

TEAM CAPTAIN'S RESPONSIBILITIES

- Team captains should be familiar with the structure, procedures, and rules of the Local League, the Sectional League, as well as the National League and the general Rules of Tennis, including the Code of Conduct.
- Attend all Local League meetings.
- Recruit enough players and alternates necessary to field a complete team for every match.
- Insure that all players meet the eligibility requirements
- Obtain a team number from your League Coordinator.
- Distribute all materials to team members including:
 1. the team number required for registration on TennisLink
 2. schedule of play
 3. current year's rules and regulations
 4. list of team members and telephone numbers
- Collect all fees associated with participation in the USTA League Program if applicable.
- Inform team members of all USTA National, Sectional, & Local League regulations and rules of tennis.
- Confirm home and away matches and contact opposing team captains to confirm date and time of match.
- Captain's need to agree to reschedule postponed or delayed matches.
- Record match results on TennisLink within the required posting deadline per Sectional League regulations.
- Organize all materials necessary for the team's participation at the championship level. If you finish first or second in your flight, collect and forward the following information to your respective championship's tournament director. These items will confirm the eligibility of each of your players. Keep a copy of all forwarded documents!
 1. Copy of your team's Roster (printed from TennisLink), showing that each player is on the roster and each player played at least twice.
 2. You are responsible for confirming each player's rating, and you should review the TennisLink roster to verify your player's NTRP Rating eligibility.
 3. Confirm that each player's USTA membership is active through the Championship date.
 4. Each Championship Tournament may require an entry fee and a banquet fee (if applicable).
 5. Inform all players that they must bring a photo ID to the Championship event.

TEAM MEMBER'S RESPONSIBILITIES

- Show your commitment to fellow players on the team by being willing to compete under all circumstances during the season.
- Let your captain know the dates you will not be available to play. Block out the District, Sectional, and National Championship dates on your calendar (notice these tournaments may call for play during the later part of the work week, play all day on Friday is common - schedule appropriately).
- Provide the information your captain needs to confirm your eligibility for play.
- Be knowledgeable of the Rules of Tennis and The Code of Conduct, in addition to the USTA National, Sectional, and Local League Regulations.
- Always be on time.
- Be supportive of your teammates and remember, the main objective of the USTA League Program is FUN!

HOW TO ACCESS TENNISLINK

Three ways to go to the TennisLink site are:

1. The easiest way to register for a team is to go to national.usta.com/leagues.
2. You can also access TennisLink from the USTA Southwest Section web site: www.usta.southwest.com then point your mouse to Tennis Link on the left hand side of the page, and select For Leagues from the menu.
3. Or go to the USTA official web site: www.usta.com to access TennisLink. Click on TennisLink, on the top right hand side of the page, and then select Leagues.

REGISTER FOR A TEAM USING NTRP RATINGS

Once on TennisLink, go to the right side of the page and click on Register for a Team located under the USTA League logo. Enter your USTA#, team #, check the (box) off if you are the captain or co-captain, and add your phone# (optional). Press 'Submit'. If you do not have an active USTA membership, do not have a valid NTRP rating or if your rating is higher than the NTRP level of the team you are registering for, the system will reject the registration process and allow you to correct the situation.

If a player has not played in USTA programs before and does not have a valid NTRP rating the player will be prompted to answer questions related to his ability. Based on the responses, the system will assign an NTRP rating. If a player has no experience player background history the player will be able to select his desired NTRP rating. If the assigned rating is higher than the desired rating, the player will have the option to submit an electronic appeal. Complete information must be included in order

for an appeal to be granted at a NTRP level lower than the NTRP assigned NTRP rating. Failure to comply with complete and accurate information during the self rate process may result in disqualification. After you have finished the self rate process and rectified any rejections, press submit and confirm the information on the next page, enter your credit card for payment of player registration fees to complete the transaction and print a receipt.

STATS and STANDINGS

To view your team roster and find other important team information, go to the TennisLink USTA League home page. If you are the captain or co-captain, enter your USTA number in the field provided on the right hand menu. TennisLink will recognize you as the captain and you will have access to your team player information. Or scroll down and enter your team number in the appropriate field. This step will take you to a page that has all your team information, titled Stats and Standings. There are 5 buttons near the top, Team Summary, Match Summary, Match Schedule, Player Roster, and Blank Scorecard. Without choosing any of these you will be able to view how many players have registered on your team, who they are, and what their rating is. Take some time to view these pages and become familiar with the site.

