

CAPTAINS INFORMATION PACKET

Congratulations on your advancement to the State Championship and thank you for captaining! Be sure to read this entire document prior to the championship. You will be responsible for knowing the information included.

Watch Captain Information Video [here!](#)

MATCH TEAM TENNIS APP:

1. Prior to the tournament, please download the Match Team Tennis app and become familiar with it.
 - a. Download the Match Team Tennis App [here](#). This app will be used by all captains, players and site coordinators throughout the tournament.
 2. **Please review how to use the app [here](#). (Be sure to watch all the Demo Videos)**
 3. REMEMBER: Players MUST be registered in TennisLink and on the App to be eligible to play in a match.
 4. If you have questions on the app, click on the chat button to access app support.
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SUBMITTING LINEUPS AND MATCH PLAY:

1. Please plan to arrive at your match 30 minutes prior to play.
2. No practice is allowed on any of our tournament courts.
3. Turn your lineup in when everyone is there and ready to play and before the scheduled match time.
 - a. Do not turn your lineup in until you have everyone ready to go – no one is in the bathroom, etc. If we have courts available, we will get you on early!
 - b. If you are waiting for all players to get there and be ready to play, and match time is approaching, be sure to **submit the line-up BEFORE match time. Penalties start at match time.** Lateness penalties can be found in 2025 Friend at Court.
 - c. TRIPLE CHECK your lineup before submitting. Ensure no players are listed twice and all the names are correct.
 - d. If you are defaulting a line, please tell the site coordinator before turning in your lineup.
4. If your lineup has been submitted and courts are available, your match may be put on earlier than match time.
5. Adhere to the 5-minute warm-up with your opponent. This ensures that the Championship stays on time. If you are concerned 5 minutes is not enough time to warm up, I recommend stretching and warming your body up with movement before your match is sent to the court.
6. **Call the score before every point.**
7. REMEMBER: If you *think* the ball is out, that ball is in.

RECORDING SCORES:

1. Scores should be reported by players from the court on the app. It can be recorded by any of the players on the court.
2. The winning team will turn in the balls to the site coordinator desk – there will be a box for their return.
3. When all scores for a team match have been turned in, the captains of each team will review and confirm scores in the app.

WEATHER:

1. If there are weather rescheduling/communications that need to be made, we will be in contact with you. All communication will happen via the app – expect both emails and texts. Make sure your email and phone number are correct in the app.

2. If there is inclement weather while playing, players may stop play if they feel unsafe.
 - a. If you do stop play due to weather, please put in your score on your court as a rain delay. (See Demo Videos above for instructions on how to do so).
 - b. Do not leave the site if it starts raining unless you are released by the Tournament Director via text/email or the Site Coordinator.

GRIEVANCES:

1. Grievances must be filed by the team captain within 30 min of match
2. There is a \$100 deposit to file.
 - a. The filing fee will be returned if suspension points are assessed to any player.
3. To file, the Captain should ask the volunteer at the Site Desk for the Grievance form and the fill out the form on site. The completed form should be turned in to the Tournament Headquarters ASAP.

INJURIES:

1. **Call 911 for any emergencies.**
2. If a medical timeout is needed, inform the Site Coordinator who will contact the Referee.
 - a. There is a first aid kit at each Site Desk should you need it.

PLAYER/CAPTAIN AMMENITIES (Please share this with your players!):

1. The **captain's gift** will be available all weekend for pick up at the KDI Tournament Store at The Residence Inn – Raleigh Crabtree (host hotel) Thursday-Sunday based on tournament store hours found here: [USTA NC Tournament Store | USTA NC Apparel](#)
2. There will be player gifts for each player as well! Captains, please pick up at the KDI Tournament Store at The Residence Inn – Raleigh Crabtree (host hotel) Thursday-Sunday based on tournament store hours found here: [USTA NC Tournament Store | USTA NC Apparel](#)
3. The **KDI Store**, where you can find tournament merchandise, will be at The Residence Inn – Raleigh Crabtree (host hotel) Thursday-Sunday based on tournament store hours found here: [USTA NC Tournament Store | USTA NC Apparel](#) Orders for pick up can be picked up in store.
4. [Rallies and Racquets](#) will be hosting a pop-up store at Millbrook Exchange Tennis Center! Stop by and visit to shop some great unique tennis gifts on Friday and Saturday.
5. Click [here](#) for a map of the tournament sites, nearby restaurants, pharmacies, etc

GENERAL NOTES:

1. Please review the Championship Procedures listed on the tournament website if you have any questions regarding format of the championship. This championship will adhere to the Championship Procedures and Rules and Regulations of the USTA North Carolina TriLevel Leagues.
2. There will be a LOT of tournament matches this weekend – please be patient with our very busy schedule and adhere to the warmup to help the championship stay on time.
3. Clay courts will not be swept between all matches. This is not feasible and may damage the courts. Each court is scheduled to get swept about two times a day. If players choose to sweep lines before a match, this will be incorporated into their 5-minute warmup.
4. All players and captains are expected to be kind to one another, our volunteers, and our staff.
5. USTA NC Staff will be at Millbrook Exchange Tennis Center Thursday-Saturday from 8AM until the last scores are entered each day (typically around 7 PM) on Thursday, Friday, Saturday, and Sunday!
6. If you have questions, please email the tournament director at allison@nctennis.

THANK YOU FOR CAPTAINING! WE APPRECIATE YOU!!