

CAPTAIN AND PLAYER'S GUIDE TO USTA LEAGUE & TENNISLINK

TEAM CAPTAIN'S RESPONSIBILITIES

- Team captains should be familiar with the structure, procedures, and rules of the District, Section, and National League, USTA Rules of Tennis, and the Code.
- Attend all District League meetings.
- Inform team members of all USTA National, Sectional, & District League regulations and rules of tennis.
- Pass on information to your team that is distributed by your District League Coordinator.
- Recruit enough players and alternates necessary to field a complete team for every match.
- Ensure that all players meet the eligibility requirements
- Obtain a team number from your League Coordinator.
- Distribute all materials to team members including:
 1. the team number required for registration on TennisLink
 2. schedule of play
 3. current year's rules and regulations
 4. list of team members and contact info
- Confirm home and away matches and contact home facility to confirm date and time of matches.
- Model good sportsmanship and encourage your team members to do likewise.
- Record or confirm match results on TennisLink within 48 hours.
- Organize all materials necessary for the team's participation at the championship level. These items will confirm the eligibility of each of your players. Keep a copy of all forwarded documents!
 1. Copy of your team's Roster (printed from TennisLink), showing that each player on the roster played enough matches to qualify for championship.
 2. Confirm each player's NTRP Rating eligibility.
 3. Confirm each player's USTA membership is active through the Championship date.
 4. Section and National Championship events require an entry fee to be paid online. By each player registering for the event.
 5. Inform all players that they must bring a photo ID to the Championship event.

TEAM MEMBER'S RESPONSIBILITIES

- Show your commitment to teammates by being available to play as many matches as possible during the season and at championships.
- Let your captain know, as soon as possible, the dates you will not be available to play. Save District, Section, and National Championship dates on your calendar.
- Be knowledgeable of and follow the Rules of Tennis and The Code of Conduct, in addition to the USTA District, Section and National League Regulations.
- Always be on time.
- Be supportive of your captain and teammates, gracious to your opponents, and remember, the main objective of the USTA League Program is FUN!

HOW TO ACCESS TENNISLINK

- Direct link: <https://tennislink.usta.com/Dashboard/Main/Login.aspx?App=3>
 - From Missouri Valley website
1. Click on 'Create a USTA Account' or 'Do you have a USTA Account?' Either will take you to the Log-in page.
 2. **Log in with your USTA email and member password.** If you have forgotten either of these, click on the appropriate 'I forgot my...' link.

REGISTER FOR A TEAM

1. On your "Welcome" page.
2. On the left side of the page under 'Start Playing', click on Register for a Team
3. Fill in the boxes and click 'Continue'
4. If you do not have an active USTA membership, do not have a valid NTRP rating or if your rating is higher than the NTRP level of the team you are registering for, the system will reject the registration process and allow you to correct the situation.

If a player does not have a valid NTRP rating, he or she will be prompted to self-rate (answer questions related to his or her tennis experience).

- Based on the responses, the system will assign a minimum NTRP start level.
- If the minimum start level is higher than the level desired, the player should immediately submit an electronic appeal. Complete information must be included for an appeal to be considered.
- Failure to enter complete and accurate information during the self-rate/appeal process may result in disqualification.

After finishing any necessary amendments (self-rate, membership renewal), press submit and confirm the information on the next page, enter your credit card for payment of player registration fees to complete the transaction and print a receipt.

TEAM SUMMARY HOME PAGE

1. Log in with USTA email address and password.
2. The teams you are registered on will appear on the 'My Teams' tab on your personal home page. If you selected 'captain' when registering for the team, you will have access to your team player information. 'Team Summary' page displays registered players and their rating at the time of registration.
3. 5 buttons near the top (Team Summary, Match Summary, Match Schedule, Player Roster, and Captain's Report) will give you more in-depth information about your team's season.

Take some time to view these pages and become familiar with the site. Clicking on any item in blue (opposing teams, individual players, etc.) will give more information.

