



INTERMOUNTAIN NEVADA

USTA NEVADA CAPTAIN RESPONSIBILITIES

RESOURCES – Can be found at <http://ustanevada.com> under Adults League/Captains Information

RULES & REGULATIONS

- **USTA LEAGUE REGULATIONS** – League rules and regulations that are determined at the USTA National level.
- **USTA NEVADA DISTRICT LEAGUE REGULATIONS AND OPERATING PROCEDURES** – League rules and regulations that pertain specifically to local leagues throughout Southern Nevada
- **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

- Master Calendar: Located at <http://ustanevada.com> under the CAPTAINS INFORMATION tab
- 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 <http://ustanevada.com>. Use this for directions instead of address provided on TennisLink.

OTHER IMPORTANT RESOURCES

- Captains Guide – A step by step guide for using TennisLink. Located under the CAPTAINS INFORMATION tab at <http://www.ustanevada.com>
- USTA Resources and Tools- <https://www.usta.com/en/home/organize/program-resources/national/resources---tools.html>

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. Sign up to receive our USTA E-Newsletter. Go to <http://ustanevada.com> and enter your email address in the blue box at the top of the home screen.
3. Read the Nevada District League Regulations and Operating Procedures. Many issues that occur on or off court are stipulated in this document. Including: Match Format, Lateness, Defaults, Rescheduling Matches, League Match/Championship Conflict, Suspended or Rained out Matches.
4. 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 schedules listed on <http://ustanevada.com> as the schedules listed on TennisLink are for administrative purpose only and do not indicate split match times.

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 Directions to Tennis Facilities at <http://ustanevada.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 Directions to Tennis Facilities will get you to the correct location.
4. 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.
5. Organize reschedules for rainouts.

Any rained out or otherwise rescheduled matches are to be played within three weeks (21 days) of the originally scheduled match date or by the date specified on the league calendar for each league, whichever comes first. Scores not reported within that time may be input as double defaults. See USTA Nevada District Regulations and Operating Procedures for more information.

Please review the USTA Nevada District League Regulations and Operating Procedures for rainout instructions and regulations.

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 may 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 in the USTA Nevada District League Regulations and Operating Procedures.
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 be reported prior to the 48-hour deadline. Please see the USTA Nevada League Regulations and Operating Procedures.
- 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 and the correct players names and scores are reported on TennisLink.
- If your teams result from the last match of the season may impact the final 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 contention to advance to Championship play must confirm with the District League Coordinator (adults@ustanevada.com) if their team will attend the Championships. Unconfirmed teams will not be included in the schedule. In your confirmation please include the league, division (i.e. W 2.5), captain's name and cell phone.
3. Make sure players are eligible to participate in playoffs. Eligibility requirements are listed in the USTA National League Regulations.

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. Provide players with a link to <http://ustanevada.com> so they can read the rules and regulations and find their match schedule.
4. 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.
5. Set up an email group of your players so you can communicate with them about changes to the schedule, etc.
6. 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!! Remember that several facilities have guard gates which are often backed up for several minutes.
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.

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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 under each league heading.
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 72 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 72 hour deadline. Please see the Colorado 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 confirm with the League Coordinator if their team will attend Flight Playoffs and Districts by the deadline listed on the Denver Deadline Calendar. Unconfirmed teams will not be included in the schedule. In your confirmation please include the league, division (i.e. W 2.5), flight (i.e. Southwest I), captain's name and cell phone.
 3. If your team finishes in first place after all scores have been reported, your team automatically advances to Districts (Excluding Trio). For USTA Adult and CTA Twilight there will be a single-elimination flight playoff round prior to Districts unless there is only one flight in that level within the geographic area. Please see the Colorado League Regulations for more information.
 4. Second place teams have the opportunity to advance to the Flight Playoffs or Districts if their division and flight has been designated to receive a wild card. Go to the Captains' Information page on COLORADOTENNIS.com and click on 'Wildcard Information' to find out which division(s) and flight(s) received a wild card.
 5. Make sure players are eligible to participate in playoffs. (See the last page of the Colorado District League Regulations regarding player eligibility).
 6. The Flight Playoff and District Championship schedules will be available by going to the Playoff Information page on COLORADOTENNIS.com. The Deadlines Calendar and the Master 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 COLORADOTENNIS.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.
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7. Notify your players to remind them about upcoming matches. Call or text your players to remind them about upcoming matches.

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