

# USTA Junior Team Tennis: Getting Started for Coach/Captain

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# USTA Junior Team Tennis: Getting Started for Coach/Captain

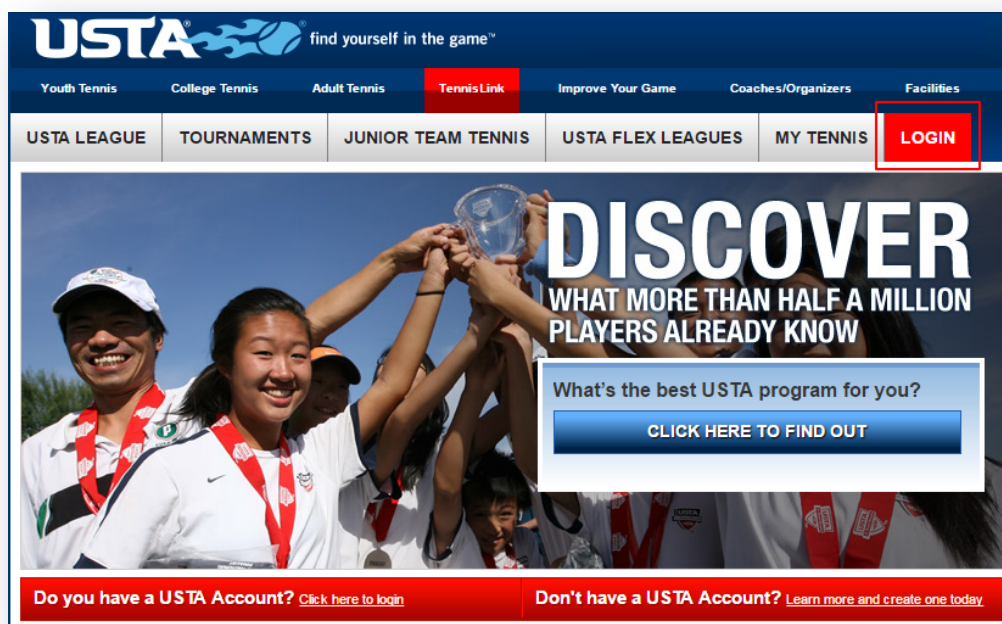
## Team Tennis Overview

This guide will assist new Junior Team Tennis Coaches/Captains in navigating the Junior Team Tennis application on TennisLink in addition to explaining key functions that are used in the course of a season.

## Navigating to Team Tennis

### Log in to Junior Team Tennis Application

Navigate to **TennisLink** Homepage: [tennislink.usta.com](http://tennislink.usta.com)



1 Click Login

2 Enter your **Email Address** or **USTA Account #** and **Password**

**Note:** If your password is not working, please click "I Forgot my Password"

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3 Click **Junior Team Tennis**

## Site Navigation as Coach/Captain

As of October 1, 2013, all USTA Jr. Team Tennis local/area coordinators, coaches/managers and co-managers must be in compliance with USTA Safe Play before they are able to participate. The process involves reading the Youth Protection Policies and Procedures for USTA Jr. Team Tennis, participating in the online training video, and taking a background screen. Local/Area coordinators, coaches/managers and co-managers can begin the process as of August 1. More information will be available August 1.

**Welcome to TennisLink USTA Team Tennis**

Welcome to TennisLink - the United States Tennis Association online support for USTA Team Tennis.

For an overview of the features of the TennisLink Team Tennis Web Site use the following link [Click Here](#). Flash Animation is required.

**My Teams** [Help](#)

The "My Teams" feature allows you to quickly track the activity of your favorite teams without having to enter the team number every time you visit the site. Add as many teams as you wish. Click on Help for instructions.

**Search By Player Name - Find records by player name** [Help](#)

Last Name:  First Name:

Search Type: ☒ Exact Match ☐ Name Starts With

**Find a Youth Progression Level**

Enter a USTA Account #, TT ID or player name

**Search By Team Name - Find records by team name** [Help](#)

Team Name:

Division:

**View Program Stats & Standings**

USTA/Team Tennis Number:

Team Number:

Match Number:

**Join Team Tennis**

**Program Play**

[Register for a Team](#)

[Become a Program Coord](#)

[Become a Coach/Captain](#)

**USTA Membership**

[Join the USTA](#)

[Renew your Membership](#)

**Championships**

[Register a Team](#)

**My Profile**

**Welcome**

[Logout](#)

My Role(s)

