

# **USTA Jr. Team Tennis Mid-Atlantic Section Program Manual**



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***“To Promote and Develop the Growth of Tennis”***  
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Any and all questions related to this manual and the USTA Jr. Team Tennis program can be answered by contacting the Team Tennis Manager at 703.556.6120 x16 or [broderick@mas.usta.com](mailto:broderick@mas.usta.com). You can also visit our website at [www.midatlantic.usta.com](http://www.midatlantic.usta.com) and click on the USTA Jr. Team Tennis option for more information.

## INTRODUCTION TO USTA JR. TEAM TENNIS

- USTA Jr. Team Tennis is a grassroots USTA tennis program that is marketed to boys and girls ages 6 to 18 of all skill levels. **Jr. Team Tennis strives to provide a cooperative team environment that fosters integrity, self-reliance, positive self esteem, and promotes social skills while developing lifelong players.** This manual will take you through the general philosophy of USTA Jr. Team Tennis and give direction and guidelines on how to successfully start and coordinate a USTA Jr. Team Tennis program in your community.

### ● COST OF JR. TEAM TENNIS:

- 🔪 \$19: USTA Membership, Smash Tennis Magazine subscription and sanctioned tournament play
- 🔪 \$3 or 7.5% +.50 per registration if program fee is \$35 or more: TennisLink Access (online registration, match scheduling, score reporting, viewing results & local league fee collection)
- 🔪 \$13.00: Nike Dri-Fit T-shirt purchase
- 🔪 \$Varies: Coordinator/Club fee (Optional)

### ● BENEFITS OF JR. TEAM TENNIS:

- 🔪 Progression to District, Section and National Championships.
- 🔪 Program grant and coordinator bonus (stipend) opportunities.
- 🔪 Equipment and uniform discount offers
- 🔪 Free marketing support to help with program launch.
- 🔪 Nationally branded program and marketing means increases the visibility of your league
- 🔪 Free access to TennisLink registration and tracking system.
- 🔪 Players participating in District Championships have the opportunity to receive USTA/Mid-Atlantic Level 4 points for singles and same-gender doubles (40 points per match won).
- 🔪 Players participating in Section Championships have the opportunity to receive USTA/Mid-Atlantic Level 3 ranking points for singles and same-gender doubles (65 points per match won).

## USTA JR. TEAM TENNIS PROGRAM REQUIREMENTS

- Below are a list of Minimum League Requirements for local leagues **advancing** to District, Section and National Championships compiled by the USTA Mid-Atlantic Section and the 2011 National USTA Jr. Team Tennis Regulation Book. Some regulations may need to be determined by the Area League Coordinator (ALC) in your area. If there is a topic not covered in the list below, please refer to the National Regulation Book.

- 1. PROGRAM/LEAGUE NAME:** Must be called USTA Jr. Team Tennis.
- 2. USTA MEMBERSHIP:** All participants **must** have a valid USTA Membership for the duration of the local season to participate on a Championship-Eligible team.
- 3. TENNISLINK TEAM TENNIS:** TennisLink Jr. Team Tennis must be used to manage the league. The ALC must have all players and the local league schedule registered in TennisLink prior to the play of any team matches. Players may not participate with a team if they are not registered in TennisLink.
- 4. BACKGROUND SCREENING PROCESS:** All ALCs and Team Captains **MUST** go through the USTA MAS Background Screening Process prior to the start of the league season, even if you completed a background check in 2010. *(See page 8 for details)*
- 5. TEAM CAPTAINS:** Each team must have a team captain/coach responsible for the team and it's administrative affairs during the league season.
- 6. AGE ELIGIBILITY:** Jr. Team Tennis age eligibility requirements are by the calendar year. A player must remain "age eligible" through August 31st of the championship year to be eligible for advancement opportunities to District, Section and National Championships.
- 7. NUMBER OF TEAMS:** Program must have a minimum of 2 teams.
- 8. TEAM MINIMUM:** Teams must consist of a minimum of three boys and three girls.
- 9. SCORING FORMAT:** The designated Area League Coordinator may determine the scoring and play formats, as well as the methods of determining the winning team of a local team match that best meets the needs of the local league. Each team match must consist of one boy's and girl's singles, one boy's and girl's doubles, and one or two mixed doubles.
- 10. TEAM LINEUPS:** Coaches/captains for each team shall exchange their team match cards simultaneously prior to the beginning of the team match. No substitutions may be made in an individual match after the lineup has been presented, except for injury to, or illness of a player prior to the start of such match. If the substitution is made during the warm-up, the substitute player is entitled to a five-minute warm-up.
- 11. SCORE ENTRY:** All team match scores must be entered into TennisLink Team Tennis within **72 Hours**

of the completion of the match by the home team captain. Visiting team captains must log in to "Confirm" all scores. Scores not entered will not be counted.

