

Captain's Guide

Oahu Club USTA League Teams

Purpose

A concise start-to-finish reference for creating, rostering, registering, and operating an Oahu Club USTA league team.

Quick Contents

- 1 Contacts & Rules
- 2 Team Creation
- 3 Rostering & Registration
- 4 Operating the Team
- 5 Rain Delays & Make-Up Matches
- 6 Season Wrap-Up & Appeals

Key principle: Oahu Club league team creation is guided by inclusiveness. Captains may choose their team operating strategy, but it must be stated during the captains meeting and communicated clearly to prospective players.

1. Contacts & Governing Rules

Administrative Contacts

Oahu Club Tennis Director	Sheldon Kennell Tennis@TheOahuClub.com 808-389-9970
League Coordinator	Tati Proshop@theoahuclub.com
USTA National	www.usta.com Team/player registration, NTRP ratings, schedules, scores, and league resources.
USTA Hawaii Pacific	www.ustahawaii.com Local scheduling, courts, recruiting issues, and league administration. Director of Adult Tennis: Sara Yoshinaga - 808-585-9534 - Yoshinaga@hawaii.usta.com

Reference Documents

- Oahu Club Captain's Guide (this document).
- USTA League Regulations - USTA website.
- *Friend At Court* - USTA handbook of rules and regulations.
- USTA Hawaii Pacific Section League Regulations and USTA Oahu Adult League Rules & Regulations - USTA Hawaii Pacific website.

If a question or dispute is not resolved by these documents, contact the Tennis Director, League Coordinator, or USTA Director of Adult Tennis.

2. Team Creation

Quarterly captains meetings are held in Jan/Apr/Jul/Oct. Captains should attend the meeting that precedes their league.

1. List possible teams for the quarter at all levels.
2. Use the OC Player List to determine whether each team can support a playable roster.
3. For non-Mixed/Ekolu teams, give recruiting priority to players at the team's NTRP level. Lower-rated players playing up may register during the final week before the player registration deadline if level-appropriate players have not claimed the spots. Mixed/Ekolu teams already accommodate different NTRP levels.
4. If a level is short on players, consider lower-level players only if doing so will not disrupt the lower-level team.
5. If a level has more players than the roster maximum, consider forming a second team if enough players and a volunteer captain are available.
6. Confirm volunteer captains. Teams without a captain are canceled.
7. Provide captains the final Teams Table; it is also published in the next tennis email notice.
8. Each captain registers the team and builds the roster, contacting the League Coordinator with concerns.

Inclusiveness

Everybody who wants to play should have a team to play on. Captains may run a broadly inclusive roster or a more selective/competitive roster, but the strategy must be stated at the captains meeting. The League Coordinator, Tennis Director, and Oahu Club Manager may intervene to uphold the inclusiveness principle.

During rostering, the League Coordinator may help cancel teams below minimums or form a second team when enough players and a volunteer captain are available.

3. Rostering & Registration

Building the Roster

Players may ask to join after seeing the team listed, or captains may recruit through personal contacts/referrals. If you decline a player, notify the League Coordinator and Tennis Director; valid reasons include a full roster or incompatible NTRP level.

Tell players your operating strategy

Before a player accepts a roster spot, clearly explain how you plan to organize the team and allocate match play. This allows players to choose a team that fits their goals.

1. Complete the Adult Tennis Team Registration form at www.theoahuclub.com/oc-league-schedule.
2. Complete the partial OC Player List.
3. Send both forms to the OC Tennis Director and League Coordinator.
4. Send every non-member the online OC Non-Member Agreement link. It must be completed before the first scheduled match.
5. If the team does not reach the minimum roster by the USTA deadline, notify the Tennis Director or League Coordinator that the team is canceled.
6. Continue recruiting until the roster is complete or the final player registration deadline is reached. Submit the final OC List of Players to the League Coordinator.

Non-Member Requirements

- \$60 Oahu Club fee for each USTA league season played.
- Up to five practices on Oahu Club courts; at least one OC member must participate in each practice. Non-member-only league practices are not allowed.
- **Team membership requirement:** At least 80% of each team roster must be Oahu Club members. Non-members may make up no more than 20% of the roster.

