



**SOUTHWEST**  
**NORTHERN NEW MEXICO**

## **MIDDLE SCHOOL TENNIS LEAGUE INFORMATION**

Contact Information:

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*\*Note. Form to be updated. For other recreational organizations such as CTA’s and NJTL’s go to <http://www.usta.com/communitytennis> and proceed to USA Tennis NJTL for the appropriate insurance form or contact your district or sectional association.*



# TENNIS PLAYERS AND COACHES

[Or “wannabe” coaches!]

## WE WANT YOU!

SHARE THE SPORT YOU LOVE!

Become a coach in USTA NNMTA’S  
Fall Mid-School Tennis League

FOR INFORMATION,  
CALL SUE JOLLENSTEN  
NNMTA Mid-School League Coordinator  
At 823-6599

LEAGUE PLAY STARTS THE FIRST WEEK OF SEPTEMBER

AND CONTINUES THROUGH OCTOBER

Matches and Practices are Tuesdays and Thursdays  
Fridays for makeup matches

**There is an end of season tournament with all schools participating!**



**PO Box 91506**  
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**Fax 505-823-9443**

## **Northern NM Tennis Association**

[Date]

All Principals/Prospective Coaches/PE Teachers  
APS Middle Schools

Dear Principals:

The Northern New Mexico Tennis Association (“NNMTA”), the local arm of the United States Tennis Association (“USTA”), the governing body for tennis, began a mid-school tennis league in the fall of 1996. Six schools and 120 students participated the first year. Since 1996, the league has grown, and in the seven years of the program, over 3000 students have participated. The program is a coed league in which the students represent their schools and compete against other schools within the league. The focus is on participation, sportsmanship, and positive identification of the students with their schools. The uniforms are t-shirts with the school’s name and colors on the front.

A coaches’ meeting and training will be held in August, just before the start of school, so announcements can be made and information distributed as early in the school year as possible. The season begins the first week after Labor Day, and culminates in an End-of-Season Championship held at the Albuquerque Academy midway through October. Since the program runs in the fall, the “off season” for high school tennis, area tennis courts, high school coaches and high school players are available for use in the program.

USTA NNMTA is hoping to expand the program into more schools, and help is available for the recruiting of coaches, funding, and development of the program. The issues with which you undoubtedly will be concerned:

- **Funding.** Schools are funded in a variety of ways, including the Mid-School Cluster Initiative, student participation fees, activity fees, and through parent-teacher organizations. Grants are available from USTA NNMTA and the Southwest Tennis Foundation to cover the expenses of the program, including coaches’ stipends, and no student is turned away because of an inability to pay.
- **Transportation.** Some schools utilize activity buses, and other schools require that the parents handle all transportation.
- **Coaching.** Coaches are recruited from the ranks of high school coaches, area tennis professionals, league players, physical education teachers and tennis playing parents. Training is offered for the coaches, and high school players from within a school’s cluster have been used as assistant coaches and mentors. As the mid-school league coordinator, I will assist in recruiting a coach if there is not someone on your staff interested in becoming involved. Schools are encouraged to pay coaches’ stipends, but some of the coaches choose to volunteer. [See “Funding”, above.]

- **Equipment.** Rackets and balls are available through NNMTA, and the fees from the students can be used to purchase new balls for matches. Again, funding is available through NNMTA and the Southwest Tennis Foundation.
- **Courts and Scheduling.** The City of Albuquerque issues facility use permits for the use of City courts, and we also utilize high school courts, private courts, and the Village of Los Rancho courts. Every effort is made to use court sites near the middle schools to reduce travel, at least for practices. Some sites are shared by more than one school, and USTA NNMTA handles all scheduling of matches and practices. There is a minimum of one practice and one match per week.
- **Insurance.** The sponsoring organization, USTA NNMTA, is the local arm of the United States Tennis Association, and all volunteers, players and coaches are covered by the national organization's insurance. Proof of insurance is provided to APS, the City of Albuquerque, and to all facility owners.

If you have any questions, please feel free to contact me at the number given above. Additionally, if you would like to talk with someone that has seen the benefits of involvement in the program, Marcie Johnson, the principal at LBJ middle school, would be happy to respond to any questions as well.

