

WTTA INSTRUCTIONS FOR CAPTAINS

FALL 2023 SEASON

GENERAL INSTRUCTIONS:

Website Access:

Access your white card and other documents. Go to www.wttatennis.com and click on the Forms tab at the bottom of the home page. Print the WTTA White Card with Tearoff for use in each match.

Access roster information for your flight. 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 top of the list of clubs and click on "By Flight". Then click on your flight number to see the rosters for all teams in your flight with contact information.

Access contact information for captains in your flight. Go to Captains Court and under Team Captain Services you will see a link for Division 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. It will also show the name and contact information for your Flight Coordinator.

Contact Flight Coordinator. There is a link to contact your Flight/Division coordinator on your Flight's results page and on your Flight's roster information page. Look at the top of the screen on the flight roster and the bottom of the page on results. Click on the link to Email your flight/division coordinator if you have any questions.

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:

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. 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. Under team access you will see a list of your matches. Click on the date beside the match to be input.

The screen will show the match information along with sections for each line. The box beside each line will read Enter Result. If you are ready to enter results for this line you will simply leave the box set at enter result and click on "Go". 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 boxes beside the roster players' names to enter any subs. Once you click on the box for a sub, 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 beside your team name. Enter the opponents' scores, by set, in the boxes next to their team name. If no third set is played, no

numbers will be entered into the third set of boxes. For the third set tiebreak, the score will be entered as 1-0 in favor of the winning team.

IF THERE HAS BEEN A DEFAULT YOU WILL NOT ENTER ANY SCORES. Simply check the box labeled Default or Retired beside the name of the team that defaulted. **If BOTH teams decide not to play a match, it should be entered as a double default. In that case, BOTH default boxes are checked and no points are awarded.** If a match is retired, enter the score up to the point of the retirement, and then check the box labeled Default or Retired beside the name of the team that retired from the match. You also will be asked to enter a Sportsmanship rating for each line. After you have completed the information for each line, DOUBLE CHECK THAT THE INFORMATION IS CORRECT and then click on Post Results, at the bottom of the screen, 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 first box will click on Confirm Results or Deny Results. If the players' names and scores are correct, the captain will simply enter the Sportsmanship rating for that line, leave the box at Confirm Results and then click on Go to finalize results for that line. If anything is incorrect, the captain will click on the box and select "Deny Results" in the box 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.

Once a dispute has been entered, if there has been an error in entering scores or players' names, both captains 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. At that point, the captain who was in error can go back in the system and select that match and line. She will see the option to "Choose Opponents Results". The captain will then click Go to finalize the opponents results as correct and this will then clear the dispute.

NOTE: IF THE FIRST CAPTAIN WHO ENTERS RESULTS DISCOVERS, AFTER SAVING RESULTS FOR A LINE, THAT THEY HAVE MADE AN ERROR, THEY WILL BE ABLE TO CORRECT THE RESULTS THEMSELVES. THIS MUST BE DONE BEFORE THE OPPOSING CAPTAIN CONFIRMS RESULTS. TO DO THIS, GO BACK TO THE LINE(S) PREVIOUSLY ENTERED THAT IS INCORRECT AND SELECT "UPDATE RESULT" IN THE BOX SHOWN FOR THE LINE TO BE CORRECTED AND CLICK GO. THEN ENTER THE CORRECT INFORMATION FOR THAT LINE AND THEN CLICK POST RESULTS AT THE BOTTOM OF THE SCREEN.

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 3 options.

1. If the captain will have access to a computer with internet, a teammate can call the captain with the names and scores and the captain can input them as usual.
2. The captain can give her login/password to a trusted teammate and ask the teammate to input the scores for the team.

3. 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, CAPTAINS MUST IMMEDIATELY POST THE WEATHER DELAY IN THE SYSTEM. THE DELAY MUST BE ENTERED WITHIN 48 HOURS OF THE MATCH.

