



USTA League Captain's Guide

THANK YOU FOR BEING A CAPTAIN!

USTA League Captains are the largest group of volunteers in the USTA! Your willingness to serve your team and the League in this leadership role is greatly appreciated. This guide was created to make your job easier and to provide tips for success.

Before the Season Starts

FORMING A TEAM

Teams are formed in many ways. Some are groups of friends who start a team because they enjoy being together. Others are structured by club pros or directors from their membership ranks. If you are looking for more players, check with your facility, local pro shops, local league coordinator, local USTA website and your teammates. They may know of others who would love to join you. Don't limit your team to only those you know. Half the fun of USTA League Tennis is meeting and making new friends.

GETTING REGISTERED

The required number of team members must be registered on your roster in TennisLink prior to playing a match and before the deadline. To register, players must be a current member of the USTA and have either a valid computer rating or will need to self rate.

LEAGUE REGULATIONS

The captain, as well as all league players, must read and follow the rules and regulations. National regulations are available on the web. In addition, each section and local league may also have their own regulations that govern play. It is your responsibility to know and convey these to your players. It is also a good idea to acquire the Friend at Court Handbook of Rules & Regulations which includes The Code for unofficiated matches to use as a general reference for rules of tennis.

HOME MATCHES

Verify all home matches with your facility. Check for court availability, court fees, guest fees, and any other requirements of your home facility. Who will provide the balls?

PLAYER AVAILABILITY

The Team Management Tool in TennisLink can be used by each team member to go through the schedule and let you know of their availability.

TEAM MEETING

Have a team meeting and agree on the team philosophy. Is the team playing to win or playing for fun? Will only the strongest players play matches or will everyone participating equally? Who will decide



the match lineups? If everyone on the team is aware of these issues and agrees, you will have a much more successful season as captain. Discuss team expenses, establish how court fees, balls, ect will be paid as well as the deadline. Having a coach, pro, team manager or co-captain assist you with team lineups may be helpful.

One Week Prior to Match

VERIFY HOME MATCHES WITH YOUR FACILITY

Are they reserved for your team?

CONTACT THE OPPOSING CAPTAIN

Confirm When (day/time); Where (get directions if necessary); Match Duration (will all courts be played at the same time, will this be a split or a timed match?); Court fees? Are spectators allowed? Are there any specific facility rules? Is water offered on-site or will players need to bring their own? Who is the captain or acting captain for the match? If you are not going to be present at the match, appoint acting captain to arrange pre-match details.

Day Before Match

VERIFY YOUR LINEUP

Arrange alternates.

CHECK YOUR ROSTER ON TENNISLINK

Make sure all players are registered.

PLAN TRANSPORTATION AND ARRIVAL TIME

Arrange carpools if necessary.

Match Day – Before Match

PRINT MATCH SCORECARD FROM TENNISLINK

All eligible players, including any last day additions to the roster, will be listed. Collect money from your team and pay court fees and/or guest fees if necessary.

PROVIDE BALLS FOR HOME MATCHES

Every match should be played with new USTA approved tennis balls appropriate for the court surface.

MEET WITH THE OPPOSING CAPTAIN AND GO OVER ANY GROUND RULES

Discuss which match will be played on which court; which team will use what color score-tenders; format for tiebreaks (regular or Coman procedure); and default procedure.

EXCHANGE SCORECARD LINEUPS BEFORE PLAYERS WALK ONTO THE COURTS

All players should be present prior to exchanging lineups



Immediately after the match

GET THE SCORE FROM EACH COURT AND RECORD ON YOUR SCORECARD

Note the winner and record the score from the winner's perspective.

GET OPPOSING CAPTAIN'S SIGNATURE AFTER THE MATCH IS OVER

Both captains should agree on the winners, scores and score entry.

MEET WITH YOUR PLAYERS AND DISCUSS ANY QUESTIONS OR DISPUTES

If possible, go have a meal together to promote team bonding!

After the match

RECORD YOUR MATCH SCORES IN TENNISLINK WITHIN 48 HOURS OF THE MATCH

If the opposing captain has already entered the scores, carefully check the entered scores and confirm or dispute the entry.

IF A SCORE OR PLAYER NAME IS INCORRECT, REACH OUT TO THE OPPOSING CAPTAIN TO CONFIRM THE CORRECT NAME OR SCORE

If you are able to reach an agreement, then send a final email thread to your League Coordinator, copying the opposing captain. If you and the opposing captain are unable to resolve a name or scoring dispute, contact your Local League Coordinator for guidance.

File any necessary protest/grievance in writing to the League Coordinator.

Throughout the season

HAVE FUN!

Treasure the camaraderie and friendships with your teammates and enjoy the spirit of competition!