

USTA ATLANTA

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.
- **There is not a bye built into the schedule for the 4th of July holiday. Please refer to the section regarding schedules below to learn more about how to handle the match that weekend.**
- USTA State/Sectional/National Conflict Rule – Please see the section regarding schedules below to learn more about how to handle conflicts with a state/sectional/national conflicts. The makeup default day for these matches has been changed to Tuesday at 7:00 p.m. (instead of Wednesday at 6:00 p.m.) for the last match of the season or during playoffs.

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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.

Heather Cotton is the Program Director for the Business 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	Ann Aschenbrenner	404-353-6481	aaschen2@gmail.com
3.0 Red	Katie Chumbley	404-983-1452	katiech@bellsouth.net
3.0 Blue	Jamie Escoe	404-583-6570	Jamie.escoe@gmail.com
3.5 Low	Leigh Coyle	678-764-5976	leigh.coyle1023@gmail.com
3.5 Blue	Michelle Wilkinson	404-277-6510	michellewilki12@gmail.com
3.5 Red	Lisa Hills	404-431-5425	leehills@comcast.net
4.0 Low	Monica Murray	678-231-5962	monicacmurray@me.com
4.0	Wanda Loggins	770-963-1818	wandal@hotmail.com
4.5	Fong Huang	770-309-1186	fong.huang@comcast.net
5.0	Ann Aschenbrenner	404-353-6481	aaschen2@gmail.com
Program Director	Heather Cotton	404-386-4375	hhcotton@hotmail.com

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 Sunday, June 1st at 12:00 p.m.
- See TennisLink for a complete detailed schedule. Click on "Match Schedule" from your "Team Summary" page.

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July 6th Match

- This season, due to scheduling issues, we could not skip a weekend for the 4th of July holiday. Teams have (3) options on how to handle this match:
 - Play the match on July 6th as scheduled (if either team is unable to do this, move to the second and third bullets to follow)
 - Schedule lines to play prior to July 6th
 - If neither of the above options are feasible for either team, the July 6th match will be treated as a makeup match and teams will have until Saturday, July 12th at 6:00 p.m. to play the match. If the match is treated as a makeup, teams must come to an agreement within 48 hours from the July 6th date on when makeups will be played.

USTA State/Sectional/National Conflict Rule

During the summer season, there are several weekends (especially around playoffs) that directly conflict with the USTA State and Sectional tournaments. Most teams already know if their teams are advancing to a state or sectional tournament later this summer. If this conflict arises during the regular season, notify your opponents **NOW** to schedule lines early. If the conflict occurs during playoffs, you must notify your opponent as soon as they are known to you!

Section II.4.G of our league rules states the following:

“Any USTA Atlanta team involved in a USTA League State, Sectional or National match, regardless of the league, may request from their opponent to preschedule their USTA Atlanta league matches prior to the scheduled day of the match. A team with this concern must notify the affected opponents at least two weeks prior to the scheduled match date to reschedule individual matches, or as soon as the schedule is known if there is less than two weeks notice. If the teams cannot agree to an earlier schedule, the match will be rescheduled using inclement weather rules. **For any state, sectional or national league conflict that occurs on the last match of the season or during playoffs for the 18 & Over Business Women or Men’s league, the makeup default day changes to Tuesday at 7:00 p.m.** Any individual match rescheduled for after the regularly scheduled time under this rule must include at least one player who played in the conflicting state, sectional or national match, or this match may be defaulted and awarded to the other team.”

Playoffs

- Sunday, July 20 (all levels except 5.0)
- Sunday, July 27 (all levels except 3.5 Low and 5.0)
- Sunday, August 3 (3.0 Red, 3.0 Blue, 3.5 Red, 3.5 Blue and 4.0 only)

City Finals

- Saturday, August 16th (all levels except 5.0)
- Rain date: Sunday, August 17th

***Dates are subject to change**

Playoff Format

Any player advancing to playoffs must have played two times during the regular season in order 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 4-6); Seeds 7-8 will be determined by taking the top two best overall third place teams (out of all groups).
- **3.0 Blue:** All five first place teams (seeds 1-5); all five second place teams (seeds 6-10); all five third place teams (seeds 11 – 15).
- **3.0 Red:** All five first place teams (seeds 1-5); all five second place teams (seeds 6-10); all five third place teams (seeds 11– 15).
- **3.5 Low:** Both first place teams (seeds 1 – 2); Both second place teams (seeds 3 – 4).
- **3.5 Red:** All five first place teams (seeds 1-5); all five second place teams (seeds 6-10); all five third place teams (seeds 11 – 15).
- **3.5 Blue:** 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 Low:** All four first place teams (seeds 1-4); all four second place teams (seeds 5-8);
- **4.0:** All six first place teams (seeds 1 -6); all six second place teams (seeds 7 – 12). Seeds 13 - 16 will be determined by taking the top four 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).
- **5.0:** The winner at the end of the triple round robin is the city champion.

Scheduling Matches

Default Match Start Times –

- 12:00 PM: 1S and 1D
- 1:00 PM: 2D and 3D (to follow 1S and 1D)
- 2:00 PM: 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 e-mail or text confirmation from 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 regular season is the following Saturday, 6:00 p.m. The make-up deadline for the last match of the season and playoff matches is Wednesday, 6:00 PM. If it rains on Wednesday, day-to-day, 6:00 PM.

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.

Defaults: If the start of any team match is cancelled due to inclement weather, any defaults 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 default(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 opposing captain e-mails.

Add or change the co-captain

1. Go to TennisLink ([TennisLink](#)).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "[New Team Management Tool](#)" under the heading "Quick Links"
4. 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 [Business 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). 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 Saturday before the last local round robin match (for many of you, this would be 11:59 PM on July 12, 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.**

“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 does a weekly check every Friday to ensure eligibility of newly-added players. If there is a player not eligible, USTA Atlanta will notify you as soon as possible. USTA Atlanta is **NOT** responsible for a captain or player registering and/or playing someone who was not on the eligibility list and/or checked by USTA Atlanta first.

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 12:00 PM, and they registered on the team at 12:01 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](#).

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 site at www.ustageorgia.com (USTA League Tennis > State Championships) 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 in order 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 make arrangements for them to stay open and lighted to allow you to complete long-running matches.

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 3 days in advance so traveling teams can make necessary changes if needed.

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.

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 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 \$50 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 \$50 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!