

CHECKLIST FOR MY TENNIS TEAM

Central Carolina League

Before the Season Begins:

Links:

Tennislink: We created a quick guide to help you navigate Tennislink.	Tennislink - How to Guide
Team Roster: Make sure all players are registered in Tennislink before the season begins.	Tennislink
Team Contact: Create a group list to email team members and load cell numbers in your phone.	
Town of Cary: Verify with team members that they have paid their Town of Cary court fees. TOC may not allow a player to play in a match until court fees are satisfied.	
Town of Apex, Holly Springs, & Morrisville: Pay team court fees. All players are required to complete town waivers.	Facility Payment Form Waiver - Apex, Holly Springs, Morrisville
Private Facilities: Contact your club representative to confirm that courts will be provided for league matches.	
Match Schedules: Review your match schedule prior to the start of the season.	Tennislink
Player Availability: After schedules are published, ask players to provide their availability for matches. Utilize a scheduling document or a team management tool to track availability.	Scheduling Document
Player Preference: Ask your players if they have a preferred partner for doubles courts.	
Rules: Familiarize yourself and your players with the USTA Central Carolina Local League Rules, Code of Conduct and the Coman Tie Break Procedure. All of these items may be found on the WWTA website. Captains are responsible for submitting the USTA Captain's Agreement.	USTA Captain's Agreement
When the Season Begins:	Links:
Town of Cary Home Match: Check for your designated match location at the Cary Tennis Park Program/League Information page on their website within 24 hours of your match time. Communicate this with your players and the opposing captain!	Town of Cary Match Locations
Communicate with Opposing Captain: Phone, text or email the opposing captain at least two days prior to your scheduled match. If you know the court assignments, advise where you will be playing and include any additional information.	
Prepare for Match Day: A water bottle, towel, new can of balls an extra racquet, a pad of paper and a scorekeeper are handy items to have in your tennis bag. The home team supplies balls for the match.	
Print a Scorecard: A scorecard lists all the players registered from both teams that are eligible to play. If you are not going to be at a match, ask a player on your team to serve as captain in your place.	Tennislink
Arrive Early on Match Day: Ask players to arrive at least 15 minutes before match time. Call players who have not arrived and if you don't get a response, call a sub.	
Line up Exchange: Captains simultaneously exchange a complete line up no	USTA League Rules

later than the scheduled match time. Familiarize yourself with the rules before you get to the courts if weather, player injury or a default is in play.	& Regulations
Start your Match on Time: Make certain your players on the courts at the designated time for a 5 minute warm up and get your match started on time.	
Scores: As players complete their match, ask them to text you their scores. Instruct them to write down their scores on the scorecard on site, as well.	
Score Entry: Enter scores in Tennislink as soon as you get home. Either captain may enter scores but this must be done within 48 hours of the match. Take your time entering scores and make certain you have selected the correct players in the drop down box.	Tennislink
Score Corrections: If you make a score/player entry error you will need to submit a request to correct a USTA match scorecard.	Request to Correct a USTA Match Scorecard
Make Up Matches: Please familiarize yourself with the procedure for makeup matches outlined in the USTA Central Carolina League Rules & Regulations. Communicate with the opposing captain within two days and arrange courts within 10 days. You have 4 weeks for all courts of the match to be played.	USTA Central Carolina League Rules & Regulations
Post Season:	Links:
Post Season Play: Some levels offer an end of season playoff. Please check the message board on the Western Wake Tennis website and be prepared - inclement weather will change dates.	westernwaketennis.com
States: If you won the level, poll your players to determine if you can field a team for state and communicate your intentions to your Local League Coordinator. Read more about state championships at nctennis.com.	nctennis.com
Wildcard: A wildcard invitation to state may be offered. Your Local League Coordinator will contact you if a wildcard is possible for CENTRAL and ask you to respond usually within 24hrs with your intention to go to state.	

[Resources for Information:](#)

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Western Wake Tennis Association: [westernwaketennis.com](#)

USTA Southern North Carolina: [nctennis.com](#)