**13. MORE THAN ONE TEAM:** Players may play on more than one local team during the same season. Prior to any advancement to a championship (district, section, national) the player must declare which team he or she will participate on in such championship.

**14. INDIVIDUAL MATCHES:** If needed, an individual player may only play in two individual matches in a team match.

\*At District/State and Sectional championships one girl and/or one boy may participate in up to two individual matches/lines per team match and it is **required** that the second match be in the **mixed doubles flight**.

**15. PROGRESSION:** Players must participate in a minimum of three (3) team matches at the local level to qualify for District, Section or National Championships. The method of determining the winning team of the local league competition to advance to the next level of competition is determined by the ALC. (Playing twice in one team match does not mean that a player has two team matches recorded. The player must play in separate team matches for play to be recorded separately)

**16. TEAM CERTIFICATION:** All program Coordinators must provide ranking points for the players across all age categories, for every player on a team advancing to District Championships to determine that the individuals are within the Section Benchmark. This and certifying teams to the District Coordinator must be completed by District deadline. All players in the intermediate division must have less than 300 MAS points across all age groups as of August 31, 2010.

**17. COACHING:** The ALC shall determine whether and at what times to allow coaching at the local level. In no event is coaching permitted during a tiebreak.

**18. SECTION BENCHMARK/RANKINGS:** Any player with 300 MAS ranking points as of August 31, 2010 or more or are 3.5 NTRP rated players or more within any age group must participate in the Advanced Flight.

*National Regulation: 2.01G (5)d National Ranking: Players with a national ranking, in any age division and determined at a specified time of the year, must enter at the advanced level at any age division.*

**19. PLAYER PARTICIPATION:** Team must have at least three girls and three boys to play a local match. If team is missing a player they must default the relevant gender singles match.

- Prior to starting a season, the designated Jr. Team Tennis Area League Coordinator must become a Program Coordinator by using the TennisLink registration system. She/he must also undergo a background check. All leagues must adhere to the requirements listed above to be an "official" USTA Jr. Team Tennis program. Once the District Team Tennis Coordinator has approved your league, marketing and promotion of your USTA Jr. Team Tennis program may begin.

- Program coordinators should inform Coaches/Captains of: Season Dates, The Schedule, Registration Deadlines, The responsibility of coaches to monitor play levels to ensure the integrity of the program, league rules and benefits of the league.

## **JR. TEAM TENNIS AREA LEAGUE COORDINATOR RESPONSIBILITIES**

- Program coordinators or League coordinators are an integral part of the USTA Jr. Team Tennis program. Program or league coordinators deliver the message to the local community and give Jr. Team Tennis structure and life. This page will help coordinators accurately regulate their programs and grow their program's enrollment. Outlined below are the general duties of a Program or League coordinator:

1. Apply to have a Jr. Team Tennis league with USTA Mid-Atlantic using the TennisLink registration system.
2. Comply with the requirements regarding background checks. All ALC's and coaches must be approved.
3. Form a JTT Committee to assist with the responsibilities of your league.
4. Read and comprehend the JTT MAS Coach/Coordinator Handbook.
5. Implement the Jr. Team Tennis rules, regulations and guidelines into your local league.
6. Successfully master and understand the TennisLink registration system.
7. Establish characteristics of local league including dates, time, age, and skill divisions.
8. Market and promote the Jr. Team Tennis league to area facilities; including private clubs, public parks, schools, YMCA's, Boys & Girls clubs, etc.
9. Use consistent and proper branding of the USTA Jr. Team Tennis program by using the JTT marketing kits, banners, logos and any other promotional items that are provided by the USTA district and sectional offices.
10. Register participants through individual/team entry using the TennisLink registration system.
11. Create and publish a schedule of play through TennisLink. Require team captains to input scores from weekly matches.
12. Promote and distribute information on the season ending USTA Jr. Team Tennis District & Sectional Championships.
13. Communicate often with your District Program Coordinator.
14. Attend at least one JTT ALC Workshop per year.

