



Hello captains!

Welcome to another season of the USTA Atlanta Adult 40 & Over Business Women's League! Thank you so much for volunteering and helping to make our league so successful. Not only will you serve as the communicator and representative for your team, but we wouldn't have our league without all of your efforts.

**Important Notes:**

- If you have registered a team out of facility that is currently closed and that facility is still closed at the time your first home match is scheduled, you must notify your opponent and give them the option to play the match at their courts. If they cannot provide courts, it goes back to the original home team to find alternate courts for the match.
- In order for players to be eligible to play in the local playoffs, they must play **two times during the regular season** (first match through the last regularly scheduled match of the round robin). A default may count as one of the matches played.
- If a team forfeits more lines than they have played, making the match invalid, a warning letter will be sent to the team. If this happens a second time in the league season, the team will be removed from the league and reported to the USTA Georgia Adult League Committee for review.
- The filing fee for sportsmanship grievances will be \$40 moving forward.

**Contacts for the Season**

<b>Program Director 3.5 and 4.5 Levels</b>	Elena Cosper	404-375-3195	<a href="mailto:Elena.cosper@gmail.com">Elena.cosper@gmail.com</a>
<b>Level Representative 3.0 and 4.0 Levels</b>	Arrie Lugar	469-586-6565	<a href="mailto:arriellugar@yahoo.com">arriellugar@yahoo.com</a>

**Important Tips**

- Be sure to thoroughly read through and be well-versed with USTA Atlanta local rules and regulations.
- Ensure a proper scorecard exchange before each match. Both captains should simultaneously exchange COMPLETE scorecards before the start of the match.
- Assign a co-captain for your team! Contact your captain at least 3 days in advance to coordinate logistics for the team match.
- If both captains agree, you may play your match earlier or at a different time on match day. Keep your level rep informed if you do this!
- Make sure your player is registered on your team before stepping foot on the court. If your player's match is started at 6:30 PM, and they registered on the team at 6:31 PM, it is an illegal match and will be disqualified and awarded to the opposing team.
- Stay in the know:



- Subscribe to the [USTA Atlanta e-newsletter](#)
- Connect with us on [Facebook](#)
- Connect with us on [Instagram](#)

### **Season Schedule for Winter/Spring 2023 Season**

In most groups, teams will have 6 team matches in their local round robin. This does not include playoffs and/or city finals.

#### **Local Match Dates**

- Season starts Tuesday, February 7<sup>th</sup> at 6:30 pm.
- See TennisLink for complete detailed schedule. Click on “Match Schedule” from your “Team Summary” page.

#### Playoffs

\*dates are subject to change

- Tuesday, March 21 (3.0 only and 4.0)
- Tuesday, March 28 (3.5 only)
- Tuesday, April 4 (3.5 only)

#### City Finals

\*dates are subject to change

- **3.0** - Tuesday, March 28, at higher seeded team’s home courts
  - Wednesday, March 29 (rain date)
- **3.5** – Tuesday, April 11, at higher seeded team’s home courts
  - Wednesday, April 12 (rain date)
- **4.0** – Tuesday, March 28, at higher seeded team’s home courts
  - Wednesday, March 29 (rain date)

#### **Playoffs**

In order for players to be eligible to play in the local playoffs, they must play two times during the regular season (first match through the last regularly scheduled match of the round robin). A default may count as one of the matches played.

The playoff tournament will be comprised of the following teams below. Normal seeding procedures will apply (based first on team losses and then on individual match wins)

- **3.0:** Both first place teams (seeds 1-2); Both second place teams (seeds 3-4).
- **3.5:** All three first place teams (seeds 1-3), all three second place teams (seeds 4-6), top 2 best overall third place teams (seeds 7-8)
- **4.0:** Both first place teams (seeds 1-2); Both second place teams (seeds 3-4).
- **4.5:** Top 2 teams advance to finals.



### **Scheduling Matches**

Default Match Start Times:

- 6:30 PM: 1S and 1D
- 7:30 PM: 2D (to follow first open from either 1S or 1D)

If you schedule your match start times/order of play differently from the default time, you must get e-mail confirmation from opposing captain. Refer to the USTA Atlanta rules and regulations for all match time scenarios.

### **Scoring**

Teams have the option to play a 10-point tiebreaker in lieu of a 3<sup>rd</sup> complete set. This does not mean teams are required to do this, but it is merely an option. Before the racket spin, the individuals on the court (involved in the match) can decide to play the 10-point tiebreaker or not. This must be decided prior to the racket spin. The **default scoring will be a complete 3<sup>rd</sup> set**, so if all players do not agree, the default scoring will be used. If a tiebreaker is elected, players should communicate this to their captain prior to starting their match. **When recording the score in TennisLink, you would record a winning 10-point tiebreaker as 1-0 retired in the 3<sup>rd</sup> set. For example, if a team wins 4-6, 7-5, 10-8, they would report the score as 4-6, 7-5, 1-0 ret.**

### **Make-up Matches**

Teams have 13 days to make up matches (with the exception of the last 2 matches of the season – see paragraph below). Please refer to the 2023 league rules and regulations for specifics.

