



# JUNIOR TEAM TENNIS PROGRAM GUIDE

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# THANK YOU!

## ON BEHALF OF THE UNITED STATES TENNIS ASSOCIATION, THANK YOU FOR HOSTING JUNIOR TEAM TENNIS!

By supporting this program, you are aligning your goals of shaping the future of the kids you teach every day with the goals of Net Generation and the USTA. Net Generation is a comprehensive development program for kids ages 5 through 18 that will help us grow tennis participation, instill the love of the game in future generations, and ensure that tennis remains a vibrant sport in our communities for years to come.

Junior Team Tennis is a commitment to a season of team match play counting towards league standings. This experience will encourage players to gain match experience, develop their skills, and demonstrate good sportsmanship.

This guide will help you deliver a fantastic experience which can lead to a lifelong love of tennis.

Thank you for being a part of Net Generation and a provider of the Junior Team Tennis!

A handwritten signature in black ink that reads "Matt Barnhart".

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# WHAT IS NET GENERATION?



The Net Generation platform connects players with local teaching pros, programs and providers while offering the expertise of USTA's curricula, new playing formats and marketing tools.

## SKILL LEVELS

It's all about providing players the opportunity to enjoy tennis on their own terms. Net Generation is for kids ages 5-18 and is designed to suit players based on their skill level and developmental readiness. This approach provides coaches the flexibility to modify lessons to better meet the needs of the player and facilitate development, making learning more fun.

## PROGRAMS

Whether at a school or after-school program, a community-organized event, team tennis or a coaching session, Net Generation lets players get involved in the game through a variety of programs that cater to their different needs and skill levels.

## COACHING PROGRAM

All of our coaching sessions are run by Safe Play approved, certified and insured coaches, so players can have fun while learning from coaches that have invested in their coaching education.

## YOUR COMMUNITY

Community programs are designed to introduce our game to kids of all abilities. They will be affordable, inclusive and learn-rally-and-play focused. The easy-to-follow curricula were developed with tools and lessons designed to challenge kids in a fun and social way.

## YOUR SCHOOL

We're partnering with schools, local educators and SHAPE America, the leading organization setting national standards for physical education, to introduce tennis into their K-12 curricula. There are also a variety of after-school tennis programs.

## COMPETITION

Net Generation also offers the opportunity to play team tennis, adding a healthy dose of competition that can push players to improve their skills while playing with friends.

## CHAPTER I

### WHAT IS JUNIOR TEAM TENNIS?

USTA Junior Team Tennis (JTT) brings together boys and girls, ages 5-18, to play singles, doubles and mixed doubles against other coed teams. Beyond being fun and a great form of exercise, Junior Team Tennis is a competitive, level-based environment that promotes individual growth, social growth and life skills.

Junior Team Tennis emphasizes sportsmanship — that success isn't just about winning, it's about how you play the game and respond to challenges. JTT also teaches kids how to work together to achieve success.

Nearly 100,000 kids nationwide play Junior Team Tennis annually, thanks to the many volunteers that can include coaches, tennis professionals and player parents who often serve as team managers and captains.

USTA Junior Team Tennis encompasses two separate and distinct program tracks:

**(1) The “Local” Junior Team Tennis track** is designed to introduce kids to team competition in a setting that focuses on increasing play opportunities by allowing flexibility in formats and requirements. This track also emphasizes skill development while having FUN. The three priorities of local JTT are to: (1) make it easy to form teams, (2) increase play opportunities for every child, and (3) promote level based play.

**(2) The National Championship Junior Team Tennis track** is designed to allow advancement from local competition to District, Section, and National championship events for the 14-and-under and 18-and-under Intermediate and Advanced divisions. This track uses a set format at Championships and includes coed matches at the local level. These include boys singles, girls singles, boys doubles, girls doubles and mixed doubles.

The following chapters will go through specific responsibilities and roles involved in being a local league coordinator (LLC).



## CHAPTER 2

### LOCAL LEAGUE COORDINATOR RESPONSIBILITIES

Ultimately, the main responsibilities of the local league coordinator are to serve as the main decision-maker and ensure that every child in the league has an enjoyable and rewarding experience. If done well, a coordinator can impact the lives of many kids as they grow into adulthood and influence them to continue playing tennis for a lifetime.

