



# USTA Idaho Captain's Guide



## Thank you for being a USTA League Captain

USTA League Captains are the largest group of volunteers in the USTA! Your willingness to serve your team and the League in this leadership role is greatly appreciated. This guide was created to make your job easier for Idaho League teams and to provide tips for success.



## Before the league begins

Read over the [Idaho Rules and Regulations](#), know that by creating a team and taking on the captain role, you are agreeing to follow the rules set forth.

### Create a Team

To create a team, go to your area's webpage at [www.idtennis.com](http://www.idtennis.com), hover over Leagues Tab and select your area. Scroll to the desired league and click on "Create a team" button. On the next screen you'll select your Section (Intermountain), District (Idaho), Select League, and then flight (this is the level). You'll put in a "team" name and then click the Create Team button. This creates your team and then you can register with the team number and your USTA number and make sure to mark yourself as captain.

Send out your team number to players on your team. Make sure the team minimum number of players (Graph 2 on [Idaho Rules and Regulations](#)) are signed up by the team registration deadline. Team registration deadlines are found on [idtennis.com](http://idtennis.com) on your local area page under the League tab.

### Required in Boise Leagues

If you are captaining a team in the Treasure Valley, you must submit a home court region request form even if you are playing out of a private club.

Fill out home court form [HERE](#).

### Tennislink Team Management Tool

We encourage all captains to use the free Tennislink Team Management Tool. You can do everything required of a captain from this one tool. Create and send out line-ups, have your players mark their availability for the entire schedule, communicate with your team by text and/or email, communicate with opposing captains, and so much more. You can find the Team Management tool [HERE](#), it is a very helpful tool to keep track of your players and their schedules. (See at end of guide for step-by-step instructions for team management tool.)



## **Captain Communication**

Schedules will typically be published 10 days prior to the start of the league season. You will be notified by the Area League Coordinator once they are published.

Let your players know asap once the schedule is published and any information you have been sent by the Area League Coordinator.

Communicate often with your team regarding lineups, you cannot reschedule a match after the match date, you must have a certain number of lines for each match (Graph 1 on Idaho Rules and Regulations). Give the players plenty of time to know when they will be playing, if you can have a backup player, that can be helpful.

If you are going to be short a line, it is good sportsmanship to let the opposing team know in advance, so they do not bring a player who does not get to play.

If either team is defaulting a line, you must take extra precautions to make sure you will have the minimum amounts of lines being played, you and your team can be subject to extreme penalties, including being removed from the league or being unable to advance further if you don't play the minimum number of lines.

## **Having a team philosophy ahead of time is a great idea**

Decide if the team is playing to win or just playing for fun? Will the strongest players play most matches or will everyone participate equally? If everyone on the team is aware of these issues and agrees, you will have a much more successful season as captain. Discuss team expenses, establish how club fees when applicable, balls will be paid.

Having a co-captain assist you with team lineups may be helpful.

\*If you are captaining a team organized by the Idaho Tennis Association, try to play players equally depending on availability. \*

**Friend at Court** is a great resource to look over for captains, specifically Part 2: The Code. It is a wealth of knowledge for captains and players alike, please send it to your players to read, especially if they are new to league tennis. It will help them know what to do about many on-court issues, after the match is finished, you've shaken hands or tapped racquets, and have left the court, you can not go back and change issues that you had during the match. Find Friend at Court [HERE](#).



## **Match Date**

Make sure all players in your lineup are registered, they will not be allowed to register after the match is played.

If you cannot attend, please assign an acting captain in your place. They will be responsible for all the captain's duties.

The home team will supply new, USTA-approved tennis balls for each court. [N.R. 1.05]. This is all that is required by the home team, food and beverages are not a requirement, but can be provided if the home team chooses.



## **Match Date Continued**

Have your lineup written down, either on paper or on your phone notes.

First and last names help to keep things organized.

You are not required to do your lineup by strength, you can set it ahead of time how you see fit.

If you need to default a line, it must be number 3 doubles if it is a doubles line you are defaulting, if it is a singles line, it must be number 2 singles or for USTA Adult 40 and Over you can default your only singles line.

The lineup must be exchanged by the match scheduled time, if not all players are there, you need to adjust your lineup and input the missing player into the default spot in case they do not make the 15-minute deadline. If courts are available to play on, a player later than 15 minutes is a default. The lineups must be exchanged simultaneously between the two acting captains.

## **Very Important**

Please make sure you have thoroughly read through the Mandatory Reschedule portion of the Idaho Rules and Regulations, and if one of these conflicts come up, please contact your Area League Coordinator asap.

Outside of a couple of reasons allowed in the league rules, matches must be played by the match date.

