

5 SCORECARDS

How to print a Blank Score Card prior to your match

Go to: www.ustanorcal.com

- 1 Login to your account and click on your team.

Listed on your team schedule on the far right side, you will see **Print** under the column **Blank Score Card**.

- 2 Find match date and check print.

- 3 Make copies to use at each match. The scorecard will show both team rosters at the bottom of the scorecards.

How to Record a Score after a match is complete

Both teams must be involved in the match reporting of scores:

- 1 One Captain records the scores (can be either home or away Captain).

- 2 On your team schedule click ENTER SCORE.

- 3 If the scorecard is blank, enter the scores and click on FINISH.

- 4 If the opposing team has already entered the scores, review them for accuracy and verify within 48 hours of the match or the match will be automatically confirmed.

- 5 If an error has been made, contact your coordinator and provide the date of the match, players' names and scores.

6 WHAT'S NEXT?

Stats and Standings

To view your teams Standings go to the **Team Information** tab on your team page. Click on **Standings**.



At the top of this page is a **Message From The Office**. This includes Playoff, Districts and/or Sectional dates and Wild Card Information.

Further details regarding post season information can be found on the NorCal website in the **League Resources** section under **General Information**.

www.norcal.usta.com/adults/leagues/resources/



Post Season Play

For many, the season ends at the completion of local league. Others will advance to Playoffs/Championships.

Remember to review your player eligibility rules for player advancement.

Adult League Calendar

The Calendar can be found on the NorCal Website in the **League Resources** section located under **League Names**.

www.norcal.usta.com/adults/leagues/resources/

7 CAPTAINS CHECKLIST



Before the Match

- Register your team during the team registration period on the NorCal webpage.
- Post your team's home matches by the deadline.
- Confirm** the match about a week ahead of time with the opposing captain.
- Confirm** with your players who is playing.

Day of Match

- Print out the scorecard and bring it to the match.
- Just before the match, captains will exchange line-ups simultaneously. (No changes or substitutions after exchange without both Captains approval.)
- Before each individual match starts, the home team will decide whether a 10-point match tie-break or a full third set will be played. (Daytime Leagues -mandatory 3rd set match tie-break.)
- At the conclusion of the match, captains will get the scores from each individual match and confirm them with the opposing captain. Either captain can enter scores. (See how to record a score under **Scorecards**.)

After the Match

- Many home teams will host the away team for a "social gathering" of food and drink.
- As the league season progresses, the captain can check the team standings. See **Stats and Standings**.



Additional information can be found on the NorCal Website in the **League Resources** section located under **For Captains**.

www.norcal.usta.com/adults/leagues/resources/

NEW CAPTAIN
ADULT LEAGUE GUIDE
A Step-by-Step Guide for Captaining a Team



USTA
LEAGUE

NORTHERN CALIFORNIA

USTA Northern California

1-510-748-7373

norcal.usta.com/adultleagues

THANK YOU FOR BEING A USTA CAPTAIN!



As a Captain, you are helping others enjoy the thrill of the game, find lifetime friends and stay active. Together you form our largest group of volunteers to lead USTA Northern California's adult recreational tennis program.

Being a captain is undoubtedly a lot of work, but it is also a lot of fun! It is a rewarding commitment that serves both your team and tennis as a whole. Your dedication is greatly appreciated!

1 REGISTER YOUR TEAM

There is no fee to register a team and there is no penalty for canceling a team prior to the close of team registration. Contact the office and we will take care of it for you: **(510) 748-7373**.

www.norcal.usta.com/adults/leagues/registration/

- 1 Choose your League
- 2 Enter Captain's Information
- 3 Enter Co-Captain (optional)
- 4 Enter Home Courts
- 5 Open to new players? Are you a new Captain? Submit

Once your team is registered, players may join the roster. Captains play for free but are **NOT** automatically placed on the roster. **DON'T FORGET TO ROSTER.**



2 BUILD YOUR TEAM

Sportsmanship

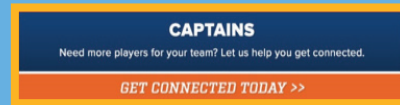
Playing USTA League is much more enjoyable when players practice good sportsmanship. We appreciate your efforts as a captain in supporting good sportsmanship in every match throughout the season. Have fun and enjoy the competition and the company of your teammates.

