2022 Adult League

Captain’s Handbook



Table of Contents

Adult League Committee 2

Important League Dates/State Championships 3

Qualifying for State Championships 3

Successful Captains 4

Match day Procedures 4

Line-ups/Defaults 4-5

Entering Scores 5

Scoring and Standings 5

Team Composition 6

Rescheduling 6-7

Inclement weather 6

Early play 6

USTA League Championship Play 7

Courtesy, Avoiding Grievance 7-8

Code of Conduct and Complaints 9

COVID-19 Policy 10

CORTA Contacts 10

**PLEASE NOTE: This is a guide to help you understand CORTA league tennis. It is not a set of governing rules. In case of any inconsistency between the guide and the governing rules, the guide will NOT be the controlling factor. Any failure to comply with the USTA League Tennis National, Southern, Georgia and/or CORTA Regulations will not be excused on the grounds that you relied on*this guide.***

**Adult League Committee**

Board Members:

Bruce McKenzie, Vice President of Adult Leagues [brucemac64@gmail.com](mailto:brucemac64@gmail.com)

Pam Knight, Adult League Chair [pknight@flycolumbusga.com](mailto:pknight@flycolumbusga.com)

Matt Gilmer, Adult League Co-chair [mattgilmer17@gmail.com](mailto:mattgilmer17@gmail.com)

Level Ambassadors:

Women:

Lesslie Carnahan (2.5) [lesslieandblair@gmail.com](mailto:lesslieandblair@gmail.com)

Jennifer Milton (3.0) [milton.jennifer@ymail.com](mailto:milton.jennifer@ymail.com)

Susan Culpepper (3.5) [sculpepper@servpro9392.com](mailto:sculpepper@servpro9392.com)

Danielle Ernst (3.5) [danielleernst14@gmail.com](mailto:danielleernst14@gmail.com)

Victoria Green (3.5) [greens4ua@ctvea.net](mailto:greens4ua@ctvea.net)

Marisela Humphries (4.0) [mhumphries.irm@gmail.com](mailto:mhumphries.irm@gmail.com)

Stacy Pease (4.0) [gspease@charter.net](mailto:gspease@charter.net)

Sue Lee (4.0L) [sooyu3@gmail.com](mailto:sooyu3@gmail.com)

Pam Knight (4.0L)-Chair [pknight@flycolumbusga.com](mailto:pknight@flycolumbusga.com)

Alison Cripe (4.5) [tennismom1@bellsouth.net](mailto:tennismom1@bellsouth.net)

Julie Cronise (4.5) [julhuck00@aol.com](mailto:julhuck00@aol.com)

Teresa Gunn (4.5) [teresagunn17@gmail.com](mailto:teresagunn17@gmail.com)

Men:

JC Kaplan [jckaplan@hotmail.com](mailto:jckaplan@hotmail.com)

Mike Williams (3.0) [mikewilliams1225@yahoo.com](mailto:mikewilliams1225@yahoo.com)

Ryan Dodsworth (3.5) [rdodsworth1991@gmail.com](mailto:rdodsworth1991@gmail.com)

Matt Gilmer (3.0) Co-chair [mattgilmer17@gmail.com](mailto:mattgilmer17@gmail.com)

Bruce McKenzie  (3.5) [brucemac64@gmail.com](mailto:brucemac64@gmail.com)

Walt Henry (4.0L) [whenry182@gmail.com](mailto:whenry182@gmail.com)

Jason Westbrook (4.0) [jwestbrook5@live.com](mailto:jwestbrook5@live.com)

JD Prichard (4.5) [prichard\_jd@hotmail.com](mailto:prichard_jd@hotmail.com)

Mark Ruzeski (4.5) [mruzeski@columbusga.org](mailto:mruzeski@columbusga.org)

Staff/Local League Coordinator:

Sara Dismuke  [sara@corta.org](mailto:sara@corta.org)

If you have any questions or concerns involving your schedules, finding new players, etc.  please contact your level representative**!**

   
   
 

**Important League Dates**

Local League Play

* Adult 18 & Over League: January 22-March 26  Saturdays (4.0L Thursday nights)
* Adult 40 & Over League:  January 23-March 27 Sundays

Drop deadlines

* Adult 18 & Over League: Saturday, February 12, 2022
* Adult 40 & Over League:  Sunday, February 13, 2022

**State Championships**

Adult 18 & Over

3.0,4.0, 4.0L Rome, GA • April 6-May 9, 2022

2.5, 3.5, 4.5 Macon, GA • May 13-16, 2022

Adult 40 & Over

3.0 & 4.0 Columbus, GA • June 3- June 6, 2022

3.5 & 4.5 TBD• June 4- June 6, 2022

Adult 55 & Over Columbus, GA • June 10 – 13, 2022

Adult 65 & Over Savannah, GA • October 7-9, 2022

Tri-Level League LaGrange, GA •August 5-7,2022

**Qualifying for advancement to State Championships**

* Players must have at least two local matches to advance.
  + 65+ required to have one match to advance.
* A forfeit received may be counted as one of the two required matches.
* The other match must actually be played.

