Hello captains!

Welcome to the USTA Mixed Doubles 18 & Over league!
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 or the USTA Atlanta office.

Sincerely,

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Player Ratings

Any player who successfully appeals their rating **after** registering to a team MUST contact the Director of Adult Leagues (maegan@ustaatlanta.com) to update the rating on the team roster. If this is not done prior to the player participating in a match, the match may be subject to reversal for an invalid pairing.

Finding Phone Numbers for Opposing Captains

- Go to TennisLink (http://tennislink.usta.com/leagues/) and log in;
- 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 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/) and log in;
- Navigate to your team summary page
- Select the "Team Captains Report" Tab at the top of the team summary page
- You will see opposing captain e-mails.

Add or change 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.

Important Dates for Fall Season*
*All dates are subject to change

Regular Season Match Dates

- Season starts Friday, March 6, 2020
- See TennisLink for complete detailed schedule. Click on "Match Schedule" from your "Team Summary" page.
- Match Time: Friday at 7:00 p.m.
- No Play April 10th

Playoff Match Dates

- Friday, May 8 (6.0, 7.0, 8.0)
- Friday, May 15 (6.0, 7.0, 8.0)

City Finals

- Friday, May 29 at DeKalb Tennis Center – 6:30 p.m. check in (all levels)
- Friday, June 5 (rain date)

Playoffs
Players must play twice during the regular season in order to be eligible for playoffs. A default may count as one of the matches played. The playoff tournament will be comprised of:

- **6.0:** Top two teams from each group will advance to playoffs. First place teams will be seeds 1-4, second place teams will be seeds 5-8
- **7.0:** Top two teams from each group will advance to playoffs. First place teams will be seeds 1-4, second place teams will be seeds 5-8
- **8.0:** All 8 teams will advance to playoffs
- **10.0:** Top 2 teams will advance to city finals

Scheduling Matches
Default Match Start Times:

- 7:00pm: 1D and 2D
- 8:00pm: 3D

Both captains must agree if start times and order of lines differ from the "default."
If you schedule your match start times/order of play differently from the default time, it is recommended to get e-mail confirmation from opposing captain.

Make-up Matches
START TIMES & MAKEUP DEFAULT TIMES

Makeup Deadline*	2nd Thursday (13 days later)	7:00 PM

Example: If a match scheduled for September 16th is rained out, players have until September 29th to make the match up.

Extended makeup default times are in place only for the first five matches for teams with a seven week season or the first four matches for teams with a six week season.

If inclement weather occurs on the makeup deadline day (Thursday), the new deadline moves to Monday evening at 7:00 PM and continues weekday-to-weekday at 7:00 PM until weather permits the match to be played.

***Exception**: If inclement weather occurs on the second to last match of the regular season, the makeup default time is the following Thursday (6 days later) at 7:00 p.m. If inclement weather occurs on the last match of the regular season, the makeup deadline is Monday at 7:00 PM and continues day-to-day at 7:00 PM until weather permits the match to be played.

If inclement weather occurs during the playoffs, the makeup deadline is Monday at 7:00 PM and continues day-to-day at 7:00 PM until weather permits the match to be played.

Forfeits: If the start of any team match is cancelled due to inclement weather, any forfeits awarded in advance are voided, and all three lines may now be scheduled for make-up play. However, if any line has already started when weather stops the match, the forfeit(s) stands.

Captain's Corner
The Captain's Corner is another key resource tool for captains. You can find the Captain's Corner by going to https://www.ustaatlanta.com/mixed18captainscorner. 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 unofficiated matches.
- Grievance forms and procedures;
- Self-rating Guidelines;
- Playoff information (when available); and
- City Finals information (when available).

Adding a Player After Season Begins
You may add players at any time up until 11:59 PM on the Thursday before the last local round robin match.

Scoring
This season, the default scoring method will be a mandatory 3rd set 10-point Coman tiebreak in lieu of a full third set.

Playing on More than One Team
A player may play on more than one team in the same season provided they are:

- At a different level if playing in the same league (example: a player may register for a 7.0 and 8.0 team since they are two separate levels).

USTA Georgia State Tournament for 2020 Championship Year
We are currently in the 2020 Championship Year. City Champions and some select finalists/semifinalists from USTA Atlanta will advance to the USTA Georgia State Tournament to be held in September 2020.

Qualifying for State Tournament
If your team receives an invitation to the state tournament, each player (going to state) must be on the scorecard for two matches during the regular season in order to qualify for state. One of these times may be recorded as a default received, but at least one must be an actual match played.

Food
Our league has no formal requirements in regards to providing food. However, we expect teams to provide at least snacks and drinks to the visiting teams, especially since many players are commuting a very long way, often coming directly from work with no dinner, and a lot of these matches go three sets long into the evenings. This is a fun, social league, even though many of you have State tournaments in your sights and take the matches pretty seriously.

Facilities
Make sure you have the keys to the bathrooms and that they stay open throughout the match. If your facility has time constraints for courts, please make arrangements for them to stay open and lighted to allow you to complete long-running matches. The rules regarding lights and facilities are in section IV of our rules:

- All matches must be played to completion without interruption. There is no provision for a facility that places a time limit on courts. A visiting team is not required to move to different courts or interrupt play to resume later. If this occurs, the visiting team has the option to:
    - continue play at their home courts or
    - declare a default against the home team and win the match.

- If the lights go out during an evening match and cannot be re-lit in a reasonable amount of time (10 minutes), the match can be rescheduled using the makeup deadlines on Page 2 -3.

Another important rules note regarding facilities: Once you have indicated your official home facility in TennisLink, all home matches should be played at that facility. If you cannot play at your designated home facility, the visiting team has the option of supplying courts for the match. Of course, you can always agree to play your match somewhere else if it eases the commute… but home captains may not arbitrarily choose to schedule matches at an alternate facility.

Line-ups/Ratings
Avoid Illegal Lineups (players must be 1.0 apart or LESS, combined ratings may not exceed playing level): An illegal line occurs when a pair's combined ratings exceed the maximum combined rating allowed for the level (e.g., 3.0+3.5 playing a 6.0 match) -OR- when a pair is

more than 1.0 apart in their rating (e.g., 2.5 + 4.0 for a 7.0 match). EACH CAPTAIN is responsible for checking lineups beforehand, as well as scorecards entered online:

a. Print the scorecard

b. Check the names and ratings of each pair on your team

c. Check your online scorecard after the match to verify correct players and scores are entered

The rating on your roster is a player's current rating in mixed doubles. If you need to appeal up, or you have successfully appealed a rating down, you must notify the director of leagues ASAP. Roster ratings must be changed prior to a player playing a match with a new appealed rating.

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. USTA had several NTRP grievances filed last year – many (with evidentiary support) were upheld and the players bumped up. 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 https://www.ustaatlanta.com/mixed40captainscorner

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 sportsmanship grievance, 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.

Important Tips

- Be sure to thoroughly read through and be well-versed with USTA Atlanta local rules and regulations.
- 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 level rep informed if you do this!
- "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 and #2 doubles. The #3 doubles should be there within one hour after the start of match time.
- Make sure your player is registered on your team before stepping foot on the court. If your player's match is started at 7:00 PM, and they registered on the team at 7:02 PM, it is an illegal match and will be disqualified and awarded to the opposing team.
- 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.

Good luck – and have a great season!