

# USTA Phoenix Captain Guide

## 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 member of the USTA 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](http://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 will decide the 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 you with team lineups may be helpful.

## ONE WEEK PRIOR TO MATCH

**Verify home matches with your facility.** Are they reserved for your team?

**Contact the opposing captain.** Confirm When (day/time); Where (get directions if necessary); Match Duration (will all courts be played at the same time or will staggered starts be used? If so, visiting captain can notify home captain (48 hours in advance or more) of which lines will play at designated start times Court fees? Are spectators allowed? Who is the captain or acting captain for the match? Appoint acting captain if you are playing to take care of pre-match details.

## DAY BEFORE MATCH

**Verify your starting lineup.** Arrange alternates.

**Check your roster on TennisLink.** Make sure all players are registered. Plan transportation and arrival time. Arrange carpools if necessary.

## **MATCH DAY – BEFORE MATCH**

**Print match scorecard** from TennisLink if preferred. 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.

**Provide balls** for home matches. Every match should be played with new USTA approved tennis balls appropriate for the court surface.

**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.

## **IMMEDIATELY AFTER THE MATCH**

Get the score from each court and record on your scorecard. Note the winner and record the score from the winner's perspective.

Get opposing captain's signature after the team match is over. Both captains should agree on the winners and scores.

Meet with your players and discuss any questions or disputes. If possible, go have a meal together to promote team bonding!

## **AFTER THE MATCH**

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.

If a score or player name is incorrect, confirm correct name or score with the other captain. Then send final email thread to your League Coordinator.

## **THROUGHOUT THE SEASON**

Have fun! Treasure the camaraderie and friendships with your teammates and enjoy the spirit of competition!

## USTA PHOENIX

### “How to”s and “What if”s

1. How do I enter scores?
  - Log into tennislink,
  - select your team name under “My Teams,”
  - go to match summary
  - mouse over the match ID, select “enter scores”
  - Always enter scores from the winners’ viewpoint
  - Timed match scores - only enter the games played.
  
2. How do I correct a score?

Email [ferris@southwest.usta.com](mailto:ferris@southwest.usta.com)

  - copy opposing captain
  - include match number
  - include details of the correction
  
3. When do I use Timed Match Rules?

Only use timed match rules if a facility has “hard closing times” and at least one captain has elected to use TMRs. (USTA Phx Regulations item 4.06)
  
4. How do I use the team management function?

Please see the team management handouts listed in our “Captains’ Corner.”
  
5. How Do I search for a team or league?

go to the “USTA League” tab  
go to “league advanced search”  
use 3<sup>rd</sup> search option “Search for Teams, Flights or Leagues”  
Select Championship Year (remember the fall session of 2020 is championship year 2021)  
SKIP “League Type”  
Section: Southwest  
District: Central Arizona  
Select the league of your choice
  
6. Who chooses which courts play for staggered start matches?

The visiting captain notifies the home captain 48 hours or more in advance. (USTA Phx Regulations item 4.05)
  
7. After line up exchange, can the lineup be changed?

Yes, but only under two scenarios. (USTA Phx Regulations item 4.08)

  - a. if a player becomes injured during warm up (individual match has not started) and a replacement player is available to take his/her place.
  - b. None of the individual matches have started and there is an unforeseen default. Both teams may re-do their lineups
  
8. If there is a default, can we play for fun?

No. (USTA Phx Regulations item 4.08)

9. How long do we have for warm up?  
A ten minute warm up, including serves, starts at match start time. Matches begin immediately thereafter. (USTA Phx Regulations item 4.07)  
If a default is apparent 15 minutes after match start time, then one or both teams may re-do their lineups.
10. Is coaching permitted?  
No. (USTA Phx Regulations item 4.09)
11. Can a spectator offer advice on line calls or act as a line judge?  
No. (USTA Phx Regulations item 4.10)
12. My opponent made bad line calls. What do I do?  
You can ask your opponent if he's sure. If he is, then get over it. League matches are un-officiated, and the player must accept the calls made on the other side of the net. Let Karma get them. (Friend at Court)
13. How are team standings determined in tennislink?  
a. Team Wins  
b. Individual Wins  
c. Head to Head (if tied)  
d. Fewest Sets Lost  
e. Fewest Games Lost  
F. Game Winning Percentage
14. When is the last date for all matches to be completed?  
Deadline is set by LLC early in the session. See the Captains' Corner on our website [www.ustaphoenix.com](http://www.ustaphoenix.com)
15. Will my league have a playoff?  
It depends on how many rounds are scheduled and how many flights the league has. (USTA Phx Regulations item 6.00 and 7.00 Determination of Session Winners and Determination of League Winners)
16. We were rained out. What do we do now?  
Work with your opposing captain to complete the match. The match must *be scheduled* within 30 days and played by the last date indicated in the Captains' Corner. (USTA Phx Regulations item 5.06)
17. We agreed to play a modified 8 game pro set because it looked like rain. Is that ok?  
No. The format is predetermined in the tennislink scheduling system. You may not change the format because there is no means to score the match accurately.