

Captain's Guide

for

Oahu Club USTA League Teams

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Revision History:

<u>Rev #:</u>	<u>Date:</u>	<u>Highlights:</u>
0	07Dec2020	-Original
1	16Jan2021	-Clarified language in Team Creation Process.
2	29Jun2021	-Revised team registration process. -Added USTA player registration process.
3	28Jul2021	-Deleted references to social & competitive teams -Added COVID protocols for USTA leagues. -Editorial: spelling, punctuation, formatting.
4	29Jul2021	-Added note about Team Reg form on website. -Added requirement for captain to clearly explain their operating strategy to each of their players.
5	16Aug2021	-Clarified timeline regarding requirements of non-members playing USTA leagues at the OC. -Added requirement to provide the OC Pro Shop with at copy of home and visitor team rosters prior to each home game.
6	02Dec2021	Updated Registering the Team section to include the USTA Hawaii Pacific waiver form.
7	07Jan2022	Updated the Rules, Regulations, and Policies section for with 2022 documents.

Welcome

Welcome and thank you for volunteering to captain a USTA team at the Oahu Club; without volunteers like you the Oahu Club would not be able to field a full compliment of USTA teams and our tennis community would be poorer for it. This guide has been written to document the steps required to captain a team from start to finish; we hope this will make your experience more rewarding.

Administrative Contacts

There are three levels of administration that team captains must work with:

1. Oahu Club Tennis Director and League Coordinators. This is where the team creation process begins at quarterly captains' meetings. As a volunteer captain at the Oahu Club you are automatically invited to all captains' meetings and will be notified of dates/times via email. Contact the Tennis Director at: Tennis@TheOahuClub.com and the two League Coordinators at: OCLeague@TheOahuClub.com. As of this revision date the following are their names and phone contacts:
 - Tennis Director: [Sheldon Kennell, 808-389-9970](tel:808-389-9970)
 - Volunteer League Coordinator: [Greg Cleland, 808-223-5594](tel:808-223-5594)
 - Volunteer League Coordinator: [Cam Yabsley, 808-445-3454](tel:808-445-3454)
2. USTA National. Website: www.usta.com. This is where teams and players are registered, NTRP ratings are published, schedules are posted, scores are recorded, and much more.
3. USTA Hawaii Pacific. Website: www.ustahawaii.com. This is the level that deals with all local matters like scheduling matches, assigning courts, team recruiting issues, and much more. The Director of Adult Tennis is currently: Sara Yoshinaga at 808-585-9534 or Yoshinaga@hawaii.usta.com.

Rules, Regulations, and Policies

All the rules, regulations, and policies you will need to reference as a team captain are contained in four documents:

1. Oahu Club Captain's Guide (this document)
2. USTA League Regulations; download from the USTA website.
3. Friend At Court; Handbook of Rules & Regulations; download from the USTA National website.
4. USTA Hawaii Pacific Section (HPS) League Regulations and USTA Oahu Adult League Rules & Regulations; download from the USTA Hawaii Pacific website.

The Oahu Club Tennis Director, the two Oahu Club volunteer League Coordinators, and the USTA Director of Adult Tennis are all at your service to answer questions or help resolve disputes; feel free to consult them if you can't find an answer to your questions in the publications listed above.

Team Creation Process

The team creation process occurs at the Oahu Club captains' meetings which are held quarterly (Jan/Apr/Jul/Oct) to coincide with the USTA league groups each year. **All volunteers captains should attend the captains' meeting that precedes their league and participate in the team creation process listed below.**

1. List all possible league teams for the quarter at all levels.
2. For each team decide if sufficient players are available to make a playable roster using the OC players list provided by the League Coordinators.
3. Recruiting priority for a non-Mixed/Ekolu team is given to players at that team's NTRP level. For example if a 3.5 player wants to play up on a Adult 4.0 team they will only be allowed to sign up during the last week before the player registration deadline; any 4.0 players who have not registered prior to this time forfeit their priority over the 3.5 player. Mixed/Ekolu teams will not have this issue since they are already structured to accommodate different NTRP-level players.
4. If insufficient players are available at a NTRP level decide if recruiting lower-level players is possible without disrupting the lower-level team roster.