I look forward to helping you start a program for your students---all you have to do is say, "Yes!"

Sincerely,

Sue Jollensten,  
USTA NNMTA Mid-School League Coordinator



## USTA NNMTA'S 2006 FALL MID-SCHOOL TENNIS LEAGUE!!

### \*\*General Information\*\*

#### **Coaches' Meeting: TBD**

**2006 League Format:** Each school team should meet two times per week beginning the last week of August or the 1st week of September, 2006 (two practices or one match and one practice per week) and continuing through the week of October 16<sup>TH</sup>, 2006. The week of October 16th can be used for makeup matches. League play will begin the week after Labor Day. All matches are immediately after school. Saturdays may be used for Northern Division matches. For 2006 it has not yet been determined if we will use TennisLink for player and team registration.

#### **Divisions:**

**“A” and “B” Divisions:** Similar to Varsity/Jr. Varsity divisions. Teams are coed. Three boys' and three girls' singles and doubles, one set, no-ad scoring. [12 matches]

**“Coed Mix & Match” Division:** 6 singles and 3 doubles, any gender or combination of gender, played according to strength. [Designed for schools w/ insufficient players or gender imbalance]

**Match Schedule:** Matches on Tuesdays and Thursdays after school, with Fridays for makeup matches.

**Locations:** City of Alb and Alb Public Schools' tennis courts, as well as private clubs nearby to schools. (For new programs, home courts nearby your school will be located and reserved for you.)

**End-of-Season Championships:** Team competition - October 21<sup>ST</sup> and 22<sup>ND</sup> at the Albuquerque Academy and such other sites as are necessary. Each team is guaranteed at least two matches. Team trophies will be awarded to 1<sup>st</sup> and 2<sup>nd</sup> place winners of each division as well as Consolation Division winners. Format is the same as league play, and divisions will be flighted.

**Fees:** \$13.00 per player for the league and the tournament. Details on the method of payment will be distributed at the Coaches' Meeting. **PLEASE NOTE.** No student will be turned away because of an inability to pay. Scholarships are available.

**Activity Leader/Coach:** Each team needs a coach/activity leader. That person can be a local teaching pro, a parent, or a physical education teacher.

**# of participants:** 6-60 per participating school.

**Team T-shirts [w/ school name and colors]:** Approximately \$6.00/student. Cost to be paid by students, Mid-School Cluster Initiative [an Albuquerque program], or subsidized through fund-raising at each school by Parent-Teacher Organization.

**In-kind Contributions [from NNMTA]:** Practice balls, rackets if needed, prizes for End-of-Season Championships, trophies for 1<sup>st</sup> and 2<sup>nd</sup> place teams for each Division.

**Transportation:** Each team is responsible for its own transportation. Programs through the Bernalillo County Parks & Rec Dept's after-school program may receive funds for transportation.

**Insurance:** Coaches, players, and volunteers are insured under the USTA's liability policy.

**Fees to Coaches and Scholarships for Students:** In schools without funding sources for coaching, coaches are encouraged to charge fees of from \$20-\$30.00/player in order to fund a stipend of \$350.00 for the season for the head coach. USTA NNMTA and Southwest Tennis Foundation grants are available to make up the difference.

**ColemanVision Championships:** There will be two one-hour clinics for mid-school players from 12:00-2:00 on Sunday, September 17<sup>th</sup>, during the USTA Women's Pro Circuit tournament at Tanoan Country Club in Albuquerque. Teams will be assigned a time slot.

**FOR FURTHER INFORMATION CALL SUE JOLLENSTEN, USTA NNMTA MID-SCHOOL LEAGUE COORDINATOR, AT (505) 823-6599 IN ALBUQUERQUE, or e-mail @ [sjollensten@comcast.net](mailto:sjollensten@comcast.net).**