Please read and sign below:

I \_\_\_\_\_ have read and understood the responsibilities of a Local League Coordinator and will follow these responsibilities in order to fully participate and adhere to USTA National Standards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ROLE OF TEAM CAPTAIN OR COACH

- The team captain or coach is to assist the program coordinator or league coordinator in the delivery of the USTA Jr. Team Tennis program. Coaching or tennis experience is not necessary. Below is a list of general duties, but the duties should be tailored to the needs of your local community or program.

### GENERAL DUTIES:

- 🔪 Assist in player registration by making sure your team members register themselves using the team i.d you have provided.
- 🔪 Gathering uniform size information and contact information.
- 🔪 Assisting with scoring and monitoring team matches.
- 🔪 Assist in recruiting volunteers /parents to help with team duties such as driving players to matches.
- 🔪 Read and know the rules of the league in which the team is competing. The captain is responsible for the team to play and act in accordance to the rules and code.
- 🔪 Make sure that all members of the team are eligible to play in the level registered (i.e. age, ranking, or level of play). If a player has 300 or more MAS ranking points as of August 31, 2010 or are 3.5 NTRP rated players or more, they must play the Advanced level.
- 🔪 Report scores on TennisLink within 72 hours of completed match. Home team should record match scores.
- 🔪 Keep in contact with the Jr. Team Tennis Area League Coordinator (JTT ALC). If there is any doubt of a match time or schedule question, the captain must contact the JTT ALC and should not wait for the coordinator to contact the captain.

### ● TEAM RESPONSIBILITIES OF CAPTAIN








1. Provide players with the team # to register on TennisLink.
2. Act as liaison between parents, players, and the JTT ALC. Please let the JTT ALC know if there are any facility issues.
3. Advise players when their matches are scheduled, what the lineup is, and whether they need to bring balls.
4. Captain must communicate with the opposing captain prior to the match if there are not going to be enough players to facilitate the match. The match can be rescheduled if both the coaches and the JTT ALC are in agreement (this prevents kids and parents from traveling to a match only to have to default a team match).
5. Print a scorecard from TennisLink and bring to team match.
6. Team captain checks at facility for the team 15 minutes prior to match. Court assignments may be given at that time.
7. Exchange the team lineup with the opposing captain before each match. Talk with opposing captain to try and match the players with similar ability for a fair match.

(Remember this is team tennis. We want the kids to have the best match possible and above all, HAVE FUN)

8. Coaching during a team match is allowed by the team captain only. Coaching is allowed on the changeovers only. Please encourage your players to be good sports. Remind parents to adhere to the dos and don'ts conduct.

For additional help with TennisLink, USTA has a national learning center with online tutorials. Go to [www.usta.com/lrc](http://www.usta.com/lrc) and register to view tutorials for team tennis.

### **Some things captains do, but are not required**

-  Schedule and conduct team practices
-  Buy balls for team matches (after collecting money from players)
-  Send email updates and reminders to the team
-  Organize the team to travel to your USTA Jr. Team Tennis District and Section Championships following the season
-  Make a schedule of play based on availability
-  Compile a team contact list so that parents and players all know the best way to contact one another
-  Appoint a co-captain so you don't have to be at every match

## **USTA MAS BACKGROUND SCREENING PROCESS FOR TEAM CAPTAINS AND COORDINATORS**

### **Purpose**

The USTA Mid-Atlantic Section will be conducting background screening on all volunteer coaches captains and program coordinators involved in our Jr. Team Tennis Youth Programming in an effort to provide a safe and positive tennis experience for parents and participants.

### **Requirement**

All Jr. Team Tennis Captains/Co-Captains or Coaches/Asst. Coaches are required to obtain a background check before the first match is played. It is recommended that the captains/coaches apply for their background check three weeks prior to the season beginning to assure that it will be back and cleared before the first match is played. Coaches/Captains must obtain a background check every championship season.

### **Screening Criteria**

The screening criteria used to evaluate background screens for the conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges are designed to identify any crimes against children; any sexual offenses; any drug convictions; weapons violations; assaults, battery or any other crime of violence; any lewd conduct.

### **Cost**

The cost of the screening is free for the 2011 Season and will be paid for by the Mid-Atlantic Section.

