



## 2023 Captain's Guidelines

## **Background Check and Safety Course Instructions:**

Each team captain shall be in compliance with the USTA Youth Protection Policies and Procedures for USTA Junior Team Tennis. A team captain or assistant captain must be USTA Safe Play approved in order to receive an official team # and match schedule. To find out more information about Safe Play and to begin the Safe Play approval process, please go to this website: <https://www.usta.com/en/home/safe-play.html>. Becoming Safe Play approved is free and takes approximately 1.5 hours of hands-on time, in addition to a background check which may take up to 10 business days.

1. **Access the training video** through the links provided at the Safe Play Process overview page or directly at <http://training.safesport.org>. You will be prompted to create an account and take the Team USA – USTA Jr. Team Tennis SafeSport course. The course, with videos, takes about 35 minutes to complete; however, if you cannot complete the course in one visit, you save your progress and pick up where you left off when you return, using the account you created.

2. **Review the USTA Protection Policies and Procedures for USTA Jr. Team Tennis** from the USTA Safe Play Process overview page or directly at <http://bit.ly/1gVE6Ey>, following successful completion of the video.

3. **Complete Your Background Screen Application.** In the application, you will be required to certify and affirm that you have successfully completed (1) and (2) above. The USTA has retained the services of an independent third party, the National Center for Safety Initiatives (NCSI), to conduct background screenings of all applicants. Please begin your background screen through NCSI through the USTA Safe Play Process overview page or directly at <https://www.ncsisafe.com/members/SelfRegLandingUSTAJTT.aspx>.

- Once you have submitted your background screen information, results will be generated in approximately 10 business days. Please be sure to add @ncsisafe.com to your accepted email domain list. Watch for an email from [clientservices@ncsisafe.com](mailto:clientservices@ncsisafe.com) in the days following your application; this will contain an Applicant ID number which can be used to check the status of your application on NCSI's website.
- NCSI may contact you within the 10 business day waiting period to request more information. You can confirm the legitimacy of the request by checking your status on NCSI's website using the Applicant ID number; your status will note the same request for information. Please watch for communications from NCSI as these emails may end up in your "spam" folder. This email message should come from [compliance@ncsisafe.com](mailto:compliance@ncsisafe.com).
- Following the above described waiting period, you will receive either a green or red light, based on the results of your application and the USTA's criteria. If you receive a green light, you will receive an email from the [noreply@usta.com](mailto:noreply@usta.com) notifying you that you've been cleared through Safe Play with instructions on what to do next. This email will also include your NCSI Applicant ID#. You also will be listed on the results page of USTA.com: <http://www.usta.com/About->

[USTA/background\\_screening\\_program\\_results/](#). If you received a red light, you will be notified by NCSI of your status and you will not be eligible to participate in Jr. Team Tennis.

- Following a green light, be sure to log into the Jr. Team Tennis area of TennisLink at <http://tennislink.usta.com/TeamTennis/Main/Home.aspx> to unlock JTT Team Coach/Captain/Manager access. Upon logging in, you may see a pop-up window requesting your NCSI Applicant ID. Submit your NCSI Applicant ID# (not your Team Tennis ID#) in order to fully unlock your administrator access.

## **Signing up as a Coach in TennisLink**

Once your background check has been approved, you must register on TennisLink to become a team tennis captain. If you have a USTA number, you may use it. If you do not have a number, you can submit your personal information and TennisLink will give you a USTA Team Coach/Captain ID.

