



Acting Captain's Check-List

Before leaving home

Log on to TennisLink and print out a blank match score card.

1. Go to <http://national.usta.com/leagues/>
2. Enter Match Number in the appropriate block under "View League and Championship Stats and Standings." Then click "go"
3. Click on "Print a Blank Score card"

Official Time-Piece Rule I.5.a

If the facility uses a bell/horn system to announce time, it **must** be used. However, even if the facility has bells, a time piece is necessary for determining penalties in the event of late arrivals of players. Identify the opposing captain or representative and agree upon an official time piece for match administration (HOME captain decides) and who is authorized to use that timepiece to call "Time" (VISITING captain decides).

Line-up Exchange Rule I.2

At 5 minutes prior to the scheduled start of the match, the written line-up exchange is due. To avoid conflicts, do not provide your line-up to the opposing captain without getting his/her line-up in return. In the event the other captain is NOT ready at the designated time, show him/her that your line-up is ready, and you are entitled to claim penalties from the late captain – Loss of toss and 1 game for each court. If the line-up exchange has not occurred by the time players are allowed onto court, the "late" team forfeits all matches.

Court Assignments Rule I.1

The "Home Team" captain shall assign courts from those provided by facility.

Forfeits and Defaults Rule I.3

If all players are NOT present at the start of the match, it is advisable that the captains inform their players to begin warm-up, but do NOT commence playing their individual matches until otherwise notified. At 10 min after the start of the match, any non-present player forfeits the court, and the teams **must** enforce the "bottoms up" default rule; where a team must default #3 doubles before #2 and #1 and #2 singles before #1...thus, potentially 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 on that court. If a player is late, the following penalties apply and **must** be enforced:

- Up to 5:00 minutes late – Loss of toss + 1 game.
- 5:01 to 10:00 minutes late – Loss of toss + 2 games.
- At 10:01 minutes – opponent forfeits the individual match.

Official Scorecard

After the completion of the match, sign each other's scorecard to show agreement of the facts. If there is a dispute over a rule interpretation or result, note it on each scorecard before signing; then inform your captain so the resolution process can be initiated. Depending on the arrangement w/ your official captain, enter the results in TennisLink within 72 hours and notify opposing captain and level coordinator.