## BACKGROUND CHECKS GUIDELINES

	Eligible	Review	Ineligible
Social Security Number (SSN) Check	<ul style="list-style-type: none"> <li>Name and SSN exactly match</li> <li>SSN is an exact match and name matches along with another name which is the maiden name</li> </ul>	<ul style="list-style-type: none"> <li>In addition to the subject's name, other names are attached to the SSN</li> <li>Last name does not match SSN, but appears similar</li> <li>The SSN has not been issued</li> </ul>	<ul style="list-style-type: none"> <li>Name on trace is that of a deceased person or person other than applicant</li> </ul>
Criminal Background Check	<ul style="list-style-type: none"> <li>No record, clear record or no convictions found</li> <li>Dispositions of: Not Guilty, Nolle Pros, Dismissed, Expunged or Pardoned</li> </ul>	<ul style="list-style-type: none"> <li>Records with an outstanding Warrant, Pending Disposition or Adjudication Withheld.</li> <li>Criminal convictions that occurred more than 7 years ago that MAS is entitled to know about and use in a decision</li> <li>No more than one Misdemeanor conviction within 5 years including: contributing to the delinquency of a minor, theft while handling money, providing alcohol to a minor, public intoxication, drunk and disorderly, simple drug possession, possession of drug paraphernalia</li> <li>3 or more moving violations within a 12 month period within the past 3 years.</li> <li>A person with any drug and/or alcohol offense within the last 5 years.</li> </ul>	<p>The following are all limited to the past 10 years unless otherwise specified:</p> <ul style="list-style-type: none"> <li>All Felony offenses other than violence or sex. Examples include drug offenses, theft, embezzlement, fraud, child endangerment, etc.</li> <li>two or more misdemeanor convictions in the last 10 years, Example A person with multiple offenses in the last 10 years</li> <li>Failure to appear in court, except for minor traffic infractions</li> <li>Contributing to the delinquency of a minor</li> <li>Any felony conviction. Felony violence regardless of the amount of time since the offense including murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.</li> <li>Sex Offenses: A person with any sex offense, regardless of the amount of time since the offense is disqualified. Examples of sex offenses include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent, etc.</li> </ul>

## BACKGROUND SCREENING INSTRUCTIONS

### *Actual Background Screening Application Process*

#### **Step One: Access the Volunteer Screening website**

- 1) Using a computer with internet connection put in the web address (URL) below:  
**<https://www.applicantreview.choicepoint.com/VolunteerSelfScreening/welcome.do?usta>**
- 2) When the Home page loads, Click the **Get Started** button.
- 3) On the What to Expect page, read the information outlining the Volunteer Self Screening process. Click **Go** when ready to proceed.

#### **Step two: Select Your Organization**

- 1) Click on the **USTA/Mid-Atlantic Section** listing.

#### **Step three: Pick a Package**

- 1) Select the package listed as: **Volunteer/Coach Screening**.
- 2) After you select package, the screen will display a description of the package. Your package will be shown as FREE as USTA/ MAS is handling the costs of this year's background checks.
- 3) Click Next.

#### **Step four: Volunteer Information**

- 1) Enter your personal information with as much information as possible. Required fields are highlighted in red. They include your email address, full last and first name and any other names that are applicable, current address, social security number, date of birth and gender. You will also be asked to disclose any previous felony or misdemeanor convictions.

Note: Identification information such as Date of Birth and Social Security Number is required. This information is held in the strictest confidence.

- 2) After reviewing your entries click **Next**.  
If you need to clear out the information and start over, Click **Clear**.

#### **Step five: Confirm & Checkout**

- 1) Review the information on the order confirmation page. If you need to make changes, click on the **Back** button at the bottom of page.
- 2) Once you have verified all information is correct, click Place Order.
- 3) You will see the Order receipt and Thank you notification.

#### **Step six: What's Next**

Your application is now complete and the request for a background check has been submitted. Results will be sent to USTA MAS within 24-72 hours. This program places the responsibility for information management and retention on the screening provider, Choice Point. Except in those few instances where an applicant's background screen returns information that makes him/her under review for participation in USTA MAS Jr. Team Tennis program, or provides reason to suspend or terminate his association with the USTA MAS Jr. Team Tennis program, and he/she then chooses to appeal the decision, USTA Mid-Atlantic will not be privy to, nor will it store the information returned in a applicant's background screen.

