



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.

Sincerely,

Maegan Kulich
Director of Leagues

Contact for the Season

Phil Kinneer is the volunteer Program Director for the Adult 40 & Over Men's league. He is here to make this a great experience for you and to answer your questions, so please utilize him. If Phil is unavailable to answer your questions, please contact the Director of Leagues or the Program Coordinator during normal business hours (Monday – Thursday 8:30 a.m. to 3:30 p.m. and Fridays 9:00 a.m. to 3:00 p.m.).

Program Director	Phil Kinneer	757-619-6047	philkinnjr@hotmail.com
Director of Leagues	Maegan Kulich	770-416-4333	maegan@ustatlanta.com
Program Coordinator	Preston Nguyen	770-416-4333	preston@ustatlanta.com

Important Notes about the Spring Season

- 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 may be removed from the league and reported to the USTA Georgia Adult League Committee for review.
- 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 the home team facility has special requirements for guests entering their facility, such as: a specific dress code, the signing of a waiver or requiring the collection of personal information (photo ID, email address, phone number, etc.) captains must inform the visiting captain in advance.



Schedule for Spring 2024 Season

Local Match Dates

- Season starts Sunday, February 4, 2024
- See TennisLink for a complete detailed schedule. Click on “Match Schedule” from your “Team Summary” page.
- Match Time: 4:00 PM

Scheduling Matches

Default Match Start Times:

- 4:00 pm: 1S and 1D
- 5:00 pm: 2D and 3D (to follow first open court from either 1S or 1D)
- 6:00 pm: 4D (to follow first open court from either 2D or 3D)

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.

In the **3.0 division level**, there are 9 total teams, the top 4 teams will advance to the playoffs.

In the **3.5 division level**, there are 21 total teams that have been split into three groups. Normal seeding procedures will apply. First place teams will be seeds 1 – 3, second place teams will be seeds 4 – 6. Seeds 7 and 8 will be filled with the top 2 best overall 3rd place teams.

In the **4.0 division level**, there are 19 total teams that have been split into three groups. 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 3rd place teams.

In the **4.5 division level**, the winner at the end of the round robin is the city champion.

Playoff Dates

***All matches to be played at higher seed’s home courts:**

- Sunday, March 24 (3.5 and 4.0)
- Sunday, April 14

City Final Dates

***All matches to be played at higher seed’s home courts.** Teams may agree to play earlier than the scheduled finals date.

- **3.0, 3.5, and 4.0** - Saturday, April 20, 2024, at 4:00 PM at higher seeded team’s home courts
 - Rain Date: Sunday, April 21



Georgia State Tournament for 2024 Championship Year

We are currently in the 2024 Championship Year. City Champions from USTA Atlanta will advance to the USTA Georgia State Tournament to be held in June 2024. Please visit [USTA Georgia's website](#) for more information on logistics. The state, sectional format for the 40 & Over league championships is 1 singles, 3 doubles. The national format for the 40 & Over league is 1 singles and 4 doubles.

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.

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.

If the home team facility has special requirements for guests entering their facility, such as: a specific dress code, the signing of a waiver or requiring the collection of personal information (photo ID, email address, phone number, etc.) captains must inform the visiting captain in advance.

Important Tips

- Be sure to thoroughly read through and be well-versed with USTA Atlanta local rules and regulations.
- Per league rules, both captains (and/or fill in captains) must exchange a written lineup prior to playing. A team may claim a default for the positions that were to start first if a completed written scorecard was not exchanged. The remaining positions will play at the next scheduled time(s) provided a written lineup has now been exchanged.
- 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 your captain at least 3 days in advance to coordinate logistics for the team match.
- When speaking with your 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.
- "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 singles and the #1 doubles. The #2 doubles and #3 doubles should be there within one hour after the start of match time and the #4 doubles two hours after the start of match time.

- You may add players at any time up until 11:59 PM on the night before the last local round robin match. Make sure your player is registered on your team before stepping foot on the court. If your player's match is started at 4:00 PM, and they registered on the team at 4:02 PM, 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).

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) 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.