1) Coach/Captain

**My Options**

[Score Entry](#)

[Find A Junior Rating Level](#)

[Help Center](#)

[Teams](#)

[Create New Team](#)

[Register Players](#)

Change profile information & role

- **Score Entry:** enter match # to input team scores
- **Teams:** View your team, team #, roster, stats/standings, match schedule(s), etc.
- **Create New Team:** Set up your new team(s) here
- **Register Players:** Allows bulk entry of up to 15 players  
***Note:** You will need the Team Number & Players USTA Account #*

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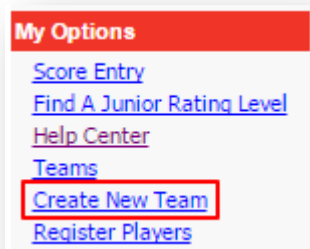
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## Create New Team

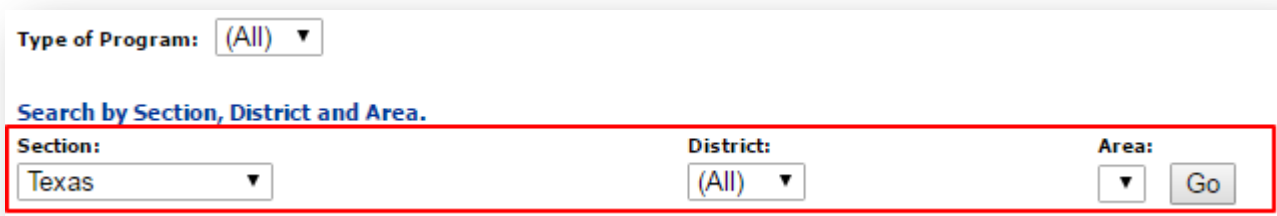
1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab



3. Click **Create New Team** under **My Options**



4. Select your **Section, District, & Area** from dropdown list



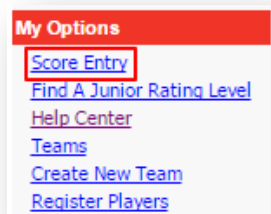
5. Click **Go**
6. Click **Jr** next to desired program
7. Enter **Team Name**
8. Select **Site Facility & Division**
9. Enter **Co-Captain** USTA Account #
10. Click **Get**
  - **Note:** You will not be able to add them if they have not completed the **Safe Play** process
11. Click **Save**

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## Enter Match Score

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** tab
3. Click **Score Entry** under **My Options**



4. Enter **Match Number**, click **Next**

A screenshot of a web form titled 'Enter Match Number:'. It features a text input field for the match number. Below the input field are two buttons: 'Next' and 'Cancel'.

5. Confirm match details are correct, click **Next**

A screenshot of a match details confirmation screen. At the top, it says 'Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016' and 'Flight: 10U Orange Beginner Rookies'. Below this, it lists the teams 'Lost Creek Crushers' and 'Cimarron Bulls' separated by 'Vs.'. A message states 'Scores have not been entered for this match'. At the bottom, there is a prompt: 'If Correct, choose "Next" to continue, if incorrect, select the "Re-enter" button.' Below the prompt are four buttons: 'Next', 'Re-enter', 'Reset Match', and 'PrintScoreCard'. The 'Next' button is highlighted with a red rectangular box.

6. Enter **Date Match Played (mm/dd/yyyy)**
7. Select match players from dropdown list
8. Enter **Winning Team Score**
  - **Note:** Score must be entered from the winner's perspective, ex. 8-4
9. Select winning team into **Winner** dropdown
10. Repeat steps 7-9 for each line

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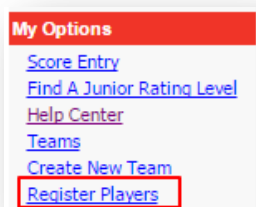
Match #1765050 in 2016 CATA Junior Team Tennis Spring 2016  
Lost Creek Crushers [Team ID:8096289270] Vs. Cimarron Bulls [Team ID:8096289674]  
Date Scheduled: 03/06/2016 1:00 PM Date Match Played(mm/dd/yyyy):  
Match Win Criteria: Individual Matches won

Lost Creek Crushers*	Cimarron Bulls	Winning Team Score	Result/Winner
#1 Singles - Scoring Format: Short Set (4 Games)			
			Result: Completed Winner:

11. Click **Next** to confirm scores

## Bulk Player Registration

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab
3. Click **Register Players** under **My Options**



