



USTA Atlanta Adult 55 & Over Women Registration Information

October 5, 2016 – November 16, 2016; City Finals on December 7, 2016

Fall 2016 (2017 League Year) League Information and Dates

- **Team Match Format:** Each team match consists of 3 doubles matches. Match format is best 2-of-3 sets with 10-point “super” tiebreaker in lieu of 3rd set.
- **Division Levels:** Playing levels offered are 3.0, 3.5, 4.0 and 9.0 combined. Teams must register for the division level of their highest-rated player. *For example, if your highest-rated player is a 3.5, your team must sign up for the 3.5 division level. Players cannot play below their division level. **Players must use their 2015 Year End rating for this league (which can be found online in [TennisLink](#)).***
- **Registration Dates:** Registration is open Monday, July 11, 2016 with the deadline for team registration on Friday, September 16, 2016. **TennisLink will not allow for late team registrations.** Players can be added to teams through midnight the night before the last match of the round robin season.
- **League Registration Fee (per player):** The league fee is \$10 per player. All registration is done online in [TennisLink](#). Step by step TennisLink instructions are included in this packet. TennisLink will show the \$5.00 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 Wednesday, September 21, 2016. After schedules are posted, captains will receive an introductory letter from her Program Director.
- **League Start Date:** Play begins Wednesday, October 5, 2016 at 10:00 AM. For most divisions, the last scheduled regular local round robin match will be Wednesday, November 16, 2016.
- **Playoffs and Local City Finals:** For teams that qualify for the playoff bracket in their respective division level, the playoff matches will be scheduled for Wednesday, November 30 (Round 1), Monday, December 5 (Round 2). The local City Finals will be held Wednesday, December 7, 2016, location TBD.
- **USTA Georgia Adult 55 & Over State Tournament:** City Champions (and some select City Finalists) will be invited to attend the State Adult 55 & Over Tournament June 2017.
- **Contacts:**
 - Joan Marcinko. Program Director. joanajcl@aol.com or 770-396-2947
 - Maegan Kulich. Director of Leagues – USTA Atlanta. maegan@ustaatlanta.com or 770.416.4333.
 - Chris Clayton. League 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.
- **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 Fulton, Gwinnett, Paulding (east of Hwy 61) 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.
- **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.
- **Ratings for the Fall Adult 55 & Over Women's League:** Returning players must use 2015 year end rating that is published in TennisLink. All players can appeal their rating in TennisLink as well.
- **Age Eligibility:** Players must turn 55 or older in 2016 for the Adult 55 & Over league.
- **USTA Membership:** All players must have a USTA membership that is current through December, 2016. 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.
- 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, contact USTA Atlanta at 770.416.4333. We maintain a database of players looking for teams to join.

Other Important Information

- Teams that are formed outside of the USTA Atlanta boundaries (outside of Dekalb, Douglas, Fulton, Gwinnett, Cobb, Paulding (east of Hwy 61) and Forsyth) are welcome to participate in the USTA Atlanta Adult 55 & Over league (if approved). **However, teams outside USTA Atlanta boundaries may be required to travel to more matches (but will be grouped with the teams in closest proximities as possible).**
- 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.**

TennisLink instructions attached on next page!



Instructions for Registering a Team

All team requirements must be met prior to starting registration.

“CREATING A TEAM AND TEAM NUMBER”

- Go to TennisLink (<http://tennislink.usta.com>) and create and/or login to your account.
- All players and captains must create a TennisLink account to create/register for a team. You will be required to login and enter a password to create a team.
- 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 leagues page
 - Select Section (USTA/Southern)
 - Select District/Area (GEORGIA)
 - Select Area (GA-ATLANTA 2017)
 - Select League for (USTA ATLANTA FALL – ADULT 55 & OVER WOMEN)
 - Select Flight (example: 3.5)
 - Enter Team Name using this format: **Home Courts - Captain's Last Name** (example would be: 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 at 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.



- **Captains be aware!** The USTA number that was used to log into TennisLink will always appear on the first line of the registration screen. Do not register yourself twice!
- Enter your **new** team number for **FALL 2017**.
- 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.
- 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"

- 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.

Save yourself time – after checking the team roster, click "add to my teams." Now each time you visit TennisLink, this team will appear on your "My Teams" portion of the site and you will not have to enter the team number to access information. ***Captain's note: you will still have to enter your USTA number in the "Captains/Coordinators" Section to "log-in" to access captain's information like your team's player contact information or phone numbers of other captains.***