Treasure Valley: Robyn Gold, [rgold@idtennis.com](mailto:rgold@idtennis.com)

Southeastern Idaho: Melanie Daw, [mdaw@idtennis.com](mailto:mdaw@idtennis.com)

Twin Falls: Connie Maughan, [TFleagues@idtennis.com](mailto:TFleagues@idtennis.com)

Sun Valley: Lori Griffel, [Lgriffel@idtennis.com](mailto:Lgriffel@idtennis.com)



## **End of the Match**

Please double check all scores between the two acting captains. Make sure you both agree to the scores written down.

Decide which captain will be inputting the scores into Tennislink. Usually the winning team inputs the scores.

Please put scores in within 24 hours, if you did not enter them, please verify them as well.

Scores will be finalized after 48 hours. If scores are not entered within 48 hours, they may be entered in as a Double Default by the Area Coordinator and teams may be subject to penalties.

## **Procedural Issues During the Match**

Unless an alternate match format is announced, each court will play the best of two sets with a 12-point Coman tie-break (first to seven points winning by two points) at 6-6.

In the event of split sets, a ten-point Coman match tie-break (first to ten points, winning by two points) will be played in lieu of a third set.

All tie breaks will use the Coman tie-break procedure.

A third set shall be recorded as 1- 0 for the winning team.

Calls and disputes are to be handled only by the players on the court in each match. Spectators, teammates, and captains may not be involved in any on-court disputes.

A two-minute break may be taken at the conclusion of any set. There is no break after the first game of any set.

## Procedural Issues During the Match Continued

If a cell phone goes off, the player whose phone is ringing cannot call a let. A player cannot hinder herself/himself. If the opponent stops immediately and calls a hindrance, the point should be replayed. If the opponent asks the player to turn off the phone and then the phone goes off again during a point, it could be deemed intentional hindrance, loss of point. Matches cannot be delayed for cell phone calls.

Coaching is not permitted at any time during an individual match.

## District Championships

Please see Graph 2 on Idaho Rules and Regulations to see how many district berths will be offered based on how many teams in each level.

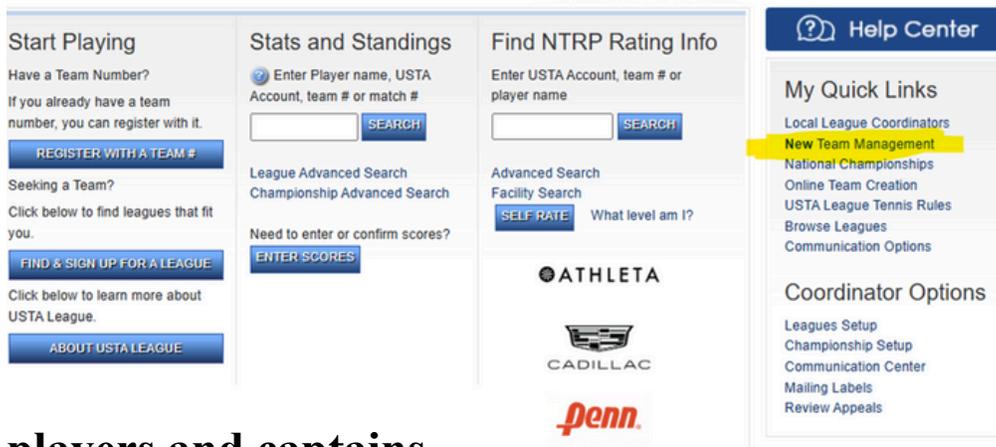
Within 48 hours of the league's District League End date, each team qualifying to compete in the District Championship must fill out the online **District Bid Confirmation Form** indicating if they will or will not participate in the championship.

From this point on, the District League Coordinator will give you information you will need to participate in our various championship formats.





You can find the **Team Management Tool** on your Tennislink home page at <https://tennislink.usta.com/Leagues/Common/Home.aspx> and login. Then click on "New Team Management" under My Quick Links. (SEE picture below)



## **For all team players and captains**

Once in Team Management, you can select your team name. You'll come to a home page where you can see all the scheduled matches, dates and location.

Click on "Availability" icon and input your availability for the dates. Players can also submit if they will play singles, doubles or both and if they have partner preferences. Captains don't have that option as it is assumed you know your own preference, but captains can see all the players preferences.

Captains have more privileges than players in the Management Tool.

You can also access this from the official USTA app (I've included the icon below so you can make sure you have the correct app).

In the link click on "My Game" and then click on the "Access" tab under My League Team Management Tool. You may need to login here. Under Team select your team. Then you are in.



**This is the official USTA app icon. If you icon looks differently than this you are not using the approved USTA app.**