



Chabot Canyon Racquet Club Captain's Handbook

April 19, 2022

This handbook contains resources for those who generously give their time to captain USTA teams at our club. Included in this handbook are:

- USTA Captain's Guidelines
- USTA Captain's Checklist for Home Matches
- Code of Conduct for USTA Matches

For any questions, please contact the USTA Committee at chabotustacommittee@gmail.com or Steve Squire at stevesquiretennis@yahoo.com.

Thanks for captaining!



Chabot Canyon Racquet Club

Guidelines for USTA Team Captains

April 19, 2022

The following guidelines are for Chabot USTA team captains. For teams shared with other clubs, contact the USTA committee for separate guidance. Please contact the Chabot USTA committee at chabotustacommittee@gmail.com with any questions!

TEAM FORMATION

Team Size

The following are recommended roster sizes for three-line and five-line leagues:

3 doubles = 18 players

3 doubles and 2 singles = 24 players

Note: If fewer than the recommended number of players (18 or 24, depending on the league) sign up for the team, captains run the risk of not having enough players for each match. If more than the recommended number sign up, it is difficult to give everyone playing time. The goal is to allow all those interested in playing on a team to join one, while still ensuring a proper balance in team size.

Team goals: "A" teams are assumed to be competitive, while the mission of "B" teams is to encourage equal play and development while doing their best to compete. The USTA committee will help determine when there are enough players for both an "A" and a "B" team at a given rating.

Player Selection

The USTA committee will provide a club roster with the email addresses of all members who are eligible (by gender, rating and age) for the team. The captain should contact eligible players within the appropriate rating to solicit interest in the team.

If there are not enough players, or if the team is a "B" team, the captain should solicit interest from players with ratings one level below the league rating as appropriate. For example, a 4.0B team captain can solicit interest from 3.5 players and 4.0 players. If there is only a 4.0A team, the captain can recruit 3.5 players if there are not enough interested 4.0 players.

In the event that there are too many members who want to join a particular team, the following guidelines can be used in selecting players:

- Dynamic rating: the club can provide a list of players ranked according to their USTA dynamic ratings to help captains choose players based on objective criteria.
- Historically, a 70/30 rule is used to ensure that 70% of players were chosen according to dynamic rankings, while 30% could be chosen using other criteria. This guideline may still be followed and is recommended, though it does not need to be strictly followed. Players can be chosen according to doubles partnership compatibility or willingness to play singles if there is a shortage of singles players.
- Players can be chosen according to sportsmanship, team spirit, practice efforts, or other qualities that may not be considered in the dynamic ratings.
- There must be at least six players on any A or B team whose rating matches the level of the league in which the team competes.



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Ultimately, captain(s) may use their discretion to select players. Please note that captains should make every effort to be fair in choosing players, and the final roster is subject to scrutiny by the USTA committee to ensure that the chosen team represents the best interests of Chabot.

If there are not enough players to field a team, the captain may recruit up to 30% of the roster from outside the club. Please refer to the *USTA Team Guest Policy* for rules and fees that apply to team guests. For teams with extreme levels of underrepresentation within the club, the proportion of team guests can be increased with the approval of the USTA committee.

CAPTAIN'S ACTIVITIES

Prior to the Season

- Confirm there are enough interested players to form a USTA team. If needed, the USTA Committee can provide a list of members who are eligible for the team.
- Work with the club activities director to register the team on the USTA NorCal site and schedule home matches.
- When home matches are scheduled, enter information in the USTA website for the team's home matches: dates, times and notes such as "No warmup courts available." USTA will automatically send the information to opposing captains and co-captains.
- Finalize the team roster according to policies above and invite those players to register by emailing a link to the USTA team page.
- Login to the Chabot website and review the USTA resource documents under Membership > [USTA League Tennis](#).
- Share the *Code of Conduct* with team members.
- Review the *Captain's Handbook*.
- Ensure that team guests review and sign the *USTA Team Guest Policy*, pay the guest fee and obtain passes to attend team practices.

