

2021 USTA CAPTAIN INFORMATION

A. VERY Important Captain Reminders

- have a co-captain listed on TennisLink for your team to handle things in your absence
- have minimum number required on team prior to team roster deadline
- create & share a contact list with your team
- confirm your **court reservations** at your facility for matches PRIOR to the match date. Do not wait until the day and time of the match to confirm that courts are available
- have players confirm their availability for all team matches prior to start of season
- remind all players to have the following in their tennis bag: (1) new unopened can of balls; (2) list of medical info/contacts in case of emergency; (3) water (not always supplied at facilities), (4) first aid items, and know the Covid health requirements in your area
- NTRP Grievances, NTRP Appeals and Medical Appeals **ARE NOT handled by the Local League Coordinator.** Go to www.nctennis.com, click on adult, then USTA league, then Additional Links for NTRP Ratings appeal information.
- Read the USTA Local & Southern Regulations and THE CODE! Encourage proper tennis etiquette and adherence to rules.
- communicate with opposing captains, **don't ASSUME that a text was received**, if there is a problem - use the telephone
- poll your team at start of season to determine if you can attend state championships or accept a wildcard, if offered

- Confirm your home facility designation when you create your team

B. Create Your Team Online

Option (1) go to www.nctennis.com, click on Adults, then USTA Leagues, then Additional Links, click on TennisLink, OR Option (2) go to <https://tennislink.usta.com>. After using one of the above options, login using your USTA Account info, your USTA account page will come up, to the right under “My Quick Links”, click on “Online Team Creation”. Select USTA/Southern, District is North Carolina, sub -area is NC - Western NC (Mtn). Select the league (age division) in which you wish to register and then the flight level. Some flight levels have choice options for time of play: morning, evening, or weekend (Saturday or Sunday).

Your team name is a team code plus your name. The 1st letter is “W” for Western NC, 2nd letter is first letter of your first name, and last two are the first 2 letters of your last name (example Joe Jones’ team would be WJJO Jones). Choose your home facility, if it does not appear in the drop down box, choose “Other Facility” and search for the facility, click on name when it appears in the search results, then “assign” this facility to your team. If you cannot find your facility, choose INDEPENDENT and contact the coordinator to assign your facility. Please confirm that your facility choice is correct with the coordinator.

Write down your team number as soon as it shows on TennisLink! **Print out your receipt also.** Give the team number to your players to register for the team. Players should register for themselves. Players who are self-rating must do this – no one else should answer the self-rate questions. As captain, you must also register yourself as a player, you will need your credit card and USTA membership number ready prior to applying for your team number.

C. Non-playing captain contact the coordinator to set up your team and provide a team # for use.

D. Number of Players

Teams are required to have a minimum number of players registered on TennisLink by the league registration close date. Check your Local League Regulations for the exact minimum and maximum numbers.

E. Player Registration

USTA membership required to be current through the end of the applicable league season. To register for a team use either Option (1) or Option (2) as set out in item B. Login in to USTA account or choose "create a USTA account" and follow instructions prior to registering. After login to USTA account, choose "Start Playing", click on "Register for a Team", player will need their USTA number and team number, follow the drop down procedures for registration and pay the league fee with your credit card. Note to join the USTA, you may click on "join USTA membership" under "Start Playing." (Note, the procedure is the same if you have logged into your USTA account page – the "Start Playing" options are on the left-hand side of the screen).

F. How to Print a Blank Scorecard

Login in to your "USTA Account", scroll down to "My Teams", click on the team name, click on the match, and the next page will give you an option to print a blank scorecard.

Prior to login to your USTA account, you may also search by your name, click on the team name, the schedule for that team will show below, click on the match to be played and click on "print blank scorecard".

G. How to Record a Match Score

Go to your USTA account page, click on highlighted bar that states "ENTER SCORES" enter the match number then next page, use the pull down boxes to select the names of players (both teams) and key in scores. Remember to put the winning team scores first in each set. 1-0 is used for the third set tiebreaker. Click the circle to designate the winner and click the status of the match (completed, default, etc.) SCORES SHOULD BE ENTERED WITHIN 48 HOURS OF A COMPLETED MATCH. Non-winning captain may enter scores if necessary. Non-

winning captain must confirm scores within 48 hours.

H. Update your USTA information

If you are a captain or co-captain you must update your phone number (your cell phone) and your email address to the ones you want the Local League Coordinator and the other captains to use for this season. If you are part of a family membership, you must use the same household address, but all other information may be individualized. Have your players update their information also so you may contact them! TennisLink now has a new app for captains/players called Team Availability Reports (below).

I. Access Team Roster & Captain Report

League Team Captains may access a TennisLink report that lists the name, home address and telephone number for every player on their team roster. Captains may also access a TennisLink report that lists the name, home address, telephone number, and e-mail address for every other team captain in their league. Both reports may be exported to Excel and saved on a hard drive, or simply printed and kept in your tennis bag.

J. Team Availability Reports:

Once the team schedule is published on TennisLink, players may report on TennisLink their availability to the captain: (1) go to the USTA website and login to your account; (2) go to USTA league, on the mid-right hand side in blue you will see the option "Team Management" in small print; (3) click on Team Management; (4) scroll to bottom and under availability - choose your team to see all the match line-ups and update your availability; (5) under "My Availability" click on "Edit Availability"; (6) after you input your availability, click UPDATE at the bottom

FINAL REMINDER:

Volunteer with your local Community Tennis Association or get involved and help form one! The sport we love only grows when players are willing to share their time, money and experience to grow the game.