



USTA Atlanta Adult 18 & Over Tri-Level League Registration Information 2018 Spring Season (March 2018 – May 2018)

Spring 2018 League Information and Dates

- Division Levels: Playing levels offered by USTA Atlanta are 2.5, 3.0, 3.5 (women only) and 3.5, 4.0, 4.5 (men and women).
- Team Match Format: A team match consists of 3 individual doubles matches: one doubles match at each of the three levels. All matches are the best 2-out-of-3 sets with a mandatory 10-pt match tiebreaker in lieu of a complete 3rd set.
- Registration Dates: Registration is open Wednesday, January 3rd, 2018 with the deadline for team registration on Monday, February 26th. **TennisLink will not allow for late team registrations.** Players can be added to teams through midnight the night before the last match of the local round robin season.
- League Registration Fee (per player): The league fee is \$19 per player. All registration is done online. To create a team, visit www.ustaatlanta.com and go to "TennisLink." (Step by step TennisLink instructions are included in this packet.) TennisLink will show the \$14.00 local league fee, \$2.00 USTA Georgia administration fee and a \$3.00 TennisLink fee. **USTA Atlanta only receives the local fee portion.**
- Schedule Availability: Schedules will be available on TennisLink by Monday, March 5th. After schedules are posted, captains will receive an introductory letter from his or her Level Representative and/or Program Director.
- League Start Date: Play begins Saturday, March 17th at 2:00 PM (Women) and Sunday, March 18th at 11:00 AM (Men). This league has a play by time of 4:00 PM on Sunday every week. For most divisions, teams will be scheduled to have 6 or 7 team matches during the local round robin season.
- Playoffs and Local City Finals: Top teams in each flight will qualify for the playoff bracket in their respective division level.
- USTA Georgia Tri-Level 18 & Over League Tournament: City Champions (and some select City Finalists) will be invited to attend the Tri-Level 18 & Over League State Tournament in August 2018.
- Contacts:
 - Maegan Kulich. Director of Leagues – USTA Atlanta. Maegan@ustaatlanta.com or 770.416.4333.
 - Chris Clayton. Program Coordinator – USTA Atlanta. cclayton@ustaatlanta.com or 770.416.4333

Team Requirements

- Forming a Team: Teams need at least 6 eligible players registered by the deadline. Of the 6 players on the roster, teams must be able to provide 3 separate lines of 3 possible double pairings. *For example, in the 3.0, 3.5, 4.0 division, you cannot provide 3 separate lines of possible doubles pairings if your players are rated 3.0, 3.5, 3.5, 3.5, 4.0, and 4.0.*
- Home Facility Requirements: Teams are required to provide two courts of the same surface at their location. All facilities must be located in Cobb, Dekalb, Douglas, Paulding (east of hwy 61), Fulton, Gwinnett, or Forsyth County. Captains at a new facility should contact USTA Atlanta (770-416-4333 or cclayton@ustaatlanta.com) to verify your facility is eligible for the USTA League Tennis program. The following information is required: facility name, address, number of courts and directions from I-285. The team can not register until the facility is processed. Lights are **required** if a make-up match takes place during the evening.



- Captain Information: Captains must have a current email address in order to receive league information throughout the season. As captain, you are responsible to get all USTA Atlanta information to players. Please ENSURE that your e-mail and phone number are correct on TennisLink.

Player Requirements

- New USTA Players and/or Self-Rate Players: New players that do not have a NTRP rating must self-rate using the USTA League Self-Rating Guidelines as found on www.ustaatlanta.com (Ratings > Self-Rate Guidelines). Individuals are required to answer a series of questions prior to self-rating. **It is strongly recommended that self-rated players register at least 10 days prior to the registration deadline so any appeals can be handled before the close of registration.** If a person has a computer rating generated 3 years ago (2 years ago for players 60 & Over) s/he will be permitted to enter a new self-rating.
- Ratings for the 2018 Spring League: All players will register using their 2017 Year End Rating, which can be found at <http://tennislink.usta.com/leagues>.
- Age Eligibility: All players shall have reached the age of eighteen (18) years prior to or during the calendar year in which such player participates in their first local league match.
- USTA Membership: All players must have a USTA membership that is current through May 2018. To join or renew a membership, go to www.usta.com or call 1-800-990-USTA. Current members can change contact information by calling Membership Services (number above) or emailing at memberservices@usta.com.
- Tri-Level results are not factored into NTRP computer ratings. A person's computer rating will not change for active participants due to participation in this league. Participants who do not play in another USTA league will not generate a NTRP computer rating.
- Captains should check with all players before registering them for the team. Once payment has been made **no refunds** will be issued. We recommend that each player be responsible for registering themselves on a team.
- If you need additional players for your team, please visit the database of players looking for a team on our website at http://www.atlanta.usta.com/players/find_team/?intloc=headernav.