During the Season

- Set up team practices as needed, including days/times, how to sign up, etc.
- Captains will give reasonable advance notice (at least one week) to players who are scheduled for upcoming matches, and confirm with players to ensure attendance.
- Encourage players to enter availability and keep it updated.
- Make food/beverage assignments for home matches.
- Communicate regularly with team members regarding lineups and practices as necessary.
- Ensure that team guests adhere to Chabot policy for team practices at the club.
- Use the Captain's Checklist for Home Matches when hosting a team match.
- Confirm with the opposing captain/co-captain who will enter the final match scores.



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Post-Season Play

- If hosting a playoff match, confirm the available date/time with the club activities director.
- Enter the confirmed playoff date/time on the USTA website. USTA will automatically send the information to the opposing captain/co-captain.
- If the team advances to District, Sectional and/or National tournaments, register the team before the USTA deadline and pay the entry fee. The fee is typically split among team members based on the number of matches played in the tournament.
- Communicate post-season match dates/times to the entire team and coordinate transportation logistics as necessary.



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Captain's Checklist for Home Matches

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1. For home matches, warm-up courts are available at 12:30 p.m. prior to 1 p.m. matches. For 3 p.m. matches, warm-up courts are not guaranteed. Players are asked to refrain from reserving additional warm-up courts to limit impact on the club's other members.
2. If a designate is captaining the team, be sure the designate has this checklist and let the club know who the designated captain is.
3. Arrive at least a half hour before the match starts.
4. Be sure that all members of the opposing team sign the waiver form before going onto the courts. Typically, front desk staff will have the waiver available on a patio table.
5. Get new balls from the front desk staff and give to players. It can be helpful if you obtain balls with different numbers for each court in case the balls stray onto another court.
6. Provide water pitchers for each court and cups only if someone didn't bring a water bottle.
7. Matches must start on time, with a strict five-minute warm-up. Captains or designates must make sure this timeline is followed.
8. No third sets are allowed. A 10-point tie break must be played if there are split sets.
9. Remind players that if there are issues with line calls and scoring, lines persons should be called immediately. There should be no arguing on court.
10. Captains should have access to the *Friend at Court* rule book to settle any other disputes. A copy is available at the front desk. A digital copy can be downloaded to a phone from the USTA website: <https://www.usta.com/content/dam/usta/2022-pdfs/2022%20Friend%20at%20Court.pdf>.
11. If a match goes beyond the club's allocated hours, staff will do their best to accommodate the USTA match. Ultimately, a member's court reservation may take precedence over a match. A USTA match does NOT take precedence over member reservations and the match may need to be completed at another time.
12. Captains are ultimately responsible for the team to clean up after the match. Clean-up includes the courts, kitchen, and patio area.
13. If weather conditions are questionable for home matches, captains will consult with on-duty staff to determine if the courts are playable, then notify the opposing captain as early as possible if the match must be rescheduled.
14. If a match must be canceled or suspended due to weather conditions, the captain will contact the club activities director ASAP to reschedule.



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Code of Conduct for USTA Matches

April 19, 2022

- Players should conduct themselves in a sporting manner when competing. Be respectful, courteous and give opponents the benefit of the doubt.
- Players should never argue with opponents over line calls, scoring or other issues.
 - Scoring disputes should be resolved according to *Friend at Court, Part 2 – The Code, Scoring*.
 - Line calls should be made according to *Friend at Court, Part 2 – The Code, Making Calls*.
- If conflicts arise, a lines person should be called immediately.
- If other disputes surface, consult the *Friend at Court* rule book.
- Non-playing team members should support and cheer for their teammates while being respectful and courteous to the opposing team.
- When a player is designated as an alternate for a specific match:
 - The player should make every effort to maintain availability for the match.
 - The player should notify the captain immediately if availability has changed for that match.