

USTA Junior Team Tennis: Getting Started for Coach/Captain

Table of Contents

Team Tennis Overview	2
Navigating to Team Tennis	2
Log in to Junior Team Tennis Application	2
Become a Junior Team Tennis Coach/Captain	3
Site Navigation as Coach/Captain	4
Create New Team	4
Bulk Player Registration	6
Find Team Schedules, Rosters, Stats and Standing & Blank Scorecards	6
Reading a Team Schedule	7
Enter Match Score	8
USTA Safe Play	9
Overview	9
Process	9
Step 1: Read the Youth Protection Policies and Procedures	10
Step 2: Complete the Online Training Module	10
Step 3: Complete the NCSI Background Screen Application	11
Link Background Screening to TennisLink Account	17

USTA Junior Team Tennis: Getting Started for Coach/Captain

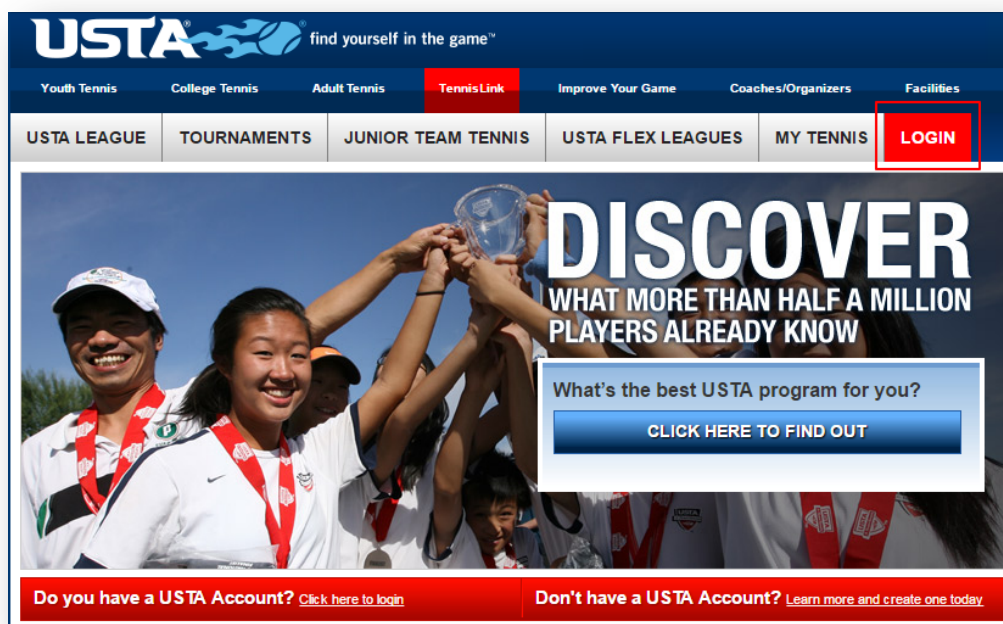
Team Tennis Overview

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.

