



SWG JTT Parent Captain's Packet

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SWGJTT offers an organized format of match play for Junior players in Mitchell, Decatur, Thomas, Tift, Lowndes and Colquitt County.

mitchellcountytennis.com

Summary of Duties

Team shirts will be sent to you for distribution. Please verify correct shipment by comparing packing slip against shirts ordered and received.

Create a Captain's contact list. Log into TennisLink (<http://teamtennis.usta.com>) and view match schedule. Click on the Team Coach/Captain Report link and you will be provided Captain's name and phone number. As a courtesy, contact your host tennis facility 2 days before a scheduled match to exchange any necessary information such as, another parent will be acting captain and provide contact information, or any change in contact information, directions to facility.

Distribute Summer Rules and Regulations to team. **It is helpful for the children to have Rules and Regulations in their tennis bags in the event they need assistance. Junior players are to do their best to resolve any questions amongst themselves while on court. If they need assistance they are to check with their Parent Captains or Court Supervisor, not anyone else courtside.

Distribute Season schedule and verify player availability. If there is a match date a player is not available, please provide this information to your community contact. This information is critical to create the line-up and ensure equal amount of play for players.

Organize snacks/drink schedule if you would like snacks for your team.

Day of the match, check in with SWGJTT Coordinator and introduce yourself to the opposing Parent Captain and exchange line ups. Check court posting for court assignments. Record individual match scores upon completion.

If you are the HOME team, you will need to report scores through TennisLink within 48 hours. If you are the AWAY team, please verify reported scores.

Then on to the next Scheduled Tournament Event Day!

Captains/Coaches Duties

PRE-SEASON

- Register as a Coach/Manager with TennisLink.
- Manage Team through TennisLink. (Create Team ID Number; enter scores, reports, etc.)
- Try to get a “Team Mom or Team Dad” to bring drinks or snacks and help with transportation or carpooling.
- Promote team spirit. Have players wear their Team shirts on match days.
- Establish practice days.
- Teams are responsible for its own transportation. It is recommended to try to recruit parents to handle carpooling to practices and matches.

PRACTICE

- Establish days and location for practices.
- Communicate fees and schedules to parents and children.
- Establish rules for safety at practices. (No swinging racquets, etc.)
- Begin practice sessions.
- Distribute simple rules of tennis to the players.
- Consider recruiting other parents to help you with your teams.
- Teach your players how to play **no-ad scoring** and a **tiebreak**.
- Try different doubles teams.

MATCHES

- Encourage good sportsmanship and appreciation for teammates and coaches.
- Require your players to shake hands with each other after the match.
- Advise the parents that there will be no coaching.
- Build their confidence. Have your player’s look and act like tennis players.
- Consider a “buddy” system on the day of matches-using a player that is not playing that day to watch and cheer the “buddy” on. Be sure you teach the etiquette of tennis to spectators and players.
- Parent Captains may assist players on the **beginner teams only during the initial practice matches**. If the players are having a problem with scoring or tiebreakers, both captains from the teams can assist. Please do not sit on the court. Please do not give strategy advice to the players. Only help with a specific problem the players may be having.
- Only coaches/captains can coach their players during changeovers.

POST MATCH

- Home team should enter scores on TennisLink and the visiting team should confirm the scores. Please get the scores in ASAP so that standings can be determined.

Online Instructions for [TENNISLINK](#)

The JTT program utilizes Internet applications for USTA membership and team management through TennisLink. TennisLink is a powerful application allowing Captains to create teams, view schedules, enter scores and generate reports, and Parents/Players to register on their teams, pay fees, and view their progression throughout the season online. **Be sure to bookmark the Jr. TennisLink website for future use.

