



Winter 2014-2015

Captain's handbook

**Coosa Valley Junior Team Tennis**  
**[www.cvta.us](http://www.cvta.us)**

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## **DATES TO REMEMBER**

October 18	Registration Opens
November 11	Team Registration Closes in TennisLink
November 21	Mandatory meeting of all coaches/captains Balls and Schedules will be given out
December 6	Team Matches Begin
January 24	Player Party/ Awards

# CAPTAINS/COACHES DUTIES

## PRE-LEAGUE

- Contact possible players for your team.
- Determine what age division and ability level your team needs to play. Review the National Tennis Rating Program (NTRP) self rating guidelines found on the next page of this handbook. **All individual players need to be rated using this standard and cannot play on a team lower than their ability.** Please go to [www.ustageorgia.com/jtt](http://www.ustageorgia.com/jtt) for more information on How to Determine a Players Level.
- **Ask about Southern and Georgia tournament play experience.** Please go to [www.ustageorgia.com/jtt](http://www.ustageorgia.com/jtt) for tournament player criteria. You may need to have try-outs or challenges to determine what level your team should play.
- Check all birthdays to be sure all players are age eligible through August 31<sup>st</sup> for your age division.
- Be sure your players have current USTA memberships.
- If you have anyone who wanted to play, but does not have the skills to make the team, recommend they contact the league coordinator or refer them to a local program to help them develop the skills to keep them interested in playing tennis.

## 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 kids
- Recruit other parents to help
- Teach your players how to play **no-ad scoring** and a **tiebreak**.
- Try different doubles teams

## PRE-SEASON

- Recruit parents to organize drinks/snacks and help with transportation or carpooling.
- Try to promote team spirit.

## 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 encourage their "buddy". Be sure you teach the etiquette of tennis to spectators and players.
- Captains may assist players on the **beginner teams only**. 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 are having

## POST MATCH

- **Winning team** should enter scores in TennisLink and the opponent should confirm the scores. Scores must be posted within 48 hours and within 24 hours after the final match of the season to determine standings or **match may be scored as a double default**. If scores are not disputed during above time period, scores will stand as posted.

## **USTA National Tennis Rating Program (NTRP) Guidelines**

**Use the following guidelines to help place participants in correct skill levels locally. These are guidelines that can be used by a coach, parent, or a player. These are the skill levels that help determine which division to enter your players in local leagues.**

- 1.0** Player is just starting to play tennis and is learning the basic skills of serving, forehands, backhands and volleys.
- 1.5** Player needs to coordinate moving when hitting the ball. Player is still concentrating on getting the ball over the net from a stationary position. Player is learning to serve and keep score.
- 2.0** Player is now beginning to coordinate footwork when contacting the ball but is not consistent in hitting the ball over the net. Player can serve to some degree but double faults often. Player understands scoring as well as correct serving and return of serve positions. Player has limited success with volleys but has knowledge of court positioning in singles and doubles.
- 2.5** Player is able to judge where ball is going. Player can sustain a slow paced rally of several shots with someone of the same ability using both forehand and backhand sides and can volley with moderate success. Player can keep score unassisted, can call own lines, can serve overhand from baseline and has understanding of basic rules.
- 3.0** Player is getting better at moving to the ball and is improving court coverage, can sustain a rally with consistency on slow to moderate paced shots. Player serves with fair consistency with few double faults. On ground strokes, player needs to improve control of height, depth, direction and speed. Player attempts to move opponent from side to side and hit to the opponent's weakness.
- 3.5** Player can sustain a rally and is beginning to develop directional control and depth of ground strokes. Player is starting to recognize opportunities to attack short balls by coming to the net. Player is developing more spin and power on the serve and seldom double faults. Player is becoming more aggressive and applying basic strategy in singles and teamwork in doubles.
- 4.0** Player has dependable strokes, including directional control and depth on higher-paced shots and has good court coverage. Player has added variety in shot selection by using lobs, overheads, volleys, and approach shots with some success. Player is developing a game plan, is serving with good consistency and is now forcing some errors with power and/or spin. Player demonstrates good teamwork in doubles.
- 4.5** Player has a very dependable game and executes most shots consistently on higher-paced shots. Player's court coverage and footwork are sound and has begun to master the use of power and spins. Player can vary depth of shots and game plan according to opponents. Player's first serve may produce some winners and second serves are hit with good spin and placement. Player can be aggressive in both singles and doubles and covers weaknesses well. Player is developing an offensive weapon.
- 5.0** Player has good shot anticipation and frequently has an outstanding shot or weapon around which a game may be structured. Player can regularly hit winners or force errors on short balls and is capable of all shots. Player's first serve is an offensive weapon and often allows rushing the net after the first or second serve. Volleys and overhead smashes are typically winning shots. Player is match-wise and uses shots that have a high percentage of success in both singles and doubles.