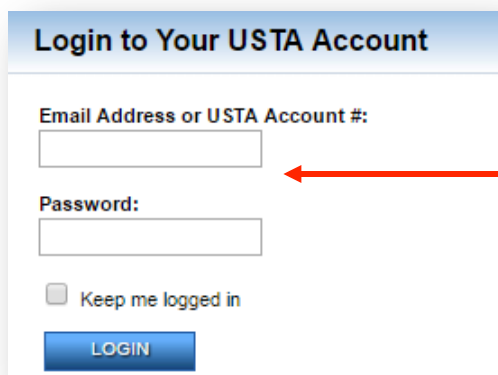
Navigating to Team Tennis

Log in to Junior Team Tennis Application

Navigate to **TennisLink** Homepage: tennislink.usta.com



1 Click **Login**



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

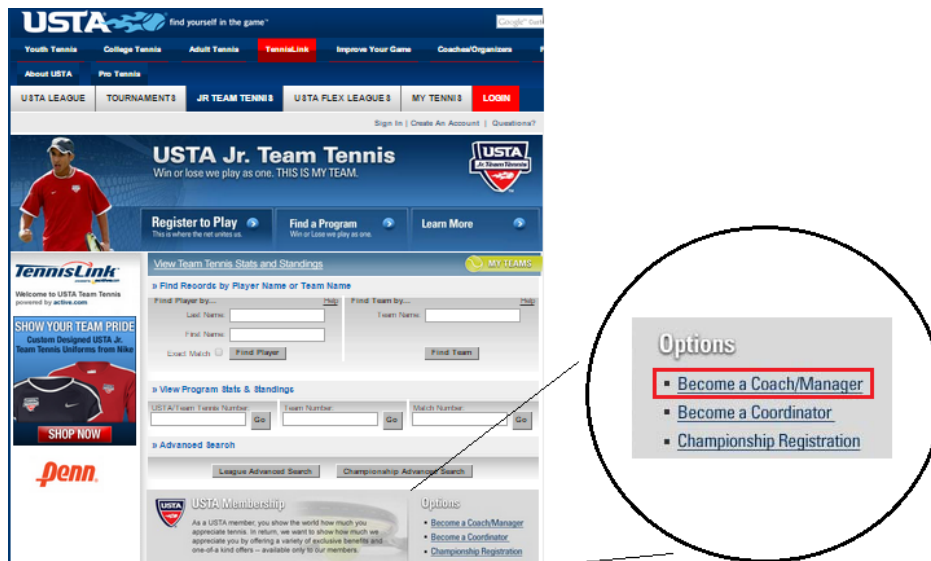
Note: If your password is not working, please click "I Forgot my Password"

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**

USTA Junior Team Tennis: Getting Started for Coach/Captain

- **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

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 #

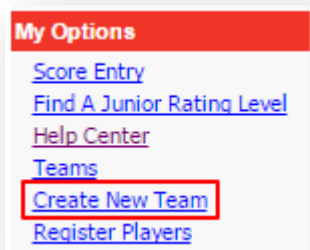
Create New Team

USTA Junior Team Tennis: Getting Started for Coach/Captain

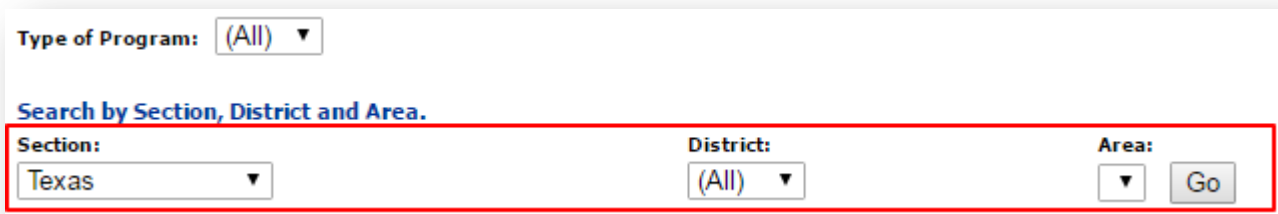
1. Login to **TennisLink Team Tennis Homepage**
2. Click **Junior Team Tennis** Tab



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



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

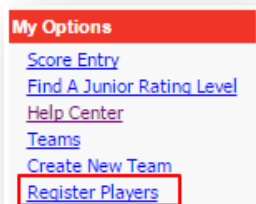
The image shows a search form with the title 'Search by Section, District and Area.' Below the title are three dropdown menus: 'Section:' with 'Texas' selected, 'District:' with '(All)' selected, and 'Area:' with a dropdown arrow. To the right of the 'Area:' dropdown is a 'Go' button, which is highlighted with a red box.

