

## Lake Norman Tennis Association

### USTA **New** Captain's Guide

#### Before the Season

- **Tennislink** is the USTA's website. This is where you'll go to complete tasks related to managing your team. The Lake Norman Tennis Association's (LNTA) is the local extension of the USTA. Its website is **lnta.org** and has all kinds of information about tennis in the area, including a Captain's Corner with important documents, such as the regulations.

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

- Go to [lnta.org](http://lnta.org), *Adult Tennis* tab, *Adult Leagues* on the drop-down. There's a chart with the general playing seasons and dates when team registrations open.

#### **Who organizes the leagues?**

- Iris Ham is the League Coordinator for Lake Norman. She can be reached at [adults@lnta.org](mailto:adults@lnta.org)

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

- Go to [Tennislink.usta.com](http://Tennislink.usta.com), red *Login* button (upper-right), *USTA Leagues*, *Online Team Creation* link (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 (it may already appear on the screen).
3. Check the box that asks if you are 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 important info from the League Coordinator.
4. The next screen confirms which league & flight you are 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.
5. Pay your registration fee. Once payment is complete, your team is registered. You'll receive an email confirmation.
  - Note: If you're playing out of a park facility, you'll receive a separate invoice from LNTA for court usage fees. You pay the invoice and collect money from your players. If you're playing out of a private facility, you won't be invoiced for court fees.

### **How do my players register for the team?**

- Send them the team # you wrote down when you created the team online. They will go to [Tennislink.usta.com](http://Tennislink.usta.com), *Login, USTA Leagues, Register for a Team & Have a Team #* link (upper left corner).

### **How many teams can a player be on?**

- A player may play on ONE team within his/her age level per NTRP level. For example, you may play 3.0 18's and 3.5 18's.

### **Is a player allowed to play up?**

- Yes, a player may play .5 rating level higher than his/her NTRP rating. For example, a 3.0 rated player may play 3.0 & 3.5, but not 4.0.

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

- Go back on [tennislink.usta.com](http://tennislink.usta.com) & login. Your team will be listed--click on it. Click the *Player Roster* tab, 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 website. It will also have the last day to add players. This info will be communicated through the LNTA newsletter and from Iris Ham.

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

- The exact start date depends on the number of teams that register in your flight. The earliest start dates are listed on [lnta.org](http://lnta.org) on the *Adult Leagues* page

and on the individual pages for each league, such as *Spring Adult*. The League Coordinator, Iris Ham, will also email teams to 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 League Coordinator will email captains once the match schedule is posted on Tennislink.

### **Where can I view my team's schedule?**

- To view your schedule, go to [Tennislink.usta.com](http://Tennislink.usta.com). & login. Click on your team. This will take you to your team's main page. Here, you can view the following info:
  1. *Team Summary*--quick view of all teams in your flight and 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

### **Is there anything I should print ahead of time?**

- There are several important items that you'll want to print & keep in folder. Keep it in your tennis bag & then you'll have the info handy at 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 rosters of both teams appear on each scorecard. Go to your match schedule page and hover over the match date to print a scorecard.

### **What are my responsibilities as a team captain?**

- Print, read, and understand the local regulations. These can be found in the *Captain's Corner* page of the LNTA website. There is a section in the Lake Norman regulations, called "Captain's Responsibilities" Review the info!
- As the team captain, you are the main organizer! Review your match schedule, confirm your players' availability, and communicate which players are needed for each match. Players appreciate a text or email match reminder, too.

### **How do I create a match lineup & prepare for lineup exchange?**

- Once you have your players' availability, you'll need to decide who is playing in the match & let them know. Then, take the blank scorecard that you've printed, and write in the players' names. Write their full names—first & last, as they are listed on Tennislink. No nicknames. If Lizzie Smith is playing, but her name on Tennislink is Elizabeth Smith, write in Elizabeth Smith. Your current roster, as well as the opponent's, is listed at the bottom of each score card, so you can always refer to it to see the names from the USTA system.

### **It's match day and I'm the HOME captain...what do I need to do?**

- Confirm that your courts are playable. Private facilities have a procedure for alerting members if courts are not playable. If your team plays out of a park, check (or have someone check) the courts if weather is questionable (especially if it rained during the night and it's a morning match, or if it rained during the day and your match is in the evening.)
- If weather is not an issue & courts are PLAYABLE:
  1. Make sure all your players have balls for the match (HOME team supplies them).
  2. Exchange lineups with the opposing captain\*. Write their players' names onto your scorecard, and he/she will do the same.
  3. Send the players to their appropriate courts.
  4. When the individual courts finish, record the scores. You should circle the winner(s) and write the scores from the WINNERS' point of view. When the team match is completed, compare scores with the other captain & sign each other's sheets to show you agree.

\*If there's going to be a mixture of clay & hard courts used for the match, you'll need to communicate this to the opposing captain prior to your lineup exchange.

