



Morgan Hill Tennis Club

Captain's Responsibilities and Guidelines

Last updated March 12, 2022

First of all, thank you for deciding to form and run a team to compete in USTA league play. These instructions are intended to assist in this process and include MHTC specific and USTA Norcal rules. Have fun!

Signing up a Team on the USTA Website

USTA Norcal puts out the yearly calendar in advance, including when is the timeframe to sign up a team, usually a 3 week window. The captain must be aware of this calendar! One benefit of captaining is that their USTA player registration fee (\$30) is waived. One may or may not ask someone to be a co-captain but it is highly recommended. Please be certain that you are willing to captain a team and have enough players committed before signing one up!

Membership in MHTC

All players registered on any USTA team playing for the MHTC must belong to the MHTC before playing their first match, even if they're from out of town. It is a liability issue. It is the team captain's responsibility to be sure ALL team players are members of MHTC. Captains who have their entire team signed up as members of the MHTC within 10 days after a player is rostered (whichever is later) will receive a free MHTC membership for the next year!

Size of the Team

The number of players on a team is not set in stone and it depends on the division the team is playing in, for example; some divisions have 3 doubles lines as a match and others have 3 doubles and 2 singles. We recommend teams have a minimum of 12 players to avoid forfeits and suggest a maximum of 20 players to allow everyone a chance to play. According to MHTC rules, at least 5 members of the team must reside in the cities of Morgan Hill or Gilroy.

Scheduling Matches

Once the USTA has stopped team registration and the teams are set they will assign the home and away matches for the teams. At this point the captain connects with the club's court scheduler, promptly, in order to get their choice recognized. All home matches are scheduled through this person. Captains must give a 1st, 2nd and 3rd choice of home matches. For example; Saturdays at 10am, Sundays at 1pm. Matches will not be scheduled before 9am . MHTC advises weeknight matches to start at 7pm or later to allow visiting teams adequate travel time. No USTA team will be able to schedule a home match on the day of a MHTC tournament. Under no circumstances may a captain/anyone schedule a USTA match w/o first consulting the court scheduler!

Court Fee

For the Adult league requiring 5 courts for 2 hours the fee is \$150, 4 courts is \$120. For the Daytime, Senior, Mixed and Combo league requiring 3 courts for 2 hours the fee is \$90. Captains are required to pay the court fee within a week of registering the team, making sure the club's court scheduler receives it.

Number of MHTC Teams

MHTC may limit the number of USTA teams per season based on court availability. Teams will be allowed in on a first come first serve basis (see Court Scheduling above). During certain seasons, there are several teams playing, back to back, especially during the weekends. Add in lessons, parks and rec. and public use, the courts get crowded!

Player Conduct

All MHTC members playing on a USTA team are expected to follow the conduct outlined in the USTA handbook, **Friend of Court**, which can be purchased on the USTA website. It is the captain's responsibility to educate and ensure that their players are aware of unacceptable conduct. All team players represent the MHTC and should behave in a manner that will enhance the club's reputation. Please control your players and ensure no problems or issues arise with other clubs. BE NICE!!

Home Match Preparation

It is the captain's responsibility to make sure the courts are ready. Duties include; cleaning the courts and sitting area (leaf blowers are in the shed), putting up scorecards and informing any players on the needed courts that there is a match starting. This is where your diplomacy comes in! If there are club or public players using the needed courts, they may not be aware of league play or that the courts are reserved so kindly let them know at least a half hour in advance that the courts are needed. If a league match is going on, also inform that captain that the courts are needed. If a previous match isn't completed by your match start time, inform that captain that they have 10 minutes to either move to an open court or reschedule their match. Please be overly polite when asking anyone to vacate a court reserved for a match!

Storage Room Access

Captains will be given the access code to the shed. The code may be subject to change periodically. There are scoreboards and brooms, blowers, chairs and tables in the storage room for use during home matches. Please be sure to return everything to the storage room at the end of the match.

3rd Set Super Tie-breaker

If there is a match scheduled immediately following your match, it is highly recommended that you play a Super Tie-breaker instead of a full 3rd set. This will ensure all matches start as scheduled. Match start times are typically scheduled 2.5 hours apart. It is the captain's responsibility to find out if there is a match following his/her match, even make-ups. If one or more courts are still in play at the next match starting time then those matches must vacate the reserved courts and either reschedule or move to another unreserved court. Of course if both captains agree to let the matches finish then so be it. However, matches that go over push all matches back so anything longer than 10 minutes is discouraged. When warming up for a match please respect the matches currently being played!

Refreshments

According to USTA Norcal, visiting teams must be able to have a restroom and water available. The club states that the captain will make sure the park restroom is usable and supply water to visiting players. It is recommended that captains and home teams offer after-match food and drinks, how elaborate the spread is up to you! Clean-up all paper products and food items even if there is a match following yours. Check with the oncoming captain in regards to chairs, scorecards etc.

Rules

Make sure you are familiar with all USTA rules for matches including the L.L.A.R. for Norcal, especially the NTRP rating system, match requirements for self-rated players, at-level roster requirements, and requirements regarding rain-outs and rescheduling. The captain or the team player in charge of the match **MUST** be aware of the procedures/rules related to league play such as; calling for court monitors/lines people, scoring, foot faults and inappropriate behavior.

Rescheduling Rainouts

You must go through the MHTC court scheduler when rescheduling rainout matches. **DO NOT** do it on your own.

USTA Postseason Play

Notify the court scheduler if you need courts to host a playoff match. There are no additional court fees for a Captain to host a playoff match. If your team advances to USTA District and/or Sectional Championships, MHTC will reimburse the USTA Championships fee. Captains must submit a receipt to be awarded the reimbursement.

Enjoy the experience of being a captain and hopefully leading a team to the playoffs! However, the objective should be to have fun! The club officers are always available to answer any questions and to help guide you through! Captains also receive a fantastic captains gift at the year end banquet!