# USTA NNMTA'S FALL MID-SCHOOL TENNIS LEAGUE

## PRACTICAL TIPS FOR NEW COACHES

### GETTING STARTED

- ◆ Contact the middle school's principal, assistant principal or after school program coordinator (Mid-School League Coordinator can give you this as can the school secretary.)
- ◆ Determine if your school has any funds for a program. Possible sources for funds are the PTO, Mid-School Cluster Initiative (Albuquerque area), school activity funds and the Bernalillo County Parks & Rec Department's after school program.
  - If no funds are available, call Mid-School League Coordinator and work up a budget and funding request to USTA NNMTA or SOUTHWEST TENNIS FOUNDATION for your school. If you are given these funds you will need to do an accounting, with receipts, for the funds.
  - Set fees for your school, taking into consideration the cost of t-shirts and the fees to USTA NNMTA - \$12/player for 2005, which includes a \$2.00/player TennisLink registration fee. [Some coaches charge up to \$20-25/player to cover the cost of match balls, team t-shirts, and a coaching stipend.]
  - Set an organizational meeting for interested kids at your middle school. You may want to require that parents attend this meeting.
  - Start a notebook for your team to keep all rosters, results, and information together.
  - If you are using City of Albuquerque, APS or Los Ranchos courts, keep your letter giving permission to use the courts in your notebook.
  - For assistants at your matches and practices, you may recruit high school players from the cluster, and utilize their skills as mentors. Many coaches pay a per practice fee.
- **BEFORE THE ORGANIZATIONAL MEETING**
  - ◆ Prepare an information sheet with the days of practices and matches, the price of the t-shirts, the date the money will be due, the location of your school's home courts, your name and phone number, and the dates of the tournament.
  - ◆ Get permission from the school to set up a table at registration to give information on the date and time for the meeting and have interested kids sign up.
  - ◆ Obtain from the school the required form/permission slip
  - ◆ Have the information sheet and sign up sheet at the meeting and APS (or other school district) permission slips/insurance forms for car pooling.
  - ◆ Contact one of the t-shirt makers to get sample designs. Take an example to the meeting for selection OR select one you like and take to the meeting.
- **AT THE MEETING**
  - ◆ Distribute information sheet with days, times and location for practices and home matches (include a deadline for collection of fees);
  - ◆ Distribute permission slips for signature by parents. [The form should provide a slot for parents to indicate if they would be willing to help—i.e., act as “Team Mom” or “Team Dad”, provide snacks for practices and matches, do calling, prepare rosters, help at practices, arrange car pooling, collect fees, distribute t-shirts & schedules, etc]
  - ◆ On the sign up sheet, have kids enter name, complete address with zip code, phone #, dates of birth, grade, tennis experience, (beginning, intermediate or advanced) and shirt size.
  - ◆ Discuss t-shirt design. T-shirts to have school name and colors---no “rough” slogans.
  - ◆ Instruct players to bring water bottles to practices and matches.

- **AFTER THE MEETING**
  - ◆ Prepare a team list with names and phone numbers (sign up sheet could be used if legible) to give to the parents to make contacts for car pooling, etc.
  - ◆ If using public courts, prepare and post a sign to display at the courts advertising the days and times of practices and matches to give the public advance notice of the use of the courts.
  - ◆ Copy the directions to the courts for distribution to players
- **FIRST PRACTICE**
  - ◆ Establish rules for safety---have players hug their rackets to their chests while listening.
  - ◆ Designate a couple of courts for beginning instruction and a couple for challenge matches. Teach no-ad scoring system. Distribute simple rules of tennis, and utilize transition balls for beginning players as needed. Keep the kids moving! If you have a large team, you may need to add an extra practice day for the B team players/beginners.
    - Determine which players have played before and, depending on the number of players, begin “challenges”. Have the players play 2 out of 3 games or other combinations to determine placement on the team. Have a player sitting at the side of the court waiting to play the winner. Designate a helper to record scores in your team notebook. Try different doubles teams. If you establish a ladder you can encourage matches between practices and matches.
  - ◆ If you have recruited high school players to help, they could possibly (with a parent/adult assistant present) work with the B team players during a match. Perhaps end the practice with around the world with prizes. Mid-School League coordinator can help with prizes. Even a new can of balls makes a great prize.
  - ◆ Distribute the schedule when available for your players showing the dates, locations, and opponents for each match. Recruit a team parent to schedule team parents to bring drinks and snacks for your team @ each match.
  - ◆ Before each match select the players participating and confirm they will be there.
  - ◆ For MSCI funded programs, you will probably need to keep track of your time spent, and the names and dates of attendance by the players. Confirm with your after school program coordinator.
- **MATCHES**
  - ◆ Promote team/school spirit---have players wear team t-shirts to school on match days and publicize matches. If there is extra time, run “exhibition” matches.
  - ◆ Encourage good sportsmanship and appreciation for teammates and coaches. Have your team thank the other players/teams for hosting your team. Value what you do and require that the students do the same.
  - ◆ Advise the parents that there will be no coaching by parents/spectators at matches.
  - ◆ **HELP YOUR PLAYERS LOOK AND ACT LIKE TENNIS PLAYERS! BUILD THEIR CONFIDENCE!**
  - ◆ Complete an announcement form highlighting successes at the match and players.
  - ◆ Winning team to enter scores at TennisLink
  - ◆ Consider a “buddy” system on the day of matches---have the buddies watch each other’s matches and cheer each other on.
    - >>TEACH THE ETIQUETTE OF TENNIS TO SPECTATORS AND PLAYERS<<
    - >NO COACHING BY PARENTS OR SPECTATORS DURING MATCHES<
    - \*\*\*APPLAUD THE GOOD SHOTS, BUT NEVER CHEER THE MISSED SHOTS!\*\*\*