WHEN INPUTTING THE WEATHER DELAY CAPTAINS WILL SELECT LINE DELAY IN THE FIRST BOX AND THEN CLICK GO. THE CAPTAIN THEN WILL BE REQUIRED TO ENTER THE ROSTER PLAYERS’ NAMES FOR THAT LINE. IF AN ENTIRE MATCH HAS BEEN RAINED OUT, THEN THIS PROCESS WILL BE REPEATED FOR ALL LINES. REMEMBER THAT ROSTER PLAYER NAMES ONLY MUST BE ENTERED FOR THE RAINOUT. THEN SUBS MAY BE USED IN THE MATCH AS NEEDED.

ONCE BOTH TEAMS’ LINEUPS HAVE BEEN ENTERED, THE SYSTEM WILL SEND AN EMAIL TO EACH CAPTAIN, COPYING THE FLIGHT COORDINATOR, WITH THE COMPLETE LINEUP FOR THE MATCH ALONG WITH CONTACT INFORMATION FOR THE PLAYERS. NEITHER CAPTAIN WILL BE ABLE TO SEE THE OPPONENT’S LINEUP UNTIL THEY HAVE ENTERED THEIR LINEUP AS WELL.

CAPTAINS MUST ENTER NEW DATES OF PLAY FOR ALL FOUR LINES WITHIN 72 HOURS (not including weekends). THIS INCLUDES SUBSEQUENT RAINOUTS OF INDIVIDUAL LINES. IF TEAMS CANNOT AGREE ON A DATE WITH 48 HOURS, THE FLIGHT COORDINATOR SHOULD BE CONTACTED TO ASSIST.

To enter the makeup dates, in the first box click and select New Date and press Go. 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 Post New Date to save this line’s date and move on to the next line. Note that only dates within the time allowed will show as possible choices for the rescheduling.

If subsequent rainout dates are, again, rained out then captains must input the line delay within 48 hours and then the new date of play within 72 hours of the scheduled makeup date for each line for the match. **THE SYSTEM MUST BE KEPT CURRENT AT ALL TIMES ON DATES WHEN MATCHES AND INDIVIDUAL LINES WILL BE PLAYED.**

Captains whose teams may have school and/or religious holidays (including late start or early release days) 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 the Friday before the start of that flight’s season. (Friday, September 8 or Friday, September 15)**

PLEASE NOTE that in cases where players’ involvement in USTA Sectional tournaments is not known at the beginning of the season, captains will be required to contact opponents as soon as they become aware of the Sectional conflict and tell them of the lines that will be affected.

At least 2 weeks prior to the match (or by the Friday before the start of the season 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 48 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 first box select New Date for the line(s) being rescheduled. Then the new dates of play should be entered for each line. For lines which are not rescheduled, no entry is needed.

INTERIM ROSTER CHANGES:

Teams may add eligible subs at any point during the season. Contact your Club Rep for assistance in verifying and adding any new subs. Be sure the sub has been verified and listed on the WTTA website before using them in a match. Players may only play for one club each season, so be sure that the sub you are adding is not currently listed for any other club. (Exception is allowed for players added to the Seniors sublist)

Teams may make changes to their roster at the date for interim roster changes. For all flights, the interim changes are due to your club rep by Friday, October 13. These changes take effect the following week on Monday, October 16. 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.

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 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 Super Championship and Seniors flights have no sub limitations. Sub allowances and the reset date is on each flight's results page. Also note that teams using over 2 subs per match over the course of the season will not be awarded winner or runnerup status and will not receive awards or move up a Flight. (ie using over 20 subs in a 10 match season, over 22 subs in an 11 match season, etc.)

SUMMARY OF INPUT DEADLINES

ORIGINAL DATE OF PLAY	RESULTS/WEATHER DELAY DUE IN SYSTEM	NEW DATES MUST BE INPUT FOR RESCHEDULED LINES
MONDAY	TUESDAY, MIDNIGHT	WEDNESDAY, NOON
TUESDAY	WEDNESDAY, MIDNIGHT	THURSDAY, NOON
WEDNESDAY	THURSDAY, MIDNIGHT	FRIDAY, NOON
THURSDAY	FRIDAY, MIDNIGHT	MONDAY, NOON
FRIDAY	SATURDAY, MIDNIGHT	TUESDAY, NOON