



NORTHERN

USTA Northern 2018 Twin Cities League Tennis Captain and Player Guide

Welcome Captains!

USTA Northern and the Section Leagues Committee (SLC) are pleased to offer USTA Leagues again this year! USTA Northern and the SLC would like to thank you for your efforts and dedication in assembling a team to compete in Twin Cities USTA League Tennis.

Please read through the following materials, and the USTA League Regulations, to help with your organizational efforts. We encourage you to share this information with your teammates to ensure a better experience for everyone. All regulations can be found on our USTA Northern Section website at www.usta.com/NorthernLeagues.

Thank you!

Kelley Okerman
Director of Twin Cities Leagues
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Starting Your Team

1. **Find a home court facility for your team!** You must get an “okay to play” from a facility. You will need to contact the tennis director or coordinator at your location of choice and tell them which day or evening your league plays. They will then let you know if they can accommodate your team. Secure your courts early and get an email confirmation from the tennis director along with the facility’s USTA league team policies. Any facility that has enough courts to accommodate your team can be an option, from a public park to a private indoor club. If you have problems securing a home court, contact your Area League Coordinator for suggestions. .

When creating a team, it is now required that you enter an accurate home court facility in TennisLink. You must have your home court approved prior to creating your team. You will not be able to register your team without this information. If your facility is not listed yet, click on *Other Facility* and enter the zip code **only** and choices will appear. If there are multiple listings for your facility, select the top choice. If your facility does not appear, select *Independent Team* (this is the first listing in the drop down box), then email Kelley Okerman at Okerman@northern.usta.com with your home court location and she will enter in TennisLink.

2. **The captain’s last name(s) must be included and listed first in your team name.** This is how your team appears on the schedule and other captains, facilities, and the USTA Section staff need to know who to contact to confirm match dates, times, etc.
3. **Create your team in TennisLink.** Go to tennislink.usta.com/leagues and log in to your USTA account. You will land on the *USTA League* home page. Look for *My Quick Links* on the right side of the page, click on *Online Team Creation*, and follow the prompts. Write down the team number which begins with 555. Tell your teammates to register for your team in TennisLink (*Register for a Team*) by using the assigned team number.
4. **Team Captain Report.** Please confirm your correct email address and cell phone number are listed in TennisLink. To update your personal information, log in to your USTA account, click on *Manage Account* on the upper right side of the page, and follow the prompts.
5. **Matchline** is a great resource! If you are in need of players for your team or are looking to join a team, contact Carol Thies at matchline@northern.usta.com or 952-358-3285.

2017 Twin Cities Leagues

- Three main seasons of play: **Early Start, Winter, and Summer**. League types offered: Adult 18 & Over, Adult 40 & Over, Adult 55 & Over, Adult 65 & Over (summer season only), Mixed Doubles 18 & Over and Mixed Doubles 40 & Over (spring season only).
- Two short seasons of play: **Spring and Fall**. League offered: ONE Doubles and Mixed 40 & Over.
- Matches are played weekly, year round.
- Days of Play and League Dates and Deadlines can be found on our USTA Northern Section website at www.usta.com/northernleagues. Click on the tab *2016 Season Info*.
- **League Registration Fees:** \$30/player for Adult 18 & Over and Adult 40 & Over; \$26/player for Adult 55 & Over, Adult 65 & Over, Mixed Doubles 18 & Over, and Mixed Doubles 40 & Over; and \$20/player for ONE Doubles.

Registration Policy

- Teams must be created in TennisLink by the published registration deadline. This is your commitment to play. League registration fees are **non-refundable**. We need to know you are committed to the play season in order to schedule matches.
- **Minimum at-level requirements** per the Twin Cities Area Regulations for Adult 18 & Over and Adult 40 & Over leagues must be met by the first day of the play season.

2.01A(1) Minimum Players at Level: *Adult 18 & Over and Adult 40 & Over teams must have a minimum of four "at-level" players rostered by the start date of the play season with the exception of 2.5 and 5.0 teams which require a minimum of three "at level" players. Teams not meeting this minimum will not be eligible to play.*

Rescheduling Policy

- This is a captain responsibility not the League Coordinator's.
- Both team captains must agree in order to reschedule a match.
- Only reschedule a match if absolutely necessary. Court availability is an issue, especially in the indoor season.
- The team available to play the match as scheduled should provide three dates to reschedule.
- Matches should be completed within two (2) weeks. If this is not possible, they must be completed by the end date of the league season as published in the USTA League Regulations.
- Email the new date/time/location to Kathy Schneider at Schneider@northern.usta.com so TennisLink can be updated.
- Please note: most facilities have a 24 - 36 hour cancellation policy and the defaulting team may be responsible for court fees if cancelling at the last minute.

