



# Captain & Player Guidelines

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## PLAYER GUIDELINES

### General Player Guidelines

- a. Make sure your contact information is up to date in TennisLink Membership
- b. Know your NTRP (rating) Year End before registering for a team
- c. Register for your team using TennisLink before participating in a league match.
- d. Make sure your USTA membership is current, membership must be current through the end of the league season for you to be able to register
- e. "Courtesy is expected. Tennis is a game that requires cooperation and courtesy." *Principles, Part 2-The Code, The Friend at the Court.*
- f. Assist your Captain by reviewing the entire posted schedule for possible conflicts and possible alternate match times.

### Registering for a Team

- g. Register for your team on TennisLink
- h. Log into your account
- i. Click on "Register for a Team"
- j. Enter your team number (you should receive this from your captain)
- k. Continue and enter pay information
- l. At the completion of the process, you should receive an email receipt and be able to see your team listed on your TennisLink main screen when you are logged in.

## **CAPTAIN GUIDELINES**

### **General Captain Responsibilities (with suggestions for new Captains)**

1. Make sure you will have enough players for a team. For most teams, 40% of players need to be at the NTRP level (the others can be one level below). Minimum number of players per team is listed on the website, [csratennis.com](http://csratennis.com)
2. Create team and assign facility – see next page
3. Send team number only to players you are inviting to join a team and give them the date by which they should register. Ensure the minimum number of players are registered by the required date. Players should not share the team number with other players; captains have control over who joins their team.
4. When schedules are published, send schedule to team members and inquire about known absences.
5. Each week 5-7 days before the next match, contact all players to find out availability for next match
6. Approximately 3-4 days before the match, notify team of who will be playing the next match.
7. Remind players in lineup the day before the match.
8. Print blank scorecard for the match prior to the match.
9. Arrive to match at least 15 minutes prior to match time. When all players arrive, complete the scorecard and exchange with other captain.
10. At the completion of the match, obtain match scores from your team players. If possible, check with opposing captain to confirm scores.
11. Home team captain will enter scores into TennisLink within 48 hours of match completion. Visiting captain should then confirm.
12. All communication with the Local League Coordinator about a match must include the match ID, found in TennisLink. This include score corrections or match rescheduling.

### **General Captain Requirements**

1. Schedules and Team Information
  - a. Information on leagues is published on the CSRATA website, <http://csratennis.com>. Go to Adults, USTA to find:
    - i. The calendar for captain signups, player signups, minimum roster, and league dates
    - ii. Days of week and times that specific flights will play
    - iii. Format of league (2 singles/3 doubles)
    - iv. Minimum and maximum team size.
  - b. Captains may sign up during captain sign-up period for five dollars
  - c. Player registration will begin per the published calendar on the website unless email is sent from Local League Coordinator

- d. The minimum number of players must be registered by the date on the calendar
  - e. Players may register after the season begins (deadline to register is defined in the CSRATA rules).
2. Rules: The CSRATA Rules and Regulations are published on the website under Adults – USTA. These should be accessible during a match in case of questions. Either print out the rules or know where to find them on your phone.
3. HOME TEAM CAPTAIN Guidelines:
- a. If both captains agree in writing prior to the match to defaulting any lines of the match, or if a line(s) will be played early, contact the facility where the match is to be played as soon as possible prior to match time to release the scheduled court(s).
  - b. Confirm the order of play if the full number of courts needed for the match are not available. All players must be present at match time even if the full number of courts are not available so that players can take the court as soon as previous match concludes.
  - c. Inform visiting captain number of courts available and assign courts to match lines for lineup exchange – use score cards (instructions below). The home team captain also chooses the playing surface of all lines if more than one surface is available.
  - d. At the conclusion of the match, obtain scores from all lines and, if possible, verify with opposing captain. Record the scores in TennisLink within 48 hours; the visiting captain should confirm. Please note that partial scores cannot be entered. In the event of a match where lines are played early or makeup matches are played line by line, wait until all scores are available.
  - e. Notify the opposing Captain if the courts are not playable for the match according to local league rules-weather related match rescheduling. It is the home team Captain’s responsibility to coordinate with the opposing captain to schedule makeup matches according to local league regulations, Sections: 6.03A-F and 6.04. Communications with the opposing captain should be via email and copy the LLC on your email so the LLC is informed of progress with makeup matches. The LLC is available to assist with makeup match issues and court availability issues. If text messages or phone is used, the final agreements must be made via email with the LLC copied.
  - f. Notify your players that the home team provides a new can of USTA Approved balls for each line of the match.

