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Hello captains!

Welcome to the Fall Tri-Level 18 & Over league season!

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 us.

Sincerely,

Chris Canter
Program Coordinator

Important Updates for the Fall Season:

- In order for players to be eligible to play in the local playoffs, they must play **one time 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 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.
- Tri-Level results will count toward player's year end NTRP ratings.
- 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.

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Player Ratings
Any player who successfully appeals their rating **after** registering to a team MUST contact the Director of Adult Leagues (maegan@ustaatlanta.com) to update the rating on the team roster. If this is not done prior to the player participating in a match, the match may be subject to reversal for an invalid pairing.

Match Formats for Tri-Level
- Line 1 Doubles – Player's rating must not exceed 4.5
- Line 2 Doubles – Player's rating must not exceed 4.0
- Line 3 Doubles – Player's rating must not exceed 3.5

Scoring
The default scoring method will be a mandatory 3rd set 10-point Coman tiebreak in lieu of a full third set.

Scheduling Matches
Default Match Start Times:

- Saturday at 1:30pm: 1D (4.5) and 2D (4.0)
- Saturday at 2:30pm: 3D (3.5)

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/text confirmation from opposing captain. All matches should attempt to be played at the regularly scheduled match time. However, with the agreement of both teams, the league has a play by time of Sunday at 6:00 p.m.

Season Schedule for the Fall Season*
*All dates are subject to change

- Season starts Saturday, August 8th at 1:30 p.m.
- See TennisLink for complete detailed schedule. Click on "Match Schedule" from your "Team Summary" page.
- Match Time: Saturday at 1:30 p.m., however, captains may agree to start play at any time before 6 pm on Sunday.

Playoffs
Players must play one match to qualify for local playoffs.
The playoff tournament will be comprised of the **top four teams** at the end of the regular season.

- Round 1 will be October 3rd at 1:30pm at higher seeded team's home courts

City Finals Date:

- Saturday, October 10, 2026 at 1:30 p.m. at the higher seeded team's home courts.

Finding Phone Numbers for Opposing Captains

- Go to TennisLink (http://tennislink.usta.com/leagues/) and log in;
- 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 (http://tennislink.usta.com/leagues/) and log in;
- Navigate to your team summary page
- Select "Team Captains Report" Tab at the top of the team summary page

Add or change the co-captain

1. Go to TennisLink (http://TennisLink.usta.com/Leagues/Common/).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "New 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. You can find the Captain's Corner by going to www.ustaatlanta.com > Captain's Corner > Tri-Level. Here, you will find:

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

Adding a Player After Season Begins

You may add players at any time up until 11:59 PM on the night before the last local round robin match.

Make-up Matches

START TIMES & MAKEUP DEFAULT TIMES

Makeup Deadline* 2nd Saturday (14 days later) 6:00 PM

Example: If a match scheduled for August 15th is rained out, players have until August 29th to make the match up.

If inclement weather occurs on the makeup deadline day (Saturday), the new deadline moves to Monday evening at 7:00 PM and continues weekday-to-weekday at 7:00 PM until weather permits the match to be played.

***Exception**: If inclement weather occurs on the second to last match of the regular season, the makeup default time is Saturday (7 days later) at 6:00 p.m. If inclement weather occurs on the last match of the regular season, the makeup deadline is Wednesday at 7:00 PM and continues day-to-day at 7:00 PM until weather permits the match to be played.

If inclement weather occurs during the playoffs, the makeup deadline is Wednesday at 7:00 PM and continues day-to-day at 7:00 PM until weather permits the match to be played.

Forfeits: If the start of any team match is cancelled due to inclement weather, any forfeits awarded in advance are voided, and all three lines may now be scheduled for make-up play. However, if any line has already started when weather stops the match, the forfeit(s) stands.

Georgia State Tournament for 2027 Championship Year

We are currently in the 2027 Championship Year. Players must play one match to qualify for the state tournament.

Facilities
Bathrooms are required and must be open throughout the match.

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 in advance.

Another important rules 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.

Line-ups/Ratings
Avoid Illegal Lineups: An illegal line occurs when a pair's ratings exceed the maximum rating allowed for the line (e.g. line 1 doubles – player's rating may not exceed 4.5). EACH CAPTAIN is responsible for checking lineups beforehand, as well as scorecards entered online:

a. Print the scorecard
b. Check the names and ratings of each pair on your team
c. Check your online scorecard after the match to verify correct players and scores are entered

The rating on your roster is a player's current Tri-Level rating. If you need to appeal up, or you have successfully appealed a rating down, you must notify the director of leagues ASAP. Roster ratings must be changed prior to a player playing a match with a new appealed rating.

Defaults are not required to be from the bottom up in the Tri-Level league.

The Grievances Process (found in captain's corner)

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. USTA had several NTRP grievances filed last year – many (with evidentiary support) were upheld and the players bumped up. 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.

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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.

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! 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.
- 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!
- "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 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 1:30 PM, and they registered on the team at 1:32 PM, it is an illegal match and will be disqualified and awarded to the opposing team.

Good luck – and have a great season!