4. Enter **Team Number**
5. Enter player's **USTA Account** number

	Team Number	USTA Account		
1 .	<input type="text"/>	<input type="text"/>	<a href="#">Don't have a USTA Account?</a>	<a href="#">Remove</a>
2 .	<input type="text"/>	<input type="text"/>	<a href="#">Don't have a USTA Account?</a>	<a href="#">Remove</a>
3 .	<input type="text"/>	<input type="text"/>	<a href="#">Don't have a USTA Account?</a>	<a href="#">Remove</a>
4 .	<input type="text"/>	<input type="text"/>	<a href="#">Don't have a USTA Account?</a>	<a href="#">Remove</a>
5 .	<input type="text"/>	<input type="text"/>	<a href="#">Don't have a USTA Account?</a>	<a href="#">Remove</a>

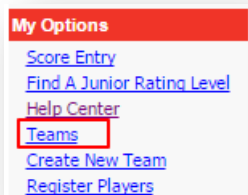
- **Note:** Click on + **Add More Players** to register up to 15 players at a time

6. Click **Submit** when done
7. Follow prompts to checkout page

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## Find Team Schedules, Rosters, Stats and Standing & Blank Scorecards

1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab
3. Click **Teams** under **My Options**



4. Click **paper** icon next to team
5. Choose desired function
  - **Team Summary**
  - **Match Summary**
  - **Match Schedule**
  - **Player Roster**
  - **Blank Scorecard**

### USTA Team Tennis Reports - Team Level

Team	USTA Section	District/Area	Program
Lost Creek Crushers	TEXAS	TEXAS/AUSTIN	<a href="#">CATA Junior Team Tennis Spring 2016</a>
Team Summary Match Summary Match Schedule Player Roster Blank Scorecard			

## Reading a Team Schedule

Match Schedule By Team									
USTA Section		USTA District		Division/Local Program			Flight Name		
Texas		Texas		CATA Junior Team Tennis Spring 2016			10U Orange Beginner Rookies		
Match ID	Schedule Date	Schedule Time	Home Team	Coach/Captain Phone	CoCaptain Phone	Visiting Team	Coach/Captain Phone	CoCaptain Phone	Facility / Match Site
<a href="#">1765048</a>	02/28/2016	12:00 noon	<a href="#">Georgetown Orange</a>	Reagan R. Willman		<a href="#">Lost Creek Crushers</a>	Chad Loup	Kathryn A. Stelzer	Georgetown Country Club
<a href="#">1765057</a>	03/06/2016	7:00 pm	<a href="#">Lost Creek Crushers</a>	Chad Loup	Kathryn A. Stelzer	<a href="#">Cimarron Bulls</a>	Garrett Pekar		Lost Creek Country Club
<a href="#">1765057</a>	04/10/2016	2:00 pm	<a href="#">Caswell Orange Fireballs</a>	Katie O'Riley		<a href="#">Lost Creek Crushers</a>	Chad Loup	Kathryn A. Stelzer	Caswell Tennis Center
<a href="#">1765053</a>	04/17/2016	1:00 pm	<a href="#">Lost Creek Crushers</a>	Chad Loup	Kathryn A. Stelzer	<a href="#">Polo Orange</a>	Kolby Kilgo		Lost Creek Country Club

Match ID

Match Date & Time

Opponent Team Name & Captain Info

Match Location

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## USTA Safe Play

### Overview

The United States Tennis Association is committed to making every tennis experience an enjoyable and memorable one. To do so we rely on the thousands of dedicated volunteers, coaches, officials, members, independent contractors, consultants and staff who contribute in their way to each event or program.

To ensure a safe and fun environment for all participants, the USTA has developed "Safe Play." Safe Play embodies the USTA's commitment to respect and safety for every individual participating in a USTA event or program through the use of screening, education and reporting tools.

The USTA expects individuals to adhere to Safe Play policies and standards, as well as all other USTA policies, procedures, and practices and applicable external laws and regulations.

Safe Play consists of the following five requirements and standards:

1. Conduct, Policies & Guidelines
2. USTA Background Screening
3. Education & Training
4. Reporting Misconduct, Maltreatment or Violations of Safe Play
5. Grassroots Engagement & Communication

### Process

The three steps outlined below must be fulfilled to be eligible to serve as a Junior Team Tennis coach/manager, co-manager or local/area coordinator.

