

THANK YOU FOR BEING A USTA CAPTAIN!



As a Captain, you are helping others enjoy the thrill of the game, find lifetime friends and stay active.

Together you form our largest group of volunteers to lead USTA Tennessee's adult recreational tennis program.

Being a captain is undoubtedly a lot of work, but it is also a lot of fun! It is a rewarding commitment that serves both your team and tennis as a whole. Your dedication is greatly appreciated!

1 REGISTER YOUR TEAM

There is no fee to register a team and there is no penalty for canceling a team prior to the close of team registration. Contact the office and we can assist you and get you in touch with a local league coordinator. 615.953.1694

Go to: tennislink.usta.com

- 1 Choose your League
- 2 Enter Captain's Information
- 3 Name Your Team
- 4 Select a Facility

Once your team is registered, players may join the roster. DON'T FORGET ALL PLAYERS SHOULD BE REGISTERED BEFORE THEY PLAY!



2 BUILD YOUR TEAM

Sportsmanship

Playing USTA League is much more enjoyable when players practice good sportsmanship. We appreciate your efforts as a captain in supporting good sportsmanship in every match throughout the season. Have fun and enjoy the competition and the company of your teammates and opponents.

What Makes a Good Captain?

- 1 Make It Fun & Build Team Spirit
- 2 Demonstrate Good Sportsmanship
- 3 Communicate Team Goals
- 4 Familiarize Yourself with the Rules
- 5 Attend all local league meetings

Fill Your Roster

Recruit enough players to field a complete team for every match. Need Players? Check with your Local League Coordinator.

<https://www.ustatn.com/>

Self-Rated Players

Players without valid ratings will be directed to a link which will lead them through the self-rate process on the USTA national site.

New Membership/Renewal

Membership must be current for the entire season. For new membership or to renew call:

1-800-990-8782 or
Go to: www.membership.usta.com

3 SELF-RATING

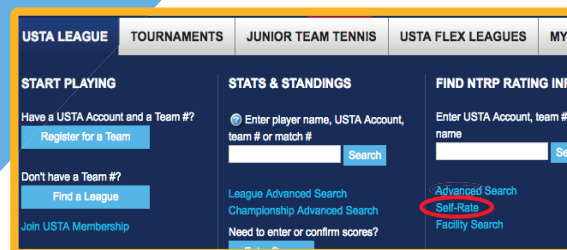
Guidelines

Players new to league tennis must self-rate using the USTA's on-line questionnaire and NTRP (National Tennis Rating Program) guidelines. The questionnaire will prompt the players to describe their playing background history and will suggest a minimum rating. It is the players' responsibility to select the rating that best describes their playing ability. An on-line appeal can be submitted if players disagree with the suggested minimum rating. Watch the USTA video about how to Self-Rate.

USTA SELF-RATE VIDEO

How-To Self-Rate

Go to: tennislink.usta.com
You must LOGIN



Players self-rate by placing their cursor over **USTA League** and then click on the **Self-Rate** link below **Find NTRP Rating Info** (See above circled in red) or when registering for a team for the first time.

NTRP Appeals

Players may appeal their computer rating at any time. There are three types of appeals: Self-rate Appeals, Automated Appeals and Medical Appeals. Details regarding the appeal process can be found on the **USTA** website.

tennislink.usta.com

4 CAPTAIN TOOLS LOCATED ON YOUR TEAM PAGE

[TennisLink Home Page](#)

[My Quick Link - USTA League Tennis Rules](#)
Familiarize yourself with regulations, Suspension Point System, Medial Appeals, Grievances, Generic Blank Scorecards.

[Team Management](#)

Create Match Lineups and Practice Lineups, Email all team players. This program allows your players to indicate their availability for each of the matches. Click on line-up to select players for each match.

[My Team](#)

Match Summary - You can click on Match ID to View Scores and players of each match.

[Match Schedule](#)

Match Schedule will identify Home matches. In your area if you are required to make court reservations for home matches, do so quickly.

[Player Roster](#)

With the Player Roster, the captain can make sure each player is registered, and can see how match matches each player has played as the season progresses.

[Captain's Report](#)

Use the Captain's Report to contact the opposing captain before each match to verify details about each match.

[Team Summary](#)

Team Standings will show you Wins, Losses and Games Won %. TennisLink calculates which team is in 1st place etc., and the actual wins and losses.

[Teams Following](#)

A player can add the team ID# for teams they would like to easily follow.

[Enter Scores](#)

Enter or confirm scores within 48 hour timeline.

[USTA Membership](#)

Under Player Roster, make sure each player has a valid USTA Membership through your championship progression

[USTA Captain's Corner](#)

Click the link above for helpful captain's videos

5 SCORECARDS

How to print a Score Card prior to your match

Go to:

tennislink.usta.com

- 1 Login to your account and click on your team.

Listed on your team schedule on the far right side, you will see **Print** under the column **Blank Score Card**.

- 2 Find match date and click PRINT.

- 3 Make copies to use at each match. The scorecard will show both team rosters at the bottom of the scorecards.

How to Record a Score after a match is complete

Both teams must be involved in the match reporting of scores:

- 1 One Captain records the scores (can be either home or away Captain).
- 2 On your team schedule click ENTER SCORE.
- 3 If the scorecard is blank, enter the scores and click on FINISH.
- 4 If the opposing team has already entered the scores, review them for accuracy and verify within 48 hours of the match or the match will be automatically confirmed.
- 5 If an error has been made, contact your coordinator and provide the date of the match, players' names and scores.

6 WHAT'S NEXT?

Stats and Standings

To view your teams Standings go to the **Team Information** tab on your team page. Click on **Standings**.

Stats and Standings

Enter Player name, USTA Account, team # or match #

Further details regarding post season information can be found on the USTA TN website in the **Adult Tennis** section under **Play** and then **Adult Leagues**.

www.ustatn.com



Post Season Play

For many, the season ends at the completion of local league. Others will advance to Playoffs/Championships.

Remember to review your player eligibility rules for player advancement.

Adult League Calendar

The Calendar can be found on the USTA TN Website in the **Adult Tennis** section under **Play** and then **Adult State Championships**.

www.ustatn.com

7 CAPTAIN CHECKLIST



Before the Match

- Register your team during the team registration period on the
- Post your team's home matches by the deadline.
- Confirm** the match about a week ahead of time with the opposing captain.
- Confirm** with your players who is playing.

Day of Match

- Print out the scorecard and bring it to the match. (See **Step 5: Scorecards**.)
- Just before the match, captains will exchange line-ups simultaneously.

At the conclusion of the match, captains will get the scores from each individual match and confirm them with the opposing captain. Either captain can enter scores. (See **Step 5: Scorecards > How to Record a Score.**)

After the Match

Many home teams will host the away team for a "social gathering" of food and drink.

As the league season progresses, the captain can check the team standings. (See **Step 6: What's Next? > Stats and Standings.**)



Additional information can be found on the **USTA TN** Website in the **Adult League** section located under **Play**.

www.ustatn.com

NEW CAPTAIN ADULT LEAGUE GUIDE

A Step-by-Step Guide for Captaining a Team



USTA TENNESSEE

615.953.1694
www.ustatn.com