

USTA Team Captain Checklist

Registration

- Read the league Fact Sheet
- Complete Registration form on local league website
- Look up your TennisLink team number
- Distribute Team # to players
- Register as Captain in TennisLink
- Verify that your contact info on TennisLink Captains Report is correct. If not click on the "Manage Account" link on your TennisLink home page or contact USTA Membership at 800-990-8782.

Rules / Procedures

- Review Captain Resource page on local website
- Review Local League Procedures
- Review Local League Rules and USTA Mid Atlantic Rules
- Review TennisLink Captain Guide
- Distribute Local Procedures to your players

Before the Season

- Review match schedule in TennisLink
- Confirm home match times with your club or facility
- Send the season schedule out to your players
- Review Local League Procedures again

Week Before Match

- Make sure players are registered in TennisLink
- Confirm match details with other captain
- Confirm match location and time with your players
- Appoint Acting Captain if needed. Explain acting captain duties.
- Check court reservations if Home team
- Confirm match Time Limit with other captain
- Advise players of match Time Limit
- Make tentative rain plan

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Day of Match

- Print TennisLink scorecard
- Remind Players of warm up time limit

After Match

- Verify scores and player names
- Sign scorecard and keep copy
- Enter scores in TennisLink (Either captain!)
- If other captain entered scores, confirm scores

During the Season

- Check roster deadline
- Check rules about rescheduling. Complete proper forms if needed.
- Check player availability for Regionals if in contention

Other Captain Expectations (Some Do's and Don'ts)

1. Use courtesy when communicating with opposing captains, players and the (LC's). Respond promptly to emails from opposing captains.
2. Check the local league website for rules and other league information.
www.richmondtennisleagues.com
3. Play matches on scheduled dates and times unless you have a valid reschedule request as listed in Local Procedures 8.
4. Use common sense and courtesy when dealing with unusual situations.
5. Don't ask opposing captains to re-schedule a match or move a match time because you don't have enough players. If your players cannot play on the scheduled match date, don't expect the other team to change their schedules & plans to accommodate your team. If you do not have enough players, advise the other captain in advance that you will be defaulting a line or multiple lines.
6. Don't consult club pros or club representatives regarding USTA league rules. They do not have any authority over league rules or rule interpretations. Direct all questions to your LC.
7. Please don't copy the LC's on emails to opposing captains. If there is no action for us we should not be copied.