



## USTA Atlanta – Adult 40 & Over Business Women Registration Information

November 2016 – February 2017

### Winter 2017 Season League Information and Dates

- Team Match Format: Each team match consists of 1 Singles and 2 doubles matches in a 7-week local round robin format. Individual matches are best 2-out-of 3 sets.
- Division Levels: Playing levels offered are 3.0, 3.5, 4.0, and 4.5+. **Players will use their 2015 Year End Ratings to register for the regular levels.**
  - The 4.5+ division level will consist of 4.5 players and no more than two 5.0 players.
- Registration Dates: Registration is open Wednesday, August 10, 2016, with the deadline for team registration on Tuesday, October 11, 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 \$19 per player. All registration is done online. To create a team, visit [www.ustaatlanta.com](http://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 Tuesday, November 1, 2016. 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 Tuesday, November 8 at 6:30 PM. For most divisions, the last scheduled regular local round robin match will be Tuesday, January 17, 2017. If agreeable by both captains, teams may agree to play at a earlier or later time during the same day.
- Playoffs and Local City Finals: For teams that qualify for the playoff bracket in their respective division level (if applicable), the playoff matches will begin Tuesday, January 24, 2017. The local city finals will be held on Tuesday February 14, 2017 (or earlier if playoffs do not require 4 weeks to complete) if needed at higher seeded team's home courts.
- **USTA Georgia Adult 40 & Over State Tournament**: City Champions (and some select City Finalists) will be invited to attend the State Adult 40 & Over State Tournament in June 2017. **Please note that the state format for the 40 & Over league is 2 singles and 3 doubles.**
- Contacts:
  - Elena Ford. Program Director: [elena.ford@att.com](mailto:elena.ford@att.com); 770.330.2338.
  - Maegan Kulich. Adult League Director – USTA Atlanta. [Maegan@ustaatlanta.com](mailto:Maegan@ustaatlanta.com) or 770.416.4333.
  - Chris Clayton. League Program Coordinator – USTA Atlanta. [cclayton@ustaatlanta.com](mailto:cclayton@ustaatlanta.com) or 770.416.4333

### Team Requirements

- Forming a Team: Teams need at least 8 eligible players registered by the deadline. Teams with less than 8 eligible players on their register on the deadline will not be permitted to play ("illegal roster").
- 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, Forsyth, Fulton, Gwinnett, or Paulding County (east of Hwy 61).** Captains at a new facility should contact USTA Atlanta (770-416-4333 or [cclayton@ustaatlanta.com](mailto: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 cannot register until the facility is processed. Lights are **required** for any evening league matches.

- **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](http://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 Adult 60 & Over), s/he will be permitted to enter a new self-rating.**
- **Ratings for the 2017 Winter Adult 40 & Over Women's League:** All players will use their 2015 Year End Ratings to register.
- **Age Eligibility:** Players must be 40 (or turn 40 during the 2016 calendar year) or older for the Adult 40 & Over league.
- **USTA Membership:** All players must have a USTA membership that is current through February 2017. To join or renew a membership, go to [www.usta.com](http://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](mailto: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 Cobb, Dekalb, Douglas, Forsyth, Fulton, Gwinnett, or Paulding County (east of Hwy 61)) are welcome to participate in the USTA Atlanta Adult 40 & Over league (if approved). However, teams outside USTA Atlanta boundaries may be required to travel to more (if not all) matches. In every case, those teams 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.**



## Instructions for Registering a Team

All team requirements must be met prior to starting registration.

### “CREATING A TEAM AND TEAM NUMBER”

- Go to <http://tennislink.usta.com>
- 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 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 WINTER – Adult 40 & Over BUSINESS 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 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.
- **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 **WINTER 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.