



Captains' Guide and Responsibilities

RULES & REGULATIONS

- **USTA League Regulations** – League rules and regulations that are determined at the USTA National level.
- **USTA Colorado District League Regulations** – League rules and regulations that pertain specifically to local leagues throughout Colorado.
- **The Code** – The players' guide for matches when officials are not present.
- **Friend at Court** – The Rules of Tennis. Covers a wide variety of questions one may have while on or off the court.

CALENDAR

- **Deadline Calendars by Area:** Important deadlines for team captains and players to be aware of.
- **League Days & Time Calendar:** What day and time your NTRP level is scheduled to play.

DIRECTIONS TO FACILITIES

- **Find a Court** – Use the Court Locator to find directions to facilities and other information about the sites. Found on ustacolorado.com. Use this for directions instead of address provided on TennisLink.

OTHER IMPORTANT RESOURCES

- **TennisLink Guide** – A step by step guide for using TennisLink
- **Adult League Alerts!** – All captains should sign up to receive these free emails. These are the primary means that we use to communicate important information via email to captains and players.

CAPTAIN RESPONSIBILITIES PRIOR TO THE SEASON STARTING

1. Make sure your team meets the minimum roster requirement by the deadline stated in the Deadline Calendar.
2. Read the Colorado District League Regulations. Many issues that occur on or off court are stipulated in the Colorado District League Regulations. Including: Match Format, Lateness, Defaults, Rescheduling Matches, League Match/Championship Conflict, Suspended or Rained out Matches & Player Eligibility for Playoffs.
3. The regular league season match schedule will be published on TennisLink one week prior to the start of regular league season matches. Please refer to the Deadline Calendar for your leagues specific dates.

CAPTAINS' RESPONSIBILITIES DURING THE SEASON

1. Communicate with team members.
2. Schedule team members – assign who is playing for each match and at which position.
3. Ensure that the players arrive at the proper time and place for their match each week. Use the "Court Locator" on ustacolorado.com to find directions for away matches. NOTE: The address listed in TennisLink is often the organization's mailing address and does not lead to the tennis courts. The Court Locator will get you to the correct location.
4. To avoid problems, the home team captain MUST call the opposing team captain at least 48 hours before each match to confirm the match time, court availability, court surfaces, restrooms, water availability and other pertinent information. If you are the visiting team captain and have not heard from the home team captain, please try to initiate the conversation by email or phone.
5. If hosting a match, it is standard courtesy for the home team to bring food and drinks. Identify which players from your team will be responsible for bringing food and beverages.
6. Organize reschedules for rainouts or suspension due to darkness.
 - Any rained out or otherwise rescheduled matches are to be played within three weeks of the originally scheduled match date. Scores not reported within that time may be input as double defaults. See Colorado District League Regulations for more information.
 - Please review the Colorado District League Regulations for rainout instructions and regulations pertaining to the last week of season play. There are also specific regulations to address suspension due to darkness.

CAPTAINS' DUTIES ON MATCH DAY

1. Prior to exchanging your lineup, please make sure players listed on the lineup are registered and at the site. Unregistered players could be defaulted (i.e. name does not appear on the roster).
2. Exchange lineups simultaneously prior to starting matches. If any of your players are running late, they should be placed in the acceptable positions for defaulting before exchanging lineups. These defaulting positions are located in the Colorado District League Regulations.
3. Confirm scores with the opposing team prior to leaving the match. Both captains should sign the other captain's copy of the scorecard. Retain a copy of the match scorecard throughout the season in case there are any discrepancies.

CAPTAINS' DUTIES POST MATCH DAY

1. It is the responsibility of both team captains to make sure scores have been reported and confirmed by the 48-hour deadline. This responsibility should be discussed when lineups are exchanged. During the last week of regular league season matches scores may need to be reported prior to the 48-hour deadline. Please see the Colorado District League Regulations and the Deadline Calendar for more information.
 - If a score is disputed, it is the responsibility of the captain disputing the match to notify the League Coordinator of the reason for the dispute.

CAPTAINS' RESPONSIBILITIES TOWARD THE END OF THE SEASON

1. Make sure all scores have been reported prior to the score entry deadline.
 - If your match is important for standings, consider making arrangements to play your match ahead of time if there is a possibility of inclement weather. Regardless of inclement weather, the deadline for entering scores will not be extended.
2. Teams currently in first or second place must submit a team confirmation form to confirm they are available for the Flight Playoffs and/or Districts by the deadline listed on the Deadline Calendar. Unconfirmed teams will not be included in the schedule.
3. If your team finishes in first place after all scores have been reported, your team is eligible to advance to Districts in leagues that have advancement. Please note that some leagues end at the conclusion of the local league and have no advancement. Please see the Colorado District League Regulations for more information.
4. Make sure players are eligible to participate in playoffs. (See eligibility requirements in Colorado District League Regulations).
5. District Championship schedules will be available by going to the District Championship Information page on ustacolorado.com. The Deadlines Calendar lists the dates that we will publish District Championship schedules.

SUGGESTIONS TO CAPTAINS TO MAKE THINGS EASIER

1. Appoint a co-captain to share responsibilities.
2. Use the Team Management Tool on TennisLink to help with scheduling your lineup based on players' availability.
3. Collect money for balls and buy them at the start of the season so no one else has to remember to bring them to the matches. (Only pertains to facilities that don't provide balls).
4. Provide players with a link to ustacolorado.com and TennisLink so they can read over the rules and find their match schedule.
5. Provide players with a list of names, phone numbers, and email addresses of the players on the team. Note: Players can get this information by viewing the team roster in TennisLink.
6. Set up an email group of your players so you can communicate with them about changes to the schedule, etc.
7. Notify your players to remind them about upcoming matches. Call or text your players to remind them about upcoming matches.

PLAYER RESPONSIBILITIES

1. Be knowledgeable of the Rules of Tennis and The Code.
2. Prompt communication with your captain.
3. Plan to arrive early (at least 30 minutes prior to match time) Do not be late!!
4. Let the captain know at the beginning of season of any conflicts.
5. Districts, Sectionals and Nationals all take place throughout the day on their scheduled dates, so players generally have to make accommodations to miss work, find babysitters, etc. to participate in playoff events. Plan accordingly so this does not become an issue should your team qualify for one or many of these events.