## **Important information for Tournament Players**

**1.05 Official Rating Program: Players with a sectional (12-18's standings 1-300 and 10s standings 1-100) standing in any age group as of July 31, 2014 must enter at the advanced level (NTRP 3.5 & above). 10 year olds with a 10's standing playing in the 12's, 14's or 18's may only play in Intermediates or Advance and if they do not have a standing of 1-300 in the 12's 14's and 18's. Players with a 1-100 standing in the 10's who are playing in the 10's must play Advance. Standings are referring to the July 31 date previous to the Championship year. Players with more than 150 points in any age group on the posted Georgia standing list as of the end of July 2014 may not play Beginner level (NTRP 2.0 and below). Point totals shall include both singles and doubles divisions from which points were acquired. Points earned due to defaults will not be considered and may be deducted if noted in writing to the State League Coordinator at time of Championship registration.**

# REGISTRATION

## NEW CAPTAIN REGISTRATION/TEAM CREATION

- All Captains and Co-Captains must first complete a Safety and Child Protection Training Session and Volunteer Background Screening. Please go to [www.ustageorgia.com](http://www.ustageorgia.com), Jr. Team Tennis, Volunteer Background Screening to begin this process. This is mandatory and must be completed by **November 4th**. Once you have received notice that you are approved you must use the applicant ID number you received when starting the background check application to login to TennisLink to create a team as follows.
- Complete registration as a Captain in TennisLink. Go to [www.ustageorgia.com](http://www.ustageorgia.com), scroll down the left menu under **TennisLink - Jr. Team Tennis**, then scroll down to the bottom of the JTT TennisLink home page and under **Options** click on **Become a Coach/Manager**.
- Enter USTA membership number or if not a member, complete personal information to register and receive your Team Tennis Captain number. Write down your number and password and keep with team information.
- Follow instructions to create a new team choosing Section: Southern, District: Georgia and **Coosa Valley Junior Team Tennis**. Click on "**Jr**", write down your Team Number, complete team creation.

## RETURNING CAPTAIN REGISTRATION/TEAM CREATION

- Effective August 1, 2013, all Captains and Co-Captains registered in TennisLink must first complete a new Safety and Child Protection Training Session and Volunteer Background Screening. Please go to [www.ustageorgia.com](http://www.ustageorgia.com), Jr. Team Tennis, Volunteer Background Screening to begin this step process. This is mandatory and must be completed by **November 4th** Once you have received notice that you are approved you must use the applicant ID number you received when starting the background check application to login to TennisLink to create a team as follows.
- Go to [www.ustageorgia.com](http://www.ustageorgia.com), under **TennisLink - Jr. Team Tennis**. Click on **Log In** found on the top right hand corner of the JTT TennisLink home page just above the JTT logo. Log in with your USTA membership number or Team Captain Number and password.
- Under **My Options** on the right menu click on **Create New Team**. Enter Section: **Southern**, District: **Georgia** and our area and program. Click on "**Jr**", write down your Team Number and complete team creation.