## PLAYER / PARENT / TEAM CAPTAIN SPORTSMANSHIP EXPECTATIONS


- The USTA MAS Section is committed to develop and promote the growth of tennis and with USTA Jr. Team Tennis as one of the most successful junior programs for the United States Tennis Association we will continue to grow tennis at all levels for juniors of any age. In order to maintain the success of the program and the growth of tennis there needs to be a clear understanding of the processes and expectations placed on the coaching staff, athletes, managers, parents and supporters of USTA Jr. Team Tennis and the USTA MAS Section. **The foundation of our program is based on the following areas: fair play, sportsmanship, competitiveness, teamwork, leadership, and participation. This player/parent expectation's guide therefore reminds our program participants of the expectations that it takes to establish a truly unique and successful program.**

- **USTA MAS JTT PLAYER EXPECTATIONS:**


- 🔪 Players are held to the USTA Code and Friend at Court Regulations. Violations of any regulations will be dealt with accordingly.
- 🔪 Unsportsmanlike conduct will not be tolerated. Players are expected to express proper tennis court and tournament etiquette. Unsportsmanlike conduct includes:-Racquet abuse, ball abuse, profane language, negative signs, obscene gestures, trash talk and taunting, cheating, stalling, faking injury, pouting, berating opposing team, and insubordination to the team captains, umpires, other coaches, tournament directors, and your parents.
- 🔪 Players are expected to have fun with our program and promote teamwork with the rest of their team.


- **USTA MAS JTT PARENT EXPECTATIONS:**


- 🔪 Parents are expected to support their athlete in a positive manner, being a role model of good sportsmanship and fair play.
- 🔪 Parents are expected to abide by the classic tennis sportsmanship rules, including:
  - Cheering/applauding only when your athlete hits a winner or plays a great point.
  - Congratulating your athletes opponent and parent(s) (win or lose) on a match well played.
  - Not making exaggerated audible noises, negative body language, or any other reaction to a suspected poor call, opponent behavior, missed shot by your own athlete, or behavior by an opponent's captain, parent or supporter.
- 🔪 Parents are expected to treat the team captains, USTA administrators and tournament directors with respect. Please do not ask tournament directors when your athlete is going to play, or levy complaints about a tournament. Please refer to the team captain for such issues.
- 🔪 Parents understand that the team captain, USTA MAS Staff, and tournament directors can have parents removed from matches at the competition location.


 Parents are expected to understand that acts of nature play a role in our events and matches. Parents are expected to exercise patience in consideration with the weather, rescheduling of matches, dual match sites, the irresponsibility or disorganization of other programs, and other issues outside of the team captains, USTA MAS Staffs, and tournament directors control.


 **USTA MAS JTT CAPTAIN/MANAGER EXPECTATIONS:**

 Team Captains are expected to emphasize sportsmanship, teamwork, fun, and ethics to athletes in Jr. Team Tennis.


 Team Captains are expected to communicate clearly with players, parents and supporters about the policies, procedures, practice, match times, travel plans and expectations.

 Team Captains are expected to make decisions in the best interest of their athlete's well being, in regards to their safety, health, education, and development.


 Team Captains are expected to represent their athletes in captains meetings and act as a liaison between Jr. Team Tennis Coordinators, USTA MAS Staff, tournament directors, parents, and athletes.


 Team Captains are expected to lead by example in regards to sportsmanship, honesty, leadership, teamwork, and ethics.


 **SEASONS DATES:**

 The USTA Mid-Atlantic Section offers a year round season from September 1<sup>st</sup> to August 31<sup>st</sup> of following year. Coordinators can choose the local season dates and length.

## **AVAILABLE REGISTRATION OPTIONS**

 A program can choose to register in the **MAS Championship Eligible Season** in TennisLink and be eligible to advance to National Championships. The Championship-Eligible Season is age validated and all teams must abide by all USTA Jr. Team Tennis rules. Players have to have to be a USTA member and purchase the team uniform to play.

 A program can register in the **MAS Non-Championship Eligible Season** and will not be eligible to advance to National Championships. The Non-Championship season is not age validated but membership and the purchase of team uniform is still required.

 A program can register as a **Locally Branded** program and for a fee of \$54.25(Coordinator fee + Processing fee), receive a membership waiver, and will have access to TennisLink. There is no team uniform from the USTA associated with Locally Branded programs and they are not allowed use of USTA Jr. Team Tennis logos. They are also not allowed to advance to any championships.

**Please note:** Locally branded teams or players on a locally branded team cannot switch to Championship-Eligible play at any point after receiving the waiver. The players will not be allowed to be pulled onto other Championship-Eligible teams. A player who is playing on both a locally branded team and a Championship-Eligible team would be allowed as a substitute only on another Championship-Eligible team, if the player meets the local play history requirements. When the locally branded teams are listed in the programs, they will be italicized.

## DIVISIONS OF PLAY AND LEVEL DESCRIPTIONS

- USTA Jr. Team Tennis is divided into many different divisions of play based on both age and skill level of players and teams. USTA/Mid-Atlantic uses the National Tennis Rating Program (NTRP) system to rate players based on skill.