Registering the Team with USTA Hawaii Pacific

Adult team registration is handled locally by Sara Yoshinaga at USTA Hawaii Pacific. Contact Sara or the League Coordinator for the Google form used to request a team number.

- Captain email address
- Captain name
- Captain USTA #
- Team name (must include "Oahu Club" or "OC")
- Co-captain name and USTA #, if any
- League
- Gender
- NTRP level

When the team number arrives, forward the waiver link to every player. Each player must complete the waiver. The Waiver Tracker is for captain use.

Player Registration

1. Go to tennislink.usta.com and log in.

2. Choose the USTA League tab.
3. Select "Register With A Team #."
4. Enter the team number, phone, and email, then pay the league fee (approximately \$28).

4. Operating the Team

Before the Season

- Record each player's contact information, format preference (singles/doubles/mixed), and availability.
- Set a practice schedule and approach (games, drills, both, or none).
- Choose a team communication method: app, email, text, phone, etc.
- Distribute the final roster/contact list to team members.
- Schedule the first practices.
- About 10 days before the season, when the USTA schedule is published, reconfirm home-court allocation with the Oahu Club Tennis Director.
- Pick up home-team match balls using the ball voucher instructions sent by USTA Hawaii Pacific.

Before Each Match

- Set the lineup based on availability, preference, and team strategy.
- Send players the lineup, location, time, and carpool details.
- Print two blank scorecards: Team > Match Schedule > Match ID > Action > Print Blank Score Card.

At the Courts

- Complete your lineup on the blank scorecard as players arrive, then exchange lineups with the opposing captain.
- If you must default because of insufficient players, default from the lowest singles or doubles position. Advance notice is not required before lineup exchange, but courtesy notice is appropriate for an early match requiring a long drive.
- If you are the home team, provide each player/team a can of new match balls.

After the Match

- Traditionally, the winning team keeps the used match balls.
- Record all scores on the scorecard and mark the winning team. Status options include Completed, Retired, Default, and Double Default.
- Enter scores from the winning team's perspective. Example: 2-6, 6-4, 1-0. Seven-point set tiebreaks are entered 7-6; third-set ten-point tiebreaks are entered 1-0.
- Confirm final scores with the opposing captain. The winning team traditionally enters scores on the USTA website within 48 hours; the losing captain verifies them online.
- To enter scores: Team > Match Schedule > Match ID > Action > Enter Scores.

5. Rain Delays & Make-Up Matches

30-Minute Rain Delay Rule

Oahu Club League follows USTA rules for rain delays. If the start of match play is delayed for 30 minutes or more, the match must be rescheduled.

Oahu Club League Rule: No new line may start within 30 minutes of the next scheduled league match time.

Clarification Example

If four courts were rain delayed after their matches started and are then able to resume:

- If there are **more than 30 minutes** before the next scheduled match, those matches may continue.
- Once the schedule reaches the **30-minute-or-less window**, no additional line may start.
- A fifth line would **not** be started and must be rescheduled.

Rescheduling

- If weather prevents a match from being played, the two captains should agree on a new date within a two-week period.
- Make-up matches at the club can be scheduled in advance by calling the pro shop and providing the day, time, and league name.
- One court must remain open for non-league tennis.

6. Season Wrap-Up & Appeals

Season Wrap-Up

A season-ending event is encouraged. A potluck or other simple team gathering can provide a clear close to the season.

Policies & Appeal Process

This guide contains the Oahu Club policies currently identified for USTA team creation, registration, rostering, and operation. New issues may need to be resolved and later incorporated into policy.

Only the Tennis Director, in consultation with Oahu Club management, may amend Oahu Club policy regarding USTA tennis leagues. Captains and the League Coordinator may make recommendations.

1. For an issue or dispute not covered by policy, all team captains and the League Coordinator vote. A simple majority decides the issue with concurrence of the Tennis Director.
2. If that vote is tied, the Tennis Director decides the issue. The resolution is then treated as policy for the document.

Captain Checklist

Before season: confirm roster, player agreements/waivers, registration, communication plan, practices, and home courts.

Each match: confirm lineup, communicate logistics, print scorecards, manage balls/courts, apply rain/default rules, confirm scores, and ensure scores are entered/verified.