

## WTTA INSTRUCTIONS FOR CAPTAINS

### FALL 2011 SEASON

This document is designed to help familiarize you with the WTTA website and to outline your responsibilities as a captain. If you have problems or questions once you begin using the site, you can contact [scippele@aol.com](mailto:scippele@aol.com) or [mvalentine@austin.rr.com](mailto:mvalentine@austin.rr.com) via email and your questions will be answered.

#### **GENERAL INSTRUCTIONS:**

##### **Website Access:**

All pros, players, and other interested parties have access to all sections of the WTTA website. ([www.wttatennis.com](http://www.wttatennis.com)). Players and pros can check and print schedules, rosters, rules, etc. They can look at current standings and results and get real-time information about the league.

Captains:

Captains may access all of the above information and also can print their "white card" for use in completing lineups and results directly from the site. To access the white card and other documents, go to [www.wttatennis.com](http://www.wttatennis.com) and click on the Forms tab at the left of the home page.

Captains may access their roster information, and the roster information for their flight. To do so, from the home page put your mouse over the word "Roster" in the navigation bar. The list of clubs will appear. To get your club roster information, click on your club. To get roster information for your flight, go to the bottom of the list of clubs and click on "Rosters by Flight". Then click on your flight number to see the rosters for all teams in your flight.

Additionally, you may log into Captains Court and under Team Captain Services you will see a link for Captains Contact Info. Click on that link to see a list of the captains in your flight along with home and cell phone numbers and email addresses. Click on the link for Complete Division Roster Info and you will see all of the rosters for teams in your Flight, along with players' phone and email information. This is especially helpful in working out rain reschedules.

To get contact information for flight coordinators, club reps and other WTTA officials click on the "Officers" tab on the left of the home page.

ALL CAPTAINS SHOULD BE REGISTERED USERS ON THE SITE. If you have forgotten your password, you can ask the system to reset it for you. If by some chance, you have not registered, you should do so at the home page by clicking on Captains Court and following the instructions for new users. When you enter Captains Court by entering your email address and password, the information for your team (match schedule, etc.) will be displayed.

## **MATCH RESULTS REPORTING:**

All captains should print and use “white cards” for all matches during the season. These may be accessed under the forms tab on the home page. You should print white card(s) at the beginning of the season and use this prior to each match to complete your lineup for that match in advance, and then to enter the scores and results following the match.

**CAPTAINS MUST INPUT RESULTS FROM EVERY MATCH BY MIDNIGHT OF THE DAY FOLLOWING THE SCHEDULED MATCH, OR THE MATCH WILL BE VOIDED AND NO POINTS WILL BE AWARDED TO EITHER TEAM. NEW THIS SEASON, CAPTAINS WILL DO THIS ON A LINE BY LINE BASIS.**

To do this, as soon as possible following each match go online to the WTTA website and log into Captains Court. You will see a list of matches listed under the title Post Results. Click on the date beside the match to be input.

You will then click on the box which says “Choose One” beside the first line to be input. If the box for that line comes up empty, with no data previously entered, then you will click on Post New Results. At that point you will see a list of the roster players for both teams. Click on the name of each roster player that played that line. There are blanks below the roster players’ names to enter any subs. Once you start typing the sub’s name, a list of eligible subs will come up and you can scroll to the correct name and click on it, to enter the sub used on that line. At that point, you should enter the scores for each set. There are three sets of boxes for scores, for each of the possible three sets played. Enter your players’ score, by set, in the boxes next to their names. Enter the opponents’ scores, by set, in the boxes next to their names. If no third set is played, no numbers will be entered into the third set of boxes. IF THERE HAS BEEN A DEFAULT YOU WILL NOT ENTER ANY SCORES. Simply check the box labeled “D” for default beside the names of the players that defaulted. If a match is retired, enter the score up to the point of the retirement, and then check the box labeled “D” beside the names of the players that retired and defaulted the match. You also will be asked to enter a Sportsmanship rating for each line. After you have completed the information for this line, click on Save Results, at the bottom of the players’ names and scores, to save the results for this line. You may now proceed to the next line to be entered and continue, per the above instructions, through all of the lines that completed play.

After the first captain inputs results, the points will post to each team’s standings as tentative, shown in italics. The second captain to go into Captains Court will see the results previously posted, and in the box which says “Choose One” will click on Confirm Results. If the players’ names and scores are correct, the captain will simply enter the Sportsmanship rating for that line, and then click on Confirm Results. If anything is incorrect, the captain will click on “Deny Results” and then input the correct information. The captain will continue on a line by line basis, confirming results which are correct and denying results which have errors. Each line will also be given a Sportsmanship rating.

Once a dispute has been entered, the Flight Coordinator will receive notification of this through the system. At that point the two captains should discuss the match results which are in doubt, and agree to which scores, names, etc. are correct. Inform your Flight Coordinator, and she will be able to go into the system and confirm and finalize the correct results.