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5. If more players are available than the maximum roster allowed then decide if two teams can be fielded; again, recruiting lower-level players may be considered if it does not disrupt the lower-level team roster.
6. Decide on volunteer captains for each team; cancel teams with no captains.
7. Provide each captain with a copy of the final Teams Table for the quarter. The Teams Table will also be published in the next tennis newsletter for all Oahu Club tennis members to see.
8. Task each team captain with registering their team and building their team roster. Captains are encouraged to contact the League Coordinators with any concerns they have during the registration and recruitment process.

The Oahu Club's fundamental guiding principle when creating USTA teams is "inclusiveness"; everybody that wants to play will have a team to play on. However, captains will have the freedom to organize their team as they see fit: they may accept all who want to play on to their roster and allocate match play time evenly based on availability, or they may selectively limit their roster to stronger players and allocate match play time without regard to equalizing time between players. **Captains must state their planned operating strategy for their team at the captains' meeting during this team creation process.** The League Coordinators, the Tennis Director, and the Oahu Club Manager will intervene to ensure that the "inclusiveness" principle is honored.

It is recognized that the teams created during the process above may have to be amended during the rostering process. If it becomes obvious that there will not be enough players to meet the minimum roster that team will have to be canceled. If becomes obvious that there will be enough players to form a second team at a given level then a new team will be created if a captain is willing to volunteer. In both cases the two League Coordinators will work with the affected team players and captain(s) to facilitate this process.

Registering the Team

The team registration process has changed since COVID restrictions have been in effect. Adult team registration is now handled locally by Sara Yoshinaga at USTA Hawaii Pacific. She has created a Google form that you fill out to request a team number; contact Sara or a League Coordinator for the link. She will create your team on the USTA site and advise you of the team number via email. You will need to provide the following information:

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1. Captain's Email Address
2. Captain's Name
3. Captain's USTA #
4. Team Name (must include "Oahu Club" or "OC", e.g. OC Aces)
5. Co-Captain Name, if any
6. Co-Captain USTA #, if any
7. League (e.g. "Ekolu," "Adult 65+")
8. Gender (e.g. "Men," "Women," "Mixed")
9. NTRP Level (e.g. "3.5," "6.0")

When you receive your team number the email will also have links to a "Waiver" form and a "Waiver Tracker" form. Each team member must fill out the online waiver after which they will receive a confirmation message. Please forward this email with the links to each team member. This waiver is required to play in all USTA Hawaii Pacific leagues. The waiver tracker link is for captain use only to see who has submitted their personal waiver forms.

Rostering the Team

1. There are two processes by which players are rostered on to a team:
 - a) **A player contacts you** – the Captain – requesting to be added to the team roster after seeing the team listed in the monthly tennis newsletter. If you decide to decline the player's request to join your team you must advise the League Coordinators and Tennis Director; valid reasons for declining a player would include: roster is full, NTRP level not compatible with the team, etc.
 - b) **You recruit individual players** using your personal contacts or the Players List provided at the Captains' meeting.
2. **Captains must clearly explain their team operating strategy to all players that are interested in a spot on the roster.** This gives players the opportunity to change teams if their interests will not be met by the captain's operating strategy. Once a player takes a spot on the roster provide them with the team number and signup deadline. Players sign up on the USTA website as follows:
 - a) Go to <https://tennislink.usta.com>
 - b) Login with your Email and Password
 - c) Choose the "USTA League" tab, if not already selected
 - d) Click on the "Register With A Team #" button
 - e) Fill in your team #, phone, email, and pay the league fee, usually \$28

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3. The Oahu Club policy allows non-members to play on OC USTA teams under the following circumstances:
 - a) They must pay the Oahu Club \$60 for each USTA league season played and complete the online OC Non-Member Agreement form prior to being added to the USTA team roster.
 - b) They are allow to play all USTA matches at the Oahu Club and to participate in five (5) team practices on the OC courts.
 - c) Non-members may only be recruited if there are not enough OC members to fill the roster. The number of non-members may not exceed the number of OC members on a team.
4. Once you have the minimum number of players registered with the USTA notify the OC Tennis Director (Tennis@TheOahuClub.com) of the new team using the Adult Tennis Team Registration form located on the OC website.
5. Continue to build the roster until it is complete or the final player registration deadline is reached. Notify the League Coordinators of all player names, NTRPs, and phone numbers on your completed team roster.
6. Record each player's contact info and format preference (Sgl, Dbl, Mix, etc).
7. Record each player's availability for matches and practices.
8. Decide on a practice schedule and strategy (games, drills, both, none).
9. Decide best method of communications: Team App, email, text, phone, etc.
10. Distribute the final roster with contact information to each team player.