We rely on the integrity of the coaches and program administrators to place players in the appropriate level to the best of their ability. Below are general descriptions of the different play levels and rules to guide you in placing your players correctly. The goal is for players to have as competitive of matches as possible to maximize skill development and enjoyment. The rating system can be found below. The divisions for play are offered as such on TennisLink:

AGE	8 & U	10 & U	12 & U	14 & U	18 & U
SKILL LEVEL	Beginner Intermediate Advanced (red ball 36ft)	Beginner (Orange Ball 60ft) Intermediate (Orange Ball 60ft) Advanced (Green Ball 78ft)	Beginner (Green Ball 78 ft) Intermediate Advanced	Beginner Intermediate Advanced	Beginner Intermediate Advanced

**The 8 & under, 10 & under, and 12 & under *Beginner* (NTRP 2.5 & Below)** division players are your novice players that are new to the game and have had no formal tennis instruction. They are just learning to play and judge where the ball is going. They enjoy tennis as a recreational sport and have very little or no match play experience. The 8 & under and 10 & under divisions will use the Quick Start Tennis (QST) format. For more details about QuickStart Jr. Team Tennis (QST JTT), see page 14.

**The 12 & Under, 14 & Under and 18 & Under *Intermediate* (NTRP 3.0 & Below)** division players are your low-intermediate to intermediate players that have learned how to serve and keep regular scoring on their own, are fairly consistent when hitting medium paced shots, but are not comfortable with all strokes and lacks execution when trying for directional control, depth, or power. These players are beginning to compete at tennis in local Jr. Team Tennis programs, Mid-School tennis program or Junior Varsity High School tennis as well as local tennis tournaments, some even winning smaller local tournaments.

The **12 and Under, 14 & Under and 18 & Under Advanced (NTRP 3.5 and Above)** division players are your high-intermediate to advanced players that have achieved improved stroke dependability with directional control on moderate shots, but need to develop depth and variety. They exhibit more aggressive net play, have improved court coverage, and are developing teamwork in doubles. These players may be entering and playing USTA Sanctioned events and tournaments or compete on Varsity High School teams. Any player who has **300** or more ranking points in any age group has to play in the advanced division.

## FORMAT OF PLAY

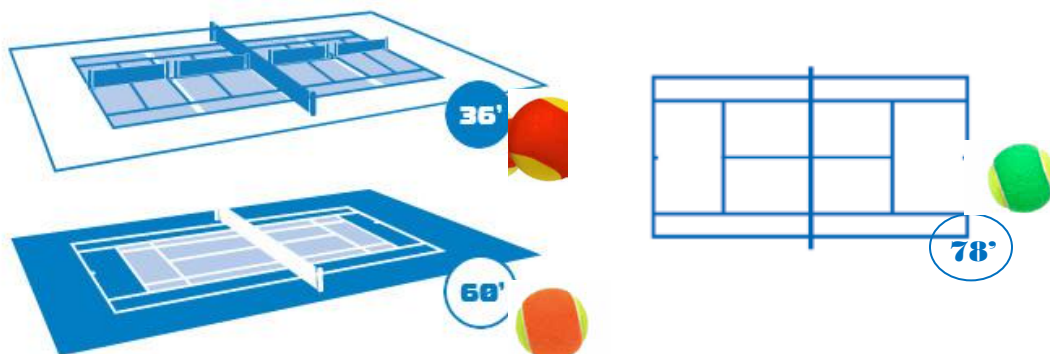
- For the **12u, 14u, 18u Beginner, Intermediate and Advanced** divisions, World Team Tennis, which is co-ed, is the format of play for Championship-Eligible programs.

This format is as follows:

1. One boy's doubles match
2. One girl's doubles match
3. One mixed doubles match
4. One boy's singles match
5. One girl's singles match

### \*Please take note:

- 🔪 All 10 and under divisions must play their local matches using the QuickStart format.
- 🔪 However, each Non-Championship-Eligible program has the flexibility to set up the playing and scoring format that best suits its needs. A locally branded program or Non-Championship-Eligible program can offer as little as 2 singles and 1 doubles position and not be gender specific. Local league scoring usually depends on time constraints and/or court availability.
- **QUICKSTART FORMAT OF PLAY:** QuickStart tennis is a new format to help kids 10 and under learn and play the game. By changing the size of the court, the ball and the racquet and modifying the scoring system, any child can start playing tennis almost immediately. It stresses the importance of play and team competition. This format of play should be incorporated in the 10u & 8u division into existing Jr. Team Tennis leagues. For more information, please visit <http://10andundertennis.usta.com/>





