



2025 Northeastern Ohio Captain's Manual

USTA 

**MIDWEST
NORTHEASTERN OHIO**

Letter from the Adult Tennis Coordinator

Dear Captain,

First and foremost, thank you very much for volunteering your time to be a USTA Team Captain. Our captains are vital to the growth and survival of adult tennis in Northeast Ohio. Without people like you, we would not have leagues. We hope the upcoming season is filled with exciting tennis, friendly encounters, and most importantly, is drama free.

If at any time during the season you have any issues or questions, please do not hesitate to contact me. My role is to make your job as easy as possible.

Enjoy your season!

Derek Kohanski
Adult Tennis Coordinator

2024 Adult League Champions

SECTIONAL CHAMPIONS

Adult 18&O

3.5: Medical Mutual: Suhas Londhe

Adult 55&O

7.0: Mayfield Village: Michael Falcone

Adult 65&O

6.0: Chagrin Valley: Bill Oler

7.0: Paramount Westlake: Ronald Longoria

Tri-Level

3.0: North Canton: Rex Degle

Mixed 40&O

8.0: Mayfield Village: Patrick Smith

STATE CHAMPIONS

Adult 18&O

2.5: Center Court: Jess Pleasant

3.0: Avon Oaks: Stefanie Radachi

3.5: Cleveland Skating: Stacy Goldberg

4.0: North Canton: Kay McHolm

4.5: Paramount Medina: Maddie Kavanagh

5.0: Towpath: Peter Harris

Adult 40&O

3.0: Mayfield Village: Wendy Hunter

3.0: Paramount Westlake: John Keller

4.0: Medical Mutual: Dana Butler

Adult 55&O

6.0: North Ridge: Robert Corts

7.0: Chagrin Valley: Kim Lockert

8.0: LaTuchie: Rosemary Cugliari

8.0: North Canton: David Currier

Tri-Level

3.0: North Canton: Rex Degler

3.5: Paramount Westlake:
Lauren Castagnero

Mixed 40&O

7.0: Mayfield Village: Liza Brady

SECTIONAL INVITATIONAL QUALIFIERS

Adult 65&O

6.0: LaTuchie: Sharon Kimmell

7.0: Springside: Michelle Blanda

8.0: Chagrin Valley: Robert Flacks

Mixed 55&O

6.0: LaTuchie: David Quist

7.0: Chagrin Valley: Cal Lockert

8.0: Chagrin Valley: Cal Lockert

Combo Mixed

5.5: Mayfield Village: Felicia Norman

6.5: North Canton: Rex Degler

7.5: LaTuchie: Christa Galehouse

8.5: North Canton: Mel Paulino

DISTRICT CHAMPIONS

Adult 18&O

3.0: Paramount Westlake: Ryan Ashdown

4.0: LaTuchie: Spencer Crawley

4.5: LaTuchie: Alex Simon

Adult 40&O

3.5: Mayfield Village: Elyse Gustafson

3.5: Towpath: Jim Schulte

4.0: Mayfield Village: Patrick Smith

4.5: Kirtland: Janet Mazzola

4.5: Springside: Dean Morse

Adult 55&O

6.0: Chagrin Valley: Dina Fisher

Mixed 18&O

6.0: LaTuchie: David Quist

7.0: Mayfield Village: LiShan Zhang

8.0: North Canton: Michael Williams

9.0: Paramount Westlake: Kate Began

Mixed 40&O

6.0: LaTuchie: David Quist

Tri-Level

3.5: LaTuchie: Adam Hosner



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Rule Changes

#1. NEW LEAGUES OFFERED

- Men's and Women's Tri-Level will add 4.0/4.5/5.0 divisions that will also advance to the Ohio State Championships along with the 3.0/3.5/4.0 and 3.5/4.0/4.5 levels.
- Women's Tri-Level will add a 2.5/3.0/3.5 division that will be non-advancing.
- Spring Daytime One-Doubles will now be offered for 2.5, 3.0, 3.5 and 4.0 Women, and 3.0, 3.5 and 4.0 men. Further details about this league can be found [here](#).