#### 4. BOTH CAPTAINS

- a. Verify a player's eligibility prior to the start of the season
- b. Review your team's schedule at the beginning of the season and poll players about potential conflicts such as tournament dates and travel. Please note the rules for rescheduling in section 6.00 of the local league rules. This section also includes the requirements for rescheduling due to inclement weather. Matches may be played early if both agree and the LLC is notified via email.
- c. Read and know CSRATA Local League rules and USTA League rules so that you are prepared for any situation that may arise; rules are available at [csratennis.com](http://csratennis.com). Make sure you have a printed copy or can locate rules on your phone during a match. Rules are located at [csratennis.com](http://csratennis.com) – Adults – USTA
- d. Print blank scorecards from TennisLink (hover cursor over match date and option for printing blank scorecard appears, click on "Print Blank Score")
- e. Fill out scorecard with player's first and last name that is used on Tennis link to identify a player. Scorecard must be filled out with lineup order and names prior to exchanging lineups.
- f. Notify opposing captain if you will be defaulting any lines (defaults must be done from the bottom-up (e.g., if a singles line is defaulted, it would be line 2 of singles. If a doubles line is defaulted, it is either 3 or 4 doubles)
- g. Ensure the majority of lines will be played for the match to be considered valid (matches with 5 lines must play at least 3 lines; matches with 4 lines must play at least 3 and matches with 3 lines must play 2 lines).
- h. If you need assistance from the LLC regarding a rule interpretation, information to contact another captain, or general question, please email the LLC at [llc.csratennis@gmail.com](mailto:llc.csratennis@gmail.com).
- i. If your question is about a specific match (playing early, rescheduling, or disputed scores) include the Match ID number and please copy the other captain of the match on all emails.
- j. Make sure that you are receiving the Constant Contact emails from the LLC and CSRATA, these will provide you with the up to date information about league play. If not, go to the website, [csratennis.com](http://csratennis.com), and sign up at the bottom of the home page to receive emails.

#### 5. MATCH DAY – BOTH CAPTAINS

- a. Exchange line-up with completed lineup 10 minutes prior to scheduled match time
- b. Points played in good faith stand. If a disagreement arises on the court, it should be resolved before play resumes. Detailed information may be found in *Friend at Court "The Code"*, link available on [csratennis.com](http://csratennis.com). Match results will stand as played.
- c. The home team captain should enter scores on TennisLink within 48 hours of match completion
- d. The visiting team captain should confirm or dispute scores within 48 hours of match



- e. In case of disputed match score, contact the LLC at [llc.csratenis@gmail.com](mailto:llc.csratenis@gmail.com) with the discrepancy, please include the match number. TennisLink does not inform coordinator of dispute.
- f. In case of inclement weather follow the rules CSRATA Local League Rules. Section 6.03 Weather related match rescheduling.

