



Mass Indoor Tennis Association

# **BT BC** BAYSTATE TENNIS CONFERENCE

## **2021-2022 Captain's Guide**

### **\*\*\*Spring season\*\*\***

**Prior to the start of the season, each Club should conduct a team meeting to review rules, policies and procedures.**

**Listed below is a guide to assist the Captain with her duties:**

**All Captains should input their Team Roster on the MITA website on or before January 12<sup>th</sup> and submit the dues of \$ 15 per player to the MITA Coordinator by February 1st<sup>th</sup>**

One check per club, payable to MITA is preferable

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**We clear out all the captains from the previous season and ask you to register again**

All returning and new Captains must register on the MITA website: [www.MITA-tennis.com](http://www.MITA-tennis.com)

- On the home page of the MITA website, click on Register (upper right hand corner).
- Click on Bay State Tennis Conference
- Click on the arrow on Team and highlight your MITA team (from the a drop down menu
- Enter your email, password, first and last name and your phone number
- Click on Register

The website will then ask you to input your players name

**\* THE ROSTER MUST INCLUDE A MINIMUM OF AT LEAST SIX (6) PLAYERS**

After the rosters have been submitted, the Captain can add a Substitute player and must do so before they play in a match

\* A substitute will be rostered in the division and on the team on which they played their third (3<sup>rd</sup>) match. At that time, they will no longer be a substitute, but will become a rostered player of that team and will be subject to the rules of rostered players. If a substitute is permanently replacing a team member, it must be noted on the score sheet and she is now a regular team member.

\* A rostered player must move up a division after subbing in three (3) matches in that higher division. That player will be placed on the team at the next higher division on which she played her last match.

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On or about January 9th, go to your Division and download all of the pertinent information, including the schedule, rules, club information and scorecard.

This information will be reviewed at a team meeting at your club, prior to the start of the season. It is important to know the rules and procedures, as many have been revised, including court fees and monitored warm up time prior to the start of each match. First matches will be held on January 12<sup>th</sup> & 13<sup>th</sup>.

Posting match results:

**\*\*\*Scores are to be reported by the Home Team Captain no later than Friday at 11:00am for Wednesday matches and Saturday @ 11:00am for Thursday matches.\*\*\***

To do so: Login to your Division. Click on the link for posting scores.  
Click on the date of the match. Enter club name for each team  
Enter the names of all of the players from each team.  
Use the correct scoring format for your Division, i.e. = 2 hour match scores and 1 ½ hour matches

Enter the scores for the match into the appropriate box, including tie-break scores. It is important to list the player names accurately, so that they are credited with the correct amount of games won or lost, so that the statistics are accurate throughout the season. Select which teams won the match from the drop down list of options. Make sure that the totals appear at the bottom of the scorecard. **Enter SUBMIT**. Be sure that you have a copy of the signed scorecard and have given a copy to the visiting captain.

NOTE: You cannot go back in and edit scores, once you have submitted them. The only way to make a change or correction is to contact the coordinator. Do not submit partial scores. If you do not see the name of a player listed on the drop down box, enter “default” and contact the opposing captain, immediately following the match to have her enter the players name on her roster. You then, must contact the coordinator to correct the player’s name.

It is the responsibility of the Visiting Captain to verify the scores submitted by the Home team captain are correct. If you find the scores were incorrectly reported, you must contact the coordinator to report the error. The coordinator will then contact the home team captain to confirm a correction. Scores WILL NOT be altered unless both captains agree.

NEVER move a player off of your team, once they have played a match for your team. This will delete their scores and negatively affect the match data. Submit the information to the coordinator and the player’s name will be adjusted to reflect “substitution” or replacement of a player who has not played 3 matches.

ALL REQUESTS TO CORRECT A SCORING ERROR, MUST BE SUBMITTED, VIA E-MAIL TO THE COORDINATOR, NO MORE THAN 10 DAYS FOLLOWING A MATCH. If an error has been determined after that, the score will remain as originally submitted.

Please be sure to submit dues for all substitutes turned rostered players, once they have played 3 matches in MITA. Consult the BTC rules for clarification.

Thank you for serving as a Captain for your team. It is a vital responsibility. I am more than happy to assist you and hope you will contact me, when necessary.

Nancy Froio, Coordinator  
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