#2. SPRING 18&O ADVANCEMENT

- 18&O three-court (one singles and two doubles) 3.0, 3.5, & 4.0 Men's and Women's leagues in the spring will have one winner advance to the summer playoff. 2.5 Women will continue to do the same.

#3. NEW CAPTAIN MENTOR PROGRAM

- New captains will now have the option to request a captain "mentor" when submitting a team request to help them in their first season.

#4. DISTRICT FORMAT CHANGE

- The District Championship will go from a round-robin format to a single-elimination format.
- All Adult 18, 40, and 55 leagues will now advance directly to the District Championship.
- All previous qualifier matches will become part of the District Championship.



Creating a New Team

Step 1: Visit our website: Google USTA Northeastern Ohio or visit usta.com/northeasternohio.

Step 2: Click on the Adult Leagues box.

Step 3: Click the Captain Resources drop down.

Step 4: Click the New Team Request Forms.

The screenshot shows the USTA League website with the 'Register for a Team' form. The form includes fields for USTA Account (2010824514), Team #, Phone Number (2163195080), and Email Address (adult@neohiotennis.com). There is a checkbox for 'Are you the captain?' and a 'GO TO MY TENNIS' button on the right.

Upon completion of these steps, your request will be submitted and received by the ATC. The ATC will then send you a team number within 72 hours of submission. Once received, you will share that team number with your players to use to sign up on TennisLink.

Roster Requirements

7.02b. Roster Minimum

- i. All League Teams are required to have a minimum number of players on their roster (per National Rule 1.04D(4)) at the time of the Team Registration Deadline previously stated in Rule 7.01a.
 1. For all Adult 40 and Over Leagues, the team's roster minimum will be nine (9) players.
 2. For all three (3) and five (5) court Adult 18 and Over Leagues, the team's roster minimum will be eight (8) players.
 3. For all Mixed Doubles, Combo and Tri-Level Leagues, the team's roster minimum will be six (6) players that can form three (3) at-level courts.
 4. For all Adult 55 and 65 and Over Leagues, the team's roster minimum will be six (6) players.
 5. For all Fusion Doubles Leagues, the team's roster minimum will be six (6) players that can form three (3) at-level courts.
 6. For all One-Doubles Leagues, the team's roster minimum will be two (2) players with a maximum of five (5) players.
 7. For all One-Singles Leagues, the team's roster minimum will be one (1) player with a maximum of three (3) players.

Roster Requirements

7.02c. NTRP At-Level Roster Minimum

- i. All Men's and Women's Teams are required to carry a certain number of at-level players on their roster.
 - 1. All five (5) court 3.0, 3.5 and 4.0 Leagues require four (4) at-level players.
 - 2. All five (5) court 4.5 Leagues require three (3) at-level players.
 - 3. All three (3) court 2.5, 3.0, 3.5, 4.0, 4.5+ and 5.0 Leagues require three (3) at-level players.
 - 4. All One-Doubles and One-Singles Leagues require at least fifty percent (50%) at-level players.
- ii. The at-level minimum is required at the time of the Team Registration Deadline previously stated in Rule 7.01a.
- iii. This rule does not apply to any combination-level leagues.
- iv. PENALTY: Failure to meet the at-level requirement by the deadline will result in the team not being scheduled.

Roster Deadlines:

All pertinent roster deadlines can be found on our League Important Dates.



Scheduling Matches

Get your match times from your facility.

Email those match times to your opponents using the information found on the Captain's Report Tab on your team's homepage on TennisLink.

Along with the date and time, include the following information to the other captains:

- Location: inside or outside
- Amenities offered: towels, water, etc.
- Specific dress code requirements
- Any other pertinent information you deem relevant

Scheduling Matches

Making Match Accommodations: If another Captain requests a new match time or date, you may accommodate them, but **YOU ARE NEVER REQUIRED TO DO SO.**

7.08: If a facility cannot accommodate a match on an assigned day due to lack of court availability, the following procedures should be followed:

- a. The facility or the Home Captain may contact the opposing facility or Visiting Captain to see if the two teams can switch their home matches. The two Captains must agree to the Date and Time of the proposed match.
- b. If the two Captains are unable to agree, then each captain will provide their Local League Coordinator with three unique dates and times, which must include at least two (2) different days of the week.
- c. If none of these six dates and times can be agreed upon the match will be played on a Date and Time selected by the Local League Coordinator.
- i. If the Home Team's Facility cannot accommodate such Date and Time, the visiting team may play on their home courts or any other courts of their choice, with costs assigned to the original Home Team.