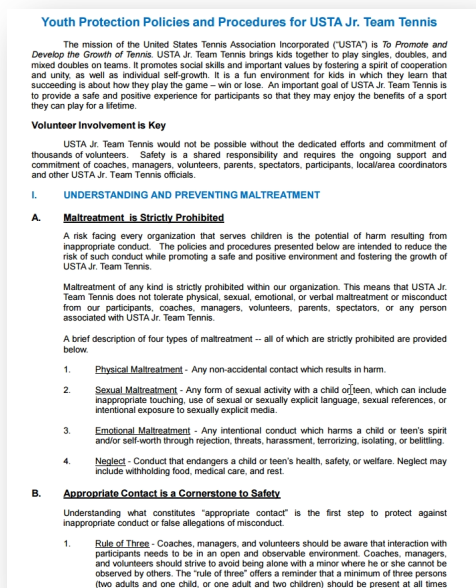
11. [Read the Youth Protection Policies and Procedures for USTA Junior Team Tennis](#)
12. [Complete the online training module](#)
  - **Note:** You will be required to create a TEAM USA account and the training will should take you about 30 minutes to complete.
13. [Complete Background Screen Application](#)
  - **Note:** In the application, you will be required to certify and affirm that you have successfully completed (1) and (2) above. The USTA has retained the services of an independent third party, the National Center for Safety Initiatives (NCSI), to conduct background screenings of all applicants.
  - **Note:** If you or your USTA Junior Team Tennis team resides in the State of Pennsylvania, you are required to meet additional, state-mandated screening requirements. Please visit [www.usta.com/safeplay/pennsylvania](http://www.usta.com/safeplay/pennsylvania) for more information.
  - **Note:** Once you submit your application, you will receive your NCSI Applicant ID. You will need this number to check the status of your background screen as well as when logging onto TennisLink for the first time.



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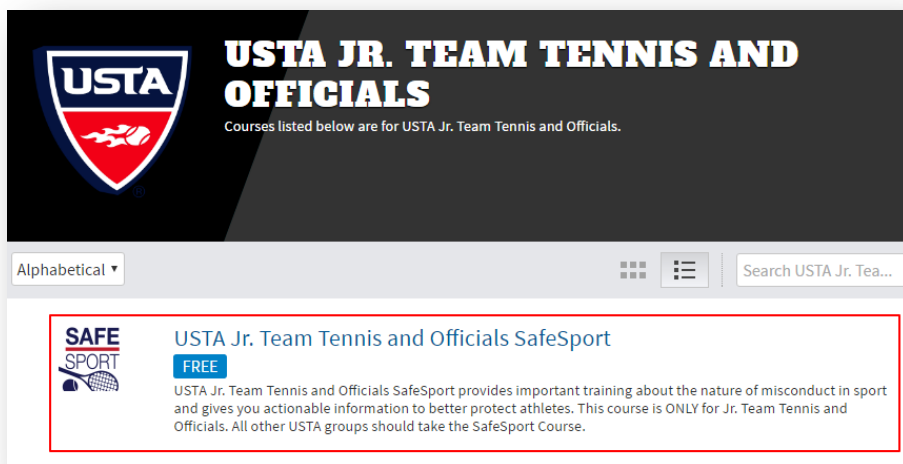
## Step 1: Read the Youth Protection Policies and Procedures

Link: [Youth Protection Policies and Procedures for USTA Jr. Team Tennis](#)



## Step 2: Complete the Online Training Module

Link: [USTA Jr. Team Tennis and Officials SafeSport](#)



# USTA Junior Team Tennis: Getting Started for Coach/Captain

## Step 3: Complete the NCSI Background Screen Application

1. Navigate to [usta.com/safeplay](http://usta.com/safeplay)
2. Click **Safe Play Process For Jr. Team Tennis**



3. Click **Please begin your background screen through NCSI under Step 3**

**Step 3: Complete Your Background Screen Application.** In the application, you will be required to certify and affirm that you have successfully completed (1) and (2) above. The USTA has retained the services of an independent third party, the National Center for Safety Initiatives (NCSI), to conduct background screenings of all applicants. [Please begin your background screen through NCSI.](#) **NOTE:** If you or your USTA Junior Team Tennis team resides in the State of Pennsylvania, you are required to meet additional, state-mandated screening requirements. Please visit [www.usta.com/safeplay/pennsylvania](http://www.usta.com/safeplay/pennsylvania) for more information.

Once you submit your application, you will receive your NCSI Applicant ID number on the screen. You will need this number to check the status of your background screen (see (a) below) as well as when you login to TennisLink for the first time.