## PLAYER REGISTRATION

- Continue to the TennisLink Instruction page found on the next page for open registration or registering with a team number.
- Each player must have a current USTA Junior membership. New membership and/or renewals may be obtained at USTA.com or 1-800-990-USTA. The junior membership cost is \$20.00. (For new 10U players, USTA is currently offering a free one year membership. Please use promo code FYF14CNS.) Through this membership each player receives "Smash" or for 10U "Bounce" magazine and is eligible to play in USTA sanctioned tournaments and Team Tennis leagues for one year, along with receiving local vendor discounts and other benefits of membership.
- Player(s) will be unable to register for a team without a current USTA membership number.
- Once captains have registered a team in TennisLink they should give the new team number to players to register for their team. Individuals may do this, or the captain of the team may wish to collect the fees and enter all the players at one time.
- Each player will pay an online league registration fee of **\$---15-----**. **This fee will cover the Winter Season Jr. Team Tennis league fee which will include...(i.e. balls, court fees for matches, captains gifts, end of season party, awards, ...)**. If there are any children wishing to play but unable to afford these fees, please contact the

local league coordinator or community tennis association to arrange for scholarship funding for that player.

- Player(s) may be added to a team roster prior to the last match of the season.
- Player(s) must be registered on TennisLink prior to participating in a match.

### **CAPTAINS MEETING**

- **Mandatory Captain's Meeting:** On **November 21** we will have a mandatory captains meeting to hand out the schedules and go over details of the season. **All captains or a team representative must be in attendance.**

## **TENNISLINK**

### **USTA MEMBERSHIP - TO JOIN OR RENEW**

You will need:

- Credit card information (name on card, expiration date, billing zip code)
- If renewal, USTA Number of player

Step 1: Go to [www.ustageorgia.com](http://www.ustageorgia.com) or (<http://cvta.us/>).

Step 2: Click on "Membership" on left menu. Also read more about "Membership Benefits" here.

Step 2: Complete registration form or click on "Renew Membership" on right menu.

Step 3: Complete process, write down or print out membership number.

### **PLAYER REGISTRATION**

If you **HAVE** a team number, you will need:

- Credit card information (name on card, expiration date, billing zip code)
- Team number
- USTA Number of player

Step 1: Go to [www.ustageorgia.com](http://www.ustageorgia.com) scroll down to **TennisLink-Jr. TeamTennis**

Step 2: Click on **Register to Play** found at the top of the home page.

Step 3: Enter Team number ID then on next page enter USTA number of player

Step 4: Click **Proceed to check out**

Step 5: Verify registration is for correct team

Step 6: Enter payment information; select **Submit**. Print a receipt for a record of your payment.



# FORMAT OF PLAY – 10U, 12U, 14U and 18U

## TEAM

- Teams are co-ed.
- Each team must have a minimum of 3 boys and 3 girls.
- The number of players needed for a match is 4 boys and 4 girls. However, if you only have 3, you can play one girl and/or one boy twice at the mixed doubles position.
- No more than 12 players per team is recommended.

## TEAM MATCH

- Each team match consists of five (5) individual matches played in order of Boy's Singles, Girl's Singles, Boy's Doubles, Girl's Doubles, then Mixed Doubles

## AGE ELIGIBILITY

- Players must be age eligible for their age division through August 31st

## LEVELS/DIVISIONS

These are the possible divisions of play. 10U will play on modified 60' courts with low compression orange balls and rackets no longer than 25". 12U Beginner and Intermediate levels will play with low compression green balls.

- 10U – Beginner (2.0 and below); Intermediate (3.0 and below); Advanced (3.5 and above)
- 12U - Beginner (2.0 and below); Intermediate (3.0 and below); Advanced (3.5 and above)
- 14U – Beginner (2.0 and below); Intermediate (3.0 and below); Advanced (3.5 and above)
- 18U – Beginner (2.0 and below); Intermediate (3.0 and below); Advanced (3.5 and above)
- The number of teams and players registered for the program will ultimately determine

levels and divisions. Teams may be moved to the next level if necessary. Captains will be notified.

