



Roles and Responsibilities of a USTA League Captain

Authority and Determination

USTA League Tennis Regulations 1.04B(5): TEAM CAPTAIN. Each team shall appoint a team captain to handle administrative affairs and to represent the team in USTA League Tennis matters.

Per USTA National Regulation 1.04B(5) above, *team members* select a captain to represent them. Usually this occurs well before match play begins for the season, but such a decision, or changes in the original decision (whether to *replace the person designated as captain or to add a “co-captain” who acts under the direction of the captain*) may be made at any time by majority vote of the team members. Any changes should be reported promptly to the Leagues Administrator responsible for overseeing the league in which the team participates.

General Duties

As a general proposition, league team captains have these responsibilities:

- Recruitment of players for the team
- Payment of all fees associated with: Team Registration; Court Fees (to the degree not covered in full by player pre-payments); and Default Fee accounts
- Collection of fees owed by team members and reconciling player pre-payments against matches played
- Scheduling individual players for specific team matches
- Education of team members regarding league rules and procedures
- Representing the team in pre-season discussions about format, number of matches, etc.
- Representing the team in all administrative matters during the season (match rescheduling, etc.)
- Preparing and filing Player Deletion Forms as necessary. Only completed Forms are acceptable.
- When necessary, representing the Team in the grievance or grievance appeals process
- Reviewing weekly the posted update of your Team Deposit Account. Advise Dave Pullen of any errors. If a negative balance, replenish account to minimum positive balance requirements.

Match-specific Duties

For each scheduled team match, league team captains have these responsibilities:

- **Assuring sufficient players are available to minimize default courts.** *Note* that use of an ineligible player results in automatic default of that court.
- **Determining in advance** which specific team members will play in which matches, and in which position (#1/#2 singles, #1/#2/#3 doubles), and if a doubles team, who will partner with whom.
- **Before leaving for the match**
 - Log on to TennisLink and print out a blank match score card.
 1. Go to <http://tennislink.usta.com/leagues/>
 2. Click on “Record a Score” and then Enter the specific match number
 3. On the ensuing page, scroll down and Click on “Print Blank Scorecard.”
- **At the Facility**
 - Meet the opposing captain or representative **at the front desk** to exchange line-ups and specify official time piece for match administration (Home Team Captain decides) and precisely who is assigned the responsibility to call “Start/Stop Play” (Visiting Team Captain decides). *Initial your agreement on each copy of the paper scorecard.*
 - “Home Team” captain is responsible for assigning courts from those provided by facility; write court numbers for each match on the paper scorecard prior to exchange.
 - At 5 minutes prior to the scheduled start of the match, the written line-up exchange is due. Do not provide your line-up to the opposing captain without getting his/her line-up in return. In the event the



Roles and Responsibilities of a USTA League Captain

other captain is NOT ready at the designated time, show him/her that your line-up is ready, and you are entitled to claim the corresponding lateness penalties.

- If all players are NOT present at the designated start time, it is recommended that captains inform their players to begin warm-up, but do NOT commence playing the match until otherwise notified. At 15 minutes after the start of the match, the Visiting Team captain or designee announces “Begin Play.” At that time, any player not present forfeits the court, and the opposing captain *must* enforce the “bottom up” default rule; where a team must default #3 doubles before #2 and #1 or #2 singles before #1, thus forcing the remaining line-up of the defaulting team to move up a court. However, once a match has begun on a court, no changes can be made.
- If a player is late, the following penalties apply::
 - 0-5:00 minutes late – Loss of toss + 1 game.
 - 5:01 to 10:00 minutes late – Loss of toss + 2 games.
 - 10:01 to 15:00 minutes late – Loss of Toss + 3 games.
 - At 15:01 minutes – opponent forfeits the individual match.
- If any match defaults occur, agree with the opposing captain whether the cost of the vacant court will be (1) borne by the defaulting team or (2) shared between the two teams. If the latter, note this on your copy of the scorecard.
- After the completion of the match, sign each other’s printed and completed scorecard to show agreement of the *facts*. If there is a dispute over a *rule interpretation*, note the nature of the dispute on the scorecard before signing, and follow-up promptly with your level coordinator or by filing a timely Grievance Complaint.

➤ **After the Match and You have Gone Home**

- Enter the match results in TennisLink as soon as possible following match completion and never later than 72 hours, or if done by the opposing captain, review and confirm/dispute the score entry. If you have agreed to share the costs of any defaulted court(s), send an e-mail to the opposing captain, copy to Dave Pullen, requesting that he/she confirm the agreement.

Annual Captain’s Commitment Form—2012

I have read and understand the responsibilities of a USTA League Captain described above and I am prepared to fulfill these responsibilities for any MCTA league team I may captain in 2012. Further, I agree not to schedule a player in a match at a facility where MCTA has informed me that such player has been declared ineligible to compete. I acknowledge that my teammates may elect to add a co-captain or replace me outright at any time throughout the season, including before or during any championship level competition for which the team qualifies, any such actions to take effect upon written notice signed by a majority of team members and transmitted to the MCTA League Administrator. Further, I understand that the MCTA League Administration reserves the right to remove me as Captain if I do not fulfill my obligations as delineated above or demonstrate an inability to abide by, or otherwise disregard the highest standards of good sportsmanship and fair play.

Signature

Date

Check Here if First-Time Captain _____

Print Name

**Return signed form to: dpullen@mctatennis.org
or by fax to: 240-823-9010**