**Successful Captains**

* Give information and schedules to your players
* Decide on the line-ups for the team
* Communicate with your players on a regular basis.
* Great way to communicate is using the GROUPME app. Create a group of all team players.
* Make sure players are aware of the rules or where they can find the information
* Make sure players are aware they are in the lineup for a scheduled match.
* Emphasize to players how important it is to get matches started on time. (10 minute warm up)

**Match Day Procedures**

* Each team must have a captain or acting captain present at the beginning of each team match.
* If you are the home team, make sure you or the acting captain has the match balls.
* A scorecard from Tennis Link should be printed before each match to use for line-up exchange.
  + All eligible players, from both teams, will be listed on the bottom of each scorecard.
* Complete written line-ups must be exchanged simultaneously at least 15 minutes prior to the scheduled match time.
* Make sure all team members playing have paid their court fees ($5.00) and are signed in.
* When playing at Cooper Creek team captains are to turn in a “Team List” of their players that are playing in the match.
* After match is complete, make sure players sweep (at Cooper Creek) and leave the court immediately.
* Verify scores with opposing captain.

**Line-ups and Default times**

* You are not required to field your team in order of strength.
* Your line-up must be complete, written down and exchanged before the match starts.
* A substitution can be made prior to the first point being played if there is a disqualification, injury, illness, or no-show.
  + The substitution must be made before the 15-minute default time has elapsed.
  + The 15-minute default time is based on individual court availability. Take the court as soon as it is available (10 minute warm up)
* Playing in another match at another level **is not** an excuse for being late
* The 15 minute default time means all players must be on the court – not merely at the facility, going to the bathroom, stretching, etc.
* Captains are not to agree to “bend” these times.
* Matches may go on in any order the captains agree.  If you cannot agree, the official order is:

Adult 18 & Over Adult 40 & Over                    All Other Leagues

#1 Doubles #1 Doubles                            #1 Doubles

#1 Singles  #1 Singles                                #2 Doubles

#2 Doubles #2 Doubles #3 Doubles

#2 Singles  #3 Doubles

#3 Doubles 

* Captains are not required to notify an opposing captain if they are not able to fill a position.
  + Notifying the team of a forfeit prior to the match is a courtesy.
  + This should be done via e-mail or text and is binding. (F/U with call to make sure other captain got the email)
  + If a match is rained out forfeits made before match time are no longer valid.
  + Remember – Forfeits must be made from the bottom position(s) first.

|  |  |  |
| --- | --- | --- |
| Format | Required Matches in Sequential Order | Minimum # of Players Required for each team in a valid team match |
| 2 singles, 3 doubles | #1 singles, #2 singles, and #1 doubles | 4 |
| 1 singles, 3 doubles | #1 singles, #1 doubles, and #2 doubles | 5 |
| 1 singles, 2 doubles | #1 singles and #1 doubles | 3 |
| 3 doubles | #1 doubles and #2 doubles | 4 |

**Entering Scores in TennisLink**

* The **Home** team should enter the scores for the match! (this should be done within 48 hours of match completion.
* It is the responsibility of the visiting captain to verify scores by logging into Tennislink and confirming scores.
* If the scores have not been reported the visiting captain may enter them.
* Failure to comply may subject teams to a grievance and/or double default: {USTA GEORGIA 1.04C(5)}

**Match Scoring / Team Standings**

**Match**

* For an individual team match where 4 lines are played and the score is tied 2-2:
* TennisLink will break the tie using the criteria in this order:

1. Sets: Loser of the fewest number of sets
2. Games: Loser of the fewest number of games
3. Game Winning Percentage: total games won divided by the total games played
4. Winner of Number 1 Doubles

**Standings**

In league standings, a tie shall be broken by the first of the following procedures:

* 1. Individual Matches: Most individual matches won in the entire season
  2. Head to head: Winner of head-to-head match
  3. Sets: Loser of the fewest sets in the entire season
  4. Games: Loser of the fewest games in the entire season
  5. Game Winning Percentage: Total games won divided by total games played

**Team Composition**

**How many players can you have on your team?**

* Unlimited … however, the roster must meet the 50/50 minimum.
* At least 50% of players on a team roster must be at the specified NTRP level of play.
* Players may be added to the team just prior to the last match.
* Captains must maintain this 50% throughout the league season.