#### Organizing the League

The coordinator is responsible for organizing all league activities. This can include anything from setting up the league online to recruiting coaches and players for the league.

#### Communication with USTA

While a local league coordinator oversees the league, a USTA coordinator can also assist with each JTT program. This could be anybody from a USTA district, state or section who communicates with local league coordinators. The USTA coordinator will give the local league coordinator any new and relevant information as far as advancement, new rules that come up or new opportunities.

The USTA coordinator will also pass on any information regarding the National Championship Track vs. the Local Play Track. Each track has a different set of rules and guidelines to follow.

#### Communication with Coaches

Local league coordinators communicate with coaches to work out any issues they have with scheduling, recruiting players, registration and other issues. This should happen regularly throughout the season. While email is the main form of contact, phone numbers should also be made available, as text messages can be great when a coach has a question during the match, such as when a tiebreaker is to be played.

Local coordinators are responsible for sending their coaches information as well. Some of this will come down from the USTA (rules, regulations, advancement opportunity, etc.). Other communication may just be reminders on certain items and more specific questions, like when to coach.

#### Communication with Players and Parents

Some local coordinators communicate directly with players and parents, but this depends on the league. If a league is more travel-based and coaches and captains are mainly in charge of their own team, it's best to communicate with coaches who can then communicate with their players.

However, if a league is more in-house, then the coordinator should be free to communicate with players and parents. This could include anything from future matches and availability to opportunities that may arise the following season.

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## Pre-Season Activities

Prior to a league beginning, a local coordinator's preparation work should include:

- **Budgeting:** How should league fees be set up? Items such as court costs, balls, or shirts could be included if the local coordinator so chooses. The local coordinator should also keep the TennisLink fee in mind and factor that into the budget. Here would be a sample budget:

REVENUE	
Players	120
Fee Per Player	\$15
Total Revenue	\$1800
EXPENSES	
Awards	\$400
End-of-Season Party	\$400
Balls	\$400
League Admin	\$600
Total Expenses	\$1800

- **Marketing:** The USTA has a variety of marketing tools available for use. A more travel-based league with clubs and coaches involved can have the local league coordinator work more directly with each coach or manager. An in-house league marketing strategy can target parents with more of a social media and flyer approach.
- **League Set-Up:** A local coordinator will set up a league in TennisLink.
- **Rules:** USTA National provides rules and guidelines for both tracks of JTT, but there are other rules that may apply only to local leagues, depending on the Section and District. A local coordinator should be familiar with all relevant rules for the specific league.
- **Meetings:** A local coordinator should organize a few meetings for parents and coaches prior to the season beginning to review the details of the league.

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## In-Season Activities

Within a season, a local coordinator may encounter various issues, such as players not showing up, scores not being entered, etc., that he/she needs to be equipped to handle. The coordinator should also regularly send out updates to coaches throughout the season.

Conflicts may also arise throughout the season. These could include inappropriate coaching by a parent to their child, other parents becoming upset about line calls/incorrect scoring, lack of spectator etiquette, etc. A local league coordinator should have a process in place to handle these situations and should communicate it out to all captains and parents at the beginning of the season.

## Post-Season Activities

These will be discussed in a later chapter, but to wrap up a season, activities may include:

- Ordering and distributing awards
- Sending necessary participant and league information to USTA
- Reviewing the season with teams, coaches and parents

# CHAPTER 3

## TEAM MANAGER/COACH RESPONSIBILITIES

In an ideal world, each team in a league will have a coach. However, in certain instances, one person may coach multiple teams. Regardless of the scenario, each team must have at least one adult in charge of it.

### Registering a Team and Players

In some leagues, coaches and team managers are required to register their own teams online. In others, the local league coordinator does it for them. Decide how you would like this done in your league.

### Organizing Practices

Teams should have practices in between matches to get them ready to play their best, just like in any other sport. Teams can either set a date and time each week or vary it. Practice plans are up to each coach and will depend on the age and skill level. When organizing a practice, coaches should be sure that courts and equipment are available to use. There are a variety of resources available for organizing practices, including the Net Generation App.

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## Organizing Matches

At a team match, one adult should be in charge of each team. A few days before the match, opposing coaches should contact each other to review the date, time, location and how many players each team will have. If a team is short players, the coach should let the other coach know so that the other team will know how many players to bring, or whether a player will need to play twice.