Scheduling Matches

Scheduling Floater Matches:

7.09: The two Captains must agree to the Date and Time of the proposed floating match adhering to the following procedure:

- a. The Home Captain will provide the Visiting Captain with three (3) unique match times, which must include at least two (2) different days of the week.
- b. If the two Captains are unable to agree, then the match will be played on the Date listed on TennisLink at the Facility of the Home Team, at a time set by the LLC.

Posting Home Match Times to TennisLink: To have your HOME Match Times posted in TennisLink, you must complete the Team Home Scheduling Form, which can also be found on the Captain Information Box.

Individual Defaults: NEVER SHOW UP TO A MATCH SHORT-HANDED WITHOUT INFORMING THE OPPOSING CAPTAIN. Make sure you are in contact with them throughout the week updating them on the chances of defaulting a court. Once a Captain defaults a court, that court must be defaulted.

Total Team Defaults: A total team default occurs when a team cannot field a majority of the courts.

Total Team Defaults

7.15c:

If a team commits a total team default (“TTD”), the team captain will be contacted by the DLC or designee, to discuss the facts of the match and inform the captain of the penalty (and/or fine and process for paying it).

- i. Three (3) Court Leagues (1 Singles and 2 Doubles)
 - 1. The fine for the first TTD during a season is \$100.
 - 2. The fine for the second TTD during a season is \$250 and the captain and players may be subject to suspension points.
- ii. Three (3) Court Leagues (3 Doubles)
 - 1. The fine for the first TTD during a season is \$120.
 - 2. The fine for the second TTD during a season is \$300 and the captain and players may be subject to suspension points.
- iii. Five (5) Court Leagues (2 Singles and 3 Doubles)
 - 1. The fine for the first TTD during a season is \$160.
 - 2. The fine for the second TTD during a season is \$400 and the captain and players may be subject to suspension points.
- iv. Five (5) Court Leagues (1 Singles and 4 Doubles)
 - 1. The fine for the first TTD during a season is \$180.
 - 2. The fine for the second TTD during a season is \$450 and the captain and players may be subject to suspension points.
- v. All fines must be paid within seven (7) days of notice, or the team captain will not be permitted to participate in any NEOTA League matches.
- vi. All fines are non-refundable.



Match Day Checklist

Appoint a captain:

If you cannot attend the match, make sure you name an Acting Captain to perform the captaining duties.

Arrival:

Try and arrive at least 10 minutes before the scheduled match time.

Be Ready:

Have your team ready to play (shoes on, racquets gripped, etc.) prior to the scheduled match time.

Exchange Line-Ups:

- Each Captain should have their own line-up sheet.
- Swap sheets and write your line-up on their sheet.
- Do not exchange until all players have arrived; if a player is late, you can exchange but cannot change it if they do not arrive.

Late Players:

Players may arrive up to 15 minutes late without penalty AND they must be given their full 5-minute warm-up.



On-Court Issues

Disputes Between Players:

As Captain, you may be asked to settle a dispute between players on another court. However, you cannot intervene **UNLESS** your players ask you for help. If it is a quick dispute, you may pause your match, but any longer issues must be handled **AFTER** you finish your match.

Line Judges, 7.07d:

It is the Captain's responsibility to oversee all matters, even as a line judge if requested. In that case, both Captains will call the lines, and if the Captain or Captains are playing a match, their match should be completed first and then they will act as line judges for the resumed disputed match (which has been suspended). If one or both Captains are playing a match, then such captain(s) may ask a volunteer (a registered player on their team), if available, to stand at each post. Volunteers can only confirm or overrule calls on their side of the court, and only if asked by one of the players. If Captains still cannot agree, then the match will continue under protest, notated on the official scorecard, and a grievance may be filed as set forth in National Rule 3.03B(1).