### **Who enters the scores & how?**

- The winning captain enters the scores on Tennislink within 48 hours.
  - Login to Tennislink, & click the red *Go to My Teams* button (bottom-right of screen). This will show you all the teams you're registered on. Click on your team. From this screen, hover over

the date of the match, and there'll be an option to *Enter Scores*. Use the drop-down choices to select the player names from both teams, and key in scores.

- You don't need to record the specific tie-breaker scores...if a player won a set tie-breaker, that score is reflected 7-6. If a player wins a match tie-breaker, you enter 1-0. Click the circle near the player(s)' names for each line to indicate who won. Scores should be entered from the winner's perspective.
- Example: Amy & Beth won their match. They won their 1st set 6-3, they lost their 2<sup>nd</sup> set 1-6, & won their match tie-breaker 10-8. You would click the circle to indicate Amy & Beth won. Then you would type in: 6-3, 1-6, 1-0.
- After scores have been entered, the captain who didn't enter them (usually the losing captain) needs to confirm them in the system. This step provides a final check that everything was entered correctly. A captain may have accidentally selected the wrong name, or transposed numbers in the score.
  - Using the same instructions as above for entering a score, select *Confirm Score* or *Dispute Score*. If you don't confirm it, the system will automatically show "Confirmed by Tennislink", and you may lose your ability to have incorrect info corrected beyond the Coordinator's deadline.
  - If there's something wrong with how the match results were recorded, hit the *Dispute Score* button. Email the League Coordinator, copy the opposing captain, and specify what's wrong. Include the Match ID #, which can be found on the far left of your match schedule (it's also at the top of your scorecard).

**It's the day of the match, I'm the HOME captain, and the weather is questionable. What do I do?**

- As the HOME captain, if weather is developing, you need to communicate with the opposing captain. You have the captains' contact info in the Captain's Report section on your team's home page in Tennislink.
  - Don't assume a match is cancelled without talking to one another. Don't cancel a match earlier than 2 hours before the scheduled match time. If there is any question, both teams must show up ready to play. COMMUNICATE!
  - If you start the match & rain begins while the match is in progress (any time after the 1<sup>st</sup> point has been played), write down where each court was in their individual

matches...who was serving, what the score was at the point play stopped, etc. Make sure the players get the opponent(s)' contact info or get it from the captain. This will facilitate the rescheduling process.

- If it's raining and you've cancelled the match with the opposing captain, you'll need to reschedule it. You'll have 2 weeks from the match date to resume this match & since all courts had played at least 1 point, you'll need to use the same players (no substitutions).

**It rained the day of the match & courts were unplayable. How do I handle the make-up match?**

- The keys to a seamless match reschedule are organization & communication!
  1. After cancelling the match, email the League Coordinator to tell her. Review the rules regarding the rescheduling of matches in the Lake Norman regulations.
  2. Within 48 hours of the cancellation, you must exchange at least one contact name per line. The contact person is the one who will coordinate the process of setting the date, time, & location of the match with the opponent(s).
    - A match can be rescheduled as a whole match (play all the lines on the same day), OR you can reschedule the lines individually (each court communicates with their opponent to find a date & time that works for those players).
  3. Players should go back & forth with one another to find a date that works (you may have to suggest several different options).
    - If it becomes apparent after several exchanges that the players' availability isn't matching up, either captain can switch out for a different player (as long as that player won't be playing another line of this same match).
  4. The HOME team should reserve the courts for the make-up. If it's a park team, the Coordinator reserves the courts for you.
    - Go to [lnta.org](http://lnta.org), *Adult Tennis, Captain's Corner, Make-up Match Court Reservation Form* button.
  5. If it's a line-by-line make-up, it's important for you to record the individual match results. Because the matches will be played on different days, you'll need to track the details, so scores can be entered when the entire match is completed.

6. When an individual line (court) plays their make-up, have them email you the names of who they played & the score from the winner's perspective. In case a team subbed in a different player, you'll want to confirm exactly who played.
7. Once all lines have played, the winning captain should circle back with the opposing captain to confirm all the players and scores. Then scores can be entered in Tennislink.

**How can I tell how my team is doing compared to the other teams in our flight?**

- You can view the current standings on your team's home page. There's a *Team Standings* tab. It will show the match statistics.
  - Directly above & toward the right of the listing of teams on this page, there's a section called *Flight/Sub-Flight Name*. If you click on the *Flight*, you'll be directed where you can view the standings of the teams in any other flights of your league's age & rating level. Some levels only have one flight.

**It's at the end of the regular season & my team is at the top the standings. When are playoffs?**

2. If there are multiple flights at your team's level, the Coordinator will communicate the playoff date(s), time(s), and location(s).

POST-SEASON

Some levels will end the regular season with playoffs—others don't have playoffs and will automatically advance to the State Championships.

**My team won our playoffs! What's next?**

3. Email Iris once you've won your playoff match(es). She'll confirm your intention to attend the State Championships.
  - For details about State Championships, including where & when they are held, go to:  
<https://nctennis.com/sports/leagues/schedule>
  - For details about Sectional Championships, go to:  
<https://southernchampionships.com/>