The coach should also communicate with his/her team before each match, letting them know what they are playing and if there are any time constraints. Players and parents should know to contact the coach by phone or text if there are any last-minute changes. Another important item to communicate is the level of players to be able to provide the best level-based play.

When players arrive, a coach should take attendance of who is there. A coach should also have a contact list, should a player not show up, so lineups can be adjusted. Match assignments can then be determined, with the goal to get out as many matches as possible so players are not waiting around too long.

Before play begins, coaches should bring all the players together to discuss rules and any housekeeping items (bathrooms, trash on court, etc.). During play, some leagues and programs allow coaches to coach in between points and changeovers. Others do not. That information should come from the local league coordinator. Make sure coaching at league matches is mentioned in the local league rules.

After matches are done, coaches should write all scores down and confirm with the opposing coach. The scores should then be entered into TennisLink by the coaches no more than 48 hours after the match. Coaches should also send a recap out to their teams.

## Internal Communication

Communication is one of the most important parts of being a coach; the coach has to communicate with parents, players, other coaches and the local league coordinator. A coach should have contact information that includes email, phone and mobile phone for all parties. Other forms of communication can include team apps via phones, such as TeamStuff or TeamSnap. These apps facilitate sending messages out to a team or group of teams.



## CHAPTER 4

### THE LOCAL COMMUNITY

When putting a program together, a local coordinator should assess what else is happening in the community, both in tennis and other youth sports programming, to avoid any conflicts in scheduling.

#### Who Delivers Tennis Currently?

Finding passionate advocates in the area is a big step in putting together a successful league. A coordinator should speak to every coach and teacher they can at clubs, in schools, or in recreation department settings. Have any of them participated in JTT before? If so, pick their brain for who their participants have been, what facilities have been used, who some great team captains might be, players or parents that could be of value, etc. Have any of those captains or parents been “pied pipers” who have a program with good numbers and a love of team tennis? Are any of the facilities open to hosting a “hub” league, which brings multiple teams together at one location? This information can be key to setting up a successful league.

#### Other Area Sports Organizations

There are various sports in the marketplace today. It's important to research what is currently available in the local community and see how to potentially work to create a season or schedule that doesn't conflict with programs aiming for the same group of children.

If the facility (or facilities) where the league will play offers other youth sports, a local coordinator may be able to partner with them by organizing practice and match schedules so that children can seamlessly participate in both sports, creating a win-win for all parties involved.

#### Courts in the Area

Assess courts in the area to see which might be available and meet the needs of the league. Is there a facility that is underused, but in a great location? This is a natural fit for a JTT program. Are there schools where the courts are not busy on weekends? Are there private clubs that have hours where their courts tend to be quiet? If the league can create play at a time and place where there is little tennis activity now, the result will not only be building the league, but also creating tennis activity at a time and place where previously there wasn't much.

#### Working with Leaders

It is important to identify who the key leaders are in the tennis community and work with them to support and develop the league. Reach out to current JTT providers and coaches to find out who is consistently running great programs and find out how they are doing it. A local coordinator should work with current programs/providers to grow tennis and not compete with what programs that are already being run. Find out who does the court scheduling for city public facilities and school courts to determine the best place(s) to run your league and how to schedule court time. Sell school coaches on the value of off-season play for their school team players. Parent teacher groups may also be of value in supporting the league and spreading the word.

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## Recruiting Coaches

Coaches can be club pros, school coaches (although some districts have restrictions on this), recreation department employees, avid tennis players, or parents. Parents can be great coaches if well trained, and there are a number of places that they can go to be trained. Consult a USTA Coordinator for more details. They have a vested interest in making the program go and are used to the volunteer culture that is so crucial in other youth activities.

Consider having an informational meeting for individuals interested in coaching. Make sure league logistics are set prior to the meeting: locations, season dates, match days and league regulations. A well-organized meeting can help potential volunteers see the value in assisting with the league.

## Recruiting Players

Once coaches are identified, they can begin recruiting players. While it can be simpler to recruit players they know, they should be encouraged to work on reaching out to the wider community. To find new players, school handouts can be created to go home to parents of younger players, notices can be added in school newsletters and posters can be created to hang up at schools, among other ideas. The USTA has many different marketing materials available for use. Contact your USTA Coordinator for more information.