MATCH SCHEDULES

1. After logging in go to your team's home page
2. Click on "Match Schedule" at the top of the page.
3. Facilities who are USTA Organizational Members are identified on the schedule. Other match locations will say 'TBA'.
4. Phone apps do not necessarily show the location of matches at Neutral sites – use map to confirm location of matches

SCORECARDS

To 'Print a Blank Scorecard' before the match:

1. Log in to Tennislink
2. Click your team name under the My Team tab.
3. Click the match date for which you want to print a score card.
4. Scroll down and click on 'Print a Blank Scorecard'. This will show both team rosters at the bottom of the scorecard.
5. Both Captains must sign the completed scorecard. Failure to sign may negate a captain's right to dispute a match.

To 'Record A Score' after a match is complete:

- The winning team generally enters the scores on TennisLink; however either captain or designated player may enter scores.

- The opposing team must confirm or dispute the entered scores within 48 hours of the match. If the match has not been confirmed or disputed within 48 hours of score entry, TennisLink will automatically confirm the match. (Any team that does not confirm or dispute loses the right to dispute after 48 hours)
1. Log in
 2. Under Stats & Standings see 'Enter Score' click to enter scorecard, or to confirm scores. Enter match #.
 3. You can also enter scores by clicking on the appropriate match date the Team Home Page.
 4. The next screen will indicate whether match scores have been entered by your opponents
 5. If the scorecard is blank, complete the scorecard and click on FINISH.
 6. If the opposing team has already entered the scores you must review them for accuracy and CONFIRM or DISPUTE them.
 7. Any errors or dispute MUST be reported to the League Coordinator immediately.

Recording scores:

- Verify date of match and enter the date the match was played.
- Select players from the drop-down lists for home and visiting teams
- Click WINNER (below player field) identifying winning team for each court
- Enter scores for each match reporting the **WINNER'S SCORE FIRST**. For match tie-break (10pt) in lieu of a 3rd set, enter the set score as 1-0. For example, Team A won 6-4, 3-6, 1-0.
- Select final outcome for each match from the drop-down list for each team position (Completed, retired, default, double default). Retired matches are recorded with the score as it was when the retirement occurred.
- When you have finished entering the results, click next. If any entry is incomplete you will be prompted to correct any incorrect or incomplete fields; correct required areas and then click Next.
- Double-check your entries and click finish. After matches are entered, you cannot make changes on the scorecard. If you find you have made an error, contact your coordinator and provide match #, players' names and scores and any additional information needed to correct the error.

NTRP SELF RATE GUIDELINES

The NTRP describes the general characteristics that tennis players exhibit in each of the thirteen skill levels. Depending on your competitive ability and other factors, you may find that you play above or below the category that best describes your skill level. The category you choose is not meant to be permanent but is adjusted as your skills change or as your match play demonstrates the need for reclassification. Ultimately, your rating is based upon match results.

To place yourself in an NTRP skill level:

Begin by consulting the General & Experience Players Guidelines

1. Begin with NTRP General Characteristics 2.5. Read the descriptions of all the general characteristics carefully and then decide which one best describes your present tennis-playing ability.
2. Review the self-rate questions and complete the self-rate application form. Answer fully and truthfully.
3. Assume you are competing against players of the same gender and ability level.
4. A minimum self-rate NTRP will be assigned, this minimum NTRP may be appealed up or down. Appeals up .05 NTRP are allowed. Appeals down require the applicant submit a self-rate appeal to the Section Appeal committee.
5. If in doubt, place yourself in the next highest level.

To check your self-rating:

After choosing a playing level, ask yourself "*Can I play competitively against any age player of my gender who is rated at the same level that I have rated myself?*" If your answer is "yes", your self-rating is probably accurate. If the answer is "no", the player may immediately auto-appeal the minimum self-rate

assigned. The appeal will go to the Section Appeal Committee for review and decision. This process may take 2-3 weeks.

APPEALING AN NTRP RATING

If a player feels their rating is too high for their ability, he or she may check to see if they are in range for automatic appeal. Only a player may appeal his or her own NTRP rating.

The player should go to <http://tennislink.usta.com/leagues/>

- Log in.
- My Tennis Page (upper right hand corner) will show the player's USTA membership number & NTRP rating.
- To appeal the rating, the player should click 'appeal rating' and answer the questions. Immediate answer (granted or denied) is provided, based on whether they are eligible for appeal.
- If the player has further questions, the player may contact the District League Coordinator.