Other Important Information

- USTA Atlanta will make every effort to group teams within the closest proximities possible. Just because your team is closer to one facility does not necessarily mean you will be grouped in that sub-flight.
- TennisLink allows captains to view the "work in progress" that USTA Atlanta does when putting together schedules. In most cases, teams are shifted around in order to finalize other divisions. **PLEASE NO PHONE CALLS prior to schedules being posted.**



Instructions for Registering a Team

All team requirements must be met prior to starting registration.

“CREATING A TEAM”

- Go to <http://tennislink.usta.com/leagues>
- All players and captains must create a TennisLink account to create/register for at team. You will be required to login and enter a password to create a team.
- If you are a Team Captain and want to register your team, proceed to Step 5. If you are a player and wish to register yourself, **you must get your team number from your captain**, then go to Step 6.
- **All Captains must create a new team number each season.** This step creates a team number *and* registers the captain on that team.
 - Select the “**Online Team Creation**” under the quick links section of the league page
 - Select Section (**USTA/Southern**)
 - Select District/Area (**GEORGIA**)
 - Select Area (**GA-ATLANTA 2018**)
 - Select League for (**Tri-Level**)
 - Select Flight (**ex: 3.0, 3.5, 4.0**)
 - Enter Team Name using this format: **Home Courts - Captain’s Last Name** (ex: Hudlow - Johnson)
 - Select your Home Court Facility:
 - When you see Home Courts - Click “**Other Facility**” button.
 - A new screen called “**Facility Locator**” will pop up. In the “Special Search” box, use the arrow to drop down and select “**Atlanta League Facilities.**”
 - In the “Facility Name” box and type the first 3 or 4 letters of your facility name (i.e.: Hud for Hudlow) then State and click “Search”. **Do not fill in any other boxes.**
 - If your facility does not appear using the name search, take out the 3 letters of your facility and try using the facility zip code. The list may be long but your facility will be here.
 - Once your facility is located, **click on it once**, the Facility Locator screen will close and the facility name will pre-fill on the Online Team Creation page.
 - Click “**Create Team.**”
 - Follow the instructions on the screen for payment.
 - **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.
 - 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.



“REGISTERING A PLAYER”

- All players must create a TennisLink account to register for a team. You will be required to login and enter a password to register for a team.
- Go to “Register for a Team.”
- Enter individual USTA membership number of the player (or players) starting on line # 1.
- Enter your **new** team number for **Spring 2018**.
- Enter your phone number. This option will allow you to override your membership information should you wish to use a **cell phone number** as your primary contact.
- Check the information carefully. If you register a person incorrectly you will forfeit the TennisLink fee.
- Click “Submit.”
- If a person does not have a computer rating the system will **prompt a series of questions to declare a self-rating**. Players should self-rate where they believe is correct and not just use the TennisLink assigned minimum level. If you choose a rating for another person and they do not agree with that rating it cannot be changed once a match is played. **If you self-rate for another person and a grievance is filed against that person for playing below their ability level, you may be held responsible as well.**
- Enter the credit card number on the secure site.
- When the confirmation page is displayed, you are registered!

“CHECKING YOUR TEAM ROSTER”

- Go to www.ustaatlanta.com and click on the TennisLink icon.
 - Login to your TennisLink account
 - Go to your my Tennis Page
 - Select your team from your “My Teams” list. Select “Player Roster.”
- Note: In navigating in the team summary report, use the “Back” button on the screen.