## INSTRUCTIONS FOR TEAM CREATION (including to create team for Flex Singles)

1. On computer
  - a. Go to TennisLink (<http://tennislink.usta.com>)
  - b. Make sure that your USTA membership is valid through the upcoming season
  - c. Log-in to your account (or create an account if you don't have one)  
Click on "USTA League". On right of screen under "My Quick Links" click on online team creation.
2. Using Mobile app
  - a. Download the USTA Mobile app to phone
  - b. Sign in to your account
  - c. Click on "Leagues"
  - d. Click on "options" at bottom
  - e. Click on "Register for a Team"
  - f. Click on "Click Here" at end of first paragraph under heading
3. On either computer or mobile app
  - a. Select Section: USTA/Southern
  - b. Select District: Georgia
  - c. Select Sub/Area: GA – Augusta – CSRATA
  - d. Select League: League Championship year and League Name and Season (ex. 2019 Adult 40 & over Spring)
  - e. Select Flight – the level your team will play (ex: 3.5, 4.0 for Adult Leagues, 7.0 or 8.0 for Mixed and 6.5 or 7.5 for Combo)
  - f. Follow the prompts for payment and check the captain box
  - g. If you will have a co-captain, they will check the captain box when they register during player registration (not captain registration)
4. Facility Association: Typically, the first captain to register for a specific facility in each league will need to search for the facility. If searching, just enter the name of the facility (just enter the first word) and then select the state and click search. You should then see the facility you want and can select it. For assistance, here are the most common CSRATA facility USTA numbers:
  - a. Woodside Plantation Tennis: 919366884
  - b. Riverview Tennis: 2010107077
  - c. Newman Tennis Center: 919360008
  - d. Patriot's Park: 922151335
  - e. Petersburg Racquet Club: 919362862
  - f. Augusta Country Club Inc.: 919359328
  - g. Odell Weeks: 921893636
  - h. Springlakes Community Tennis C.: 921409193
  - i. Burke County: 2000567981
  - j. Riverside Park: 922151337

5. For Flex Singles, name the team with your Full Name! For all league teams, you may name team whatever you choose.
6. Click **“Create Team.”**
7. Follow the instructions on the screen for payment.
8. **Write down your team number.** Print a copy of your confirmation. You need the team number to give to your players so that they can register on your team.
9. If you did not receive a **“Congratulations”** screen with an invoice number, then your team is not registered and the team number that you have is not valid.



## INSTRUCTIONS FOR PRINTING SCORECARDS

1. Go to TennisLink and log into your account.  
(<http://tennislink.usta.com/Leagues/Common/>)
2. Once logged in – on your “USTA LEAGUE PAGE” You will find your teams listed at the bottom. Choose the correct team by clicking on its name.
3. Click on the date of the match listed at the bottom of your team page.
4. On the next page click on “PRINT BLANK SCORECARD”
5. A blank scorecard will appear with the match number and the team names. In the top right corner of the page click on “PRINT REPORT”.
6. When the print section appears click on the “print” button.
7. You will want to print a scorecard before each match. This will ensure that you have a current team roster, and the names of the players on both teams. The completed scorecard is a written record of your match in case of a score dispute between captains.

## INSTRUCTION FOR ENTERING SCORES

Go to TennisLink and log into your account. (<http://tennislink.usta.com/Leagues/Common/>)

1. Your “TENNIS PAGE” with your name will appear at the top of the page
2. Above your name, click on the tab USTA LEAGUE
3. In the middle of the page below the “Stats and Standings” search click on the button “ENTER SCORES”
4. Enter the match number and click on “NEXT” button
5. Click on the date box and choose the date the match was played from the drop-down calendar that will appear. If you are entering makeup matches, select the date the match was completed.
6. Select the names of those who played in each position by using the small arrows to the right of the boxes, a drop-down list of all players will appear. Click the “Winner” button under each line that won.
7. For match status, click “COMPLETED”. If there is a default or one person retires in a match record the “MATCH STATUS” to reflect this.
8. Enter the scores giving the winner’s score first e.g. 6-4, 6-4
9. A match tie break score is entered as 1-0. A match tie-break in lieu of a third set requires you to click “TIMED” for the “MATCH STATUS” instead of “COMPLETED”
10. Review the scores entered and the lines awarded to each team, click next
11. The next page will show the final scores and ask you to confirm the score
12. The winning captain enters the scores and the losing captain confirms the scores within 48 hours of the scores being entered.
13. Any problems e-mail the Local League Coordinator at [llc.csratenis@gmail.com](mailto:llc.csratenis@gmail.com).