AGE	COURT SIZE	RACQUET	BALL	NET HEIGHT	SCORING
<b>8 &amp; Under</b> Beginner, Intermediate	36'x18'	Up to 23"	"Red" Foam or very low compression	2'9"	Best of 3, 12 point tiebreakers (1 <sup>st</sup> to 7 points win by 2); Switch sides after each game.
<b>10 &amp; Under</b> Beginner & Intermediate	60'x21' singles 60'x27' doubles	Up to 25"	"Orange" Low compression	3'	Best of 3 short sets 1 <sup>st</sup> to 4 games (no-ad scoring) with 3 <sup>rd</sup> set: 12 point tiebreaker (1 <sup>st</sup> to 7 win by 2)
<b>10 &amp; Under</b> Advanced	78' x 27' singles, 78' x 36' doubles	25" to 29"	"Green"		



### THE COURT

To give kids the confidence and ability to cover the entire court, score points and build an all-court game, the court is shorter and narrower for both age groups. The net height is lower, too. *To view the court size diagrams, see page 2 in the National JTT Regulation Book.*

### THE SCORING

The QST Scoring system is simple. It helps organizers plan competition and it gives parents and players a start and finish line.

**\*\*8 & Under:** Match play is short and sweet. Kids play the best of 3 tiebreakers; the first to score 7 points by 2 wins the game. The first to win 2 games wins the match. The longest a match will last is approximately 20 minutes.

**\*\*Please note: 8 & U is not gender specific**

**10 & Under:** play the best of 3 sets with no-ad scoring; the first to win 4 games wins a set. For the third set, the player to win 7 points by 2 points wins the match.

### THE BALL

Kids need a ball that's equal to their playing abilities. A regulation tennis ball moves too fast, bounces too high, and is too heavy for the smaller racquet. Each age group, therefore, uses a ball better suited to their unique playing ability.

**8 & Under:** a foam ball or very low-compression ball moves slower, bounces lower and travels less distance.

**10 & Under:** a low-compression ball moves a little faster and travels farther than the ball used with the younger group, but it still has a lower bounce than a regulation ball.

- **LOCAL LEAGUE REGISTRATION FEES:** Local program registration fees can be collected electronically with the TennisLink Registration system. This choice is left up to the discretion of the JTT ALC.

- **JR. TEAM TENNIS AREA LEAGUE COORDINATOR STIPENDS:**

JTT Coordinators are eligible for money stipends. *Keep in mind, to be eligible for these stipends, all of the USTA Jr. Team Tennis requirements listed must be met and 100% of your participants must be registered online using the TennisLink Registration System by the roster registration deadline for each season.* All programs must be registered in Championship-Eligible Seasons. The stipends are as follows:

- 🔧 **JTT ALC National Stipend:** The guidelines for this stipend have not been established yet for 2011. Information will be sent to all JTT ALC's when the Section Office is notified on the guidelines.
- **COACHING:** Coaching will be permitted during the rest period, if any, or between individual matches. In no event is coaching permitted during a tiebreak.

## USTA JR. TEAM TENNIS TEAM UNIFORM

**\*Provider: Tennis Warehouse 1-888-466-1188**

- 🔧 A Team Uniform will be provided for all players registered in a Championship-Eligible JTT League. Coaches/captains will be able to choose color options and the individual players will select their size when they register. The team uniforms will be shipped to the address of the coach/captain that is listed on the TennisLink Team page. The cost of the jersey will be bundled in with the TennisLink registration fee and the optional local league fee.
- 🔧 The cost of the NIKE high performance Dri-fit jersey is \$13.00.
- 🔧 **Going forward, any player who has already purchased a Team Uniform Shirt for the 2011 Championship year will no longer be required to purchase a 2nd or additional shirts for additional teams. Players are still required to purchase a shirt for the first team that they register on in that championship year.**

### Uniform Order Process

1. Once the division has been chosen, when registering a team, you will be prompted to identify the team uniform color. Select the color from the drop down box.
2. Enter the Shipping address and contact information for where you want the shirts to be delivered.
3. Once the team is saved, the Coach and/or Co-Captain have the option to purchase a shirt.
4. To order a coach/captain shirt: check the "Order Captain's Shirt" box. Select size, and click "Order Shirts". This will lead you to enter the credit card information and process payment.
5. To order a co-coach/captain shirt: You must have entered co-captain information when you registered the team. Once that information is input, check the "Order Co-Captain's Shirt" box.