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**

USTA Junior Team Tennis: Getting Started for Coach/Captain

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			
	☒ AutoFill				
1 .			Don't have a USTA Account?		Remove
2 .			Don't have a USTA Account?		Remove
3 .			Don't have a USTA Account?		Remove
4 .			Don't have a USTA Account?		Remove
5 .			Don't have a USTA Account?		Remove

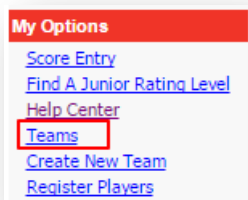
- **Note:** Click on + **Add More Players** to register up to 15 players at a time

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**

USTA Junior Team Tennis: Getting Started for Coach/Captain



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	CATA Junior Team Tennis Spring 2016
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
1765048	02/28/2016	12:00 noon	Georgetown Orange	Reagan R. Willman		Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Georgetown Country Club
1765051	03/06/2016	1:00 pm	Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Cimarron Bulls	Garrett Pekar		Lost Creek Country Club
1765057	04/10/2016	2:00 pm	Caswell Orange Fireballs	Katie O'Riley		Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Caswell Tennis Center
1765053	04/17/2016	1:00 pm	Lost Creek Crushers	Chad Loup	Kathryn A. Stelzer	Polo Orange	Kolby Kilgo		Lost Creek Country Club

Match ID

Match Date & Time

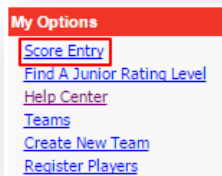
Opponent
Team Name &
Captain Info

Match
Location

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**

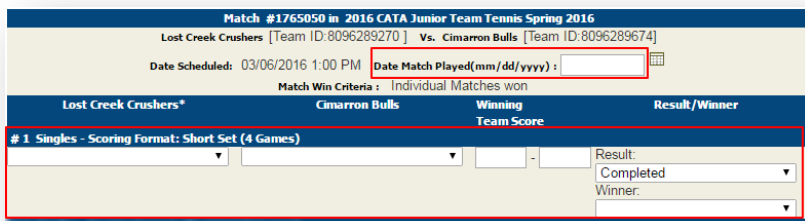
A screenshot of a web form titled 'Enter Match Number:'. It features a text input field and two buttons: 'Next' and 'Cancel'.

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 'Lost Creek Crushers' vs. 'Cimarron Bulls'. A message states 'Scores have not been entered for this match'. At the bottom, it says 'If Correct, choose "Next" to continue, if incorrect, select the "Re-enter" button.' and has 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

USTA Junior Team Tennis: Getting Started for Coach/Captain



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.

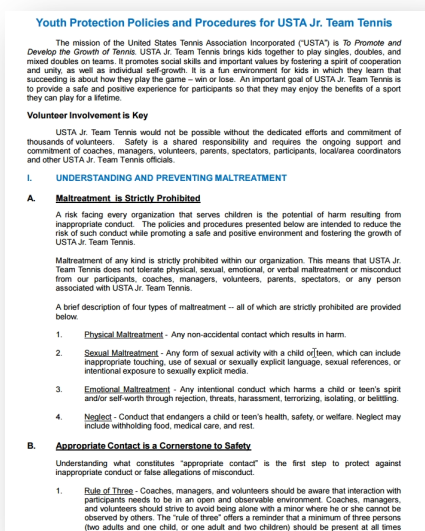
11. [Read the Youth Protection Policies and Procedures for USTA Junior Team Tennis](#)
12. [Complete the online training module](#)
 - **Note:** You will be required to create a TEAM USA account and the training will should take you about 30 minutes to complete.
13. [Complete Background Screen Application](#)