- Please remember the objective is to play the match!

How Do USTA Leagues Work? What Does a Captain Do?

USTA League Tennis matches are played at various tennis clubs and facilities within the seven-county metro area. Please note that facilities may have specific policies which must be followed regarding check-in, payment of court fees, expiration of court time, etc. Check your schedule and get to know the policies of the facilities you play in. All court fees must be paid to the facility prior to the start of the first match of the given day/evening.

It is a captain's responsibility to know USTA League Rules and Regulations. Please review them and encourage your players to do so as well. Complete Area, Section, and National regulations, including Q & A, can be found on our USTA Northern Section website at www.usta.com/NorthernLeagues.

Your first match...

Get Ready!

1. Organize your team. Make sure your team knows the schedule and line-up, where and when the match is being played, **what time they need to be there**, the court fees, and the payment policy.
2. **Require your players to arrive 30 minutes before the scheduled match time.** Most facilities are fully booked so it is extremely important to be ready to go on court at your scheduled time.
3. **Always confirm your match with your opponent and the tennis facility** including: match times, court fees, payment policy, court assignments, indoor versus outdoor, and open courts prior to or after your match. This is the only way to guarantee there will be no mix-ups!
4. Know each facility's USTA League policies. For example, St. Paul Indoor does not accept credit cards, Baseline Tennis Center, InnerCity Tennis, and Wooddale Tennis and Health require the captain to collect and pay court fees for the entire team prior to the start of the first match, and Life Time Fitness has check-in and payment policies for members versus non-members.
5. Let your opposing team captain know if you are not going to be at the match and inform them who will be taking over your duties.
6. Print a blank scorecard from TennisLink and make sure all players are listed on your roster. Use this scorecard to exchange line-ups with the opposing captain.

Get Set!

1. Present a copy of your line-up or a list of players for the match to the facility desk person for all matches.

2. Simultaneously exchange line-ups before the match.
3. **Twin Cities Area Default Period 2.01C(2).** *In local league competition, players failing to arrive on court, ready to play at the scheduled start time of their individual match are in default. All players are required to be on court or ready to enter the court at the scheduled start time of their individual match, or a default may be called.*
4. The home team provides a new can of balls to be used at each position and is in charge of entering scores in TennisLink upon completion of the match.

Go!

1. The home team captain should introduce his/her team to the opposing team.
2. Be ready to play on time and limit the warm-up to 10 minutes. **This is very important!** *Captains, please be aware of warm-up time and let your players know when the 10 minute warm-up is over and it's time to begin the match.*
3. **Continuous Play.** Per ITF Rule 29, play should be continuous from the time the match starts (when the first serve is put into play) until the match finishes. *Captains, please remind your players not to dawdle on change of ends and set breaks.*
4. Be respectful to your team and opposing teams – reinforce good sportsmanship.
5. In the case of **unfinished matches**, scores stand as played with play continuing from that point at another date/time/location as agreed upon by both teams' captains and players. Matches should be completed within two (2) weeks. If this is not possible, they must be completed by the end date of the league season as published in the USTA League Regulations. The home team should provide three dates to complete the match. If one team is unwilling or unable to complete the match, the actual scores when play stopped are recorded as a win by retirement for player(s) willing and able to finish.
6. **Score reporting for unfinished matches.** Record the scores of the individual matches that were completed. Record the scores of the incomplete individual matches as a double default. Report scores upon completion to Kathy Schneider at schneider@northern.usta.com so she can enter in TennisLink.
7. Match results must be entered in TennisLink within 48 hours after the match has been played or matches may be called into double default (Local league regulation 1.04C(2).) If for any reason the match is rescheduled, the captains must notify Kathy Schneider at schneider@northern.usta.com.

Resources

- **USTA League Regulations**
 - Complete Area, Section, and National regulations are now combined in one document and can be found on our USTA Northern Section website at www.usta.com/NorthernLeagues.

- **Matchline – Carol Thies**
 - If you need players for your team or are looking to join a team, please contact thies@northern.usta.com or 952-358-3285.

- **Twin Cities League Scheduler – Kathy Schneider**
 - For all Twin Cities League Tennis scheduling related matters, please contact Schneider@northern.usta.com or 952-358-3285.

- **Director of Twin Cities Leagues - Kelley Okerman**
 - okerman@northern.usta.com or 952-358-3287.

- **Director of Adult Competition - Nancy Lundberg**
 - lundberg@northern.usta.com or 952-358-3286.

Thank you for captaining and playing. Have a great time and ENJOY playing socially competitive tennis!