

Team Review Process Action Timeline

2024 Dates

Player Participation Form distributed to all current players	April 6, <i>DUE April 12</i>
Spring Captains Meeting	Early-Mid May
Pros' recommendations for level of play of Wait-Listed players, and teams inviting waitlisted players to team practices	Ongoing
Captains enter and verify stats within 48 hours of last match	By May 24
Captains Rep sends stats .pdf reports to team above, team below, Resolution/Stats Chair	May 26-27
Review Meeting	May 30
Captains call all impacted players, call to welcome new players, and email new team roster to the team	Within 24 hours of Review Meeting
Player placement appeals due via email to Resolutions Chair	June 7
Decisions of Resolutions Committee	By June 19
Team commitment fee due to GPCL	July 1
New teams meet and elect Captains	By early July
Captains Rep facilitates election of new Captains Rep for LOTC Board	By July 15
Captains register teams for GPCL	July 1-19
New Season All Captains Meeting	~August/Early Sept

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PURPOSE

This document is to outline the Team Review Process in detail per LOTC CL Rules IX 4 so all parties involved are aware of the steps. This document should also be shared with Team members so they are aware of how they are placed on teams.

COMMUNICATIONS BEFORE SPRING CAPTAINS MEETING

PARTICIPATION FORMS: In early April or before, prior to the April Board Meeting, the Captains Rep sends the link to the Returning Player Participation Google form to the Captains, who will in turn send it immediately to their teams. This form should be completed and submitted ASAP (recommended within a week). It is located within the LOTC Board Google drive.

STATUS CHANGES / NEW PLAYERS: Throughout the year, Captains should communicate with the Board about any changes in their players' status.

For any potential new players, Captains should know and follow the appropriate application and Board approval process using the New Player Application Google form. Captains should be aware of whether the prospective player is a Tier 2 or Wait-List player according to the definitions outlined in the LOTC Rules and this document.

NUMBER OF PLAYERS PER TEAM: The Board determines the appropriate baseline number of Tier 1 players per team for the following City League year, typically at the

April Board meeting, and will communicate this number to the Captains once it is decided.

SPRING CAPTAINS MEETING

After the Board determines the targeted baseline number of Tier 1 players per team for the following year, the Captains' Rep (and/or any Board members of her choosing) should hold a Spring Captains meeting. Individual meetings in lieu of or in addition to a group meeting can be held if desired or necessary.

The purpose of the meeting is to thoroughly educate Captains about the Review Process, as outlined in this document, and to answer any questions or concerns so that on the day of the Review Meeting the process runs smoothly.

ACTION ITEMS FOLLOWING SPRING CAPTAINS MEETING AND PRIOR TO REVIEW MEETING

COMMUNICATIONS: Captains will continue to communicate to the Board any additional changes in player status after the Participation Forms are in and before the Review meeting. Should changes occur, the Board may adjust the target baseline number of Tier 1 players per team if needed.

Captains should ask Pros for recommendations about what level is most appropriate for any Wait-Listed players. Teams should invite Wait-Listed players to practices for the team/s most likely to be suitable in the event there is an available opening for these players.

STATS: After their last match, Captains enter their team's final stats and verify for accuracy within 48 hours. Captains should have a 2nd person, other than the person entering stats all year, double check the stats because accurate information is important. Singles stats are to be separated from doubles stats, as the stats spreadsheet requires.

As soon as possible after the 48 hour stats verification window, a member of the Board will create a .pdf report of each team's verified stats. These reports are to be sent to the team Captains above and below each team and to the Resolution/Stats Chair. The Resolution/Stats Chair will provide the stats to others as needed. This .pdf is the Stat Report to be used in the Review Meeting.

Captains also will provide the verified stats .pdf received from the Captains Rep to their players as soon as it is received.

COMMUNICATION TO PLAYERS: Captains should remind players that stats are just part of the evaluation process. It is recommended the Captains educate their players as much as possible about the Review Process so that players understand how they will be considered for placement and the process is as transparent as possible. If they have further questions about the process that the Captain cannot answer, this document and the Captain's Rep are additional resources.

DEVELOPING THE NEXT IN LINE LIST: Before the Review Meeting, Captains will develop a *Next in Line List* of players. It is recommended to make this list in spreadsheet form so it is easily transferable to the primary *Next in Line List* the Board will retain at the end of the process in the event further openings occur after the Review Meeting requiring more movement.