USTA Junior Team Tennis: Getting Started for Coach/Captain

- **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

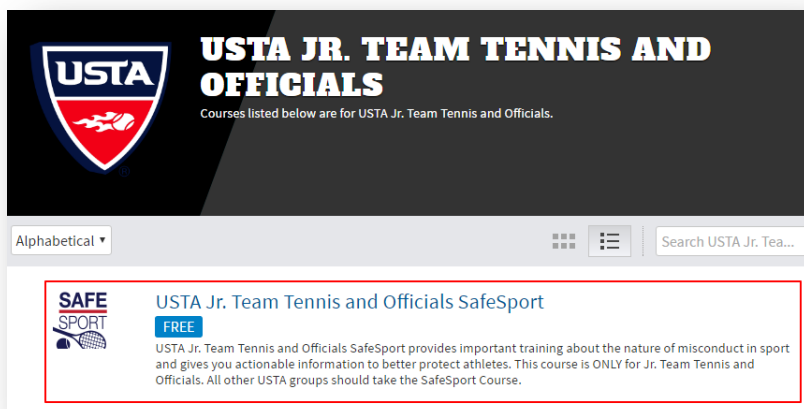
Link: [Youth Protection Policies and Procedures for USTA Jr. Team Tennis](#)



Step 2: Complete the Online Training Module

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

USTA Junior Team Tennis: Getting Started for Coach/Captain



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.

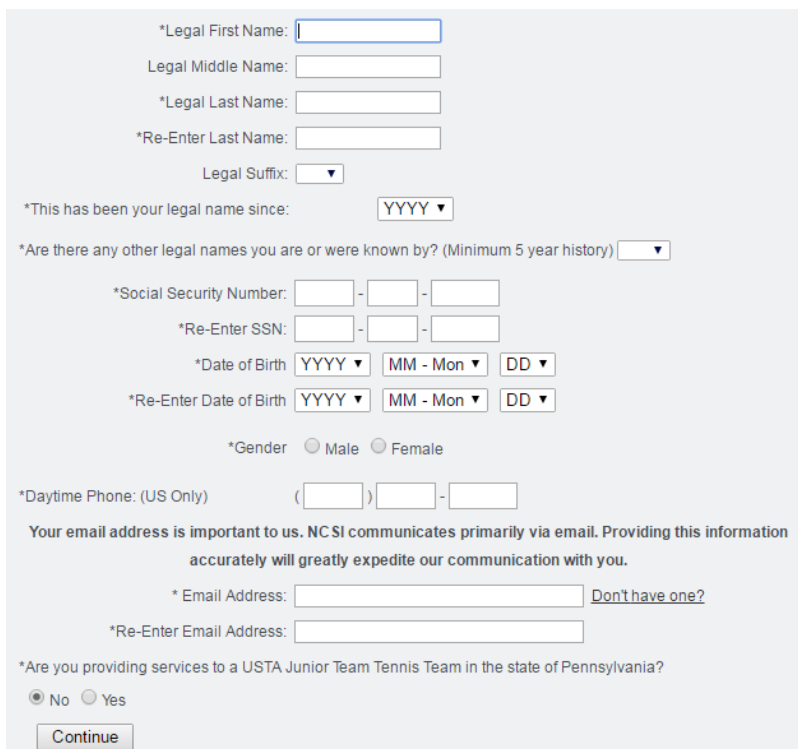
4. Answer questions on NCSI form

USTA Junior Team Tennis: Getting Started for Coach/Captain

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**

USTA Junior Team Tennis: Getting Started for Coach/Captain

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, .tif, 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

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**

USTA Junior Team Tennis: Getting Started for Coach/Captain

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

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*

IDENTITY INFORMATION

Legal Name

Social Security Number

Date of Birth

Gender

Phone

Email Address

ADDRESS INFORMATION

Current Address

CRIMINAL HISTORY INFORMATION

All criminal history questions were answered

☐ By checking this box, I agree that all of my information on this application is true and complete.