**ATTENTION!**

**ALL MID-SCHOOL TENNIS PLAYERS**  
[or “wannabe” tennis players!]

**\*\*\*\*boys AND girls\*\*\*\***

**--Beginning, Intermediate or Advanced Players--**

**Fall Mid-School Tennis League Starting Soon!!**

**REPRESENT YOUR SCHOOL---**

**JOIN YOUR SCHOOL’S TENNIS TEAM!**

FOR INFORMATION,  
CALL \_\_\_\_\_, COACH  
at: \_\_\_\_\_

League play starts the first week of September  
And continues through 3<sup>rd</sup> week of October

Matches and Practices will be Tuesdays and Thursdays  
W/ Fridays for makeup matches

**There will be an end of season tournament with all schools participating!**  
**Trophies to the top three schools in each division!**  
**Balls are provided and rackets are available for loan**

**\*\*\*one match and one practice per week\*\*\***



## **BASIC RULES OF TENNIS AND TENNIS ETIQUETTE**

### **FIRST RULE OF TENNIS**

#### **ALWAYS TREAT YOUR OPPONENTS WITH COURTESY AND RESPECT**

1. Server/ Receiver--Players stand on opposite sides of court. The person who delivers/hits the ball is the server and the other the receiver.
2. Spin of racket-- The player that wins the racket spin may choose or require the opponents to choose the right to serve or receive. The other side shall choose which side he (she) wants to start on.
3. Beginning--Server waits on receiver to be ready and stands behind the baseline to put ball in play. Receiver must allow ball to bounce in service box before returning. In delivering the service, server stands alternately behind right and left courts beginning every game from the right side. Ball served shall go over the net and land in service court which is diagonally opposite the server.
4. Faults--Service of a fault if server misses ball in attempting to serve, if ball does not land in proper court, or if ball touches anything before hitting ground.
5. Service after Fault--After a fault (if it is first serve), server serves again from the same side/place. If the second serve is also a fault, server loses the point.
6. Service Let--During service, a ball that touches the top of the net but lands in proper court is termed a let and counts for nothing. Serve is replayed. There is no limit to the number of lets.
7. Receiver becomes Server--At the end of the first game, the receiver becomes the server. Players change ends at the end of the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and subsequent alternate games.
8. Players lose point--Players lose the point if ball hits ground twice, if ball hits any object such as net post before landing inside lines, if player or racket touches the net, if ball touches anything other than player's racket.
9. Ball landing on the line is good. (**Repeat...BALL LANDING ON ANY PART OF THE LINE IS GOOD.**)
10. Scoring--If player wins 1<sup>st</sup> point, score is called 15 for that player and love [zero] for the other player. The server's score is always given first. On winning the 2<sup>nd</sup> point, the score is called 30. On winning the 3<sup>rd</sup> point the score is called 40. On winning the 4<sup>th</sup> point, the score is called game. If both players have won 3 points, the score is called Deuce (same as 40-40). The player that wins the next point in no-ad scoring wins the point.
11. Set--A player who wins 6 games wins the set, except the margin must be by 2 games over opponent. A 12 point set tiebreaker is played at 6 games all.
12. **THERE IS TO BE NO COACHING OR CALLING OF LINES BY PARENTS OR SPECTATORS DURING MATCHES** (except during regular season by agreement of both coaches.)

