



Hello captains!

Re: Adult 55 & Over Wednesday Winter 2020
Season Starts: Wednesday, January 15, 2020 at 10:00 a.m.

Welcome to another season of USTA League Tennis!

Thank you so much for captaining. Not only will you serve as the communicator and representative for your team, but we wouldn't have our league without all of your efforts.

This introductory letter will serve as an information source throughout the entire league season. Refer to it whenever you have a question. If there is a question not listed in this information source, or if you need clarification on a topic, please do not hesitate to contact me.

IMPORTANT RULE REMINDERS:

- In order for players to be eligible to play in the local playoffs, they must play two times during the regular season (first match through the last regularly scheduled match of the round robin). A default may count as one of the matches played.
- If a team forfeits 2 or 3 lines in a match, making it invalid, a warning letter will be sent to the team. If this happens a second time in the league season, the team will be removed from the league and reported to the USTA Georgia Adult League Committee for review.

Sincerely,

Ken Owen
Program Director, 55 & Over Men
Kenowen2017@gmail.com



Information specific to this season

- **Season Schedule for Winter 2020 Season**
 - In the 3.5 division level, there are 6 teams playing in the local round robin.
 - In the 4.0 division level, there are 3 teams playing in the local round robin.
- **Local Match Dates**
 - Season starts Wednesday, January 15
 - See TennisLink for complete detailed schedule. Click on “Match Schedule” from your “Team Summary” page.
 - Match Time: Wednesday at 10:00 a.m.
- ***Playoff Dates (subject to change)**
 - **3.5** – Wednesday, February 26
 - **3.5** – Monday, March 2
- ***City Finals Dates (subject to change)**
 - **3.5** - Wednesday, March 4 **at the higher seeded team’s home courts.**
 - **Rain Date** – Wednesday, March 11
- **Playoffs** - The following format will be used for the playoffs:
 - **3.5 Division**: All 6 teams will advance to city finals.
 - **4.0 Division**: The winner at the end of the triple round robin will be the city champion.

Georgia State Tournament for 2020 Championship Year

We are currently in the 2020 Championship Year! City Champions from USTA Atlanta will advance to the USTA Georgia State Tournament to be held in June 2020. Please visit USTA Georgia’s site at www.ustageorgia.com for more information on logistics.

Basic Information

Captains should read and review this recurring information closely and use the letter as a reference.

- **Finding Phone Numbers for Opposing Captains**
 - Go to TennisLink (<http://tennislink.usta.com/leagues/>);
 - Log in your USTA account (if you don’t have one – create one);
 - Go to your team’s “Team Summary” page (the default page for your team)
 - Click “Match Schedule” – you will see the opposing captain's phone number.



- **Finding E-mails and Phone Numbers for Opposing Captains**

If you would like to find an e-mail for an opposing captain, you may find this information by doing the following:

- Go to TennisLink (<http://tennislink.usta.com/leagues/>);
- Log in your USTA account (if you don't have one – create one);
- Go to your team's "Team Summary" page (the default page for your team);
- Click "Captains Report"
- You will see opposing captain e-mails.

Adding or changing the co-captain

1. Go to TennisLink (<http://TennisLink.usta.com/Leagues/Common/>).
2. Login to TennisLink (Refer to the "Login to TennisLink" section of this document).
3. Click on "Team Management" under the heading "Quick Links"
4. On the page that comes up, click on your team under the heading "Team Name/Team #"
5. You are now on the team's management homepage. Cursor on "Edit" next to "Co-Captain" and make the changes via the drop-down box that appears.

Note: You must be listed on TennisLink as the captain of the team to add or change the co-captain.

- **Captain's Corner**

The Captain's Corner is another key resource tool for captains. You can find the Captain's Corner by going to www.ustaatlanta.com > Captain's Corner > Adult 55 & Over Men WED. Here, you will find:

- TennisLink instructions;
- League calendar;
- USTA Atlanta local league rules and regulations;
- Friend at Court. FAC tells you everything you need to know about line calls, balls that hit scoreboards, hindrances, losing your hat during a point, yelling at your partner, etc. The section called "The Code" is a great reference for un-officiated matches.
- Grievance forms and procedures;
- Self-rating Guidelines;

- **Adding a Player After Season Begins**

You may add players at any time up until 11:59 PM on the Tuesday before the last local round robin match.