MATCH SCHEDULES

Match Schedules with Match Numbers are found on TennisLink Leagues. All Facilities who are USTA Organizational Members are identified on the schedule. Some facility locations may say 'TBA' or 'unidentified'. In most cases a match will be hosted at the Home Team facility. The TennisLink schedule does not enable split times or "call club" to be identified & are therefore recorded as '*12 noon*'. A local league will publish specific match times in this case.

1. Go to the TennisLink home page.
2. If you insert your USTA number first on the League Home Page (refer to the 'Captains and Coordinators, Enter/Login USTA Number' field on the right side menu), you will be recognized as the captain and will be able to view all your team player information as you proceed.
3. Scroll down to the bottom of the page and enter your team number where indicated.
4. Press enter on your keyboard or GO on the screen.
5. The next page that will appear is called "Stats and Standings" and includes all your team information.
6. Click on "Match Schedule" at the top of the page. Match schedules can also be viewed through "League Advance Search". This option is at the bottom of the TennisLink League Home Page. You can look up all schedules this way.

How to find your match numbers:

- Go to TennisLink home page.
- Enter your USTA # or Team # under 'View League and Championship Stats & Standings'.
- On the report page choose Match Summary.
- Look for the match# that corresponds with the home & away team. The dates and times may not be accurate. Print this sheet so you can locate match #s easily when entering score card results.

SCORECARDS

How to print a 'Blank Score Card' prior to your match:

- Go to TennisLink home page.
- Enter your team number under 'View League and Championship Stats & Standings'.
- Click on Blank Scorecard.
- Make copies to use at each match.
- You may also go to 'Record a Score' on the TennisLink home page, enter the match number and print a blank scorecard which will show both team rosters at the bottom of the scorecard.
- Both Captains **MUST SIGN** the completed scorecard. Failure to sign may negate a captain's right to dispute a match.

How to 'Record A Score' after a match is complete:

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

- One team reports the scores (can be either home or away team).
- The other team **MUST** confirm or dispute the entered scores within 48 hours of the match.
- If the match has not been confirmed or disputed within the 48 hours of score entry TennisLink will automatically confirm the match.
- Any team that does not confirm or dispute loses the right to dispute their match after 48 hours.
- On the TennisLink home page, 'Under League Players' on the top right hand side of page Click on 'Record a Score'.
- Enter USTA # then enter match #.
- The next screen will indicate whether match scores have been entered by your opponents.
- If the scorecard is blank, enter the scores and click on FINISH, you cannot re-enter and make changes on the scorecard. If you find you have made an error, contact your coordinator and provide your team #, match #, players' names and scores.
- If the opposing team has already entered the scores you must review them for accuracy and **CONFIRM** or **DISPUTE** them.

Process to record scores:

- Verify date of match and enter the date the match was played.
- Select players from the drop down lists for home and visiting teams.
- Click **WINNER** (below player field) identifying winning team for each court.
- Enter scores for each match reporting the **WINNER'S SCORE FIRST**.
- Select final outcome for each match from the drop down list below each team position (Completed, retired, default, double default, and timed match). If the system does not accept an incomplete match with one of the previous descriptions then choose retired).
- When you have finished entering the results, click next and the system will check to see your entries comply with the USTA scoring rules. If parts of the entries are incomplete you need to click the Back button and resubmit the correct information. Only a complete team match can be entered into TennisLink.

NTRP SELF RATE GUIDELINES

The NTRP describes the general characteristics that tennis players exhibit in each of the thirteen skill levels. Depending on your competitive ability and other factors, you may find that you actually play above or below the category that best describes your skill level. The category you choose is not meant to be permanent, but can be adjusted as your skills change or as your match play demonstrates the need for reclassification. Ultimately, your rating is based upon match results. With these caveats in mind, the following provides general guidelines for self-rating and then for checking the probable accuracy of your self-rating.

To place yourself in an NTRP skill level:

1. Begin with 1.0. Read the descriptions of all the general characteristics carefully and then decide which one best describes your present tennis-playing ability.
2. Assume you are competing against players of the same gender and ability level.
3. If in doubt, place yourself in the next highest level.

To check your self-rating:

After choosing a playing level, ask yourself;

"Can I play competitively against any age player of my gender who is rated at the same level that I have rated myself?"

If your answer is "yes", your self-rating is probably accurate.

BORDERLINE APPEAL PROCESS

A borderline appeal is filed with the Local League Coordinator. The player should send an email to the LLC including the following information: player name and USTA number, date of birth, current NTRP rating and desired NTRP rating.



NEW CAPTAIN & PLAYER GUIDE to **USTA LEAGUES & TENNISLINK**

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