



**2010**  
**XXXX** Area  
**Fall Interscholastic**  
**JTT**  
**Captain/Coach**  
**Manual**



## FALL 2010 DATES TO REMEMBER

**August 25**.....All Local Schools Contacted

**To be scheduled**.....Captains' meetings

**Sept. 2**.....Deadline for Teams to be on TennisLink

**Sept. 8**.....Team Matches Begin

**To be scheduled** .....Player Party/ Awards Night

# CAPTAINS/COACHES DUTIES

## PRE-LEAGUE EVALUATION

- Make announcement at your school, post sign-up list
- INTERMEDIATE PLAYERS should be NTRP 3.0 level or below. The description is as follows:
- **INTERMEDIATE: NTRP 3.0 Player is fairly consistent when hitting medium-paced shots, but is not comfortable with all strokes and lacks execution when trying for directional control, depth, or power. The most common doubles formation is one-up, one back. *Note to coach/manager: Player is improving court coverage and can sustain a rally and serve with consistency. On ground strokes, player needs to improve control of height, depth, direction, and speed.***

## PRACTICE

- Establish days and location for practices
- Establish rules for safety at practices. (No swinging racquets, etc.) . Begin practice sessions
- Distribute simple rules of tennis to the kids
- Consider recruiting high school players to help you with your teams. Teach your players how to play **no-ad scoring** and a **tie-break**. Try different doubles teams

## PRE-SEASON

- Try to get a "Team Mom or Team Dad" to bring drinks or snacks and help with transportation or carpooling.
- Promote team spirit. Every player will receive a Nike Dri-Fit Team Tennis shirt.. You can make iron on school logos or names.
- Each team is responsible for its own transportation. It is recommended to try to arrange a bus from your school or recruit parents to handle carpooling to practices and matches.

## 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.
- Coaches may assist players on the **beginner/intermediate teams only**. If the players are having a problem with scoring or tiebreakers, both coaches from the team 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. There will be NO coaching for the advanced teams.

## POST MATCH

- **Home team must enter scores on TennisLink.**
- **Visiting team** can confirm scores entered on TennisLink by opposing captain

# REGISTRATION

## TEAM REGISTRATION

- Contact the USTA Fall Interscholastic Coordinator, **Bob Love at (502) 593-4465 or [boblovetennis@windstream.net](mailto:boblovetennis@windstream.net)** with your team name and level (schools/areas may have multiple teams and levels).
- Each team will be issued an ID number to use to enter players in TennisLink.
- Initial rosters containing a minimum of 3 boys and 3 girls must be registered on TennisLink by **September 1**. Additional players may be added to each team throughout the season.
- Scheduling will be done at this time.

## PLAYER REGISTRATION

- 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 \$19 and through this membership each player receives a quarterly "*Smash*" magazine and is eligible to play in USTA sanctioned tournaments and other USTA Jr. Team Tennis leagues for one year.
- Player(s) will be unable to register for a team without a current USTA membership number.
- A direct link will be on the **USTA Kentucky website ([www.kentuckytennis.com](http://www.kentuckytennis.com))** to enable each player to simply enter their USTA number and their specific team number 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 onetime.
- Each player will pay an online **USTA JuniorTeam Tennis registration fee of \$27.00**. This fee will cover the Team Tennis entry fee, the **TennisLink** user fee, Nike Dri-FIT team shirt, match balls, court fees (if any) for matches, end of season party, and awards. If there are any students wishing to play but unable to afford these fees, please contact the USTA Kentucky office at (888) 582-8674 to apply for scholarship funding for that student.
- Player(s) may be added to a team roster prior to the last match of the season. Player(s) must be registered in TennisLink prior to participating in a match.

## CAPTAINS MEETING

- Captain/Coaches Meeting: **On Tuesday, May 25 at 7 p.m.** We will have a captains meeting to hand out the schedules and go over details of the season. All captains should be in attendance.

# FORMAT OF PLAY

## 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 double one girl and/or one boy at the mixed doubles position. You should only double if you have no other players available.
- Obviously, it would be better to have more than 4 boys and 4 girls for reasons such as illness, absences, etc.
- No more than 12 players per team is recommended.