For leagues that involve players already participating in lessons or clinic programs, e-blasts or handouts are great. Club pros can be encouraged to have JTT in-house parties that can also act as recruitment tools while providing play for their members and education for the parents.

Player recruitment will also vary, depending on whether individual coaches do it or if the local coordinator will need to recruit and assign players to teams. A hybrid system can also work, with individual coaches filling some spots with players they know and then a coordinator filling spots with players they find.

# CHAPTER 5

## MAKING A BUDGET

A budget is a statement of estimated income and expenses for a program based on the preparer's goals and expectations for the program. In running a JTT league, a budget will assist the local coordinator in planning for the financial success of his or her league and will also assist with his or her communication and reporting to tennis club management or community tennis association boards of directors.

### Revenue

A budget for income might include player registration fees, sponsorship income, grants, or support from USTA organizations at the local, state, district, sectional or national levels. Total budgeted revenue is derived by adding the income from all of these sources. This total should be sufficient to cover all of the costs of the program (including court fees, equipment and coaches, among other items).

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## Registration Fees

Players in a JTT league normally pay a registration fee to participate. While it may seem like a great incentive for players to have a low cost for participation (or no cost), a league coordinator should recognize the value that is associated with the program that they are providing. The registration fee should consider the costs of providing the league, including court fees, equipment and coaching, among other items.

Registration fees will vary depending on the length of the league (number of weeks of practice and match play) and the facility and coaching costs associated with the league. A reasonable range for registration fees is \$20 to \$100 per person, depending on the variables listed above. It is also important to note that sales tax might be charged on registration fees in some states.

## Sponsorships and Grants

JTT leagues may also solicit revenue from outside sources such as sponsorships, grants and support from organizations in the USTA family. Sponsorships may be used to provide amenities to players, such as T-shirts or a player party at the end of the season. The league coordinator can obtain sponsorships from facilities in the league, coaches, parents (or companies they own or work for), or other companies that might benefit from the league (tennis equipment or apparel stores).

Grants are normally provided as a means of reducing costs for leagues in more economically challenged areas. If the league coordinator is applying for grants, they should be focused on providing information on the benefits of playing tennis to the participant and emphasizing these benefits to the foundation or non-profit organization to which they are applying. The USTA and their sections do give out grants to programs, but there are many other places that do also, such as nonprofits and foundations in the area.

League coordinators may also look for support through the USTA Network. Organizations within the family at the local, state, district, sectional and national levels have many support opportunities. These opportunities are available not only in cases of economic need, but also in cases where there are opportunities to start new leagues or programs or significantly expand leagues or programs already in place.

## Expenses

Budgeted expenses for a league program might include court fees, equipment, coaches and awards. A league coordinator might also have to consider administrative costs, such as insurance. The total budgeted expense should generally be less than or equal to the budgeted revenue.

## Court and Coaching Fees

Court fees and coaching costs will vary by league. Costs for courts and coaching could be significant for a league that uses courts at a private facility and/or indoor facility with paid coaches, but they could be much less if the league is played at a public facility with volunteer coaches.

## Equipment

Equipment costs normally include tennis balls for practices and league matches, but could also include racquets in beginner leagues. If the league is supplying rackets for the players, grants through the USTA family of organizations could potentially offset these costs. For a JTT match, the recommendation is to use one new can of balls per court (for example, a match using 3 courts would need 3 new cans of balls).

## Awards

Some leagues provide awards, T-shirts, or a player party, among other amenities. As noted previously, a league coordinator might solicit sponsorships to offset these costs. These amenities help to provide a great experience for players in the league and they should be considered as a part of this budgeting process.

## Administrative Costs

In many cases, administrative costs for JTT leagues, such as insurance, office supplies, and advertising, are covered by the organization sponsoring the league (the community tennis association or tennis facility). However, it is important to understand that these costs can be significant and should be considered when budgeting for the league. While it is not always possible, it is not unreasonable for the organization that is sponsoring the league to earn some profit (net revenue greater than expenses) for operating a JTT league.