The screenshot shows the TennisLink website interface. At the top, there is a navigation bar with tabs for 'USTA LEAGUE', 'TOURNAMENTS', 'JUNIOR TEAM TENNIS' (which is selected), 'USTA FLEX LEAGUES', 'MY TENNIS', and 'LOGOUT'. Below the navigation bar, there is a 'Sign Out | Help Center' link. On the left side, there is a 'USTA Organization' menu with links for 'ABOUT US', 'PRO GAME', 'TOURNAMENTS & LEAGUES', 'PLAYER DEVELOPMENT', 'PLAY NOW', 'PARENTS', 'COACHES', and 'GET INVOLVED'. Below this is a 'TennisLink' menu with a link for 'LEAGUES'. The main content area features a red-bordered box with the following text: 'All USTA Junior Team Tennis local/area coordinators, coaches/captains and co-captains must be in compliance with USTA Safe Play before they are able to participate. The process involves completing the online training module, reading The Youth Protection Policies and Procedures for USTA Junior Team Tennis and taking a background screen. Please allow for up to 10 business days for completion. For more information, [click here.](#)' Below this box is a blue banner that says 'Welcome to TennisLink USTA Team Tennis'. Underneath the banner, it says 'Welcome to TennisLink - the United States Tennis Association online support for USTA Team Tennis.' On the right side, there is a 'Help Center' section with a question mark icon. Below the 'Help Center' is a red button that says 'Join Team Tennis'. Below that is a 'Program Play' section with three links: 'Register for a Team', 'Become a Program Coord', and 'Become a Coach/Captain' (which is highlighted in yellow).

- Go to: [www.usta.com](http://www.usta.com)
- Across the top of the page, click on 'TennisLink'
- Across the top of the next page, click on 'JR. TEAM TENNIS'
- Click on the bottom right of the page, under OPTIONS, where it says "Become a Coach/Manager" (highlighted in the image above)
- Next screen enter your USTA number and the system will pre-fill the rest from the National database. If you do not have a USTA number then complete the form with your contact information and press SUBMIT.
- Password Hint: I typically tell coaches just to make the password 'tennis' so when they forget it, I can simply tell them it's 'tennis'
- **Keep this Team Coach/Captain ID and your password in a safe place as you will need this info in the future to access score entry, player and team information and to print scorecards.**

- Once you press 'submit' on that screen, you're done. Email me at: [stacey@gretanc.com](mailto:stacey@gretanc.com) when you are done and include your USTA number or system assigned Team Coach/Captain ID. I will then associate you with your team.

### **Weekly Responsibilities**

The main responsibility of the team captain is to coordinate player availability and to facilitate weekly match play. Based on JTT match format, a captain may use 3-6 players per match.

### **Match Day Responsibilities**

- Exchange line-ups with the opposing team's captain. All players must be present on site in order to be included in the line-up. There will be a grace period of 15 minutes for late players. Late players may lose the opportunity for a 5-minute warm-up. If a player fails to show up within the 15-minute grace period and a team does not have at least 3 players present on site the match will be forfeit.
- Once a match is finished, the scorecard must be initialed by each captain to signify their approval of the reported score. The home team captain must enter the match scores on Tennislink within 24 hours of the match. Do not allow your players to leave the site before the final match score is tallied. The match winner is determined by the total number of games won. In the event of a tie, a 7-point tiebreaker will be played on the court that was the last to finish. If a player leaves the site and is unavailable for the match tiebreaker, the tiebreaker will be defaulted and awarded to the opposing team.
- Prior to the start of your match and during match play, keep your players in close vicinity to your court so they are immediately available when it is their turn to play.
- In the event of a rain-out, matches must be rescheduled and played within 2 weeks of the original match date. Please inform the JTT Coordinator of any rescheduled matches.

### **Coaching**

Team Captains are allowed to coach only during match changeovers and only from outside the court. Only one Team Captain, Assistant Captain, or appointed substitute captain can provide coaching during a match. Coaching should be used for positive reinforcement and must not exceed the 90-second rule for changeovers. Captains may not comment on the score or line calls during match play, nor correct any confusion over score/service rotations/changeovers/etc. while the match is in play. Captains and spectators are not allowed on the court once play has begun. Coaching is not permitted during a tie-break (with the exception of the 10U/12U Beginner divisions and with the permission of the JTT Coordinator). If help is needed during a tiebreak, the Site Coordinator should be notified.

