

USTA ATLANTA

Hello captains!

Welcome to another season of USTA League Tennis! Thank you so much for volunteering. Not only will you serve as the communicator and representative for your team, but we wouldn't have our league without all 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.

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 a match 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.
- If the home team facility has special requirements for guests entering their facility, such as: a specific dress code, the signing of a waiver or requiring the collection of personal information (photo ID, email address, phone number, etc.) captains must inform the visiting captain in advance.
- Any USTA Atlanta team involved in a USTA League State, Sectional or National playoffs match, regardless of the league, may request from their opponent to preschedule their USTA Atlanta (USTA League) matches prior to the scheduled day of the match. A team with this concern must notify the affected opponents at least two weeks prior to the scheduled match date to reschedule individual matches, or as soon as the schedule is known if there is less than two weeks notice. If the teams cannot agree to an earlier schedule, the match will be rescheduled using inclement weather rules. Any individual match rescheduled for after the regularly scheduled time under this rule must include at least one player who played in the conflicting playoffs, or this match may be defaulted and awarded to the other team.
- The sportsmanship grievance filing fee is now \$50.

Sincerely,

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Adult 55 & Over Women Program Director

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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. This may be done in a text exchange to allow for social distancing.
- 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 the captain at least 3 days in advance to coordinate logistics for the team match.
- When speaking with the 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!
- “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 #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 10:00 AM, and they registered on the team at 10:02 AM, it is an illegal match and will be disqualified and awarded to the opposing team.

How to add or change the co-captain

1. Go to TennisLink (<http://TennisLink.usta.com/Leagues>).
2. Login to TennisLink
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. Here, you will find:

- Captain 101
- TennisLink instructions;
- League calendar;
- USTA Atlanta local league rules and regulations
- Grievance forms and procedures;
- Self-rating Guidelines;

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- Playoff information (when available); and
- City Finals information (when available).

Season Schedule for Fall 2024 (2025 League Year) Season

In the **3.0 division level**, there are two groups. Once all groups have finished their regular season, the first and second place teams from each group will advance to the playoffs.

In the **3.5 division level**, there are four groups. Once all groups have finished their regular season, the first and second place teams from each group will advance to a playoff.

In the **4.0 division level**, there are two groups. Once all groups have finished their regular season, the first and second place teams from each group will advance to the playoffs.

In the **9.0 combined division level**, the winner at the end of the round robin will be the city champion.

Local Match Dates

- The season starts Wednesday, October 2nd
- See TennisLink for a complete detailed schedule. Click on “Match Schedule” from your “Team Summary” page.
- Match Time: 10:00 AM.

Playoffs

- Wednesday, November 20th (all levels)
- Monday, December 2nd (3.5)

City Finals**

- Wednesday, December 4th at the higher seeded team’s home courts – **(all levels)**
 - Rain date: Wednesday, December 11th.
- Wednesday, December 11th, at the higher seeded team’s home courts- **(all levels)**
 - Rain date: Wednesday, December 18th.

**Please note, these dates are subject to change

*If inclement weather prevents play during any of the playoff dates, then the make-up day will be Thursday (of the same week). If there is a conflict with another USTA League (Adult 18 & Over Thursday Women), then that Thursday would be skipped as a makeup day. If Thursday is an inclement weather day, then the make-up day goes to Friday. Any other situations will be emailed to captains as soon as possible.

Georgia State Tournament for 2025 Championship Year

We are currently in the 2025 Championship Year. City Champions from USTA Atlanta will advance to the USTA Georgia State Tournament to be held in June 2025. Please visit USTA Georgia’s site at www.ustageorgia.com for more information on logistics.

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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 whether or not the involved player participates OR (b) within 24 hours after the end of the local league regular season. For all grievances arising during playoffs (including city finals), grievances must be filed within 30 minutes of the completion of the involved team's match.

There is a \$50 fee for filing a grievance under this Section VIII, which must accompany the written grievance. If the grievance is kept on file or penalties are imposed, USTA Atlanta will refund the \$50 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!