**Rescheduling**

**Why can a match be rescheduled?**

* **Inclement Weather:** Rain, Severe Temperatures, Lightning, Tornado
* **Early Play:** When teams agree to play a position before that actual match date.
  + The agreement must be in writing (email or text).
* **League Championships:** When players are involved in a USTA League Championship

*\* When a make-up / rescheduled match is being played at Cooper Creek Tennis Center the match may be stopped if it is time for Cooper Creek to close.  If closing time is 9:00 p.m. (8:00 p.m. Friday) they are prepared to stay open for 20 minutes.  The match will need to be completed at a later date & time if the facility must close.*

**Inclement Weather**

* Rain
  + Site Manager at each facility will make this call.
  + Courts are pre-assigned so you may only get a portion of your courts.
    - Ex. if only two courts have puddles, the other positions must go on as scheduled.
* Severe temperatures
  + Actual temperature **32º F** and below
  + Actual temperature of **95º F** and above
  + [www.weather.com](http://www.weather.com) at zip code of facility
* Lightning around the tennis facility.
  + Please use your best judgement
* Tornado warning in your travel area or tennis facility.
  + Please use your best judgement

**Early Play Rule**

Team match or individual matches may be played early if both captains agree.

* The early matches must be played **prior** to the originally scheduled date.
* Notification should be emailed to the CORTA League Coordinator (sara[@corta.org).](mailto:llc@corta.org)
* This new date now becomes your official scheduled match date.
* If inclement weather occurs, the match date reverts to the original date published on Tennis Link.
* It is the responsibility of the requesting player/team captain to secure the court(s) for the newly scheduled match and to release the unused court(s) from the original date and time.
* Notification via email must also be provided to the original facility to release any unused court(s).
* Captains, please help each other in order to minimize forfeits.

**USTA Championship Play**

* Rescheduling must follow specific guidelines (available at www.corta.org)
* Captains must notify the League Coordinator (in advance) of a request to reschedule a match

**Match Scheduled On:** **Deadline to Notify Coordinator:**

Monday *Monday 12:00p.m.* one week prior match

Tuesday *Thursday 12:00 p.m.* prior match

Wednesday *Thursday 12:00 p.m.* prior match

Thursday *Thursday 12:00p.m.* one week prior match

Friday *Monday 12:00 p.m.* before match

Saturday *Monday 12:00 p.m.* before match

Sunday *Monday 12:00 p.m.* before match

* CORTA will notify the opposing captain of the positions that may be rescheduled
* No more positions may be rescheduled than the number of players attending said championship.
* Rescheduled matches must be played either prior to the originally scheduled match date, or within 15 days of the completion of the championship event.
* Eligible players for rescheduled positions are defined as players listed on USTA League Championship rosters submitted to State, Section, or National; or the registered captain of a Jr. Team Tennis team competing at State, Section or National.

**Time Frame for Rescheduling a match**

* Make up matches must be scheduled within 15 days of the original match date.
* If a match is interrupted, the match must be resumed by the same players, at the exact set, game and point when play was halted.
* Once date & time for the make-up match is agreed upon and confirmed by email or text, it is binding and cannot be changed (if the make-up match is cancelled due to inclement weather you have 7 days from this date and 48 hours if it is at the end of the league season)
* If you are having trouble getting the matches rescheduled contact CORTA and we will assist in setting up a day and time for the make-up match.

**Agreement to Reschedule**

* If captains agree to any accommodation to the 15-minute default rule for a reschedule match, the agreement must be in writing via e-mail or text.  If there is no agreement for a revision by the opposing captain, the 15-minute default rule will be in effect.

**Court reminders for your players**

* Cell phones, pagers, smart watches, etc. should be turned off during play. (Comment:  Use of a cell phone/smart watch is not allowed on the tennis courts at anytime during a match.  Using a cell phone/smart watch in any way – calling, receiving messages, texting – gives the appearance of coaching.
  + If a cell phone rings it is considered a deliberate hindrance. If an opponent's cell phone rings during a point, a player may immediately stop play and claim the point.