## Practices

Captains are encouraged to organize a weekly team practice to help build skill and team camaraderie. GRETA does not organize weekly practices, however, we are happy to provide balls or assist with tennis court availability.

## ROSTERS, SCORES AND TEAM REPORTS

### Reviewing your roster, schedule, and printing a scorecard from TennisLink

You will need your USTA Membership number or system assigned Team Coach/Captain ID and password before you begin.

- Go to: [www.usta.com](http://www.usta.com)
- Across the top of the page, click on 'TennisLink'
- Across the top of the next page, click on 'JR. TEAM TENNIS'
- Across the top of the page, click 'Login'

### Logging Into Your USTA Account

1. If you are not sure that you have a USTA account, try to login using your USTA Membership number or Team Coach/Captain ID, then follow the instructions.
2. If you have a USTA account, log in into your USTA account.

The screenshot shows the USTA Junior Team Tennis website. At the top, there is a navigation bar with tabs for USTA LEAGUE, TOURNAMENTS, JUNIOR TEAM TENNIS (selected), USTA FLEX LEAGUES, MY TENNIS, and LOGOUT. Below the navigation bar, there is a 'Sign Out | Help Center' link. The main content area is divided into several sections:

- USTA Organization:** A sidebar menu with links for ABOUT US, PRO GAME, TOURNAMENTS & LEAGUES, PLAYER DEVELOPMENT, PLAY NOW, PARENTS, COACHES, and GET INVOLVED.
- TennisLink:** A sidebar menu with links for LEAGUES, USA TEAM TENNIS, TOURNAMENTS, FLEX LEAGUES, and MY TENNIS PAGE.
- Membership:** A sidebar menu with links for JOIN THE USTA and RENEW YOUR MEMBERSHIP, along with the Penn logo.
- Main Content:**
  - A red-bordered box with a warning: "All USTA Junior Team Tennis local/area coordinators, coaches/captains and co-captains must be in compliance with USTA Safe Play before they are able to participate. The process involves completing the online training module, reading The Youth Protection Policies and Procedures for USTA Junior Team Tennis and taking a background screen. Please allow for up to 10 business days for completion. For more information, click here."
  - A "Welcome to TennisLink USTA Team Tennis" banner.
  - A "My Teams" section with a "Help" link and a description of the feature.
  - A "Search By Player Name" section with a "Help" link, input fields for Last Name, First Name, and a "Go" button, and radio buttons for "Exact Match" (selected) and "Name Starts With".
  - A "Search By Team Name" section with a "Help" link, input fields for Team Name, a "Go" button, and a "Division" dropdown menu set to "All".
  - A "View Program Stats & Standings" section with input fields for USTA/Team Tennis Number, Team Number, and Match Number, each with a "Go" button.
  - Links for "League Advanced Search" and "Championship Advanced Search" at the bottom.
- Right Sidebar:**
  - A "Help Center" link.
  - A "Join Team Tennis" button.
  - A "Program Play" section with links for "Register for a Team", "Become a Program Coord", and "Become a Coach/Captain".
  - A "USTA Membership" section with links for "Join the USTA" and "Renew your Membership".
  - A "Championships" section with a link for "Register a Team".
  - A "My Profile" section with a "Logout" link and a list of roles: "1) Program Coord" and "2) Coach/Captain".
  - A "My Options" section with links for "Score Entry", "Find A Junior Rating Level", "Teams", "Create New Team", and "Register Players".

2. Down the right-hand side, there will be three red bars. The middle red bar should say 'My Profile' with Welcome and your name underneath it. The next red bar says "My Options", click on Teams (highlighted in the above image)
3. On the next page, make sure the Championship Year is current
4. The next screen will display your teams for the Championship Year. If you do not have any teams, email me and I will associate you with your team and then it will display.
5. Click on the icon at the right-hand side of the screen that looks like a piece of paper with its corner turned down.
6. The next screen will give you a 'team summary', 'team players', 'match schedule', and 'blank scorecard'.

