

County Team Policy

Men's and Ladies Teams

Introduction

County Cup teams offer the strongest players in Kent an opportunity to represent their county and compete against other counties in various competitions. There are many different age bands in junior, senior and veteran categories. It is imperative that a clear structure is in place to enable all interested parties to see how they can become a Captain of a county cup team, the responsibilities they have, how a player goes about being selected and what support is available. The following document clarifies these processes and it will be updated annually.

Other policies include:

- Veterans Teams
- Junior Teams
- Volunteer and Office support for County Teams
- 2013/14 Event dates, Training dates, Selection dates, Captains' contact details

MEN'S & LADIES TEAMS

Appointment of Captains:

1. The Kent Board of Management (BoM) is responsible for appointing a Men's Team Captain and a Ladies Team Captain
2. If there is a playing team Captain, the Captain has the option to appoint a volunteer playing or non-playing team manager. This is considered essential if there are any Under 18 players in the team
3. It is recommended that a team Captain also appoints a Vice-Captain
4. Captaincy has no fixed term but an annual review of Captains will be carried out by the Board of Management representative
5. When a team Captain steps down he/she is asked to recommend a successor to the BoM
6. Captains' details will be displayed on Kent Website

Responsibilities of Captains:

1. Check dates for selection, training and County Cup events. See section **Event dates, Training dates, Selection dates**.
2. Lead the selection process as in section **Team Selection**
3. To ensure that they have an up to date CRB and/or Coach Licence/Registration
4. Invite players for team trials/practice
5. Select team and inform those who were successful and unsuccessful
6. Book accommodation
7. Arrange transport if required

8. Decide if another adult is needed to accompany the team e.g. if any players are under 18.
9. Manage the budget. The budget is agreed at the annual Captains' meeting and covers travel, accommodation, players' daily allowance and restaurants. Additional costs are met by player contribution
10. Make sure players have team clothing. This is available at the Kent Tennis Office. Players will be asked to contribute to the cost. See section **Event dates, Training dates, Selection dates** for cost of contribution
11. Provide office with selected players names two weeks prior to event, to be displayed on Kent Website
12. Check the LTA competition pack – see <http://www.lta.org.uk/Competition/>
13. If relevant familiarise and utilise the 'guidelines for travelling or staying away with people under the age of 18' - see <http://www.lta.org.uk/Clubs/Resources/>
14. Source courts for team practice for Winter CC
15. Source grass courts for team practice for Summer CC
16. Communicate with team regarding practice sessions, accommodation, travel arrangements, spending allowances
17. Manage budget – agreed annually at Captains' meeting
18. After event send email report and photo of the event by the first Monday after the event for the website (about 100 words) – kent@lta.org.uk
19. Invoice Kent Tennis for all expenses within two weeks of the event completion using Kent invoice and include all receipts
20. Delegate duties to Vice-Captain or team manager as required
21. Attend Council meetings and AGM

Team selection:

Team selection is made by the team Captain and their decision is final. It is based on:

- (i) Player rating & ranking (Open and then 18's age groups)
- (ii) Knowledge of existing players
- (iii) Availability of players
- (iv) Team trials/practice (see process below)

If someone believes they are of the standard to represent the team they need to:

1. Email the team Captain
2. Team Captain and player would then have a discussion around rating, playing level and availability
3. If after the discussion, it is agreed that they could be a potential team member they would be invited to attend a team trial/practice
4. After the team trial/practice the team Captain would discuss whether or not they would be involved in the team moving forward

Up to 10 players will be selected and names of players will be displayed on the Kent website

Team Clothing and Costs

All players are expected to contribute towards the costs of team clothing. Basic training, travel, accommodations and food costs are paid by Kent Tennis. Players are expected to pay any additional costs. Check the section **Event dates, Training dates, Selection dates** for this year's clothing costs