**EITHER CAPTAIN CAN GO IN FIRST TO INPUT THE RESULTS. IT DOES NOT HAVE TO BE THE HOME CAPTAIN. EACH CAPTAIN IS RESPONSIBLE FOR MAKING SURE THAT RESULTS ARE INPUT AND VERIFIED BY MIDNIGHT OF THE FOLLOWING DAY TO AVOID LOSING THE POINTS FOR THIS MATCH.**

In the event that a captain is not at the match, she has 2 options. If she will have access to a computer with internet, a teammate can call the captain with the scores and the captain can input them as usual.

1. The captain can give her login/password to a trusted teammate and ask the teammate to input the scores for the team.
2. More than one person on the team can be set up by your club rep to have access to post results. (The "poster") That way other players can fill in for the captain and input results in her absence.

### **RAIN OUT PROCEDURES: INPUT**

**IN THE EVENT OF A RAINOUT, THE CAPTAINS MUST ENTER INTO THE SYSTEM, BY MIDNIGHT OF THE DAY FOLLOWING THE SCHEDULED MATCH, THE FACT THAT A RAINOUT HAS OCCURRED. THIS INCLUDES SUBSEQUENT RAINOUTS OF INDIVIDUAL LINES.**

To do this, either captain can click on the match in Captains Court. Click on the box which says "Choose One" and then click on either Post Weather Delay (if the new date has not yet been selected for this line) or click on Post New Play Date, when the date has been selected. If you click on Post Weather Delay then you should click "Save" to move on to the next line. This will post in the system that a rainout has occurred, and you now have 72 hours to complete the rescheduling. When rescheduling for the line has been completed, you will click on the box labeled "Choose One" and click on post New Play Date. At that point, a list of possible dates will come up and you should scroll to the correct date and click on that. After clicking on the correct date, click on Save to save this line's date and move on to the next line. Note that only dates within our 21 days allowed will show as possible choices for the rescheduling.

If either match results or a weather delay are not posted into the website by midnight on the day following the match, then the match will be voided and no points will be awarded to either team.

As the new dates of play are known for any of the four lines, the captain should select "Post New Play Date" and input the new dates into the system. Within 72 hours from the original match, all four lines should have new dates input into the system representing the final scheduling for the rain makeup match. See Rules for information on contacting your Flight Coordinator for assistance if all lines have not agreed after 48 hours. If subsequent rainout dates are, again, rained out then captains must input the new date of play by midnight on the day following the scheduled makeup date for each line for the match. **BASICALLY THE SYSTEM MUST BE KEPT CURRENT AT ALL TIMES ON DATES WHEN MATCHES AND INDIVIDUAL LINES WILL BE PLAYED.**

### **SCHOOL HOLIDAYS:**

Captains whose teams have school and/or religious holidays that fall on a regularly scheduled day of play, or who have players involved in a USTA Sectional tournament, are required to check with their players before the start of the season, to see if the players may need to reschedule one or more lines. If so, the captain MUST email both the opposing captain and her flight coordinator to inform them of that possibility BY THE FRIDAY BEFORE THE START OF THE SEASON. So, all captains should check their schedule for possible school or religious holiday conflicts (or USTA National tournament conflicts) immediately. If such a conflict exists that may require rescheduling line(s) then by Friday, September 2, the captain must send the required email.

At least 2 weeks prior to the match (or by the Friday, September 2 for matches during the first two weeks of play) the team requesting a reschedule must notify the opposing captain with the specific lines which will be rescheduled, and the names and contact information for the players on those lines. At that point, the players affected must discuss possible makeup dates and times and reschedule the match within 72 hours. Every effort should be made to reschedule the match for the earliest possible date, even including dates prior to the originally scheduled date.

As soon as the new dates have been set, captains should go into the system and in the box labeled "Choose One" select "Post New Play Date" for the line(s) being rescheduled. Then the new dates of play should be entered for, the each line. For lines which are not rescheduled, no entry is necessary.

**THANKSGIVING:**

There will be no matches scheduled the week of Thanksgiving.

**INTERIM ROSTER AND SUBLIST CHANGES:**

Teams may add subs and/or make changes to their roster at the date for interim roster and sublist changes. For all flights, the interim changes are due to your club rep by Friday, October 7. These changes take effect the following week, on Monday, October 10. All new subs will be eligible to play in matches scheduled after that date, and new roster players are eligible. Please note that any roster players removed from the roster at this point are not eligible to play or sub for the remainder of the season. Also note, if a match from the first part of the season is rained out, and played in the second half, players added with the interim changes are not eligible. The rosters and subs as of the originally scheduled date of play must be used, regardless of when the match is actually completed.

**SUB ALLOWANCES:**

The system will automatically track sub use and make the appropriate adjustments to total points as the season progresses, in accordance with our rules. Note that the point adjustment is made to the team's point total, not to the points shown for that week's match. And the adjustment is only made if the line with the sub(s) would have received points for that match. The Championship and Seniors flights have no sub limitations.

The following shows sub allowances by flight, as well as when the sub allowance will reset for the second half of the season:

**SUB LIMIT RESETS AFTER 5 WEEKS, ON OCTOBER 10:**

Flights with a total of 9 or 10 teams	7 subs per half
Flights with a total of 11 or 12 teams (4N&S, 5N&S)	8 subs per half

Note: Seniors and Championship have no sub limit or penalty.