USTA Junior Team Tennis: Getting Started for Coach/Captain

14. Click **Continue**

15. Complete **Electronic Signature**

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:

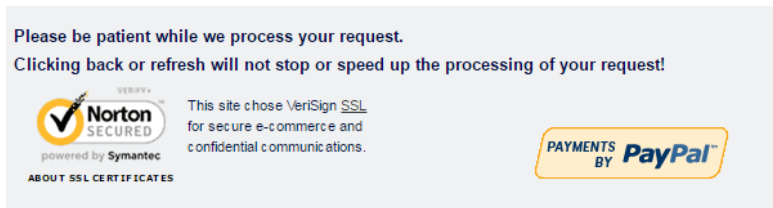
☐ I accept

☐ I do not accept

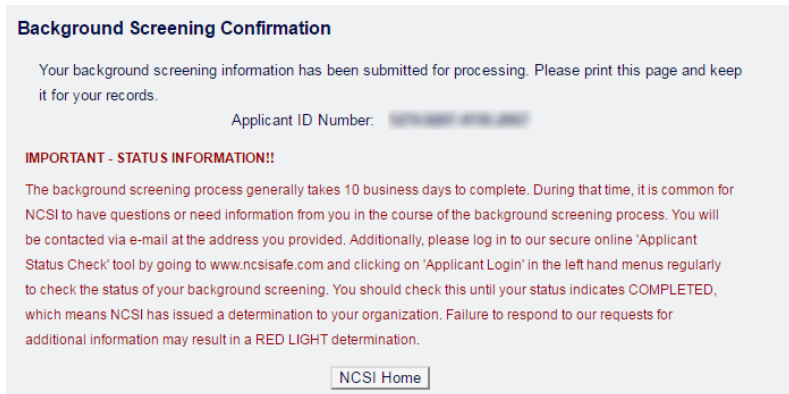
18. Click **Submit**

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

USTA Junior Team Tennis: Getting Started for Coach/Captain



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

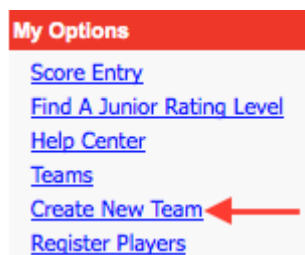


USTA Junior Team Tennis: Getting Started for Coach/Captain

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**

>> Create Team (Find a Program)

To Create a Team, search for a USTA Team Program in your area.
Enter your search criteria below and click the 'Go' button.

Type of Program: (All)

Search by Section, District and Area.

Section:

Caribbean

District:

(All)

Area:

Go

Or Search by City, State and Zip.

City:

State:

Alabama

Zip:

Go

6. Click **JR** link next to any Program

USTA Junior Team Tennis: Getting Started for Coach/Captain

>> Create Team (Select a Program)

[<< Back](#)

Note: Only Programs that are still open for Registration, Allow online Team Creation and do not have any Scheduled Matches will be available for Team Creation.

Rows (1 to 5) of 5						
Type	Program Name	Registration Begins	Registration Ends	Section	District	Area
Jr	Carnaval 10 under	01-01-2016	12-31-2016	Caribbean	Puerto Rico	Youth Team Tennis
Jr	Carnaval 12 under	01-01-2016	12-31-2016	Caribbean	Puerto Rico	Youth Team Tennis
Jr	School Team Tennis Corozal	01-01-2016	12-31-2016	Caribbean	Puerto Rico	Community Team Tennis
Jr	USTA Jr. Team Tennis	01-01-2016	04-01-2016	Caribbean	Puerto Rico	Community Team Tennis
Jr	USTA Jr. Team Tennis-Advanced	01-01-2016	04-04-2016	Caribbean	Puerto Rico	Community Team Tennis

7. Input 16-digit **NCSI Applicant ID** without dashes
8. Click **SUBMIT**

USTA Safe Play

We're sorry, but we are having difficulty confirming that **your** background screening information has been processed.

If you already have completed the background screening process pursuant to our policy and have received a green light, please enter your Applicant ID Number emailed from NCSI:

In order to be eligible to move forward as a Jr. Team Tennis Coach/Captain, you are required to comply with the Youth Protection Policies and Procedures for USTA Jr. Team Tennis. For next steps in this process, please [click here](#).



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