



2017 Team Captain Guide

Before the season

- Make sure your Safe Play Background Check is up-to-date.
- Print a 2017 JTT deadline calendar.
- Collect accurate contact information from each of your players before beginning the registration process.
- Reference the TennisLink Help Guide for help registering your players.
- Obtain a vacation schedule for each player.

Before each match

- Contact your players to confirm that they can play.
- Make sure the players you have put in your lineup are actually registered on the correct team!
- Communicate with the opposing team's coach regarding match details. Confirm location and time. Discuss staggering courts if applicable, and if you are bringing fewer than 4 players please let the coach know.
- For the best directions to courts, use the Court Locator.
- Arrive at the facility at least 15 minutes before the match.

During each match

- Each team will get a 5-minute warmup. If a player is more than 15 minutes late from the match start time, a default may be called in favor of the player who is present.
- Each match will consist of 2 singles lines and 1 doubles line. The same player can play in a singles line and again in a doubles line if your team does not have 4 players available—however, the same player cannot play both singles lines.
- No-ad scoring will be used. If there is a tie, a 12-point tiebreaker should be used (first to 7 by 2).

-Keep in mind that coaching is not allowed. It is the responsibility of both team captains to monitor coaching. A monitor is allowed on the court to assist beginning players with scoring and rules.

After each match

-Record the scores from your players and confirm them with the opposing captain.

-Enter the scores on TennisLink (Help Guide for information on score entry). Either captain can enter scores. If you go to enter scores and see that the opposing captain has entered them, you may confirm them or if you believe there is an error, you may dispute the score. Scores should be entered from the winner's perspective, and any tiebreak should be reported as 1-0.

-If you dispute the score, send an email to kate@coloradotennis.com and copy the opposing captain. This way USTA Colorado will ensure that any scoring errors are corrected.

After the season

-Go through your team's scores by the score entry deadline and make sure everything has been entered correctly.

-Respond to any email inquiry about your team's availability for the State Championships on August 4-6. Even if your team is not in first place, there are sometimes wild card possibilities, so it is vital that you respond to any communication regarding the State Championships.

-Check the final standings and confirm your team's availability.

-When schedules are published, contact your players and inform them of match times and location.