



## Captain's and Player's Responsibilities Checklist

### 1. ONLINE TEAM CREATION

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- Go to Tennislink, <http://tennislink.usta.com/Leagues/Common/Home.aspx>
- Log-in to your account or create an account if you don't already have one
- On your "USTA League" page under "My Quick Links" click on "Online Team Creation"
- Follow the prompts
- Section – Southern
- District - Georgia
- Select Sub/Area – Ga Southern Crescent – current championship year (the year the State tournament will be held for this league)
- Select League – League Championship year and League Name and Season (ex. 2015 Adult 40 & over Spring)
- Select Flight – the level your team will play (ex: 3.5, 4.0 for Adult Leagues, 7.0 or 8.0 for Mixed and 6.5 or 7.5 for Combo)
- Follow the prompts for payment and check the captain box – when your co-captain registers have them check the captain box also
- Each team must have the minimum number of players to field a match plus 2 before the schedule will be created. (ex. Adult 18 match requires 8 players, therefore 10 players need to be registered for the team to be included in the schedule)

### 2. HOME TEAM CAPTAIN

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- Contact visiting team captain 3 days prior to scheduled match to make final arrangements.
  - If listed captain is unavailable, notify opposing captain the name and contact information for the acting captain.
  - Confirm order of play (if cannot agree the default order is #1S, #1D, #2S, #2D, & #3D. If no singles then #1D, #2D, #3D.)
  - Inform visiting captain number of courts available, decide whether additional courts will be used, both must agree for them to be used.
  - Confirm start time for subsequent lines (players in second time slot must be available one hour after the first time slot begins; 3<sup>rd</sup> time slot two hours after first time slot)
  - Inform visiting captain whether you will provide refreshments. Water must be provided
  - Must have two courts minimum reserved for every home match
  - On-site restroom facilities must be available
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### 3. BOTH CAPTAINS

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- Verify player's eligibility prior to start of season
- Should read and know SCTA Local League rules and USTA League rules so that you are prepared for any situation that may arise, rules are available at [ustasoutherncrest.com/rules.html](http://ustasoutherncrest.com/rules.html).
- Print blank scorecards from Tennislink (hover cursor over match date and option for printing blank scorecard appears, click on "Print Blank Score")
- Fill out scorecard with either player's name or number that is used on Tennislink to identify a player
- Notify opposing captain if you will be defaulting any lines (defaults must be done from the bottom-up – 2S or 3D)
- Ensure the majority of lines will be played for the match to be considered valid (Matches with 5 lines must play at least 3 lines, Matches with 4 lines must play at least 3, Matches with 3 lines must play 2 lines)
- Teams are encouraged to field players in order of strength

### 4. MATCH DAY – BOTH CAPTAINS

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- Exchange line-up with completed line-up prior to scheduled match time
- Points played in good faith stand. If a disagreement arises on the court it should be resolved before play resumes. Detailed information may be found in *Friend at Court "The Code"* available on [ustasoutherncrest.com/rules.html](http://ustasoutherncrest.com/rules.html). Match results will stand as played.
- Winning captain enters score on Tennislink within 48 hours of match completion
- Losing captain confirms or disputes scores within 48 hours of score entry
- In case of disputed match score, contact the appropriate league coordinator with the discrepancy. Tennislink does not inform coordinator of dispute
- In case of inclement weather follow the rules *SCTA Local League Rules 7)Schedules a)Inclement Weather*

### 5. PLAYERS

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- Make sure your contact information is up to date in Tennislink Membership
- Know your NTRP (rating) Early Start and Year End before registering for a team
- Register for your team using Tennislink before participating in a league match.
- Make sure your USTA membership is current, membership must be current through the end of the league season for you to be able to register
- "Courtesy is expected. Tennis is a game that requires cooperation and courtesy." *Principles, Part 2-The Code, The Friend at the Court*