



PACIFIC NORTHWEST

PNW USTA LEAGUE | EZ REFERENCE GUIDE | V3

CAPTAIN RESPONSIBILITIES

1. Attend the Captains Meetings/Read league information sent by RLC before and during the season. Make sure the players are kept up to date. Ensure all players have an NTRP rating, have a current USTA membership and are registered in TennisLink before they play their first match. Make sure your roster complies with the Out of Area player rules. Make sure all players are committed to playing on the team before they register as there are no guarantees to a local league refund.
2. Schedule team members for matches and ensure all individual matches are played in accordance with league regulations.
3. Advise players when they are scheduled and whether they need to bring balls.
4. Exchange the line-up of the team with the opposing captain before each match.
5. Timely report scores in TennisLink as required.
6. Communicate with the Regional League Coordinator throughout the season.
7. Before and during the season, work with your team to set expectations, outline team goals, and establish decision-making for lineups, pairings, playtime, and practice/drills.

PLAYER RESPONSIBILITIES

- Arrive punctually and be prepared to be on the court and start the match at the scheduled time. Players should use bathroom before match to avoid using them during the match.
- Before the start of the match, Captains should agree and clearly communicate how the end of the match will be determined (Timed Match Procedure).
- Adhere to the 7 min warm up period that includes serves. Play is continuous from the time a match starts until it ends. The maximum allowable times for a break are 25 seconds between points, 90 seconds at end change (odd games), 120 seconds at end of set. No break after the 1st game of any set.

PLAYER RESPONSIBILITIES - Cont.

- Drinks should be taken on odd games only
- All issues or calls that arise during a match are to be resolved ONLY by the players involved in the match on that court, never with other players including Captains, spectators or club staff.
- Thank your Captain! They dedicate a lot of time crafting lineups, seeking solutions to enhance team spirit, and ensuring everyone gets a chance to play. Throughout the season, Captains face unexpected challenges, requiring them to make quick decisions. Let them know they are appreciated.

MATCH FORMAT

- Best of 3 sets with a 10-point Match Tiebreak (first to 10 by 2 points) in lieu of the 3rd set.
- Match time is agreed prior to match as above.
- 7-minute warm up period includes serves.
- If first or second set is tied at 6-6, a 7-point Tiebreak is played to decide a set (first to 7 by 2 points).
- * No Ad Scoring for all local league matches (NWW & SWW only)

PENALTIES FOR LATENESS

When a player is late in arriving for the player's scheduled match time, and their court is available, the captain shall start the lateness penalty clock. A player is not deemed to have arrived until the player is properly clothed, equipped, and ready to play (If there is a circumstance/situation outside of human control that is unpredictable and unpreventable, e.g., natural disasters, sudden infrastructure failures, or sudden transportation interruption due to emergency, that makes it impossible for the majority of a team to arrive on time the Regional League Coordinator may extend leniency). The lateness penalty is as follows:

- a. 5 minutes or less late: Loss of service toss plus one game
- b. 5:01 – 10 minutes late: Loss of service toss plus 2 games
- c. 10:01 or more minutes late: Default

PENALTIES FOR LATENESS - Cont.

Single Weekend Leagues and Local League Playoff matches will be as follows, per Friend at Court, unless the Tournament Director or Referee deems an exception for extenuating circumstances. (At the Tournament Director's discretion: any individual playing in two divisions regardless of whether they are currently playing in a match, and not available for a called match may be assessed late penalties based on the Point Penalty System.)

- a. 5 minutes or less late: Loss of service toss plus one game
- b. 5:01 – 10 minutes late: Loss of service toss plus 2 games
- c. 10:01 – 15 minutes late: Loss of service toss plus 3 games
- d. 15 or more minutes late: Default

INJURY TIME

- A one-time 3-minute medical time-out for treatment is allowed per player per injury or for heat-related conditions or cramping. If a player cannot resume play after 3 minutes of treatment, it shall be regarded as a retirement.
- A maximum 15-minute medical timeout is allowed for bleeding injury. If bleeding continues and match doesn't resume within 15 minutes, it shall be regarded as a retirement.
- If a player is injured as a result of, and within, the 7-minute warm-up period, a legal substitute may play in their place. The substitute is allowed a 5-minute injury prevention warm-up.

SPORTSMANSHIP COURTESY

- Cooperation and courtesy are expected from all.
- Points played in good faith stand.
- All points should be treated of equal importance.
- Provide your opponent with a cooperative warm-up.
- Give your opponent the benefit of the doubt on calls, a ball that is 99% out is 100% in!
- Make line calls audible, visible, and immediate, so they are clear to your opponent.
- Server will call the score before each point, loud enough that all match players can hear.
- Wait to serve until your opponent is ready.
- Not sure about the call? The ball is IN. Uncertainty between doubles partners? The ball is IN.
- Coaching is not allowed which includes talking, signals, gestures, interactions with, or comments by or to any other person other than players on your court.

