



Hello Captains!

Thank you for volunteering to serve as a captain this season. Your leadership, communication, and dedication are essential to the smooth operation and success of our league.

As a captain, you are not only the primary point of contact for your team, but also a vital part of what makes this league run. We truly appreciate the time and effort you invest in organizing your players, managing match logistics, and helping uphold the spirit of fair play.

We're excited for a great season ahead—thank you again for all you do!

Important Updates for the Summer Season

- **The format of play is 1 singles/4 doubles for levels 3.0 – 4.5 and 1 singles/2 doubles for 2.5.**
- Defaults awarded in advance may be revoked up until the start of the overall match. The team receiving the default should have players on site and ready to play in the event the defaulting team is able to secure players for the match.
- 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 email 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.
- All animals, including service animals and emotional support animals, must be outside the area of play. This includes all areas inside the fence

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Contact for the Season

Each team will have a dedicated level representative who has volunteered to answer questions throughout the season. They are here to make this a great experience for you, so please utilize them. **Susette Hall** is the Program Director for the Weekday Women's league.

If you are unable to contact your level representative for an immediate question, you are welcome to call another level rep or the program director.

2.5	Shannon Rowe	770-597-1611	shannondrowe@hotmail.com
3.0	Johnnie Collier	404-402-9739	jwcollier@mindspring.com
3.5 Low	Patti Kinneer	770-331-8074	pkinncpa@hotmail.com
3.5 (Groups 1-4)	Robin Schorr	678-492-3674	rschorr44@gmail.com
3.5 (Groups 5-8)	Joan Marcinko	770-846-5570	joanajcl@aol.com
4.0 Low	Dee Lavender	404-664-3938	deirdrelavender@yahoo.com
4.0	Maureen Gold	404-431-1724	mogo@mindspring.com
4.5	Tricia Morgan	678-640-8904	Pgmorgan26@comcast.net
Program Director	Susette Hall	404-444-6107	susette.hall@comcast.net

Season Schedule for Summer 2025 (League Year 2026) Season

In most groups, teams will have 6-7 team matches in their local round robin. Some groups may have more. This does not include playoffs and/or city finals.

Local Match Dates*

- Season starts Thursday, May 15th at 9:00 a.m.
- See TennisLink for detailed schedule. Click on "Match Schedule" from your "Team Summary" page.
- No play May 22nd or July 3rd.

Playoffs

- Thursday, July 17 (all levels)
- Thursday, July 24 (all levels 3.5 Low)
- Thursday, July 31 (all levels except 2.5, 3.5 Low, and 4.5)

City Finals

- Thursday, Thursday, August 7th at **Harrison Tennis Center** (all levels)
- Rain date: Thursday, August 14th at **Harrison Tennis Center** (all levels)

***Dates are subject to change**

Playoffs

Any player advancing to playoffs must have played two times during the regular season to advance and be eligible for playoffs. A default received may count as one of the matches played.

The playoff tournament will be comprised of the following teams below. Normal seeding procedures will apply.

- **2.5:** All three first place teams (seeds 1 – 3); all three second place teams (seeds 3 – 6); Seeds 7-8 will be determined by taking the top two best overall third place teams (out of all groups).
- **3.0:** All six first place teams (seeds 1-6); all six second place teams (seeds 6-12).
- **3.5 Low:** All 4 teams advance to the playoffs.
- **3.5:** All eight first place teams (seeds 1 -8); all eight second place teams (seeds 9 – 16).
- **4.0 Low:** All five first place teams (seeds 1 - 5); all five second place teams (seeds 6 – 10); all five third place teams (seeds 11 – 15).
- **4.0:** All seven first place teams (seeds 1 -7); all seven second place teams (seeds 8 – 14). Seeds 15 - 16 will be determined by taking the top two best overall third place teams (out of all groups).
- **4.5:** All three first place teams (seeds 1-3); all three second place teams (seeds 4-6); Seeds 7-8 will be determined by taking the top two best overall third place teams (out of all groups).

Scheduling Matches

Default Match Start Times

- 9:00 AM: 1S and 1D
- 10:00 AM: 2D and 3D (to follow 1S and 1D)
- 11:00 AM: 4D (to follow 2D or 3D)

Both captains must agree if start times and order of lines differ from the “default.”

