

5 SCORECARDS

How to print a Score Card prior to your match

Go to: www.ustanorcal.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**.



At the top of this page is a **Message From The Office**. This includes Playoff, Districts and/or Sectional dates and Wild Card Information.

Further details regarding post season information can be found on the NorCal website in the **League Resources** section under **General Information**.

www.norcal.usta.com/adults/leagues/resources/



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 NorCal Website in the **League Resources** section located under **League Rules**.

www.norcal.usta.com/adults/leagues/resources/

7 CAPTAIN CHECKLIST



Before the Match

- ☐ Register your team during the team registration period on the NorCal webpage.
- ☐ 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. (No changes or substitutions after exchange without both Captains approval.)
- ☐ Before each individual match starts, the home team will decide whether a 10-point match tie-break or a full third set will be played. (Daytime Leagues -mandatory 3rd set match tie-break.)
- ☐ 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 NorCal Website in the **League Resources** section located under **For Captains**.

www.norcal.usta.com/adults/leagues/resources/

NEW CAPTAIN ADULT LEAGUE GUIDE

A Step-by-Step Guide for Captaining a Team



NORTHERN CALIFORNIA

USTA Northern California

1-510-748-7373

norcal.usta.com/adultleagues

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 Northern California'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 will take care of it for you: **(510) 748-7373**.

www.norcal.usta.com/adults/leagues/registration/

- 1 Choose your League
- 2 Enter Captain's Information
- 3 Enter Co-Captain (optional)
- 4 Enter Home Courts
- 5 Open to new players? Are you a new Captain? Submit



Once your team is registered, players may join the roster. Captains play for free but are **NOT** automatically placed on the roster. DON'T FORGET TO ROSTER!



2 BUILD YOUR TEAM

Sportsmanship

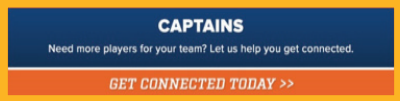
Playing USTA League is much more enjoyable when players practice good sportsmanship. We appreciate your efforts as a captain in supporting good sportsmanship in every match throughout the season. Have fun and enjoy the competition and the company of your teammates and opponents.

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 Mentor a Co-Captain – Delegate

Fill Your Roster

Need Players? Check out GET CONNECTED



www.norcal.usta.com/adults/getconnected/

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. Guidelines can be found in the NorCal website in the **League Resources** section.

www.norcal.usta.com/adults/leagues/resources/

How-To Self-Rate

Go to: www.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.

It takes one to two business days for ratings to transfer from the National website to the NorCal website. At that time, players will be able to join a NorCal team.

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 NorCal website in the **League Resources** section.

www.norcal.usta.com/adults/leagues/resources/

4 CAPTAIN TOOLS LOCATED ON YOUR TEAM PAGE

Captain Checklist

Additional Captain information.

Add to Roster

Captains can roster players who have a valid rating. Some club managers use this tool to add a batch of players to a roster all at one time.

Delete from Roster

You can delete players who have not played a match for your team. This will add a credit less \$3.00 in the system, automatically applied when they join another league team.

Post Public Notes

This space is for posting information you want the public to see. It will appear on your team page, visible to anyone.

Post-Match Dates

When the schedules for your flight are published, you will need to check with your facility and make court reservations for those weeks in which you have a home match. Use this tool to post those dates on-line. The program will send an automatic email to your opponents, letting them know that the dates/times are set.

Update Team Info

This program allows you to add or change your co-captain, or captain, anytime during the season. You can also check the box for "Looking for Players". Checking this box will display a "looking" icon on your team page.

Name Your Team

Some captains like to personalize their team name by adding a nickname. Example: Berkeley TC M4.0A (Big Sharks).

Email Your Opponents

This allows you to send an email to all the other captains in your flight.

Player Availability

This program allows your players to indicate their availability for each of the matches. Click on line-up to select players for each match.

Captain Phone Numbers/Emails

List of phone numbers and emails useful for communication among captains.

Grievances

NTRP & General Grievance information. What is a grievance? Who can file and how?