## TEAM MATCH

- A team match consists of five (5) individual matches:
  - One Boy's Singles; One Girl's Singles; One Boy's Doubles; One Girl's Doubles; and One Mixed Doubles

## LEVELS/DIVISION

- There will be two (3) divisions of play: Beginners, Intermediate and Advanced

## SCORING

- Each individual match will have two four-game sets with a 7-point tiebreaker played at three games all. If the players each win a set, then a 12 point tie-break will be played to decide the match winner.
- For the Central Kentucky Beginners League, the format will be one six-game set for each match with a 7-point tiebreaker played at 6 games all.
- A team shall receive 1 point for each game won.
- A team may win a maximum of 30 points for each match.
- When a tie-break has been played, the match is recorded with a score of 4-3

## WARM-UP

- Visiting teams should be given 10 minutes to adjust to court conditions.
- Match warm ups should be limited to five minutes, including practicing serves.

## SUBSTITUTION

- No substitution may be made in an individual match after the warm up has begun, except for illness or injury of a player prior to the start of the match. (ie. the first point has not been played.)
- If no substitution can be made within 15 minutes, the affected position will be forfeited.

# 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 played on ????
- The visiting team should arrive at least 15 minutes early to allow for a court-adjustment warm up.
- Matches, 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.
- **Forfeits.** If your team must forfeit a position, please contact your opponent prior to the scheduled match.

## Inclement Weather

- Weather conditions that shall authorize the cancellation of a scheduled match are lightening, 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 the opposing captain to discuss.
- Make-up matches should be played as soon as possible. Try to schedule the makeup match before the next regularly scheduled match, preferably on the first Thursday following the cancelled match.
- Both captains should agree on the makeup day, time and location.
- **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 rescheduled due to a majority of player being absent from league play due to a school function.

## Spectators, Parents, 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
- No one should be on the court or in the players' seating area unless involved in actual match play. Parents or coaches may never sit on the court.

## SCORING/STANDINGS

### SCORE ENTRY

- The home team must enter the match scores in TennisLink.
- The visiting team should verify the scores entered, and confirm the results.
- If there is discrepancy, please select "dispute" the scores online and contact **Bob Love at (502) 593-4465**, and he will enter the appropriate changes.

### LOCAL LEAGUE CHAMPION

- A point will be awarded for each game won. The team who has accumulated the most points will win the season.
- 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:
  - Team Win/Loss record
  - Head to Head
  - Stats and Standings are available for your review at [www.corta.org](http://www.corta.org).

### AWARDS

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

### PROGRESSION

- Kentucky State Championship: The winning team from the league is eligible to advance to play in the Kentucky State Championship in Louisville in July 2011
- More details about that tournament will be made available to all players later.

# 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
  - Go to **www.usta.com/membership**
  - On right side of the page, select **Join or Renew**
  - Follow instructions from there.

## PLAYER REGISTRATION

- You will need:
  - Credit card information (name on card, expiration date, billing zip code)
  - Team number
  - USTA Number of player
  - Player's Shirt Size

### WITH TEAM NUMBER

- Go to **www.kentuckytennis.com**
- On the lower left side of the page, select **TennisLink**
- Click "**Jr. Team Tennis**"
- On the left side of the page, select "**Register to Play**"
- Enter Team number click **enter**
- Enter USTA Member ID and select Shirt Size
- Click "**Proceed to Checkout**"
- Verify registration is for correct team
- Enter payment information; select **Submit** (NOTE: Do not use spaces or punctuation marks when entering your credit card number.) You will have option to print a receipt for a record of your payment.

### WITHOUT TEAM NUMBER

- Go to **www.kentuckytennis.com**
- On the lower left side of the page, select **TennisLink**
- Click "**Jr. Team Tennis**"
- On the left side of the page, select "**Register to Play**"
- Click "**Find a Program**"
- Select "**Jr**" as Program Type, enter zip code, and click "**Find a Program**"
- Click "**Register**" when correct program is found
- Enter USTA Member ID, select division, and select shirt size for player
- Click "**Proceed to Checkout**"
- Verify registration is for correct team
- Enter payment information; select **Submit** (NOTE: Do not use spaces or punctuation marks when entering your credit card number.) You will have option to print a receipt for a record of your payment