# CHAPTER 6

## FACILITIES AND INSURANCE

Facilities are a critical component of running any JTT league. A league coordinator generally must procure facilities for matches in a league setting, but they may also have to find facilities to host practices for the teams, depending on the nature of the league. In a travel-based league, a league coordinator could also require each coach or team manager to find facilities. In either case, the league doesn't happen if there aren't facilities to support it.

Some JTT leagues host all of their matches and practices at a single facility, while others have teams based in clubs or schools and have matches at the "home" facilities of the teams. In either case, it is important for the league coordinator to determine the facilities that will be used for their league matches and to make sure that they have appropriately evaluated the facilities, reserved the courts for matches and practices, addressed any administrative concerns of the facility provider, and paid the court costs, if applicable.

### Facilities

Tennis facilities can be found at private clubs, public parks, home-owner communities, middle schools, high schools and universities. For beginner leagues, tennis courts can even be made at gyms and in parking lots by using portable nets and lines. It is important for league coordinators to evaluate which facilities are appropriate for their league and provide the best opportunity for the league to be successful.

1. Evaluate local facilities based on convenience, access, and safety.
2. Compare court costs for each facility.
3. Choose facility for the league.
4. Reserve the facility courts for the necessary days and times for practice and matches.

Safety is another consideration in this evaluation process, and the league coordinator should check the courts to determine if they are well maintained or if they have cracks in the surface and/or broken nets.

Once a league coordinator has decided which facilities will be used for their league, it is important to reserve the facilities for scheduled practices and matches. League coordinators need to contact the administrator that oversees each facility and provide that person with the league schedule and gain their commitment for the availability of the courts. In certain cases, this may involve signing a contract that details the schedule of the matches, court costs and other administrative requirements of the facility. In all cases, this work should be done prior to sending out the league schedule to participants.

As noted previously, court costs can be a significant consideration in obtaining facilities. It is important that league participants understand the costs associated with courts and how those costs will be paid. In a league that is hosted by one facility, it may be possible to include the courts costs in the registration fee. In a league that has multiple facilities, it may make more sense to have court costs paid at the time of the match.

## **Insurance**

Many facilities will require the JTT league to provide a certificate of insurance to show that they have appropriate liability insurance coverage for the league. The USTA does insure all USTA Junior Team Tennis Leagues, and a certificate of insurance can be provided by contacting your USTA Coordinator.

# CHAPTER 7

## **LEAGUE RULES**

For an Advancing National Championship Track program, the majority of the guidelines will be found in the annually updated USTA Junior Team Tennis National Rules and Regulations Book. However, there are many rules that may be specific to a local league that the National Rules will not cover.

### **Dates, Location, and Time**

For a league with matches planned on certain days and at certain times (i.e. Saturday afternoons), details of that information should be listed in the league rules so that coaches know ahead of time. Also, a time frame for home matches should be listed so that players, coaches and parents can get a consistent time from week to week.

Location of matches should also be included in league rules. Teams should have courts reserved to play their matches and enough courts in order to have the match.

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## Scoring and Formats

There are a variety of different scoring systems and formats that can be used, whether it's for a local or National Championship league. These should be listed in the rules so that coaches can go to them when they have questions. These details include:

- Which type and how many individual matches (boys doubles, girls singles, mixed doubles, etc.) will be played?
- What scoring format is being used (8 game pro set, 2 out 3 short sets, timed matches, etc.)?
- When is a tiebreaker played and what type of tiebreaker is played?
- What wins the match, total games or individual matches?
- How many players can play twice in each individual match?
- What happens in the case of a match ending in a tie?

## Eligibility Rules

Most of these will be covered in the National Rules and Regulations. However, sometimes it's best to include these in local league rules as well, especially if there are modifications. Be sure to include the age and gender eligibility and clarify the age cut-off date. League rules may also be modified based on other items, such as UTR, rankings, etc.

## Enforcement of League Rules

A league coordinator can either make a decision about rules on their own or consult a small group of coaches. The Section Coordinator can be contacted for any further clarification that may be needed.