What Makes a Good Captain

- 1 Make It Fun & Build Team Spirit
- 2 Demonstrate Good Sportsmanship
- 3 Communicate Team Goals
- 4 Familiarize Yourself with the Rules
- 5 Mentor a Co-Captain – Delegate

Fill Your Roster

Need Players? Check out **GET CONNECTED**



www.norcal.usta.com/adults/getconnected/

Self-Rated Players

A player without a valid rating will be asked to rate themselves and be directed to a link which will lead them through the self-rate process on the USTA national site.

New Membership/Renewal

Membership must be current for the entire season. For new membership or to renew call:

1-800-990-8782 or
Go to: www.membership.usta.com

3 SELF-RATING

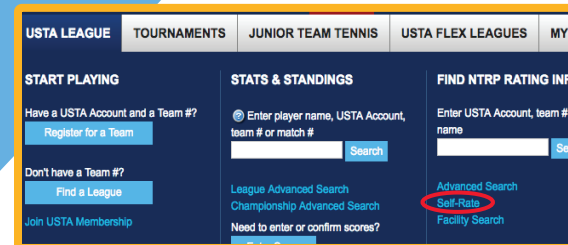
Guidelines

A player new to league tennis must self-rate using the USTA's on-line questionnaire and NTRP (National Tennis Rating Program) guidelines. The questionnaire will prompt the player to describe their playing background history and will suggest a minimum rating. It is the player's responsibility to select the rating that best describes their playing ability. An on-line appeal can be submitted if the player disagrees with the suggested minimum. Guidelines can be found in the NorCal website in the **League Resources** section.

www.norcal.usta.com/adults/leagues/resources/

How-To Self-Rate

Go to: www.tennislink.usta.com
You must **LOGIN**



Self-rate by placing your cursor over **USTA League** and then click on the **Self-Rate** link below **Find NTRP Rating Info** (See above circled in red) or when registering for a team for the first time.

It takes one to two business days for a player's rating to transfer from the national USTA site to the NorCal site. At that time, the player will be able to join a NorCal team.

NTRP Appeals

A player may appeal their computer rating at any time. There are three types of appeals: Self-rate Appeals, Automated Appeals and Medical Appeals. Details regarding the appeal process can be found on the NorCal website in the **League Resources** section.

www.norcal.usta.com/adults/leagues/resources/

4 CAPTAIN TOOLS LOCATED ON YOUR TEAM PAGE

Captain Checklist

Additional Captains information.

Add to Roster

Captains can roster players that have a valid rating. Some club managers use this tool to add a batch of players to a roster all at one time.

Delete from Roster

You can delete any player who has not yet played a match for your team. This will add a credit less \$3.00 in the system, automatically applied when they join another league team.

Post Public Notes

This space is for posting information you want the public to see. It will appear on your team page, visible to anyone.

Post-Match Dates

When the schedules for your flight are published, you will need to check with your facility and make court reservations for those weeks in which you have a home match. Then you use this tool and post those dates on-line. The program will send an automatic email to your opponents, letting them know that the dates/times are set.

Update Team Info

This program allows you to add or change your co-captain, or even yourself, anytime during the season. You can also check the box for "Looking for Players". Checking this box will display a message on your team page that you are looking for players.

Name Your Team

This is just for fun. Some players like to personalize their team name by adding a nickname. Example: Berkeley TC M4.0A (Big Sharks).

Email Your Opponents

This allows you to send an email to all the other captains in your flight.

Player Availability

This program allows your players to indicate their availability for each of the matches.

Captain Phone Numbers/Emails

Captain list of phone numbers and emails useful for general communication as well as when there are questionable weather conditions.

Grievances

NTRP & General Grievance information. What is a grievance? Who can file and how?