

Step-by-Step Instructions for USTA Adult League Captains

1. Go to the Website: www.orangecountyusta.com
3. Click the link under “Announcements” allowing you to register for the Preseason Captain’s Meeting. Attend the meeting.
4. On the right-hand side of the above website, put your cursor over the OC USTA Adult League Section on the right-hand side. You will see various pages come up. Familiarize yourself with the information on those pages.
5. Click on the page named “Master Schedule and Deadline Dates.” Note the Season Dates and Deadlines you will need to meet to secure your spot in the league.
6. Click on the “Rules, Forms and Information” page. Click on the links on this page to familiarize yourself with the information. Before the meeting, completely read through the following: OC Local League Rules and Section Regulations. Print copies of these two documents and bring them to the meeting and keep them in a notebook that you bring to all your matches.
7. Contact your Facility Director and let them know you want to have a team. Most sites will provide you with a preferred day and time you will play your home matches. Know this is only a preferred day/time. Facilities with blackout dates and/or teams with team-bye requests during the season may require teams to have some of their home matches scheduled on an alternate day and/or time. Find out what days your facility is unable to host home matches and enter that information on the Team Information Spreadsheet by putting a B in the squares where your team can’t host matches—your site’s BLACKOUT DATES. Fill out this form completely, listing all dates your facility is unavailable, including Fridays. However, each facility should only be listed only once on this form. If your site is already listed, simply verify the blackout dates and make sure they are complete and correct.
- 7a. Put your team online: From the home page of the website, click on the red/white/blue icon that says USTA LEAGUE, which will take you to the Adult League Side of TennisLink. Login with your USTA # and Password. Click the link on the right that says Online Team Creation. Follow the prompts to create your team and register one of your players (not yourself). You will need their USTA #. When you name your team, please list the following information in your team's name in this order: Team Name – Facility – your first or last name. When you've completed the process this creates your team number. Give it to you players so they can register. Monitor your team's registration and make sure you have the minimum number registered by the deadline dates and that you never play a player before you see they are listed on your roster (make sure you see them there because sometimes players think they've registered, but haven't). Go back to the Rules, Forms and Information (RFI) page. Click on the 2014 Captain's Id #'s. Find the correct number for your league and use it to register yourself, which will only cost you \$3. Once I see you on the captain’s team and your team online, I will move you to your team and designate you as captain. If you have a co-captain, shoot me an email after they register on the team and I’ll designate them as co-captain.

8. Poll your team players to find out what dates they are available. Based on their availability, fill out the Team Information Sheet, listing any dates when you don't have enough players to play. These are your Team-Bye Requests (TBRs). Note that captains are limited as to how many TBRs they may request. Captains need to rank their requests in order of preference. Each day is a separate request, i.e. T1, T2, etc... Captains get an automatic team bye to play in other USTA League Tennis post-season events—i.e. Sectionals, Area Playoffs, Local League Playoffs, Nationals. These are included in a captain's number of allowed TBRs. These types of TBRs need to be designated so to indicate the type of TBR is needed for these events. For example: T-N40+ would mean your team needs a Bye on that day to play in the Adult 40 & Over Nationals. T-AP18+X would mean your team needs a Bye on that day to play in the Area Playoffs for the 18 & Over Mixed League. These types of byes are automatic—teams get to reschedule matches that are scheduled on a day when both teams have at least three players on both rosters.

9. Read the information in the OC LLRs regarding SCHEDULING AND RESCHEDULING carefully, and make sure you understand those procedures. *Please note* that TennisLink *does not* take Team Bye Requests into account when generating the schedules. Captains are responsible for rescheduling matches scheduled on the dates they listed on the Team Information Sheet as times they needed a day off. After confirming alternative arrangements with each other, captains must list the reschedule information on the Schedule Change Spreadsheet (SCS). The rescheduling process takes a few weeks to complete, so it's imperative for captains to keep their teams available for all the "open" dates listed on the TIS—open dates are those a captains did not list as a TBR.

10. When the schedules first come out, confirm your first two week's matches with your opponent and reschedule anything that needs changing immediately. Notify Heidi of any other issues with your schedules. For example: Matches scheduled on your facility's blackout dates, incorrect times, two matches scheduled on the same day, any conflict that needs fixing. In the subject line of the email, type: CONFLICT

11. During the season, you must confirm your matches with each other 3 – 4 days before the match. This is an SCTA rule and they specifically require you to make contact during that time frame. Our local policy is that the visiting team contacts the home team to confirm, but either way, the confirmation must be made—if the visiting team doesn't make contact, the home team should. If you feel someone is abusing this policy, let Heidi know.

12. Before the season begins, direct your players to the above website and ask them to read through the OC Local League Rules to make sure your players know the rules. Bring your notebook to each match with copies of the rules in it. Save copies of all your scorecards in your binder.

13. Before, and at your matches, follow the procedures outlined in the OC LLRs. Both captains must enter scores and it doesn't matter who enters first. The home team should enter scores the same date the match is played, but both teams must enter within 48 hours of the match.

14. Flight Winners will be notified after everyone's season ends, instead of individually as each flight finishes. After notification and all winning teams have been correctly designated in the

system, captains may then register for their Post Season Championship. The link to the page that contains the links to the SCTA calendar of post-season events, the Captain's Registration form for Area Playoffs (APs) and Sectionals, and the TennisLink Schedules (when they become available) are posted on the front page of the website.

15. After reading through the rules and attending the preseason meeting, ask as many questions as you need to. There is always a learning curve the first season. Don't be afraid to ask questions.