

Email sent 12/5/2015

Hi Everyone

The Winter Leagues (18 & Over Mixed and 40 & Over Adult) are open for team creation and registration.

USTA Leagues are very fun and we always welcome new teams. We are happy to train any one who is willing to captain a new team at their site. Whether you are brand new, or a returning captain, here are the steps you need to get a team started:

First, know these abbreviations:

the website - www.orangecountyusta.com

Master Schedule Page (MSP)

Rules, Forms and Information Page - (RFI)

Facility Information Spreadsheet (FIS)

Team Information Spreadsheet (TIS)

Team Bye Requests (TBR)

- Make sure you have enough players
- Check with your site to find out if you can have a team and get from them the blackout dates during the season and a time slot when your team could play their home matches.
- Check the dates on the MSP of the website
- Read the 2016 Sectional Regulations, OC Local League Rules and other Information posted on the RFI page.
- Poll your players to find out what days they are and are not available during the season dates--its very important to know this information.
- Register a team online and register yourself on the captain's-only team (see instructions below)
- Fill out the FIS and TIS on the RFI of the website based on your facility and players' availability
- Come to the captain's meeting
- Handle your team according to the rules
- Have a great season

If you need a reminder on how to put your team online there are instructions posted on the RFI page of the website but here's an abbreviated version:

1. You generate your team number by registering and paying the full \$25 fee for one of your players--have them pay you back. You do this by signing into tennislink and clicking on the link that says:

[Online Team Creation](#)

2. Next you register yourself on the captain's only team that will only cost you \$3. I sent those numbers out, but they are now posted on the website on the RFI page. Notice that the list has a different number for each league.

3. Please name your team like this: (Optional Team Name) (Facility Name) (Your First or Last Name). Don't add your preferred day/time. I add those at a different time, and need everyone to be blank in that regard before I do.

4. After I see your team online AND you registered on the captain's team, I will move you over and designate you as captain. I do this in batch groups, so please don't email me to ask me to move you. Only send me an email if you registered your co-captain (but did not register yourself) using the \$3 team. In that case, let me know who they are so I can move them over.

5. If you want to designate a co-captain to your team, send me an email only after they have registered on your team and let me know who they are. Co-Captains are for your benefit. I only communicate directly with the captains, with the exception of when I run a report in tennislink capturing emails, and in that case, co-captains will be included in communications. So keep in mind that they are designated in the system as a co-captain so they can have all the functionality as a captain, but as far as my communications with the team, they will be predominantly to the captain of the team--you will need to forward the email to them.

The location for next Thursday evening's captain's meeting is set at Los Caballeros in their Little Theater for 6:30 pm. Please use the link on the front page of the website to RSVP to the meeting. The RSVP is done on the Team Information Sheet, so you will list your team(s) there and indicate whether one or two people will be attending. Please RSVP no later than Tuesday Afternoon, December 5 at 3:00 pm. I'll be ordering food, printing materials and buying raffle gifts at that time, so I need to know who's attending no later than that. As your incentive to comply with the deadline, only those who reply by it will be entered into the raffle which takes place at the end of the meeting. Only one person per team, in attendance, will be entered. If you have two teams and two people attend, both

will be entered. At 3:00 the lines entered by that time will lock and late rsvp'ers will need to rsvp on the late page.

To prepare for the meeting, you must read through the 2016 Sectional Regulations and the OC Local League Rules that are posted on the RFI page of the website. If you can, please email me questions you have before the meeting and I will answer them there. Otherwise, bring your questions to the meeting. The document is 45 pages long, and as many of you know, it is impossible to cover all that information in a 2-hour meeting. What I do at the meeting is talk about the ratings, specifically I explain how they work and how to avoid dq's for your teams. I talk about the major changes for the upcoming year, about issues we've had in the past and how to avoid them, and I answer your questions. Historically, OC has an extremely low rate of dq's especially in light of our numbers. However, every season, it seems at least one team gets hung up because its captain (or its players) did not read the rules. Don't let this be you. Please read, ask all your players to read, and ask questions. I'm already getting many of the same questions for players and captains about things that are explained in the rules. Come to the meeting prepared... there may be a quiz. :)

There are periods of the year when I am extremely busy and we are entering one of those times. Besides getting the Winter leagues up and running, we have the fall leagues ending, going into playoffs, and then there are those holidays. Being one person, I must prioritize what gets done everyday. If I have a day set aside to set up Local League Playoffs that are happening soon, and you are sending me an email asking when the 18 & Over Mixed season starts, I'm afraid your question is going to go unanswered that day because I know you have the information at your fingertips and I don't have time at that moment to interrupt my work at the task that has a strict deadline.

So I'm asking you all to please use the website: www.orangecountyusta.com to retrieve answers to your questions when possible. I've recently re-designed some of it, which will hopefully make it clear where you find information. It's a very small system, so once you know the basic places to find things, you shouldn't have any issues:

- Home Page - Captain's meeting information, Links to new year-end ratings, duplicate links to SCTA Dates and OC Local League Dates which include

dates for OC LLPs, Area/District Playoffs and Sectionals, links to archived emails (like this one).

- Master Schedule and Deadline Dates - I revised this one today to include the deadlines for the Winter Leagues. I had to move some of them up because of the holidays. Please do not miss them.
- Rules, Forms and Information (RFI) Page - Where all the league information is listed, including Sectional and Local Rules. This is also where the Facility Information Sheet and Team Information Sheet (that you need to fill out) are linked.

Another reason for you to look to the website for information is that my emails don't get through to everyone. I guessing it is because my list is so large and that I need to use a variety of email addresses to send an email out to all of you. Your system may not recognize one of my emails. So please make a habit of checking the website for information regarding upcoming leagues, emails you may have missed, and other important information. I've added a page on the RFI page named Frequently Asked Questions (FAQs) and have included some of the questions I've received over the last few days. I've posted the link below, but please go there when you have a question.

Okay, thanks for reading. I hope to see you at the meeting on Thursday night!

Happy Holidays!

Heidi

Frequently Asked Questions

Q: Can I Play on a WE and a WD Team at the Same Level?

A: Depends - Some Leagues allow it. Those that do: 18+ Adult, 40+ Adult. The allowance occurs only when we have a minimum of 6 teams in the WD level, so players will need to wait until the the minimum 6 teams are online with a minimum of 6 players registered on each team before the system allows players to register for both teams.

Q: How Many 5.0s can I roster on a 4.5+ 40 & Over Adult Team?

A: Three, but read the Sectional Regulations regarding how you must play them.

Q: When are Schedules Out?

A: Always the Sunday night (late - around midnight), before the league starts. If it's a holiday weekend, they will be out the following Monday night. Unless a Captain requested a Team Bye Request (TBR) on the Team Information Sheet (TIS) the team must plan on playing the first week, even if schedules are delayed.

Q: What are the Start and Stop dates of the league?

A: Master Schedule and Deadline Date page of this website.

Q: When are OC Local League Playoffs?

A: Master Schedule and Deadline Date page of this website. Hosting Information is in the OC Local League Rules.

Q: When and where are Area/District Playoffs and Sectionals?

A: Linked on Master Schedule and Deadline Date page of this website.

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