## TO ENTER OR CONFIRM SCORES

### TO PRINT SCORECARD:

- Go to [tennislink.usta.com/teamtennis](http://tennislink.usta.com/teamtennis)
- On the upper right side of the page, click **"Coach/Coordinator Sign In"**
- Enter USTA# or Team Tennis # of captain and password, click **"Logon"**
- On the right side of the page, look under **"My Options"** and click **"Score Entry"**
- Enter Match Number, click **"Next"**
- On right side of page, click **"Print Scorecard"**
- New page will open with scorecard, **"Print"**

### TO ENTER SCORES:

- You will need:
  - Match number (Hint: Print a "Match Summary" report which lists your match numbers. Save this for reference throughout the season.)
  - Scores from match
  
- Go to [www.kentuckytennis.com](http://www.kentuckytennis.com)
- On the lower left side of the page, select **TennisLink Home**
- Click **"Jr. Team Tennis"**
- On the upper right side of the page, click **"Coach/Coordinator Sign In"**
- Enter USTA Member ID or Team Tennis Number of captain and Password, click **"Logon"**
- On the right side of the page, under **"My Options"**, select **"Score Entry"**, Enter the match number, click **"Next"**
- Verify it's the correct match for which you wish to enter scores, click **"Next"**
- Scorecard: Enter the date the match was played.
- Select players in each position from the drop down list and enter scores; click **"Next"**.
- 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 numbers. Save this for reference throughout the season.)
  - Scores from match
  
- Go to [www.kentuckytennis.com](http://www.kentuckytennis.com)
- On the lower right side of the page, select **TennisLink Home**
- Click **"Jr. Team Tennis"**
- On the upper right side of the page, click **"Coach/Coordinator Sign In"**
- Enter USTA Member ID or Team Tennis Number of captain and Password, click **"Logon"**
- On the right side of the page, under **"My Options"**, click **"Score Entry"**
- Enter the match number, select **"Next"**
- Verify it is the correct match for which you wish to enter scores, select **"Next"**
- Scorecard: Review players, positions and scores.
- Select **"Confirm"**, if accurate. Click **"Dispute"**, if not accurate and contact the league coordinator for correction of scores.
- Click **"Finish"** to complete the process.

## TEAM REPORTS

- Go to **www.kentuckytennis.com**
- On the lower right side of the page click "**TennisLink Home**"
- Click "**Jr Team Tennis**"
- On the upper right side of the page, click "Coach/Coordinator Sign In"
- Enter USTA Member ID or Team Tennis Number of captain and Password, click "**Logon**"
- On the right side of the page under "**My Options**" click "**Teams**"
- On the far right side of your team information click on the **icon**

From here 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.

## **INSTRUCTIONS ON SCORING FORMATS**

No-ad scoring. The first player to win 4 points wins the game. If the score reaches 3 points all, the 7th point becomes the game point. 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, players may either use 1, 2, 3 and game: or 15, 30, 40, and game. They may call the score of 3 all deuce.

Tie-Break. Be sure they know how to play a tie-break. If a set reaches 3 all, players must play a tie-break. The order of serving is the same as that of the start of the match.

In doubles, the first server shall serve one point from the right side. The second server shall serve two points, starting from the left side and ending on the right side. The third server shall serve two points, starting on the left and ending on the right side. The fourth server shall serve one point from the left side and then players change ends of the courts. The fourth server shall then serve one point from the right side. Play continues in such a manner until one team wins at least seven points with a two-point margin. Teams change ends of the court every six points.

In singles, the first server shall serve one point from the right. The second server shall serve two points, starting on the left side and ending on the right side. The players continue to alternate serving two points each until one wins a minimum of seven points with a two-point margin. Player's change ends of the court every six points.

# 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 the 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 1st, 3rd, 5th and subsequent alternate games.
8. Players lose point-Players lose the point if ball hits the 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.) A ball 99% out is 100% good!
10. Scoring-If player wins 1st 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 2nd point, the score is called 30. On winning the 3rd point the score is called 40. On winning the 4th 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 5 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 captains.)

## PLAYER, SPECTATOR AND TEAM ETIQUETTE

Besides the rules of tennis there are also some important unwritten rules, 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. 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.