Team Reports

- 1) Go to Jr. TennisLink, teamtennis.usta.com.
- 2) Log in by clicking on "Coach/Coordinator Sign In" just above the USTA Jr. Team Tennis Logo.
- 3) Enter USTA #or Coach/Captain #, and Password, and select **Logon**
- 4) On the right side of the page, under "My Options", select **Teams**
- 5) On the far right side of your team information, click on the **icon**

From here you can, you can view:

Team Summary - contains players, team standings and team matches

Match Summary - includes match schedule along with results*

Match Schedule - includes schedule along with captains' phone number

Player Roster – includes players' names, address, phone number, etc.

To Enter Or Confirm Scores

Helpful Hints

Match ID Numbers

You will need match numbers for score entry and score confirmation. Print a "Match Summary" report, which lists your matches along with their ID numbers. Save this for reference throughout the season.

Scorecards

If while in Match Summary, or Match Schedule you click on a match ID number, you can print a blank scorecard for the designated match. This blank scorecard will list the names of all registered players on both the home and visiting teams. Take this to the match for recording scores.

To Enter Scores

You will need:

Match number (*Hint*: Print a "Match Summary" report, which lists your match ID numbers. Save this for reference throughout the season.)

Scores from match

- 1) Go to Jr. TennisLink, teamtennis.usta.com.
- 2) Log in by clicking on "Coach/Coordinator Sign In" just above the USTA Jr. Team Tennis Logo.
- 3) Enter USTA number or Team Tennis number of captain, and Password, and select **Logon**

- 4) On the right side of the page, under “My Options”, select **Score Entry**
- 5) Enter the match number, select **Next**
- 6) Verify it’s the correct match for which you wish to enter scores, select **Next**
- 7) Scorecard: Enter the date the match was played. Select players in each position from the drop down list and enter scores;
- 8) Click **Next**.
- 9) Verify information entered is correct. If accurate, click **Finish**.

To Confirm Scores

You will need:

Match number (*Hint: Print a “Match Summary” report, which lists your match ID numbers. Save this for reference throughout the season.*)

Scores from match

- 1) Go to Jr. TennisLink, teamtennis.usta.com.
- 2) Log in by clicking on “Coach/Coordinator Sign In” just above the USTA Jr. Team Tennis Logo.
- 3) Enter USTA number or Team Tennis number of captain, and Password, and select **Logon**
- 4) On the right side of the page, under “My Options”, select **Score Entry**
- 5) Enter the match number, select **Next**
- 6) Verify it’s the correct match for which you wish to enter scores, select **Next**
- 7) Scorecard: Review players, positions and scores.
- 8) Select **confirm**, if accurate. Click **Dispute**, if not accurate and contact the league coordinator for correction of scores.
- 9) Click **Finish** to complete the process.

PLAYER, SPECTATOR AND TEAM ETIQUETTE

Besides the rules of tennis there are also some important unwritten laws, which come under the title of tennis etiquette. Tennis is a social game, a game involving simple politeness and consideration. Everyone will enjoy the game so much more if those standards are maintained. Here are some of the rules, which are most important:

- Talk quietly when standing near tennis courts that are in use.
- Never walk behind a court when a point is still in play. Wait until the point is over and then cross as fast as possible.
- Always come prepared. Bring not only balls, but also towels and water to drink when it is hot.
- Wear sneakers for tennis. Other shoes may wear out quickly, hurt your feet, or damage the court.
- When you're ready to play, put racket covers, ball cans, jackets etc., out of everyone's way.
- To see whom serves first, spin your racket. If you win the spin, the choice is yours. You may serve first, or you may choose to receive first or to pick which end of the court you want to start playing on. As a third choice you may make your opponent choose first.
- When sending balls back to a neighboring court, roll them to the back of the court. Never send them back while play is in progress.
- Retrieve balls for your partner and your opponent.
- Don't criticize your partner, but offer encouragement.
- Call your own lines and let your opponent hear the call. If the ball is good say nothing and play on.
- Always respect the line calls of your opponent.
- If there is a disagreement, offer a let. In other words, replay the point, even if it was a second service.