## SCORING

- 10U: 2 out of 3 first to 4 games no ad sets with a 3<sup>rd</sup> set played as first to 7 point game.
- All other divisions will play 2 out of 3 short sets first to 4 no ad games with a set tiebreaker played at 3 all (first to 7 points by 2) and a match tiebreak played instead of a third set (first to 10 points by 2).
- Teams shall receive 1 point for each game and tiebreak won; maximum 40 points per match
- No-ad scoring. The first player to win 4 points wins the game. If the score reaches 40 all, the next point becomes the game point. At 40 all, or deuce, in singles, the receiver may choose to receive either in the ad or the deuce court. In doubles, the receiving team may choose to receive in either the ad or deuce court. In mixed doubles, the boy must receive serve from the boy and the girl must receive serve from the girl. In calling the score of a no-ad game use 15, 30, 40, and game. They may call the score of 40 all "deuce".

## Format of play – 8U

- Mixed gender teams of 4 players each
- Team match will consist of 2 singles and 1 doubles match
- Matches played on modified 36' court with red felt balls and rackets no longer than 23"
- Scoring: 2 out of 3 first to seven point games. Third game, if necessary, will be counted as one point



# MATCHES

## Match Schedules

- Matches will be scheduled using TennisLink Scheduler computer program.
- The schedule will be available on TennisLink and will include the dates, times and location of all matches. **Matches will be Saturdays at 10:30am**
- A match, which includes a 5-minute warm up, must begin at the scheduled time.
- A default occurs when a player fails to appear within 15 minutes of the scheduled match time.
- If your team must forfeit a position, please contact your opponent prior to the scheduled match.

## WARM-UP

- Warm ups should be limited to five minutes

## SUBSTITUTION

- No substitution may be made in an individual match after the warm up has begun, except for illness, injury, or no show of a player prior to the start of the match. (i.e. the first point has not been played.)
- If no substitution can be made within 15 minutes, that position will be forfeited.
- Lineups should be exchanged between the opposing captains before the match begins.

## INCLEMENT WEATHER

- Weather conditions that shall authorize the cancellation of a scheduled match are lightning, rain or severe temperatures (a temperature of 32° or colder, or a temperature of 100° or more).
- If there is any question about weather, please call **Cristian at 404-435-1080**
- Make-up matches should be played as soon as possible.
- Make-up matches must be played within 7 days and may be made up on an individual match basis.
- Both captains should agree on the makeup day, time and location and the home team should notify the league coordinator.
- **Inclement Weather During Play:** In the event inclement weather occurs after play has begun, completed individual matches will stand as played and incomplete matches must be resumed by the same players at the exact game and point that existed when play was halted. Suggestion: write match details (score, server's name) down as players leave the court.

## RESCHEDULING

- If both captains agree, a match may be played early due to a majority of players being absent and must be played before the originally scheduled match date. Notify local league coordinator of date and time to be played early at **404-435-1080**

## PLAYING TWICE RULE

- One boy and/or one girl may place twice in a match. They can only play the second match in the mixed position. Remember, that boy/girl may only play twice one time until each player has had a turn to play twice.

## SPECTATORS/CAPTAINS/COACHES

- No excessive cheering or clapping is permitted.
- No clapping for errors.
- It is the responsibility of the coaches and captains to work together as a team to control the spectators and parents conduct during match play.

### **LOCAL LEAGUE CHAMPION**

- Winners will be determined by total games won at the end of the season. The team who has accumulated the most games won will win their division.
- In the event of a tie at the end of the season, the tie shall be broken by the first of the following procedures that does so:
  1. Head to Head.
  2. Least number of sets lost.
  3. Least number of games lost.
- If a division has more than one flight, playoffs will be scheduled to determine a winner.
- Up-to-date stats and standings are available for your review on the TennisLink

### **AWARDS**

- Awards will be presented for 1<sup>st</sup> and 2<sup>nd</sup> place teams in each division.
- Awards will be presented at the end of the season player party.