4. Answer questions on NCSI form

**Note:** Answer YES to “Are you a USTA member in good standing?”, this will display additional fields so you may enter your **USTA Account #, Last Name, and Date of Birth**

A screenshot of the "BACKGROUND SCREENING REGISTRATION FOR JUNIOR TEAM TENNIS" form. The form has the USTA Junior Team Tennis logo on the left and right. It contains several questions with radio button options: "Is this your first time using NCSI for a background screen?" (Yes/No), "Do you have a valid U.S. Social Security Number?" (Yes/No), and "Are you a USTA member in good standing?" (Yes/No). The "Yes" option for the last question is selected. Below these questions is a section titled "Please enter your information below for USTA membership validation" which includes input fields for "Member Number", "Last Name", and "Date of Birth" (formatted as mm/dd/yyyy). A red arrow points to the "Are you a USTA member in good standing?" question, and another red arrow points to the "Date of Birth" field.

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## 5. Complete Identity Information Form

\*Legal First Name:

Legal Middle Name:

\*Legal Last Name:

\*Re-Enter Last Name:

Legal Suffix:

\*This has been your legal name since:

\*Are there any other legal names you are or were known by? (Minimum 5 year history)

\*Social Security Number:  -  -

\*Re-Enter SSN:  -  -

\*Date of Birth

\*Re-Enter Date of Birth

\*Gender ☐ Male ☐ Female

\*Daytime Phone: (US Only) (  )  -

Your email address is important to us. NCSI communicates primarily via email. Providing this information accurately will greatly expedite our communication with you.

\* Email Address:  [Don't have one?](#)

\*Re-Enter Email Address:

\*Are you providing services to a USTA Junior Team Tennis Team in the state of Pennsylvania?

☒ No ☐ Yes

## 6. Upload state issued verification such as **Valid US State Driver's License, Passport, State ID, or Birth Certificate**

**Note:** This step is initially optional, however NCSI may request ID verification if there is missing/different data regarding your name or date of birth entered at the time of registration compared to the information NCSI obtains from their data providers.

**Applicant Verification Upload Documents**

Often NCSI will need to obtain a state issued ID to complete your screen. You can choose to upload an ID now which may expedite the processing of your screen (recommended), or wait until a request is made. If you choose to upload an ID now, please submit a copy of your valid state/government issued ID. You can submit your ID via Secure Upload using a: .jpg, .pdf, .bmp, .gif, .tiff, or .png format. Please make sure the document is readable before uploading it. The file size cannot be larger than 2 MB (megabytes).

- Valid US State Driver's License
- Passport
- State ID (for individuals who do not have a valid driver's license)
- Birth Certificate (only if other IDs have not been issued such as a minor with no driver's license.)

**Why does NCSI request ID verification?**

An ID verification is requested if there is missing/different data regarding your name or date of birth entered by you at the time of registration compared to information NCSI obtains from our data providers. It is imperative that a full legal name (as stated on a valid state/government issued ID) and correct date of birth are used during the screening process. Your ID will help NCSI confirm that information has been submitted correctly and searches are conducted accurately.

No file chosen

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7. **Upload File** then click **Continue** or **Continue without Uploading**
8. Complete **Residential Address Information** page

**Residential Address Information** \* Indicates a required field

This program requires a minimum 5 year address history. Please fill out the following address information completely. Please enter all residential addresses that relate to you for the required time period. Use the "Enter Additional Addresses" link as needed.

Current Physical Street Address

(No PO Box please, if you have a PO Box, please choose 'No' this is not your mailing address)

\*Country:

\*Street Address:

Apt. Number:

\*City, \*State, \*Zip

\*County

\*From Year:

\*Is the above address also your current mailing address? ☐ Yes ☐ No

[Enter Additional Addresses](#)

9. Click **Continue**
10. Complete **Criminal History Information**

**Criminal History Information** \* Indicates a required field

\*Please answer all of the following questions regarding your criminal history.

Note: An answer of yes to any of the following questions will require details concerning where and when the incident occurred and may result in your disqualification.

