

## WTTA INSTRUCTIONS FOR CAPTAINS

### FALL 2018 SEASON

#### **GENERAL INSTRUCTIONS:**

##### **Website Access:**

**Access your white card and other documents.** Go to [www.wttatennis.com](http://www.wttatennis.com) and click on the Forms tab at the left 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 bottom of the list of clubs and click on "Rosters by Flight". Then click on your flight number to see the rosters for all teams in your flight.

**Access contact information for captains in your flight.** Go to Captains Court and under Team Captain Services you will see a link for Captains 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.

**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. You will see a list of matches listed under the title Post Results. Click on the date beside the match to be input.

You will then click on the box which says "Choose One" beside the first line to be input. If the information for that line comes up empty, with no data previously entered, then you will click on Post New Results. 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 blanks below 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 next to their names. Enter the opponents' scores, by set, in the boxes next to their names. 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 "D" for default beside the names of the players that defaulted. If a match is retired, enter the score up to the point of the retirement, and then check the box labeled "D" beside the names of the players that defaulted the match. You also will be asked to enter a Sportsmanship rating for each line.

After you have completed the information for this line, DOUBLE CHECK THAT THE INFORMATION IS CORRECT and then click on Save Results, at the bottom of the players' names and scores, 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 box which says "Choose One" 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, and then click on Confirm Results. If anything is incorrect, the captain will click on "Deny Results" 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, the Flight Coordinator 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. Inform your Flight Coordinator, and she will be able to go into the system and confirm and finalize the correct results.

**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 ARE INCORRECT AND SELECT "CORRECT RESULTS" FROM THE OPTIONS OFFERED AND THEN ENTER THE CORRECT INFORMATION FOR THAT LINE AND SAVE RESULTS.**

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. WHEN INPUTTING THE WEATHER DELAY CAPTAINS WILL BE REQUIRED TO ENTER THE ROSTER PLAYERS' NAMES FOR EACH LINE OF THE MAKEUP MATCH. 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 48 HOURS (not including weekends). THIS INCLUDES SUBSEQUENT RAINOUTS OF INDIVIDUAL LINES.**

Within 48 hours (not including weekends) captains must input new dates of play for all lines. Click on the box which says "Choose One" and then click on Post New Play Date. 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 Save to save this line's date and move on to the next line. Note that only dates within our 21 calendar days allowed will show as possible choices for the rescheduling. Be sure to click Save for each line before moving on.

If either match results or reschedule dates are not posted into the website within 48 hours following the match, then the match will be voided and no points will be awarded to either team. The 48 hours allowed does not include weekends. See Rules for information on contacting your Flight Coordinator for assistance if all lines have not agreed after 24 hours.

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

**SCHOOL HOLIDAYS:**

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 **BY THE FRIDAY BEFORE THE START OF THE SEASON**. So, all captains should check their schedule for possible school or religious holiday conflicts (or USTA National tournament conflicts) immediately. If such a conflict exists that may require rescheduling line(s) then by Friday, September 7, the captain must send the required email.

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 Friday, September 7 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 box labeled "Choose One" select "Post New Play 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.

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 12. These changes take effect the following week on Monday, October 15. 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.

**SUMMARY OF INPUT DEADLINES**

| ORIGINAL DATE OF PLAY | RESULTS/WEATHER DELAY<br>DUE IN SYSTEM | NEW DATES MUST BE INPUT<br>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                                    |