

CAPTAINS/COACHES

Guidelines to Hopefully Make Your Job Easier

Before Season Starts:

Pre-Season Meeting

- Watch website: www.orangecountyusta.com for captain's meeting dates and location.
- Attend pre-season meeting or send a representative.
- Read all materials in packet and posted on website.

Facility Information

- Contact your facility and tell them you'd like to have teams. Find out from them, what time and day your team may play as well as any dates unavailable at your facility. Fill out all this information on the Team Information Sheet and fax in to either 714-954-0260.
- Make sure to provide one time slot per team.
- MAKE SURE TO INDICATE WHICH IN WHICH FLIGHT YOUR TEAM SHOULD PLAY. IF YOU ARE UNSURE, THEN CALL SOME OF THE COACHES WHO ALREADY HAVE TEAMS REGISTERED AND FIND OUT IF YOUR TEAM BELONGS WITH THEIRS, AND LET ME KNOW THAT YOU ARE NOT SURE.

Registration & Ratings

- Register yourself as coach on Tennis Link. If you've registered in a previous season, you will use the same log-in information.
- Go to

Managing Schedules & Your Team

- Give a copy of a calendar to all your players. Ask them to circle dates during the season they are available to play.

- Schedules will be out on the evening of September 16th (late Sunday Evening.) The league starts the following Saturday. Even though the schedules aren't out, tell your teams to plan on a match that first Weekend, September 22. To retrieve your schedules, go on-line, click on your team, and then on to the button above that says "match summary". Check over your schedule to make sure all your home matches are scheduled on the correct day/time, and that no matches have been scheduled on days not available at your facility. Make sure you have the correct # of matches scheduled. Let me know of any problems to correct.
- Once your schedule is set, make a schedule for your players. Check your players' availability as they've indicated to you earlier, so you know in advance when you may be short players. If it turns out you are short for any days, ask for a bye but also know that you may continue to add more players until October 31, 2007, but remember that players must play twice to qualify for Sectionals. If you need an exception to this rule, (the Oct. 31 rule,) please let me know.
- Always sign into Tennis Link with your USTA # so the system recognizes you as captain/coach.
- ALWAYS contact the opposing team AT LEAST three days before the match. There may have been a schedule change that one coach did not get, so make sure you are both on the same page regarding date/time of your match each week.
- IF you are unable to bring a full team and will have to default a line, make sure to call ahead and let the other team know