Operating the Team

1. Schedule the first couple of team practices.
2. When the match schedule is published on the USTA site -- about ten days before the season starts -- reconfirm with the Oahu Club tennis director that courts have been allocated for the team's home games.
3. Pick up home team balls from the location specified in the "ball voucher" that will be sent to you via email from USTA Hawaii Pacific.
4. Before each match:
 - a. Determine lineup based on availability, preference, etc.
 - b. Advise players of match lineups, location, time, and car pooling.
 - c. Print two blank score cards from the USTA site:
 - i. Choose your team
 - ii. Choose the Match Schedule tab
 - iii. Choose the Match ID number
 - iv. Under Action: Choose Print Blank Score Card

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- d. The OC COVID Protocols requires that prior to each home game at the OC you provide the Pro Shop with a copy of both teams' rosters; one of the USTA Blank Score cards is acceptable. The rosters must be received by the Pro Shop by closing on the Friday that precedes the Sat/Sun match; you can drop off a paper copy or email a copy to ProShop@TheOahuClub.com.
 - e. The OC COVID Protocols only allow the visiting captain and the match players entrance into the OC; no visiting spectators.
5. At the courts:
- a. Fill in the blank score card with your lineup as your players arrive.
 - b. Meet with the other team captain to swap lineup information.
 - c. If a match has to be defaulted due to insufficient number of players available you must default starting at the lowest level of singles or doubles, your choice. You are not required to notify the opposing captain of a default prior to swapping lineups but as a courtesy it would be appropriate to notify him the night before an early morning match which requires a long drive to the court location.
 - d. If a match must be delayed due to rain or wet court the rule (HPI/ODTA 23.2) requires that play must begin – first serve attempt – not more than thirty (30) minutes after the scheduled start time or the match must be deemed “rained out” and rescheduled for another time. This ensures that subsequent USTA matches will not be delayed by more than half an hour.
 - e. If the match cannot be played due to bad weather the two captains shall work together to reschedule the match at a mutually-agreed-upon later date within a two-week time period.
 - f. If you are designated the home team by the USTA schedule give each player/team a can of new match balls.
6. After each match:
- a. Tradition dictates that the winning team keeps the used match balls.
 - b. Record match scores on your blank score card. Check or circle the winning team. The “Status” refers to the following: Completed, Retired (due to injury, etc), Default (single team fails to show up for a match), Dbl Default (both teams fail to show up for a match), and Timed Match (not used). The Score is entered from the winning team's perspective, e.g. if your team loses the first set 2-6, then wins the second set 6-4, then wins the third set tiebreak 10-8 the scores are shown as: 2-6, 6-4, 1-0. Seven-point set tiebreaks are entered as 7-6. Third set ten-point tiebreaks are entered as 1-0.

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- c. Meet with the other team captain to confirm the final match scores. Tradition dictates that the winning team enters the final scores on the USTA website within 48 hours of match completion; the losing team captain is expected to verify online scores to ensure they are correct. Enter the scores on the USTA site as follows:
 - i. Choose your team
 - ii. Choose the Match Schedule tab
 - iii. Choose the Match ID number
 - iv. Under Action: Enter Scores

Season Wrap-Up

Experience has shown that most players enjoy having a season-ending event rather than everyone just drifting away on their own after the last match; a windup potluck is an excellent way to wrap-up a season. Past potluck entertainment has included: joke-achievement certificates, inexpensive door prizes, and the ever-popular One-Handed-Beer/Wine-Tennis-Tournament.

Policies and Appeal Process

The Oahu Club policies regarding USTA team creation, registration, rostering, and operation that have been identified at this time are contained in this document. It is recognized that new issues and disputes will arise in the future that will have to be resolved and written into this document as policy.

Amending Oahu Club policy regarding USTA tennis leagues is the sole responsibility of the Tennis Director in consultation with the Oahu Club management. The OC team captains and the two volunteer League Coordinators may only make suggestions to the Tennis Director regarding policy they would like to see implemented.

The process to appeal an issue or dispute not covered by policy shall be:

1. Have all team captains and the League Coordinators vote on the issue; a simple majority decides the issue with concurrence of the Tennis Director.
2. If the captains plus League Coordinators vote is a tie then the Tennis Director will decide alone and the issue will be considered resolved and written into policy in this document.