## CHAPTER 8

### LENGTH OF SEASON

An ideal local JTT league will take place over a 6 to 8 week time period, but that can depend on various factors. Court time, number of players and level of players all play a factor in length of season. Here are some options for length of season:

- **2-3 weeks:** At the very minimum, 3 or 4 matches can happen over the course of a few weeks. Some local leagues even run as mini tournaments that all happen at one site, getting a few matches played in one day. In order to get a successful local league to take place in this time span, it's recommended to play 2 days per week (ex. Saturday/Sunday, Monday/Wednesday).
- **4-5 weeks:** Similar to above, a league could have 2 matches in 1 week in order to complete 8-10 total matches. At the minimum, teams could just play each other every week, and have 4 of 5 matches over the course of those weeks. This would be recommended for a summer league.
- **6-8 weeks:** A league can include a match a week, which allows players to get the recommended amount of play in. Practices can be held in between matches during this period of time.
- **9-10 weeks:** If a league contains several teams, a longer season may be appropriate. This would allow every team to play against each other. This may also be a viable option if considering doing back-to-back 4-5 week seasons. Practices can be held in between matches during this period of time.

## CHAPTER 9

### JTT DIVISIONS AND FORMATS

The below "Division Name" options exist in both "Championship" and "Local" JTT tracks, and each division can also be personalized with a "Description" name if another name is more appropriate for the league:

- 8 and Under - Beginner
- 8 and Under - Intermediate
- 8 and Under - Advanced
- 10 and Under - Beginner
- 10 and Under - Intermediate
- 10 and Under - Advanced
- 12 and Under - Beginner
- 12 and Under - Intermediate
- 12 and Under - Advanced
- 14 and Under - Beginner
- 14 and Under - Intermediate
- 14 and Under - Advanced
- 16 and Under - Beginner
- 16 and Under - Intermediate
- 16 and Under - Advanced
- 18 and Under - Beginner
- 18 and Under - Intermediate
- 18 and Under - Advanced

#### Options for team make-up are:

- Gender neutral - any number of boys and girls on each team
- Gender specific - just boys or just girls on each team
- A minimum of X boys and X girls on each team

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## Options for match formats available in TennisLink are:

- # of singles (gender neutral)
- # of doubles (gender neutral)
- # of male singles
- # of female singles
- # of male doubles
- # of female doubles
- # of mixed doubles

## Consider these factors when determining what an individual team match consists of:

- The number of rounds per team match
- The maximum number of matches each player can play per team match
- The minimum number of players needed to play a team match

## National Championship Junior Team Tennis uses the Junior NTRP scale to determine rating bands for divisions. Here are the requirements for rating bands in the National Championship track:

- Beginner: 0-2.7
- Intermediate: 0-3.4
- Advanced: 0-7.0

Players should be within a few decimal points of each other when they play so that we can assure level-based play. For instance, the Intermediate division may match up players between levels 2.8-3.3, while the Advanced division could be for players with levels 3.4-4.5.

A local JTT league can set its own rating bands **using NTRP ratings** or can choose not to use rating bands at all.

When arranging age divisions for the league, an **age eligibility** cut-off date must be determined. If the league is part of the National Championship track, then the **Age Eligibility** date MUST be August 31 of the Championship Year. **A player must not turn the next age up until AFTER that date.** For instance, in the 14-and-under division, a player cannot turn 15 until AFTER August 31. If the league is part of the local track, any date can be chosen. An option to not choose a date and to not validate age at time of registration exists as well.

For all factors listed above, the National Championship track has specific guidelines and rules to follow, which can be found in each year's edition of the JTT National Championship Regulations.

## CHAPTER 10

### REGISTERING PLAYERS

The first step for registering players in National Championship track leagues is for players to get a USTA membership. Parents/Players can acquire a USTA membership through [www.usta.com](http://www.usta.com) and will obtain a USTA membership number that will be needed for JTT league registration.

For a local JTT league, players can create a USTA account which does not require a membership. The account will provide a USTA account number that can be used for JTT league registration. Please note that local JTT does not require membership.

## CHAPTER 11

### LEAGUE MARKETING/PROMOTION AND COMMUNICATION

#### Marketing/Promotion

There are many different ways to promote a JTT league:

- Social Media: Instagram, Twitter, Facebook, etc.
- Paper Flyers & Posters
- Email Campaigns & Newsletters
- Relationship Building with Clubs & Pros

#### Communication

Communication is extremely important in coordinating a league. Emails and texts are a key component of this communication. In-person meetings are also vital to running a successful JTT league. An outline of in-person meetings is found below:

- **Introductory Meeting:** Include all coaches and cover season dates, player eligibility, level of play, costs, registration instructions, TennisLink, league rules, Net Generation background screenings, etc.
- **One-on-One Meetings with New Coaches:** Can go into more detail on the league procedures, TennisLink and Net Generation.
- **In-Season Meetings or Conference Calls:** Work out any issues that may arise with players, parents, weather, etc.
- **Parent Meetings:** Review expectations for parents, including conduct, sportsmanship, etc., and be sure to host prior to the beginning of the league.