SPORTSMANSHIP COURTESY - Cont.

- Applaud your opponent's good shots.
- Bathroom breaks should be taken during a set break or, if an emergency, at an end changeover. Inform the opposing team that you are taking a break and leave your racquet on the court.
- Cell phones must be turned off during a match. Any point interrupted by a cell phone is awarded to the phone owner's opponent. Use of cell phones, or any electronic device, during warm-up or play is considered coaching and is not permitted.
- Any issue pertaining to a match may only be resolved by the players involved in that match.
- Shake hands at match end to acknowledge that the match is over. A handshake is an agreement that the match was played in good faith and the match result is binding.
- [Sportsmanship Nomination](#)

RESOLVING SCORING DISAGREEMENTS

- Players are expected to resolve disagreements on the court. The Code describes a 3-step process for score disputes, in order of preference:
 1. All points and games are agreed upon by the players. Replay only the disputed points or games.
 2. Play from a score that is agreed upon by all players.
 3. Spin a racquet or toss a coin.
- Under no circumstances may any other person or Captain intervene in a match in progress.
- Players need to shake hands and agree upon the match score and result before leaving the court.

COMMON QUESTIONS

- **Line Call Help** - One Line Assistant to represent each team may be called to the court at any time to assist players making line calls. If only one person is available, then one line assistant may be used. Line Assistants cannot make a line call or foot fault call. They can confirm or over-rule a line call when asked by a player. Line Assistants can confirm an egregious foot fault. Players are responsible for imposing any penalty, if they choose to do so. Line Assistants may not interpret any other rule of tennis and should stand quietly at both ends of the net. If two Line Assistants disagree on a call a let is played.
- **Foot Faults** - Avoid foot faults. Players should not foot fault because it violates the ITF Rules of Tennis. It is a foot fault when a foot just touches the line, even when the player does not follow the serve to the net. Calling foot faults. The receiver or the receiver's

COMMON QUESTIONS - Cont.

partner may call foot faults only after all reasonable efforts, such as warning the server and attempting to get an official to the court, have failed and the foot fault is so flagrant as to be clearly perceptible from the receiver's side.

- **Ball Rolls Onto Court** - Let called when ball rolls on court. When a ball from another court enters the playing area, any player on the court affected may call a let as soon as the player becomes aware of the ball. The player loses the right to call a let if the player unreasonably delays in making the call. Retrieving stray balls. Each player is responsible for removing stray balls and other objects from the player's end of the court. Whenever a ball is not in play, a player must honor an opponent's request to remove a ball from the court or from an area outside the court that is reasonably close to the lines. A player shall not go behind an adjacent court to retrieve a ball or ask a player on an adjacent court to return a ball while a point is in play. When a player returns a ball from an adjacent court, the player shall wait until the point is over on the court where the ball is being returned and then return it directly to one of the players, preferably the server
- **Touches, hitting ball before it crosses net, invasion of opponent's court, double hits, and double bounces. A player must concede the point when:**
 - A ball in play touches that player;
 - That player or that player's racket touches the net or opponent's court while a ball is in play;
 - That player hits a ball before it crosses the net;
 - That player deliberately carries or double hits a ball; or
 - A ball bounces more than once in that player's court.

HAVE A GREAT MATCH

- Meet the opposing captain before the match and discuss any critical information along with the exchange of line-ups, making sure to keep the conversation positive
- Make sure your players are ready to play at the designated match start time. Wondering if one of your players is going to arrive on time is not a good way to begin your match.
- Welcome the opposing team to your Home facility and invite them to stick around after the match for a post-match snack/drink. Some captains will use the pre-match announcement as an opportunity to lighten the mood by telling a joke, story, or just a quick thank you to all players for making league tennis so fun.

HAVE A GREAT MATCH - Cont.

- As the Home team captain, make the announcement, "Let's have a great match!" before sending players out to the courts.
- Players should meet at the net for the racquet spin before the warm-up. Introduce yourself and try to use first names throughout the match.
- Acknowledge your opponent's good shots in a visible or audible way..." Nice Shot!"
- End the match with a warm handshake/tap of racquets and congratulations on a fun match.
- ***Have fun! Your positive energy is contagious.***

NTRP RATINGS

- [Self-Rating Details](#)
- [Rating Appeals](#)
- [NTRP Rating FAQs](#)
- Third-party websites cannot correctly recreate the NTRP rating algorithm, and therefore the ratings generated from third-party sites are not accurate NTRP ratings

OTHER HELPFUL LINKS

- [Timed Match Procedure](#)
- [Northern Oregon Specific Details](#)
- [Northwest Washington Specific Details](#)
- [USTA League Captains Guide](#)
- [Tennis Warehouse Team Discount](#)
- [Grievance Information](#)
- [USTA PNW Storefront](#)
- [PNW Section Championships](#)