league, encourage players to play for the Club's teams, and generally be a good ambassador for the Club. It is a position where trust is key and is a two-way thing between the Committee (as a whole and its members individually) and captain. The captain will be supported by the Committee and involved in the decisions made about the team they are captaining (e.g. team composition). The aim is to collaborate with players, the Committee and Club Captains (i.e., Ladies Coordinator and Men's Team Coordinator, as relevant) to get to the optimal result for the Club as whole. A captain cannot dictate team selections on their own (must follow the Club's process and a member cannot be forced to play on any team).

The position of team captain is a position of honour at the Club, and if it is not treated as such the Committee has the right to remove a captain from their role with immediate effect. The chief role of the captain is to promote an inclusive, fun environment where competition and good tennis can thrive in tandem within a team, but not to the detriment of any its members wellbeing.

Ideally a captain at the Club would meet the following criteria, this criteria is what the Selection Panel will be guided by in their recommendations for Team Captains on:

- Ability – tennis ability must be in line with the rest of the team but the captain doesn't have to be the best player
- Committed – be prepared to undertake the organisation around match arrangements (e.g. dates, booking courts,), squad selection for matches and registering of scores (uploads) reliably
- Personable – classic leadership qualities are not necessary, but must be overtly supportive of the team and trusted to be a good ambassador for the Club vis a vis other clubs
- Respected – needs to maintain good relationships with the team players and seen to be fair (there may be times when a captain needs to intervene on court to manage player conflicts/inappropriate behaviour)
- Selfless/flexible – be prepared to drop themselves from a match if better players are available or to help ensure all players have a chance to get a match, and open to compromise, when needed
- Enthusiastic – be seen to be enjoying the role and to encourage/enthuse the team players
- Approachable – most/all members of the Club would be happy to talk to you
- Experienced – ideally have some form of management or captaining experience whether in tennis or another sport already
- Tennis Etiquette – has a good knowledge of the game, e.g., makes sure their team members do not foot fault, make poor line calls, deals with foul play in an appropriate fashion, and does not tolerate foul play from their own team
- League rules – stays updated on league rules of play for matches, including, inter alia, for players "playing up" or "playing down" a team for a match.

Tenure

A team captain is expected to complete a minimum of one year as captain unless an extenuating circumstance occurs. If such a circumstance does occur, the Committee or a Club Captain would be notified. Each year the captain can choose to step down or carry on. Captains are expected to actively encourage their team players to apply for the captain's role in due course, as this is beneficial to the Club as part of its continued drive for inclusivity and so as many people as possible have experience of this role. If no one is interested in the role, then the captain may continue in the role until a replacement is found. Team captains should not feel obliged to keep being the captain just because no one has stepped up to do the job, it is a voluntary role and as such after the first year you can ask to step down. Once a new person takes on the role, the previous captain is expected to wait a year before being able to take on the role again, if they express an interest and are reselected.

Process for selection

Any member of a team may put their name forward throughout the year to volunteer as captain for the team that they are a part of. If a team player wishes to put their name forward, they should email either the Club Secretary or a Club Captain expressing their interest in the role.

Every season Team Captains are reviewed by a Selection Panel, the composition of which is determined by Committee, which could include Club Captains, Committee members, Chairman, and a coaching representative. The Club Captains put a recommendation forward on the composition of the Selection Panel to the Committee for approval. If no recommendation is made, the Committee will deliberate and determine the composition of the Selection Panel. The Selection Panel's decisions on team captains shall be endorsed by the Committee.

If the Committee decides that a captain should be changed, then that is the final decision on the matter and a new captain is appointed, even if a captain is only part way through their tenure.

Where there is a vacant Team Captain role:

1. If someone has already expressed an interest throughout the year, they will be considered for the role by the Selection Panel, but all other team members will be notified in case someone else also wants to take on the role in the interest of fairness.
2. If no one comes forward then, all eligible players from that team will be notified and a player should email the Club Secretary or a Club Captain of their interest in the role.
3. The Selection Panel will consider the candidates for team captains and put forward their recommendations to the Committee for a final decision.
4. If only one person expresses an interest to be captain for a certain team, this does not mean they are selected by default.
5. If no one volunteers, then the Club Captain will try to encourage those who they believe may be a suitable Team Captain to volunteer. A captaincy will not be forced upon someone.
6. If a captain cannot be found from within the team, either a Club Captain or a member of another team will be asked to take on the role until someone within the team is willing and suitable to take on the role.

A captain can oversee multiple teams if they are happy to do so. Non-playing captains, while not ideal, are also a possibility if no players come forward.

Where a Team Captain spot is already filled but a player has volunteered to take on the role during the season, the current team captain sees out their one-year tenure and then the Selection Panel will decide who is to take on the team for the next year if the existing Team Captain wishes to continue in the role. The current Team Captain is kindly asked to not take offence if the Selection Panel does not choose them as Team Captain, as the Club is keen to see as many people get experience in this role as possible.

There should be a volunteer culture in the teams where team members are willing to step up and be captain. The current captain should be encouraging people to step forward in the future to take on the role.

In the unfortunate event that a Team Captain is suspended as a member by CSC or CLTC then a Club Captain or Committee member will immediately take charge of the team while the suspension is in place. The suspended captain forfeits any rights to any home or away matches they were scheduled to be playing as soon as they are suspended. If a suspension is lifted, the Club Committee will review the situation on a case by case basis.

The Club Committee's decision on whether someone is a captain or not is final and there will be no recourse for the existing captain if the Committee wishes to remove them from the role. A captain cannot remain in post once the Club Committee has made the decision that they are no longer the captain and must withdraw from the post immediately or face sanctions. Sanctions could include: not being allowed to captain a team in the future, not being able to play for a team, disciplinary warnings, suspension from the Club, and the revoking of membership. These sanctions would escalate on a sliding scale of severity the longer the existing captain refuses to comply.