## **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 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 who serves first, spin your racket or toss a coin. If you win the toss, 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 on 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, 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 linecalls of your opponent.
- If there is a disagreement, offer a let. In other words, replay the point, even if it was a second service.

### **COACHES, PLEASE INCORPORATE THE FOLLOWING:**

- Have both teams line up facing each other. Announce the players for each position, have them introduce themselves, shake hands and go to their court.
- Require that players shake hands with each other after the match with the loser(s) congratulating the winner(s) and the winners saying, "Nice Match".
- Thank the home team coach(es) and players for their hospitality.
- Sign the scoresheet and losing team coach shake hands with and congratulate the winning coach---demonstrating the same sportsmanship required of your players. Be good role models.
- Thank you for all you're doing to create good tennis players AND good citizens!



**--DAILY ANNOUNCEMENT FORM--**

TEACHER/SPONSOR \_\_\_\_\_ ROOM \_\_\_\_\_

ORGANIZATION OR CLUB \_\_\_\_\_

DATE(S) TO BE ANNOUNCED \_\_\_\_\_

PLEASE STATE CONCISELY: WHO, WHAT, WHEN, WHERE AND WHY

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DATE SUBMITTED \_\_\_\_\_ TIME SUBMITTED \_\_\_\_\_





**USTA NNMTA'S FALL MID-SCHOOL TENNIS LEAGUE  
C DIVISION - COED MIX & MATCH**

Date of match: \_\_\_\_\_

HOME TEAM		VISITOR	[Circle winner]
			<u>SCORES</u>
<b>Singles</b>			
#1 _____	v.	_____	_____
#2 _____	v.	_____	_____
#3 _____	v.	_____	_____
#4 _____	v.	_____	_____
#5 _____	v.	_____	_____
#6 _____	v.	_____	_____
<b>Doubles</b>			
#1 _____	v.	_____	_____
_____		_____	
#2 _____	v.	_____	_____
_____		_____	
#3 _____	v.	_____	_____
_____		_____	

**Matches Won:**

**Home Team** \_\_\_\_\_

**Visitor** \_\_\_\_\_

**BOTH COACHES SIGN BELOW**

\_\_\_\_\_  
Home Team coach

\_\_\_\_\_  
Visiting Team coach

**Winning Coach Fax Results to Sue Jollensten, Fax 505-823-9443**

USTA CERTIFICATE OF INSURANCE REQUEST FOR									
SECTION/DISTRICT FUNCTIONS WHEN EVIDENCE OF INSURANCE IS REQUIRED									
Date:									
Fax or e-mail to:	Family Financial Group, Inc.				Fax No. 908-782-2606				
	270 South Main Street				E-Mail: bfranklin@familyfinancialgrp.com				
	Flemington, NJ 08822				Tel. No. 908-782-4028				
USTA Section/District:									
USTA Section/District Contact:									
Telephone No.									
Fax No.									
Title of USTA Section/District	League			Team			Sanctioned Tournament		
Event/Activity/Program:	Other (Describe)								
USTA Appointed Representative:	(Cannot be a member organization)								
Name and Address:									
Telephone No.									
Fax No.									
Date(s) of Event/Activity/Program:									
Number of									
Participants:		Players		Coaches		Officials		Other	
Name and Address of Certificate Holder:									
(Same as the location of the event,									
entity or facility requesting the cert.									
ie. school or park - Not a CTA									
or individual)									
Special Wording:									
Note: Attach a copy of any insurance requirement/hold harmless clauses for any contract that									
you sign. This will enable us to make sure your certificate is issued correctly and that the									
coverage requested is provided under the USTA insurance policies.									
THIS CERTIFICATE PROVIDES EVIDENCE OF LIABILITY INSURANCE IN FORCE FOR THE									
USTA, ITS SECTIONS/DISTRICTS AND APPOINTED INDIVIDUALS.									
Signature of Section/District Contact Making Request:									