Have you ever been convicted, or do you have a pending charge, of a violent felony? ☐ Yes ☐ No

Have you ever been convicted, or do you have a pending charge of a non-violent felony within the past 15 years? ☐ Yes ☐ No

Have you ever been convicted, or do you have a pending charge, of any lesser crime involving force or threat of force? ☐ Yes ☐ No

Have you ever been convicted, or do you have a pending charge of any lesser crime in which sexual relations is an element, including "victimless" crimes of a sexual nature (including pornography, indecent exposure, etc)? ☐ Yes ☐ No

Have you ever been convicted, or do you have a pending charge, of any lesser crime involving controlled substances (not paraphernalia or alcohol) within the past 10 years? ☐ Yes ☐ No

Have you ever been convicted, or do you have a pending charge, of a lesser crime involving cruelty to animals within the last 15 years? ☐ Yes ☐ No

Are you a sex offender registrant? ☐ Yes ☐ No

Have you ever been convicted, or do you have a pending charge, of any lesser crime involving harm to a minor within the last 10 years? ☐ Yes ☐ No

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11. Click **Continue**

12. Review **Identity Information, Address Information, and Criminal History Information** for accuracy

**Note:** *Incomplete and/or incorrect information may result in the need for you resubmit your background screening and cause delays in processing*

13. Check box at bottom of page

- **Note:** *Checking this box indicates you agree that all information on the application is true and complete*

The screenshot displays a web form titled "IDENTITY INFORMATION", "ADDRESS INFORMATION", and "CRIMINAL HISTORY INFORMATION". Each section has a "Modify" button. The "IDENTITY INFORMATION" section includes fields for Legal Name, Social Security Number, Date of Birth, Gender, Phone, and Email Address. The "ADDRESS INFORMATION" section includes a field for Current Address. The "CRIMINAL HISTORY INFORMATION" section includes a statement "All criminal history questions were answered" and a checkbox with the text "By checking this box, I agree that all of my information on this application is true and complete." The checkbox is highlighted with a red border. At the bottom of the form are "Continue" and "Back" buttons.

14. Click **Continue**

15. Complete **Electronic Signature**

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Electronic Signature

I understand that by typing my name and last four digits of my social security number and by clicking on the "I ACCEPT" box, and clicking on the submit button below, that I am electronically signing the "Consent to Use Electronic Signatures", and the "Consent to Receive Electronic Communications" set forth above. I understand that my electronic signatures will be binding as though I had physically signed these documents by hand. I agree that a printout of this authorization may be accepted with the same authority as the original.

First Name:

Last Name:

Last 4 of SSN:

☐ I accept

☐ I do not accept

16. Click **Submit**

17. Complete **Release and Hold Harmless Agreement**

**Release and Hold Harmless Agreement**

I do for myself, my heirs, executors and administrators, hereby remise, release, and forever discharge and agree to indemnify National Center for Safety Initiatives, LLC and UNITED STATES TENNIS ASSOCIATION-JUNIOR TEAM TENNIS, each of their officers, directors, employees, volunteers and agents and hold them harmless from and against any and all causes of action, including but not limited to: suits, liabilities, costs, debts, and sums of money, claims, and demands whatsoever, at law or in equity, and any and all related attorney's fees, court costs, and other expenses resulting from the screening of my background in connection with my application for a Position.

Electronic Signature for Release and Hold Harmless Agreement

I understand that by typing my name and last four digits of my social security number and by clicking on the "I ACCEPT" box, and clicking on the submit button below, that I am electronically signing the Release and Hold Harmless Agreement as described above. I understand that my electronic signatures will be binding as though I had physically signed these documents by hand. I agree that a printout of this authorization may be accepted with the same authority as the original.

First Name:

Last Name:

Last 4 of SSN:


☐ I accept

☐ I do not accept

18. Click **Submit**


**Note:** Do not click or refresh, you need to allow the site to fully process the request

Please be patient while we process your request.  
Clicking back or refresh will not stop or speed up the processing of your request!



power by Symantec  
ABOUT SSL CERTIFICATES

This site chose VeriSign SSL  
for secure e-commerce and  
confidential communications.



PAYMENTS BY PayPal

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## 19. Copy **Applicant ID Number** from **Background Screening Confirmation** page

**Background Screening Confirmation**

Your background screening information has been submitted for processing. Please print this page and keep it for your records.

Applicant ID Number: **10714-0001-0710-0001**

**IMPORTANT - STATUS INFORMATION!!**

The background screening process generally takes 10 business days to complete. During that time, it is common for NCSI to have questions or need information from you in the course of the background screening process. You will be contacted via e-mail at the address you provided. Additionally, please log in to our secure online 'Applicant Status Check' tool by going to [www.ncsisafe.com](http://www.ncsisafe.com) and clicking on 'Applicant Login' in the left hand menus regularly to check the status of your background screening. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization. Failure to respond to our requests for additional information may result in a RED LIGHT determination.

[NCSI Home](#)