## CHAPTER 12

### SCHEDULING

Once all teams are in their respective flights, it is time to start scheduling. There are 2 main ways to do this: allow TennisLink to schedule the league using facility management and its round-robin set-up, or input matches manually. With both options, flights and program settings will need to be organized.

Factors to consider from each team when scheduling are:

- Conflicting dates that players may have for tournaments, clinics, etc.
- Number of available courts for each match
- Preferred times for home matches

The facility management function in TennisLink allows these factors to be input into the system. The goal is to allow teams to have half of their matches at home and half away, although it may not always work out that way.

The chart below helps determine the best round-robin format to use for each type of league.

TEAMS IN DIVISION	NUMBER OF ROUNDS AND WEEKS	SCHEDULE FORMAT
3	2-3 rounds over 6-9 weeks	Two teams play every week, with the remaining team getting a BYE. If every team plays each other twice, it's 4 matches per team over 6 weeks. If every team plays each other thrice, it's 6 matches per team over 9 weeks.
4	2 rounds over 6 weeks	Each team plays each other every week. Each round robin takes 3 weeks. Each team can have a home and away match against every other team.
5	1 round and some extra matches over 6-8 weeks	Each team plays each other once over a 5-week period. Schedule extra matches for remaining 2-3 weeks, with top teams playing each other and bottom teams playing each other (OR schedule ahead of time).
6	1 round and some extra matches over 6-8 weeks	Each team plays each other once over a 5-week period. Schedule extra matches for remaining 2-3 weeks with top teams playing each other and bottom teams playing each other (OR schedule ahead of time).
7	1 round over 7 weeks	Each team plays each other over 7 weeks, getting a BYE during one of those weeks.
8	1 round over 7 weeks	Each team plays each other over 7 weeks.

Once the schedule is complete and has been checked for conflicts, it can be published to TennisLink for coaches, team managers, parents and players to view.

## CHAPTER 13

### MANAGING THE LEAGUE DAY TO DAY

Many things will need to be accomplished throughout the league season.

#### **Coach/Team Manager Guide**

League coordinators should make a Coach/Team Manager guide at the beginning of the season and send to the captains and team managers.

#### **Score Entry**

Team Managers/Coaches are responsible for entering scores, preferably within 24 hours of match completion. This typically falls on the home team captain, although either captain can enter scores.

#### **Weather Updates**

A rainout match day should be designated at the beginning of the season. Coaches are then responsible for scheduling any rainout matches that occur throughout the season. Local tracks of JTT may have their own specific guidelines that provide more detail on weather issues.

#### **Managing Conflicts**

Conflicts may arise throughout the season. These could include inappropriate coaching by a parent to their child, other parents becoming upset about line calls/incorrect scoring, lack of spectator etiquette, etc. A league coordinator should have a process in place to handle these situations and should communicate it out to all captains and parents at the beginning of the season.

We recommend creating a process for managing conflicts. "Friend at Court" can be a good reference.



## CHAPTER 14

### END-OF-SEASON ACTIVITIES

At the conclusion of the season, a coordinator should:

- Finalize the league in TennisLink – confirm all scores have been entered and counted appropriately.
- Host an end-of-season party and/or awards ceremony – distribute awards for champions, sportsmanship awards, etc.
- Communicate with the advancing teams if the league was part of the National Championship track.
- Alert the media – post on social media, reach out to local news outlets, etc.
- Distribute any stipends – depending on the USTA Section/District, a league may be eligible for stipends; a coordinator should fill out all appropriate paperwork to qualify.
- Send out final communication to coaches and players – wrap up the season and include information on upcoming leagues.
- Complete a post-season review – number of teams/players, feedback, number of default matches, etc. This can be sent to your USTA Coordinator, coaches or even just kept in your file.





TOGETHER WE WILL

GROW  
THE GAME