* Use outer gates when entering court.
* Don’t walk behind a match while point is in progress.
* Only players assigned to an individual court should be on that court.
* Shirts must be worn.
* Wear tennis shoes (required on clay courts).
* The use of all alcohol and tobacco products including e-cigarettes and liquid vaporizers at all league matches is prohibited!

**Grievances vs. Code of Conduct**

Many disputes can be handled using the Code of Conduct procedures, but should you feel a situation warrants a committee review you may opt to file a grievance. You may reference the Local League Regulations or Captains Corner at [www.corta.org](http://www.corta.org) for procedures.

**Most Common Grievances**

Seven most common causes of disputes that have led to grievances

1. Line Calls

* The ball is always called good unless you are 100% sure that you saw the ball 100% out!
* Never dispute baseline calls
* Be “tolerant” over close calls

1. Loosing Track of the score

* Use score keeper to keep track of game score
* Server calls out score before each serve

1. Bad Sportsmanship

* No cussing, no threatening, no throwing racquets, no temper tantrums

1. Not being Accommodating

* 15 days to reschedule

1. Passing out scorecards on time

* 15 minutes before scheduled match time

1. Leaving the court promptly when match is over
2. Not going by the time rules

* Bathroom break – genuine need
* Warm-up – 10 minutes
* Between points – 20 seconds (stray ball)
* No break after first game of either set
* Changeover – 90 seconds (about 1 and a half minutes)
* Time between sets – 2 minutes
* Tie Break is continuous

**Code of Conduct**

* Players, spectators and coaches are expected to conduct themselves with honor and integrity at all times with the highest level of sportsmanship, courtesy, and fairness.
* Players are encouraged to abide by the letter and spirit of the rules of play and to be gracious in both victory and defeat.
* Individuals are under an obligation to avoid acts that may be considered detrimental to the game of tennis.
* The following procedures and practices apply to all CORTA sponsored tournaments, events, Championship level tournaments, associated events & team play.
* Fair Play
* Players Abuse of Balls
* Abuse of Equipment
* Physical Abuse
* Verbal Abuse
* Audible Obscenity
* Visible Obscenity
* Failure to Give Best Effort
* Unsportsmanlike Conduct
* Gamesmanship

**Complaint Overview**

* Players, spectators and coaches are expected to conduct themselves with honor and integrity at all times with the highest level of sportsmanship, courtesy, and fairness.
* All complaints about player or spectator conduct are to be filed with CORTA by the captain of the team or event director via email within 48 hours of the incident.
* CORTA will track each complaint filed against a player/spectator and notify the Conduct Committee when three complaints have been lodged against an individual player or spectator.
* Details specific to the “Code of Conduct”, the Conduct Committee, and information concerning the complaint process can be found on the CORTA website.

**COVID-19 Exposure Response Policy League Player**

**Player Test Positive for COVID-19**

**Step 1: (Player Responsibility)**

Player to notify captain via email of the following:

* Date and time of test
* Match or matches played within previous 14 days
* Partner/opponent names

**Step 2: (Captain’s responsibility)**

Notify via email the following:

* LLC
* Opposing captain

**Step 3: (Opposing captain’s responsibility)**

Confirms players directly involved

Notify affected players

**Step 4: (LLC responsibility)**

Confirm with the captain the following information regarding the situation:

* Who is the player?
* Where was the match played?
* Who was the player’s partner?
* Who was the opponent(s)?
* Has everyone been notified?

Email both captains the information regarding the recommended safety guidelines per USTA.

Email facility director where match(es) were played.

**Step 5: (Possible Exposure)**

People possibly exposed determine if they had close contact (defined as < 6' away for ≥ 15 minutes)

**Step 6:**

* **YES:** COVID-19 positive and exposed player(s) quarantine for 10 days. Players may return to CORTA programming on the 11th day after last exposure or
  + If you have had a negative test, on a repeat test, you may return to play on the 8th day.
* **NO:** Continue practicing CDC social distancing and USTA Safe Play Guidelines.

***All players should be social distancing and following CDC COVID-19 and USTA Safe Play Guidelines.***

\*Please note the CORTA Exposure Response Policy is in accordance with the CDC Covid-19 Guidelines (12/10/2021)

**Resources**

Check [www.corta.org](http://www.corta.org) (Adult Programs > Captains’ Corner) for:

* CORTA League Regulations
* USTA Georgia League Regulations
* USTA Southern League Regulations
* USTA National League Regulations

Email: sara@corta.org

Call 706-317-4136 x 124