### **ADVANCEMENT TO GEORGIA STATE CHAMPIONSHIPS**

- 10U-18U division winners will automatically qualify to advance to the State Championships. If a division has more than 4 teams additional berths may be awarded by USTA Georgia. . 8U teams qualify for the 8U Regional Championships held in November.
- Each player must have a history of a minimum of two team matches played on the team advancing from the winter season. Playing twice in one match is considered only one team match.
- Each player must be age eligible through August 31st.
- 10U-18U State team rosters must have a minimum of 3 eligible girls and 3 eligible boys who meet all requirements to advance to the Championships, otherwise the next team will be invited.
  - Refer to the USTA Georgia website, [www.ustageorgia.com](http://www.ustageorgia.com), for dates and tournament details.

## TO ENTER/CONFIRM SCORES IN TENNISLINK

### SCORE ENTRY

- Home team should enter scores in TennisLink and the opponent should confirm the scores. Scores must be posted within 48 hours and within 24 hours after the final match of the season to determine standings or match may be scored as a double default. If scores are not disputed during above time period, scores will stand as posted.
- When a tie-break has been played, the set is recorded with a score of 4-3. If a 3<sup>rd</sup> set tie-break is required the score is recorded as 1-0.
- Opposing team should verify the scores entered, and confirm the results.
- If there is discrepancy, please select "dispute" the scores online and contact the league coordinator.
- The league coordinator will enter the appropriate changes.

### 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

Step 1: Go to [www.ustageorgia.com](http://www.ustageorgia.com)

Step 2: On the left menu, under ***TennisLink-Jr. Team Tennis***

Step 3: At top of the page click on **Login**

Step 4: Enter USTA number or Team Tennis number of captain, and Password, and select **Login**

Step 5: On the right side of the page, under "My Options", select **Score Entry**

Step 6: Enter the match number, select **Next**

Step 7: Verify it's the correct match for which you wish to enter scores, select **Next**

Step 8: Scorecard: Enter the date the match was played.

Select players in each position from the drop down list and enter scores;

Click **Next**.

Step 10: 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

Step 1: Go to [www.ustageorgia.com](http://www.ustageorgia.com)

Step 2: On the left menu, under ***TennisLink-Jr. Team Tennis***

Step 3: At the top of the page, click on **Login**

Step 4: Enter USTA number (or Captain Team Tennis number) and Password, and select **Login**

Step 5: On the right side of the page, under "My Options", select **Score Entry**

Step 6: Enter the match number, select **Next**

Step 7: Verify it's the correct match for which you wish to enter scores, select **Next**

Step 8: Scorecard: Review players, positions and scores.

Step 9: Select **confirm**, if accurate. Click **Dispute**, if not accurate and contact the league coordinator for correction of scores.

Step 10: Click **Finish** to complete the process

## TEAM REPORTS IN TENNISLINK

Step 1: Go to [www.ustageorgia.com](http://www.ustageorgia.com)

Step 2: On the left menu go under ***TennisLink-Jr. Team Tennis***

Step 3: At top of the page click on **Login**

Step 5: Enter USTA number of captain and Password, and select **Login**

Step 6: On the right side of the page, under "My Options", select **Teams**

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.

## 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.



# 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. Player's 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 4 games wins the set. At 3 games all, a 12-point set tiebreaker (first to 7 points by two) is played.
12. Third Set - Match tiebreaker is played in lieu of a third set. First to 10 points by two.
13. **THERE IS TO BE NO COACHING OR CALLING OF LINES BY PARENTS OR SPECTATORS DURING MATCHES** (except beginner level matches during the regular season and 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 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.