This list is created by dividing their team's players into three groups: a top group, a middle group, and a bottom group according to players' degree of readiness to be successful if moved to the team above.

Captains may also identify any players who have not been successful within their current Division and would be likely to be more successful in the next level down. These players may be considered for movement to a lower team. It is not required for Captains to recommend that any players move down; this should occur only in instances where data is very clear that this will be the best move to ensure a player is at the most suitable level, or if the player requests to move down.

The *Next in Line List* groupings should rely on stats, and should also reflect whether matches were played against the strongest/weakest teams, availability, competitiveness (especially at 1D and 2D), flexibility, partnerships, ability to play singles, or other skill variables. Captains will include these factors on their *Next In Line* lists as justifying data for their recommendations both for moving up and for moving down, if any.

"SKEWED" STATS: Captains should be sure to consider the ranking of their players' stats within their team in relation to any considerations causing their ranking to be skewed higher or lower, and document the reason for the deviation in their *Next in Line List*. (For example: if a player's stats are skewed higher because she has played very few matches.)

Captains are welcome to seek the input of the Pros to give recommendations about which level they feel is most appropriate for each player. This can be arranged directly between the Captain and the Pro.

SHARING NEEDS AND INTENTIONS WITH OTHER CAPTAINS: Captains should communicate on their own with the Captains in the divisions above and below to discuss their intended recommendations for movement, supported by the data they compiled in their *Next in Line* lists. This allows the Review Meeting to go smoothly and efficiently.

AT THE REVIEW MEETING

WHO IS PRESENT: The Review Meeting will be facilitated by a Team Review Committee. Per LOTC CL Rules, this committee is composed of “a Chairperson (appointed from the Board), a Captain or rep from each LOTC CL team, a Rules Committee representative, and additional persons as needed.”

The Chairperson should act as the point person on the committee during the Review Meeting, and facilitate conversations to fill any openings which may occur after the Review Meeting (see “Post Review Meeting Section”). It is recommended to include the Board Secretary as one of the three committee members in order to document decisions.

The committee is present to keep the meeting on task, ensure the review guidelines and LOTC CL rules are applied fairly and consistently, and to create and retain documentation of the decisions and primary *Next in Line List*.

A group consisting of three levels of Captains will be present at any one time during the meeting to discuss movement within their respective levels: the two Captains involved in the move/s and the Captain of the next level below.

ORDER OF PLAYER CONSIDERATION: Every Review Meeting participant should have the appropriate stat reports and a list of which players are Tier 2 and Wait-List. Captains should also bring their *Next In Line List* to use if questions arise during the meeting.

Placement of players will be considered in the following order as per LOTC CL Rules:

First: TIER 1 PLAYERS. These are current team members who have paid for their position on a GPCL roster for both fall and spring halves of this City League year. This includes players who have held their spot during injury or on an

official leave of absence by paying dues during their absence, but no more than two consecutive halves per LOTC CL Rules. Players added during the Fall addition period are Tier 1 Players so long as their dues are up to date. Tier 1 players will be considered for placement first per LOTC CL Rules.

Second: TIER 2 PLAYERS. These players were paying team members of an LOTC CL team during this CL year, but for one half of the CL year or less. This includes mid-season additions, and players who played for part of the year, but left for injury or leave of absence and did not pay dues to hold their place on their team during their absence. Tier 2 Players will be considered after Tier 1 Players per LOTC CL Rules.

Third: WAIT-LIST PLAYERS. There are two types of Wait-List players: those who have never been on a roster at LOTC **and** those who are returning to LOTC after an injury or leave of absence of one full City League Year or more (therefore ineligible to pay dues to hold their place per LOTC CL Rules). These Wait-List players will be considered after Tier 1 and Tier 2 players have been considered per LOTC CL Rules.

Double jumping should only be done in an extreme situation where the Captains and Pros agree that this is the most reasonable and suitable option.

MEETING PROCEDURE: The three highest Divisions' Captains will enter the meeting first to begin the discussions. The two Captains concerned will negotiate with each other to determine player movement. The 3rd Captain is an observer who is preparing for her own discussion with the Division above's Captain next.

FIRST: The highest Division team Captain discusses movement with the Captain from the Division below. The highest Division team's roster will be filled first with the Tier 1 players from the Division below, meeting the minimum number of Tier 1 players determined for that year based on available players.

At any level, if there are not enough Tier 1 players justifiably eligible to move up to the next Division, the Captain may then add Tier 2 players (or then Wait-List players if there are not Tier 2 players) during the Review Meeting. Only significant and factually justifiable exceptions will be considered acceptable.