### **Getting Team Contact Information**

1. Log into TennisLink and access the “USTA Team Tennis” module (see above)
2. Click on the button that says 'Player Roster' to get your team’s mailing addresses and phone numbers.
3. *To get email addresses*, click 'close', this will bring you back to the page that lists your team
4. Click on the team number in the left hand corner
5. On the next page, scroll down to the bottom of the page where your player names, USTA numbers and ages are...
6. Click on an individual player and their personal information will be displayed. If they entered an email address, you will find it here. There is no simpler way to see all players email addresses on one page in TennisLink.

### **Getting Match ID Numbers**

1. You will need match numbers for score entry and score confirmation.
2. Log into TennisLink and access the “USTA Team Tennis” module
3. Click on Teams
4. Select your Championship Year and appropriate team
5. Click on the icon at the right hand side of the screen that looks like a piece of paper with its corner turned down.
6. Click on “Match Schedule”
7. Print a “Match Schedule” report, which lists your matches along with their ID numbers. Save this for reference throughout the season.

### **Getting Blank Scorecards**

- If while in Match Summary or Match Schedule you click on a match ID number, you can print a blank scorecard for the designated match.
- This blank scorecard will list the names of all registered players on both the home and visiting teams. Take this to the match for recording scores.

### **About Entering Scores**

- Captains/Coaches or co-captains must log in to the TennisLink program for the System to recognize you as eligible to record scores for Team Matches.

- Captains/Coaches are eligible to record scores only for those teams that they are listed as the Coach or Captain or co-captain.
- Scores can be entered for completed matches only.
- The first captain going in to enter scores will record the match results.
- The opposing team's captain will be able to review the results but cannot edit the scores entered.

## Entering Scores

You will need:

- Match ID# number
  - Scores from the completed match
1. Go to <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx> (HINT: bookmark this page)
  2. Sign in above the JTT logo emblem – Coach/Coordinator Sign In link – You will need your USTA or Team Tennis Number and password.
  3. On the right side of the page, under “My Options”, select “Score Entry”
  4. Enter the match number, select Next
  5. Verify it's the correct match for which you wish to enter scores, select Next
  6. Scorecard: Enter the date the match was played.
  7. Select players in each position from the drop down list and enter scores; Put the winning score first then click on winner. Click Next.
  8. Verify information entered is correct. If accurate, click Finish.

## Confirming Scores

The opposing team usually confirms the scores to ensure entry accuracy.

You will need:

- Match number (Hint: Print a “Match Summary” report, which lists your match ID numbers. Save this for reference throughout the season.)
  - Scores from match
1. Go to <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx> (HINT: bookmark this page)
  2. Sign in above the JTT logo emblem – Coach/Coordinator Sign In link – You will need your USTA or Team Tennis Number and password.
  3. On the right side of the page, under “My Options”, select Score Entry
  4. Enter the match number, select Next
  5. Verify it's the correct match for which you wish to enter scores, select Next
  6. Verify that entered scores and names are correct.
  7. Select Confirm, if accurate. Click Dispute if not accurate and contact the league coordinator for correction of scores.

8. Click Finish to complete the process

### **Viewing Standings & Match Summary**

1. You will need match numbers for score entry and score confirmation.
2. Log into TennisLink and access the “USTA Team Tennis” module
3. Click on Teams
4. Select your Championship Year and appropriate team
5. Click on the icon at the right hand side of the screen that looks like a piece of paper with its corner turned down.
6. Click on “Match Summary” to view all your team’s scores for the season.
7. In the upper right-hand corner under “Flight”, click your flight name (ex. *10 & Under Intermediate*) to view the list of all teams in the flight.
8. At the top left, click “Team Standings” to view the standings of all teams in the flight.