If inclement weather occurs on the second to last match of the regular season, the makeup default time is the following Monday (6 days later) at or 6:30 PM. If inclement weather occurs on the last match of the regular season or during playoffs, the makeup default time is Wednesday, 6:30 PM and continues weekday-to-weekday until weather permits the match to be played.

Forfeits: If the start of any team match is cancelled due to inclement weather, any forfeits awarded in advance are voided, and all five lines may now be scheduled for make-up play. However, if any line has already started when weather stops the match, the forfeit(s) stands.

### **Finding Phone Numbers for Opposing Captains**

- Go to TennisLink (<http://tennislink.usta.com/leagues/>);
- Log in your USTA account (if you don't have one – create one);
- Go to your team's "Team Summary" page (the default page for your team)
- Click "Match Schedule" – you will see the opposing captain's phone number.

### **Finding E-mails for Opposing Captains**

If you would like to find an e-mail for an opposing captain, you may find this information by doing the following:

- Go to TennisLink (<http://tennislink.usta.com/leagues/>);
- Log in your USTA account (if you don't have one – create one);
- Go to your team's "Team Summary" page (the default page for your team)
- Select "Captain Email Report;"
- You will see opposing captain e-mails.



### **Add or change the co-captain**

1. Go to TennisLink (<http://TennisLink.usta.com/Leagues/Common/>).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Team Management" under the heading "Quick Links"
4. On the page that comes up, click on your team under the heading "Team Name/Team #"
5. You are now on the team's management homepage. Cursor on "Edit" next to "Co-Captain" and make the changes via the drop-down box that appears.

Note: You must be listed on TennisLink as the captain of the team to add or change the co-captain.

### **Captain's Corner**

The Captain's Corner is another key resource tool for captains. You can find the Captain's Corner by going to <https://www.ustaatlanta.com/40womencaptainscorner>.

### **Line-ups**

Avoid having matches reversed by ensuring that your players are registered on your roster (not registered as a USTA member). Players must be registered before they step foot on court to play their match. If they are not registered in time, the match will be reversed/disqualified and the point will be awarded to your opponents even if you win. No exceptions.

### **Adding a Player After Season Begins**

You may add players at any time up until 11:59 PM on the Monday before the last local round robin match.

### **Georgia State Tournament for 2023 Championship Year**

We are currently in the 2023 Championship Year. City Champions from USTA Atlanta will advance to the USTA Georgia State Tournament to be held in June 2023. Please visit the USTA Georgia's site at [www.ustageorgia.com](http://www.ustageorgia.com) (USTA League Tennis > State Championships) for more information on logistics.

### **Qualifying for the State Tournament**

If your team receives an invitation to the state tournament, each player (going to state) must be on the scorecard for two matches during the regular season in order to qualify for State. One of these times may be recorded as a default received, but at least one must be an actual match played.

**Please note that the state format for teams advancing for this league is 1 singles and 3 doubles.**

### **Facilities**

If your facility has time constraints for courts, please make arrangements for them to stay open and lighted to allow you to complete long-running matches.

Another important note regarding facilities: Once you have indicated your official home facility in TennisLink, all home matches should be played at that facility. If you cannot play at your designated home facility, the visiting team has the option of supplying courts for the match. Of



course, you can always agree to play your match somewhere else if it eases the commute... but home captains may not arbitrarily choose to schedule matches at an alternate facility.

### **The Grievances Process (found in captain's corner)**

When viewing the captain's corner, you will notice a grievance section with two types of complaints that can be filed from a captain.

#### NTRP Grievance

If you believe that you (or one of your players) have played against a player that has misrepresented their playing ability within the **self-rating** process (i.e., their playing level is at the top of the next level or higher), you should file a NTRP Grievance ASAP before the next match is played. However, you must have evidentiary support for your claim (i.e. college background). An opinion is not a valid back-up for a self-rate grievance.

#### Sportsmanship Grievance

All complaints alleging a violation of USTA League Regulations shall be filed in writing by a team captain via email ([grievances@ustaatlanta.com](mailto:grievances@ustaatlanta.com)) to the chairman of the USTA Atlanta Grievance Committee. Examples of valid grievances include but are not limited to: misrepresenting a player's identity on a scorecard or in TennisLink; falsifying scores in TennisLink; recording a score without playing the match; using ethnic slurs or obscene language; coaching; abusive behavior; or physical violence.

Grievances must be filed prior to whichever occurs first: (a) the involved team's next match in that flight whether or not the involved player participates OR (b) within 24 hours after the end of the local league regular season. For all grievances arising during playoffs (including city finals), grievances must be filed within 30 minutes of the completion of the involved team's match.

There is a \$40 fee for filing a grievance under this Section VIII, which must accompany the written grievance. If the grievance is kept on file or penalties are imposed, USTA Atlanta will refund the \$40 fee. All grievance filing fees retained by USTA Atlanta will be donated to the Atlanta Youth Tennis and Education Foundation.

Good luck – and have a great season!