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

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 2026 league rules and regulations for specifics.

The make-up deadline for the second to last match of the season is the following Wednesday, 9:00 AM. If it rains on Wednesday, it becomes Friday, 9:00 AM. The make-up deadline for the last match of the season and playoff matches is Friday, 9:00 AM. If it rains on Friday, then day-to-day, 9:00 AM (excluding Saturday/Sunday).

If a group finishes a week earlier than the rest of their level (i.e. a group of 4 or 6 teams in a level with groups of 7 or 8 teams), and their last match of the season is rained out, the group of 4 or 6 will have 7 days to complete their match; therefore, finishing on the same day as the rest of the groups in their division level.

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 the weather stops the match, the forfeit(s) stands.

Finding Phone Numbers for Opposing Captains

- Go to TennisLink ([TennisLink](#))
- 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 ([TennisLink](#))
- 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 the opposing captain e-mails

Add or change the co-captain

1. Login to TennisLink ([TennisLink](#)).
2. Click on "[New Team Management Tool](#)" under the heading "Quick Links"
3. On the Team Details section, click the pencil icon and choose a player on your team in the drop-down menu to assign as co-captain.

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 [Weekday Women's Captain's Corner](#).

Line-ups

Avoid having matches reversed by ensuring that your players are registered on your roster (not registered as a USTA member) before stepping on court to play their match. Failure to register in time will result in disqualification, and the match will be awarded to the opponents regardless of the outcome. No exceptions.

Adding a Player After Season Begins

You may add players at any time up until 11:59 PM on the Wednesday before the last local round robin match (for many of you, this would be 11:59 PM on July 9, 2025).

Scoring

Teams have the option to play a 10-point tiebreaker in lieu of a 3rd 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 3rd 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. If a 10-point tiebreaker is chosen, coaching is not allowed after the 2nd set and only a 2 minute rest period is allowed. **When recording the score in TennisLink, you would record a winning 10-point tiebreaker as 1-0 retired in the 3rd 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.**

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“Low” Levels (3.5 Low and 4.0 Low)

It is every captain's responsibility to check low eligibility before registering a player on a roster and/or playing them. If a player is not eligible for a low level and plays a match, the match will be reversed. There is a published list of eligible players on the USTA Atlanta [website](#).

USTA Atlanta conducts weekly checks every Wednesday for newly added players and will notify captains of any ineligibility as soon as possible. USTA Atlanta is NOT responsible for any captain or player who registers or plays someone not listed/verified as eligible.

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 9:00 AM, and they registered on the team at 9:01 AM, 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](#).

Georgia State Tournament for 2026 Championship Year

We are currently in the 2026 Championship Year. City Champions from USTA Atlanta will advance to the USTA Georgia State Tournament to be held in May 2026. Please visit the [USTA Georgia's State Championship page](#) for more information on logistics. **There is no state tournament for the 3.5 Low level.**

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 to qualify for state. One of the matches may be recorded as a default received, but at least one must be an actual match played.

Facilities

Bathrooms are required. Home teams must have restrooms with running water and flushable, functioning toilets that remain unlocked for the entirety of match play. Porta Potties are not approved restrooms. If restrooms are out of order, the visiting team must be given the option to provide courts. If the visiting team cannot provide courts, then it goes back to the home team to find nearby courts with acceptable restroom facilities.

If your facility has time constraints for courts, please plan for them to stay open and lighted to allow you to complete extended matches.

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Once a team designates its official home facility in TennisLink, all home matches must be played at that location. If the home facility is unavailable, the visiting team has the option to provide courts for the match. Teams may mutually agree to play at an alternate location if it eases travel for both sides. However, home captains may not unilaterally decide to move matches to a different facility without agreement from the visiting team

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.

USTA National instituted a Suspension Point System. To learn more about the new point system, please click here: [USTA Suspension Point System](#)

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 an 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 \$50 fee for filing a grievance under Section VIII, which must accompany the written grievance. If the grievance is kept on file or penalties are imposed, USTA Atlanta will refund the \$50 fee. All grievance filing fees retained by USTA Atlanta will be donated to the Atlanta Youth Tennis and Education Foundation.