



AUSTRALIAN MASTERS TEAM CAPTAIN

(Appointed by Tennis Australia (TA) and the Tennis Seniors Australia (TST) executives)

ROLE OVERVIEW

The important role of the Team Captain is described below.

READ AND BE AWARE OF INFORMATION IN THE ITF FACT SHEETS

Build awareness with respect to accommodation, travel arrival, closing dates for information and general conduct of the Championships. Check these on the ITF website from time to time for updates.

ACCOMMODATION

Liaise with team members and decide upon the best arrangements for the team. Note that official hotels may have transport provided to the venues for competition and official social functions.

TRAVEL ARRANGEMENTS

Be aware of the travel arrangements of each player. If travelling outside the dates of Tennis Australia's travel insurance, note that it is each player's responsibility to arrange their own insurance for these dates. Make sure all players arrive within the expected timeframe (the day before the opening ceremony at latest).

TEAM UNIFORMS

Check that all team members have their official uniform. Team uniforms must be worn in all matches and to the Opening Ceremony.

MEMORABILIA

Exchange pennant with opposing captains. Captains may wish to supplement these with other small mementos and this should be discussed with team members and costs shared among team members. Each captain will be provided an Australian flag – these may be retained by the Captain or players following the event.

TEAM ORGANIZATION AND ITF RULES OF THE TEAMS COMPETITION

- Register the team with the ITF at the venue.
- Attend the captains meeting and share critical information with players.
- Please have an understanding of the rules of the Teams competition. These can be found in the current ITF Regulations which can be viewed at <http://www.itftennis.com/seniors/tournaments/rules-regulations.aspx>
- **Captains must make sure players play in their order of merit, which may be changed up to the captains meeting only as a result of injury, illness or bereavement.** Generally, changes to nominations and order of merit can be made up to 14 days before the first scheduled day of competition. However, any changes to the **team nominations** at the captains meeting must be supported by written documentation from the relevant National Association and submitted to the ITF Representative on site.
- Captains organize the order of play and fill in team sheets for each match. Captains are made aware that each team has been selected in order of merit and, whilst it is expected that captains would nominate their team each day accordingly, it is possible to take into account circumstances that may enhance the winning prospects of the team by playing the third or fourth named member in order of merit in singles. This may be due to preferred opposition match ups, playing surfaces, injury concerns or to ensure the team is as prepared as possible for playoff matches later in the week.
- Although teams must be nominated before the first rubber of the match day, the doubles combination can be changed after the singles rubbers have been completed, but any changes must be notified to the ITF Representative on site, otherwise the team will forfeit the doubles.
- **It is incumbent upon each captain to ensure their team is given the best possible chance of winning every match and it is not expected that all team members will be used equally throughout the week.**



COMMUNICATION AND BEHAVIOUR

As captain, you are the leader of the team. Good leaders communicate with their fellow players. Obviously, different captains will have their own leadership styles, but the general expectation is that captains will be in regular touch with their team members about such issues as travel, accommodation, uniforms and other administrative arrangements. You should discuss and arrange practice sessions, discuss strategy and opponents, and seek input when considered appropriate on the daily composition of the team. Ultimately however, this is a decision for the captain to make and communicate.

In addition, as Captain, you are expected to set the standard as far as behavior is concerned, both on and off the court. Poor or unacceptable behavior reflects not only on you personally, but on your team and country.

A copy of this document has been sent to all team members so that they fully understand your responsibilities.

CO-OPERATION OF TEAM MEMBERS

All players are expected to co-operate with each other and their captain both on and off the court. Team members should support each other at matches. In most cases, captains will consult with players. However, the captain's decision is final and must be observed.

TEAM REPORTS

Each captain is requested to submit a report, in the template provided, to the TSA Teams Administrator (who will share with the TSA Executive) within 21 days of the close of the competition. It is expected that the contents of these reports may be discussed and shared with team members, and their contribution to the report should be sought.

Captains will receive \$50 for completion of these duties from TSA, payable upon receipt of the Captain's report as thanks for these tasks as team leader.

TEAM MANAGER

For each trip, TSA/TA will seek to appoint a Team Manager, who will look after any on-ground issues and can support in case of arising conflicts or issues. They will be your first point of contact.

Approved by the TA/TSA Executive on 30 May 2023