SECOND: When the highest Division team roster is complete, that Captain will leave the meeting and the 4th highest Division Captain will rotate in to join the meeting to act as the new 3rd participant. The discussions start again, with the 2nd highest

Division filling her roster from Tier 1 players from the 3rd highest Division, and so forth until all rosters are filled.

When there are two teams in the same Division:

- Both Captains will rotate in at the same time and the team from the Division above can select from either of the two teams below, considering all the players according to stats and data described in the *Next In Line* lists.
- When it's time for the two teams to select from the Division below to fill their rosters, the team placing lower at the end of the season will select first and then the team finishing higher will select the next player to promote parity and competitiveness between the two teams. The two teams will continue to alternate choosing players from the team below until the rosters are filled.

DOCUMENTATION: As teams are formed, the Secretary (or another member of the Review Committee) will post the rosters to a large whiteboard or other means of display. That person will document all decisions reached in a *Team Review Spreadsheet* which will be retained by the Board.

This spreadsheet should include a tab for one primary *Next In Line List* compiled from all teams' *Next in Line Lists*. If further changes or openings occur after the Review Meeting, the rankings made by the Captains and documented in this primary *Next in Line List* will be used. This list will be retained by the Board as described in the Post Review Meeting section below.

CONFIDENTIALITY: Per LOTC CL rules, once decisions have been made regarding movement, the changes will remain confidential until all concerned players have been notified.

FOLLOW-UP AFTER REVIEW MEETING

WITHIN 24 HOURS OF THE REVIEW MEETING:

- Current Captains **call** every member of their team to notify them of their placement for the next year.
- If a player is unhappy about the decision, Captains will notify them that they have the option of appealing to the Resolutions Committee, and that **appeals must be submitted via email to the Resolution Chair by one week from the Review**

Meeting. The Resolution Committee will decide on all appeals within 10 days to 2 weeks from the Review Meeting.

AFTER CAPTAIN CALLS AND WITHIN 48 HOURS OF THE REVIEW MEETING:

- Captains whose teams are receiving new players will contact their new players, welcoming them to the team.
- Captains will inform their current team of the new team roster for next year.

NEW TEAMS: Once new teams are in place, they will meet ASAP, no later than early July, to elect their Captains.

If the prior Captain changes teams, that Captain needs to be involved with their former team until it is settled. They are the representative who best understands their players and their team's year as a whole. It is suggested to include the new Captain during this period in order to ensure a smooth transition and knowledge transfer.

POST REVIEW MEETING

DOCUMENTATION: Captains will submit their *Next In Line List* to the Review Chair for inclusion into the *Team Review Spreadsheet* and primary *Next In Line List* retained by the Board (Recommended to be housed on the LOTC City League Board Google drive) This combined spreadsheet will be the clearinghouse for any changes that may occur after the Review Meeting (for example, if a player decides not to play or moves after the meeting).

IF OPENINGS OCCUR AFTER THE REVIEW MEETING: The current or prior Captain (depending on when change occurs) should contact the Review Chairperson or her designated alternate Board member with the details. If an opening needs to be filled, she will facilitate the conversation between the prior Captain involved in the Review Meeting along with the new Captain, and Pros if needed.

The Review Chair or her designated alternate Board member will be responsible for being able to access the *Next in Line List*. She will determine who is available to add from the *Next in Line List* then any remaining Tier 2 or Wait-List players not placed, if appropriate. The Captain with the opening can select from this list according to the same considerations and criteria as previously outlined in this document.

The Review Chair or her designated alternate Board member will update the rosters if there is a trickle-down effect and help facilitate negotiations between the affected Captains.

KNOWLEDGE EXCHANGE: Former Captains should meet with new Captains on their own for a knowledge exchange to help the new Captain with a smooth transition.

In addition, an All Captains meeting to be run by the Board will be held close to the start of the new season. This meeting will include an exchange of best practices surrounding many Captain's responsibilities, and is for both veteran and new Captains.

ADDITIONAL DATES INFORMATION

A non-refundable **team fee** is due to GPCL by their deadline noted in the Action Timeline.

GPCL Registration dates are also noted in the Action Timeline. Captains must register their team by the deadline. Per GPCL Rules, no changes will be allowed after registration closes. However, new players (who are not on any City League roster) may be added until the Fall deadline.

Specific dates also can be found on the [GPCL website](#) once the new season's calendar is finalized.