

12/26/17 Email

Hi Everyone,

I hope you are all in the midst of a fantastic Holiday season with family and friends.

A friendly reminder here that the deadline to enter Winter USTA Adult League Teams is quickly approaching.

Here is a check list of what you need to do to get your teams organized before the deadline date of 12/29:

1. The Rules have changed. Read them all and make sure you understand everything before requesting a team number. [Rules, Forms and Information Page](#).
2. Review the Deadline Dates so you don't miss any of them: [Master Schedule and Deadline Date Page](#).
3. Fill out the Captain's Acknowledgment Form to request your team number: [Important New Procedures for Starting Your OC USTA League Team \(copy of email sent 11-30-17\)](#)
4. Register on the Captain's Team using the Captain's Only Team Number: [Captain's-Only Team ID #'s](#)
5. Check to see if your Facility Director has already filled out the [Viewable Facility Blackout Spreadsheet](#) with your site's Blackout Dates (These are days I cannot schedule a home match for you, but days when you can play an away match at your opponent's site.)
6. If your site is not listed, please provide this link: [2018 Facility Blackout Form](#) to your director and ask them to fill out the site. (Each site should be listed only once, since all teams have the same blackout dates.)
7. Poll your players to find out which dates they are, and are not available during the season so you know what dates you need to ask for as your Team-Bye Requests: (These are dates your team needs the day off.) Hopefully you've already done this, but I've created new forms to help you solicit this information from your players. The Electronic Form will allow you to email the form to your players. They then fill it out, and the results funnel into an Excel Spreadsheet for you to be able to see everyone's availability at a glance. This is the quickest and easiest way, but may involve a learning curve for you. If you want this version, please fill out this short form and I'll send you the form and then switch you over as the owner (instead of me) and provide you with whatever instruction you need to get them to work for you. Here is that link: [Request an Electronic Availability Form for Your Players](#)

If you prefer paper copies of the forms, here are links to those:

[2018 Player Availability Poll - Friday Team - Hard Copy](#)

2018 Player Availability Poll - Weekend Team - Hard Copy

You are not required to use these exact forms, but you will need to do something to poll your players so you know when you are short, and when to ask for team-bye requests.

8. After you know your players' availabilities, please fill out this [2018 Team Information Form and Team-Bye Request](#) before the 12/29 Deadline Date and select your Team-Bye Requests. It's mandatory that everyone fill out the form even if you don't have any Team-Bye Requests. Those captaining multiple teams must list each team separately. Please remember that the rules changed so that you must list any day your team needs a day off on this form, and the number of dates you can request is limited. We are no longer allowing the first week as a free-for-all reschedule window. We will use that week to fix the schedules, but if you need the first week off, you must list it as one of your Team-Bye requests or you risk being penalized by your opponent with a line defaults or a full-team default. So this part of the process is new and it's super important that you find out your players' availability before you fill out this form. Here is the link showing the dates that everyone is requesting:

[Viewable Team Information Spreadsheet-](#)

9. Register the minimum number of players (8 for 40 & Over Adult and 6 for 18 & Over Mixed). Remember that the deadline has changed to register players, allowing you to register players up until 4 weeks before the season ends.

10. Be mindful of the SCTA's new, no-refund policy.

Women's WD/WE Information: If we get a minimum of 6 teams in our Weekday (WD) Flights, then those flights will move to their own area and after that happens, it will allow players to register on both WD and WE teams at the same level. Last year we had at least 6 teams at the 3.5 4.0 and 4.5+ levels and I expect we will this season too. So far, we have three 3.5 and 4.0 WD teams and four 4.5+ WD teams online. I'll keep registered teams posted as soon as we have at least 6 teams at a level.

All the above links are posted on the website: www.orangecountyusta.com

Please let me know if you have any questions or need help with anything.

Thank you for captaining!!!

Heidi

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