Rain & Natural Disasters

7.10:

If it is raining, the home captain or designee must contact the visiting captain or designee at least 1-1/2 hours before the match to discuss moving the match indoors. In this situation, outdoor facilities are not required to have backup courts.

1. If rain starts during a match, play ceases, both captains record all match scores and agree on the time and place to continue the match. When match is resumed, a five (5) minute warm-up period is allowed at the start. In this situation, outdoor facilities are not required to have backup courts.
2. If no immediate alternative site is available, the match must continue as close to the original time and place as possible. If the home team captain cannot secure courts, the visiting captain may do so.
3. If a match has begun, it must continue with the identical players and begin at the point it was delayed, with same service order, per USTA regulations. When rain forces a match indoors, the home team pays the cost.
4. Rescheduled matches must be completed within three (3) weeks of the match date, or one week prior to the final date of the League Season (see 7.01iiG), whichever is earlier, and played on the scheduled home team courts, if possible.



Rain & Natural Disasters

5. Captains should adhere to Local Rule 7.09 when rescheduling a rained-out or suspended match.
6. If the attempt at rescheduling this match results in another rain-out, the following options will be required for playing and scheduling the third make-up match. In all cases, the original home team is financially responsible for the court costs:

OPTION 1: Home team has indoor backup courts available.

OPTION 2: Both teams agree to play the match at the visiting team's courts.

OPTION 3: The District League Coordinator (or designate) will choose site, time and date of third match.

Rain & Natural Disasters

- h. If a rain out occurs during the last week of the season, the rescheduled match must be played according to the following schedule:
 - i. For matches originally scheduled for Monday-Thursday, the match must be played and have scores entered into TennisLink within 48 hours of the originally scheduled match.
 - ii. For matches originally scheduled for Friday, Saturday, or Sunday, the match must be played and have scores entered into TennisLink by Sunday at 11:59PM.
 - iii. Failure to do so will result in the individual team match not counting towards the league standings.
 - iv. The following options, all of which the original home team will be financially responsible for the court costs, will be required for playing and scheduling the make-up match within the limits set forth above in i and ii:

OPTION 1: Home team has indoor backup courts available.

OPTION 2: Both teams agree to play the match at the visiting team's courts.

OPTION 3: The District League Coordinator (or designate) will choose site, time and date of third match.



Post Match Items

Signing Score Sheets:

Captains should sign one another's score sheets to confirm that they agree on all the scores.

Enter Match Scores:

Either Captain may enter the scores on TennisLink and should do so within 48 hours; the other Captain should confirm the scores.

Score Error:

If one Captain notices an error in the reported scores, they should do the following:

- Email the opposing Captain and ATC.
- Include the League, Subflight, Match Number and Error.
- If the two Captains cannot agree, then the score listed on the signed score sheet will be used.



Grievances

General Grievances: These are grievances related to captain and player behavior on and off the court.

Step 1: Contact the ATC and inform them you intend to file a grievance.

Step 2: Fill out the NEO general grievance form.

Step 3: Submit the required \$100 payment form.

NTRP Grievances: These are grievances related to self-rated players only.

Step 1: Contact the ATC and inform them you intend to file an NTRP grievance.

Step 2: Fill out the Midwest NTRP grievance form.

Step 3: Submit the required \$100 payment form.

Captains should familiarize themselves and their players with the National Suspension Point System.

All forms and procedural information can be found on our local website on the grievances page.



Post-Season Information

Qualifiers: Playoff matches used to narrow down teams for District Championships.

Districts: Playoff event used to determine who will represent NEO at the State Championships.

States: Playoff event that include teams from NEO, Northwestern Ohio and Ohio Valley.

Midwest Sectionals: Playoff event that includes teams from Ohio, Michigan, Indiana, Illinois and Wisconsin.

National Championships: USTA's signature event that includes teams from all 17 Sections from across the United States.

All playoff information can be found on our local website by clicking the Playoff Information dropdown.