



Hello captains!

Welcome to another season of USTA League Tennis!

Thank you so much for volunteering. 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.

This introductory letter will serve as an information source throughout the entire league season. Refer to it whenever you have a question. If there is a question not listed in this information source, or if you need clarification on a topic, please do not hesitate to contact me.

**RULE REMINDERS:**

- There is no longer a ball exchange at the end of the match.
- All playoffs – including the city finals match, will be held at the higher seeded team's home courts.
- 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 2 or 3 lines in a match, making it 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.

Sincerely,

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Adult 55 & Over Women Program Director

**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. This may be done in a text exchange to allow for social distancing.
- Assign a co-captain for your team! This will help for when you are out-of-town unexpectedly and can have someone take over for a team match. Once assigned, they will be able to have captain access on TennisLink.
- Contact the captain at least 3 days in advance to coordinate logistics for the team match.



- When speaking with the captain, confirm the facility address to make sure you have the correct address on file. You will also want to find out the number of courts that will be given for match and court surface.
- If both captains agree, you may play your match earlier or at a different time on match day. Keep your program director informed if you do this!
- “Home” teams are required to provide two courts of the same surface for each team match. Unless another arrangement was made (and “agreed upon” by both captains), the first two matches to go on will be the #1 doubles and #2 doubles. The #3 doubles should be there within one hour after the start of match time.
- Make sure your player is registered on your team before stepping foot on the court. If your player’s match is started at 10:00 AM, and they registered on the team at 10:02 AM, it is an illegal match and will be disqualified and awarded to the opposing team.

#### **How to add or change the co-captain**

1. Go to TennisLink (<http://TennisLink.usta.com/Leagues>).
2. Login to TennisLink
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. Here, you will find:

- Captain 101
- TennisLink instructions;
- League calendar;
- USTA Atlanta local league rules and regulations
- Grievance forms and procedures;
- Self-rating Guidelines;
- Playoff information (when available); and
- City Finals information (when available).

#### **Season Schedule for Winter 2023 Season**

In the **3.0 division level**, there are 15 total teams split into three groups. The first and second place teams from each group will advance to a playoff. Normal seeding procedures will apply. First place teams in each group will be the 1-3 seeds and the second place teams will be the 4-6 seeds. Seeds 7 – 8 will be filled with the top 2 best overall third place teams.

In the **3.5 division level**, there are 27 total teams that have been split into four groups. Once all groups have finished their regular season, the first and second place teams from each group will advance to a playoff. Normal seeding procedures will apply. First place teams in each group will be the 1-4 seeds and the second place teams will be the 5-8 seeds.



In the 4.0 **division level**, there are 16 total teams split into three groups. The first and second place teams from each group will advance to a playoff. Normal seeding procedures will apply. First place teams in each group will be the 1-3 seeds and the second place teams will be the 4-6 seeds. Seeds 7 – 8 will be filled with the top 2 best overall third place teams.

#### Local Match Dates

- Season starts Wednesday, January 11, 2023
- See TennisLink for complete detailed schedule. Click on “Match Schedule” from your “Team Summary” page.
- Match Time: 10:00 AM.

#### Playoff/City Final Dates\*\*

- Wednesday, March 1 (all levels)
- Monday, March 6 (all levels)

#### City Finals\*\*

- **Wednesday, March 8 (all levels) at the higher seeded team’s home courts.**
- Wednesday, March 15 (rain date, if needed)

\*\*Please note, these dates are subject to change

\*If inclement weather prevents play during any of the Monday playoff dates, then the make-up day will be the next day (Tuesday). If inclement weather prevents play during any of the Wednesday playoff dates, the make-up day will be the next day (Thursday). If inclement weather interferes with a Monday and Tuesday makeup, play would have to roll to Wednesday and the Wednesday playoff match would move to Thursday.

#### **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 USTA Georgia’s site at [www.ustageorgia.com](http://www.ustageorgia.com) for more information on logistics.

#### **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. The process works if you use it. However, you must have evidentiary support for your claim. An opinion is not a valid back-up for a self-rate grievance.



USTA Atlanta does not process NTRP Grievances – this is done by the USTA Southern Section. (However, you will submit your form to USTA Atlanta, who will forward your complaint to USTA Southern.) You can find forms and instructions on [www.ustaatlanta.com](http://www.ustaatlanta.com). NTRP Grievances may only be filed against self-rated players. If a player has a computer-generated rating, their rating usually cannot be disputed through this process.

#### 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 if 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!