

USTA PHOENIX LEAGUE CAPTAIN GUIDE



THANK YOU FOR BEING A CAPTAIN

League Captains are the largest group of volunteers in the USTA! Your willingness to serve your team and the League in this leadership role is greatly appreciated. This guide was created to make your job easier and to provide tips for success.



BEFORE THE SEASON STARTS

Forming a team.

Teams are formed in many ways. Some are groups of friends who start a team because they enjoy being together. Others are structured by club pros or directors from their membership ranks. If you are looking for more players, check with your facility, local pro shops, and your teammates. They may know of others who would love to join you. Don't limit your team to only those you know. Half the fun of USTA League Tennis is meeting and making new friends.

Getting Registered.

All team members must be registered on your roster in TennisLink prior to playing a match. To register, players must be a current USTA member and have either a valid computer rating or will need to self-rate.

League Regulations.

The captain, as well as all league players, must read and follow the rules and regulations. All league regulations are on our Captains Corner and League Resource pages on www.ustaphoenix.com. In addition, each section and local league have regulations that govern play. It is your responsibility to know and convey these to your players. The "Friend at Court" rule book is also available on our website.

Home Matches.

Verify all home matches with your facility. Check for court availability, court fees, guest fees, and any other requirements of your home facility.

Player Availability.

Ask each team member to go through the schedule and let you know of any non-availability. There is a team management function in TennisLink for those who would like to use it.

Team Meeting.

Have a team meeting and agree on the team philosophy. Is the team playing to win or playing for fun? Will only the strongest players play matches, or will everyone participate equally? Who decides match lineups? If everyone on the team is aware of these issues and agrees, you will have a much more successful season as captain. Having a coach, pro, or team manager assist with lineups may be helpful.

ONE WEEK PRIOR TO A TEAM MATCH

Home host captain.

1. Confirm home courts are reserved. Verify each court start time and duration of reservation. Timed match rules?
2. Convey all confirmed match details to opposing captain. Clarify directions if needed. Discuss staggered starts if used. Are spectators allowed? Notify of captain or acting captain for the match.

Visiting captain.

1. Reach out to home captain 5 days prior to the match if you haven't heard from them yet. Verify all match details in preparation and relay all information to rostered players.
2. Staggered start times needed? Notify home captain of which individual courts will be played at each start time 48 hours or more in advance.

THE DAY BEFORE A MATCH

Verify lineup.

- Notify all rostered players of the match lineup. Arrange alternates.
- Check your roster tab from your team page in TennisLink website. Confirm all players are registered.
- Convey location of the match with players, plan transportation and arrival time. Arrange carpools?
- Home Captain arranges to have a new can of unopened tennis balls on site for each court.

MATCH DAY - BEFORE THE MATCH

Print match scorecard from TennisLink.

All eligible players, including any last day additions to the roster, will be listed. Collect money from your team and pay court fees and/or guest fees if necessary.

Meet with the opposing captain and go over any ground rules.

Does the facility have hard closing times? If so, does either team want to use timed match rules? Discuss which match will be played on which court; format for tiebreaks (Coman procedure); and default procedure.

Exchange scorecard lineups BEFORE players walk onto the courts.

All players should be present prior to exchanging lineups. If all players are not present, do not start any of the matches. If an unknown default occurs, re-do lineups putting the default on the lowest court. Majority of courts must be played (minimum of 3 in a 4 or 5 court format, and 2 in a 3 court format.)

AFTER THE MATCH

Immediately after the match.

Get the score from each court and record on the scorecard. Note the winner and record the score from the winner's perspective. Both captains should agree on score and sign the score card before leaving.

Meet with your players and discuss any questions or issues if needed.

If possible, go have a meal together to promote team bonding!

Record your match scores in TennisLink within 48 hours of the match.

If the opposing captain has already entered the scores, carefully check the entered scores and confirm or dispute the entry. A scorecard that is not confirmed or disputed within 48 hours of score entry will be confirmed automatically in TennisLink.

Incorrect score listed? Reach out to the opposing captain to confirm.

Send an email to JJ Witter at jwitter@southwest.usta.com copying the opposing captain. Include the match ID number and the details of the correction.