- **Important Tips**

- Be sure to thoroughly read through and be well-versed with USTA Atlanta local rules and regulations.
- If you have a question or issue, do not be afraid to contact me. I am here to help you!
- Ensure a proper scorecard exchange before each match. Both captains should simultaneously exchange COMPLETE scorecards before the start of the match.



- Assign a co-captain for your team! This will help for when you are out-of-town unexpectedly and can have someone take over for a team match. Once assigned, they will be able to have captain access on TennisLink.
- Contact your captain at least 3 days in advance to coordinate logistics for the team match.
- When speaking with your captain, confirm the facility address to make sure you have the correct address on file. You will also want to find out the number of courts that will be given for match and court surface.
- If both captains agree, you may play your match earlier or at a different time on match day. Keep your Program Director informed if you do this! The best way to do this is to send an e-mail to the other captain while copying your Program Director. This will help to avoid confusion and resolve matters.
- “Home” teams are required to provide two courts of the same surface for each team match. Unless another arrangement was made (and “agreed upon” by both captains), the first two matches to go on will be the #1 doubles and the #2 doubles. The #3 doubles should be there within one hour after the start of match time.
- Each player should bring a can of balls for their match. After the match is finished, the “winners” of the match should receive/have the unopened can.

Frequently Asked Questions

- **How many teams will go to the playoffs?**

See the fifth bullet under ‘Information specific to this season’ for your level

- **What weather conditions allow for a rescheduled or delayed match?**

SECTION V. INCLEMENT WEATHER

- 1) Inclement weather is defined as precipitation or severe weather (temperatures below 35 or above 95 degrees for the 55 & Over and 65 & Over league as determined by weather.com for the zip code of the location of the match). Wind chill and heat index are not a factor in determining temperature.

- **When can I add a player?**

You may add players at any time up until 11:59 PM on the Tuesday before the last local round robin match.

- **How many teams will be invited to the state championships?**

- **3.5 – one invite**
- **4.0 – one invite**



- How many times does a player have to play to qualify for the state championships?
 - Twice
- How many times does a player have to play to qualify for the playoffs?
 - Twice

The Grievances Process (found in captain's corner)

When viewing the captain's corner, you will notice a grievance section with two types of complaints that can be filed from a captain.

NTRP Grievance

If you believe that you (or one of your players) have played against a player that has misrepresented their playing ability within the self-rating process (i.e., their playing level is at the top of the next level or higher), you should file a NTRP Grievance ASAP before the next match is played. The process works if you use it. However, you must have evidentiary support for your claim. An opinion is not a valid back-up for a self-rate grievance.

USTA Atlanta does not process NTRP Grievances – this is done by the USTA Southern Section. (However, you will submit your form to USTA Atlanta, who will forward your complaint to USTA Southern.) You can find forms and instructions on www.ustaatlanta.com. NTRP Grievances may only be filed against self-rated players. If a player has a computer-generated rating, their rating usually cannot be disputed through this process.

Sportsmanship Grievance

All complaints alleging a violation of USTA League Regulations shall be filed in writing by a team captain via email (grievances@ustaatlanta.com) to the chairman of the USTA Atlanta Grievance Committee. Examples of valid grievances include but are not limited to: misrepresenting a player's identity on a scorecard or in TennisLink; falsifying scores in TennisLink; recording a score without playing the match; using ethnic slurs or obscene language; coaching; abusive behavior; or physical violence.

Grievances must be filed prior to whichever occurs first: (a) the involved team's next match in that flight (or playoff match), whether or not the involved player participates OR (b) within 24 hours after the end of the local league season

There is a \$25 fee for filing a grievance under this Section VIII, which must accompany the written grievance. If the grievance is kept on file or if penalties are imposed, USTA Atlanta



will refund the \$25 fee. All grievance filing fees retained by USTA Atlanta will be donated to the Atlanta Youth Tennis and Education Foundation.
Good luck – and have a great season!