

Lake Norman Tennis Association  
USTA Experienced Captain's Guide

Before the Season

**Where can I find Captain's Info?**

- The LNTA website! Go to [lnta.org](http://lnta.org). The regulations & important documents are on the Captain's Corner/Player Resources page <https://www.lnta.org/adult-tennis/player-resources/>. Also, subscribe to the bi-monthly LNTA newsletter on the home page.

**When does team registration open for the different leagues?**

- Go to <https://www.lnta.org/adult-tennis/> on the website. There's a chart with the general playing seasons & dates when team registrations open.

**How do I register my team online & get a team #?**

- Login to Tennislink, & click *Online Team Creation* (on right side, under the Help Center & My Quick Links).

1. *Section:* USTA/Southern
2. *District/Area:* North Carolina
3. *Sub-Area:* Lake Norman
4. *League:* (Select the age division you want)
5. *Flight:* (Select Gender & playing level)
6. *Sub-Flight:* (Select the day of week from choices given)
7. *Team Name:* Enter your team name using this format:
  - a. L
  - b. the first letter of your first name
  - c. the first 2 letters of your last name
  - d. - your last name
  - e. / your facility name

Ex) Iris Ham's team is playing out of Skybrook Club:

LIHA-Ham/Skybrook

8. *Facility:* Select your preferred home court facility from the drop-down. If your facility doesn't appear, use the search feature to the right.
- On the next screen, a team number will be generated.
    1. Write this number down! You'll need to send this # to your players, so they can register. All the Lake Norman teams begin with an "L," followed by the other info.
    2. Input your cell # and email address, if needed.
    3. Check the box that asks if you're the captain. If you have a co-captain (always a good idea!), he/she should also check this box when they

register. That way, they'll also receive communications from the League Coordinator.

- The next screen confirms the league & flight in which you're registering. Under the *Event Communications* section, check the box to receive announcements related to the league. This ensures you'll receive messages from the League Coordinator.
- Once payment is complete, your team is registered. You'll receive an email confirmation.

**I forgot to write the team # down...how can I find it again & how can I see if my players have registered?**

- Go to your team's home page on Tennislink. Click *Player Roster*, and your team # will be listed next to *Team Name*. This is also where you can check to see if all your players have registered.

**What's the deadline for me to register my team & for my players to register?**

- The deadline to register a team with the required minimum # of players is listed on the LNTA website, on each specific league page. It will also have the last day to add players.

**How do I know when my team's matches start?**

- The exact start date depends on the # of teams that register in your flight. The earliest start dates are listed on each individual league page of the LNTA website, such as Spring Adult. Iris will also announce start dates.

**What else do I need to do before the season starts?**

1. Attend the annual captain's meeting (scheduled prior to the spring season).
2. Make sure you have all your players' contact info.
3. If you're playing out of a private facility, let them know that you've registered a team.

Once the Season Begins

The Coordinator will email captains once the match schedule is posted on Tennislink.

- On your team's home page, you can find:
  1. *Team Summary*--quick view of your flight & the current standings.
  2. *Match Summary*--more detailed review of match results
  3. *Match Schedule*--date & location of all matches during the regular season (playoff schedule is posted at a later date)
  4. *Player Roster*--your teammates' names, addresses, & phone #'s
  5. *Captain's Report*--the contact info for all the captains in the flights at your level

### **Print these items ahead of time & bring to your matches:**

- Lake Norman Rules & Regulations. These will be posted on the LNTA website in the *Captain's Corner*. Each spring, the League Coordinator will update any changes to the regs. at the annual captain's meeting.
- Match Schedule. Occasionally, a match is scheduled at a location other than a team's home facility. This is usually due to a conflict in court availability. Always check the location for each match on your schedule.
- Captain's Report. If you need to contact another captain to update about court conditions or to schedule a make-up match, you'll need this info.
- Scorecards. You can print all the scorecards for the season, or do it prior to each match. The current rosters of both teams appear on the bottom of each scorecard. Go to your match schedule page and hover over the match date to print a scorecard.

### **REMINDERS**

1. Confirm match scores in Tennislink. Captains often make errors typing in scores or selecting names from the drop-down choices.
  - a. If you go in to confirm scores & notice a problem, there is a *Dispute* button at the bottom of the scorecard screen. Click it & follow the prompts to explain what needs to be corrected. This needs to be done before the deadline, or you may forego your chance to have corrections made.
2. Email Iris any time your match doesn't get played or finished (rain interruption) on the scheduled match date.
3. Stay organized & communicate throughout the match reschedule process.
  - a. Ensure your players are prompt in responding, as they coordinate with opponents to settle on a date, time, & location for the make-up.
  - b. If it's a line-by-line make-up, keep the details organized, as your players report back to you with their opponent(s)' names and the scores. Once the entire match is complete, circle back with the opposing captain to confirm players & scores for the match, and then the winning captain can record them in the system.

### POST-SEASON

- Email Iris once you've won your playoff match(es). She'll confirm the winners & intentions to attend the State Championships.
  - For details about all the State Championships, go to: <https://nctennis.com/sports/leagues/schedule>
  - For details about all the Sectional Championships, go to: <https://southernchampionships.com/>