



LEE COUNTY WOMEN'S TENNIS LEAGUE

CHANGE IN ROSTER INTRUCTIONS

RATED DIVISIONS		SENIOR DIVISIONS	
Dynamo plays Tuesday (4.0 minus and above)	3.5 minus plays Wednesday (3.5 minus to 3.0 minus)	Platinum (4.5) plays Monday (4.0 minus and above)	Copper (3.5 minus) plays Thursday (3.5 minus to 3.0 minus)
4.0 plays Thursday (4.0 to 3.5)	3.0 plays Monday (3.0 to 2.5)	Gold (4.0) plays Friday (4.0 to 3.5)	Nickel (3.0) plays Friday (3.0 to 2.5)
4.0 minus plays Monday (4.0 minus to 3.5 minus)	3.0 minus plays Thursday (3.0 minus to 2.5)	Cobalt (4.0 minus) plays Wednesday (4.0 minus to 3.5 minus)	Bronze (3.0 minus) plays Wednesday (3.0 minus and below)
3.5 plays Tuesday (3.5 to 3.0)	2.5 plays Tuesday (2.5 and below)	Silver (3.5) plays Friday (3.5 to 3.0)	

ROSTER CHANGE REQUEST-- A Player is not legal until they appear on the online Roster.

The Roster Change Request is an online process that replaces Form 8. Captains can use this:

- during the player registration period if they find that they have omitted a player, or made a mistake.
- throughout the season to make any appropriate changes to their rosters.

Please refer to the LCWTL Rules and Regulations online at www.lcwtl.com for Computer Rating Requirements for new players. Players need to be in the LCWTL database, with an online Personal Players account with their details filled in and the LCWTL agreement signed.

Before you start note the following:

- ✦ If a player is transferring teams it is important that the original captain requests the removal of the player from her team so she can go into the pool of players available to add to the new team. To avoid miscommunication and any complications, the captain should communicate with the player before deletion so that she knows if the player is transferring to another team, division or club.
- ✦ New players – A team may add new players until January 31.
If the player is new or re-rating, email Beth Behrhorst at DataCoord@lcwtl5.com, Database Coordinator, the following information with a copy to all your division officers:
 - ✦ Player's full name (Last, first)
 - ✦ Player's USTA rating OR player's self-rating
 - ✦ Player's USTA number

It is important that, as a captain of a new player, or a player who is re-rating, you check that there is no valid USTA rating. Go to www.lcwtl.com and choose Teams/Players and the choose Check USTA Rating
- ✦ A team player who has not played on the team she is a member of may leave that team and transfer to another team or division for which she is eligible until January 15.
- ✦ A team player who has played on the team she is a member of may transfer from that team to another in the same club or another club for which she is eligible, but only from January 1 until January 15.

To Submit a **Roster Change Request** :

- Click on Roster Change Request from the Teams/Players menu on www.lcwtl.com
- Captains should Login with their Personal User name and Personal Password.
You will be logged in to the Roster Change Request page with your division showing in the Select division box. Check that the division is correct.
- Select your team. There are instructions online.
- To request the removal of a player from your team, select the player from the Select Player to remove list box.

- Click the Request Player Removal button.

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An email is sent to your division secretary requesting the change.

- To request the addition of a player to your team, select the player name from the Select Player to add list box.
- Click the Request Player Addition button.
An email is sent to your division secretary requesting the change. Note: the player will not be available to add if they are on another team. The other captain must remove them from that team first.
- On receipt of the email the division secretary will add or delete the player and advise you, by email, when the task is complete.

FOR DIVISION OFFICERS :

To add or delete a player:

- Go to Teams/Players > Rosters/Registration> Add/Delete Players
- Enter your Division Officer User name and Password
- Select the Team that the Roster Request references
- Add or Delete the player requested. Note: Any player who is already on a rated or senior team must be removed before she can be added. The system software will alert you to this.
- Close the window