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

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_Last Edited: 09/07/2016_
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

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”
usta junior team tennis: getting started for coach/captain

become a junior team tennis coach/captain

1. navigate to junior team tennis homepage
2. scroll down to bottom of page, click become a coach/manager
3. complete coach/captain form
   • note: if you have a membership or team tennis number, enter it and click get to pull up your existing account information
4. choose and confirm password
5. click submit
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- **Note:** If you did not have an existing account, the system will assign you a unique Junior Team Tennis ID number. You will use this number to login and access your team(s) moving forward.

- **Note:** USTA requires that all Coach/Captains comply with the Youth Protection Policies and Procedures for USTA Junior Team Tennis by completing a background screening through National Center for Safety Initiatives (NCSI) website. Once your background check screening is completed, write down your assigned **16-digit applicant ID**. You will need to use this number during your initial login to TennisLink.

Site Navigation as Coach/Captain

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

![USTA Junior Team Tennis Tab](image)

3. Click Create New Team under My Options

![Create New Team Option](image)

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

![Search by Section, District and Area](image)

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
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

* 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

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

### Reading a Team Schedule

<table>
<thead>
<tr>
<th>Match ID</th>
<th>Schedule Date</th>
<th>Schedule Time</th>
<th>Home Team</th>
<th>Opponent Team Name &amp; Captain Info</th>
<th>Match Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>175053</td>
<td>02/23/2016</td>
<td>12:00 noon</td>
<td>Georgetown Crushers</td>
<td>Kathryn A. Stober</td>
<td>Lost Creek Country Club</td>
</tr>
<tr>
<td>175055</td>
<td>03/05/2016</td>
<td>1:00 pm</td>
<td>Lost Creek Crushers</td>
<td>Chad Loup</td>
<td>Lost Creek Country Club</td>
</tr>
<tr>
<td>175057</td>
<td>03/10/2016</td>
<td>2:00 pm</td>
<td>Cinnabar Tennis</td>
<td>Katie O'Leary</td>
<td>Lost Creek Country Club</td>
</tr>
<tr>
<td>175057</td>
<td>03/17/2016</td>
<td>1:00 pm</td>
<td>Lost Creek Crushers</td>
<td>Chad Loup</td>
<td>Lost Creek Country Club</td>
</tr>
</tbody>
</table>

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

5. Confirm match details are correct, click Next

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
11. Click **Next** to confirm scores

**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 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.

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](#)
Step 3: Complete the NCSI Background Screen Application

1. Navigate to 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 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.

5. Complete Identity Information Form

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.

7. Upload File then click Continue or Continue without Uploading

8. Complete Residential Address Information page

9. Click Continue

10. Complete Criminal History Information
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
14. Click Continue

15. Complete Electronic Signature

16. Click Submit

17. Complete Release and Hold Harmless Agreement

18. Click Submit

*Note: Do not click or refresh, you need to allow the site to fully process the request*
19. Copy Applicant ID Number from Background Screening Confirmation page
Link Background Screening to TennisLink Account

You will need to input your 16-digit NCSI code either upon login, trying to create a team or when trying to become a coach/captain. Please follow the steps below to successfully link your background screening to your account:

1. Login to Team Tennis Homepage
2. Under My Profile, select COACH/CAPTAIN role
   • Note: If this role is not available, you will want to scroll up and click the BECOME A COACH/CAPTAIN link under Program Play. If you need additional help, contact your Program Coordinator.
3. Under My Options, click CREATE NEW TEAM
4. Input Section/District/Area information
5. Click GO
6. Click JR link next to any Program
7. Input 16-digit **NCSI Applicant ID** without dashes
8. Click **SUBMIT**

- **Note:** If you encounter any issues while trying to link your screening to your account. Please reach out to Linkteam at linkteam@usta.com