Select the size and click "Order Shirts".

\*Both the captain's and co-captain's shirts may be ordered at a later time.

6. Once all of the information is filled out, the system will take you to the standard check out screen.

7. Once the payment is processed, the captain has the option to go "Back to Team Home Page" or to "Register Players".

8. If the captain chooses the "Register Players" link, then they are brought to the player registration screen. The Team Number will "Auto Fill" and the captain will be prompted to enter the players USTA Membership number. Next to each USTA Membership number entered, the captain will need to pick a Shirt Size from the drop down box. The uniform size must be picked and paid for at this time.

### USTA Jr. Team Tennis Uniform Options

The coordinator may decide to assign the team colors or let each team pick. Players registering for a League have the opportunity to order youth, adult and girls style shirts in a variety of colors.

**Youth Sizes:** X-Small, Small, Medium, Large

**Adult Sizes:** Small, Medium, Large, X-Large

**Girls Sizes:** Small, Medium, Large, X-Large, XX-Large

\* All sizes and colors subject to availability. Effective August 1, 2010 shirt cost is \$13.00.

For the latest news, sizing, and color information, please visit: [jrteamtennis.usta.com/uniforms](http://jrteamtennis.usta.com/uniforms)

### UNISEX STYLES (YOUTH/ADULT)



WHITE/BLACK



WHITE/OBSIDIAN

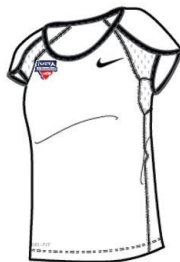


WHITE/VARSITY RED



VARSITY RED/WHITE

### GIRL STYLES



WHITE/BLACK



VARSITY RED/WHITE

## DISTRICT, SECTION AND NATIONAL USTA JR. TEAM TENNIS EVENT GUIDELINES

- USTA Mid-Atlantic will be offering a season ending Sectional Championship following all of the District Championships. The following is required for teams/players to be eligible to participate in any of these events:
  1. Winning teams of the local league or competition (such as an Area Playoff) set by the Program Coordinator will be entitled to advance to the District Championships.
  2. Your league must be registered online by the registration deadline date for that particular championship. *(See Calendar of Important Dates and Deadlines)*
  3. Your league must use the scheduling and scoring function on TennisLink to show local play history.
  4. **At District/State and Sectional championships one girl and/or one boy may participate in up to two individual matches/lines per team match and it is required that the second match be in the mixed doubles flight.**
  5. **A player is eligible to progress to championships, including National Championships, if that player has played at least three local league team matches during its local USTA Jr. Team Tennis season and has the results of said three matches recorded in TennisLink Team Tennis.**
  6. **Each winning team & each 2<sup>nd</sup> place team in each age division at each skill level is eligible to advance to the Sectional Championships from the State (District) Championships.**
  7. **Players that wish to advance to Nationals must compete in either District/State Championships or Sectional Championships ( A player may not just play locally and then advance to the National Tournament if his/her team wins the Sectional event.)**
  8. **Players must remain in their age group through August 31<sup>st</sup>, 2011 to participate in the 2011 JTT season including local and championship play.**
  9. **If an 18u, 14u, 12u & 10 u player has earned 300 or more MAS ranking POINTS as of August 31, 2010 or are 3.5 NTRP rated players or more, he/she MUST play on an Advanced division team across all age groups.**

10. All players **must be current** members of the USTA to participate in the District or Sectional Championships.
11. Teams will be subject to pay a Championship entry fee of \$25 per player and a team deposit.
12. Each team will have a Team Deposit of **\$150** held on a credit card to ensure the team will participate throughout the event. Should the team cancel their participation in the championship after the registration deadline or leave the championship before its completion, the credit card will be charged the deposit fee. Teams completing the championship to its entirety will not be charged team deposit.

## SUBSTITUTIONS

- Substitutions come into play when a team has qualified for District and/or Sectional Championships. **A team can only substitute a player IF AND ONLY IF their numbers on the advancing roster for Districts or Championships drops below six (6). There can be no additions only substitutions.** Players who no longer can play must be X-ed off the team in order to allow substitutions. If the qualifying team cannot field the minimum number of qualifying players, the second place team may advance for further competition.

- **NATIONAL SUBSTITUTION REGULATIONS FOR 2011:**



If a player on a qualifying team advancing to a championship competition is, for whatever reason, unable to participate, a substitute player may be added to the qualifying team's roster from the same local league in order to meet the minimum team size requirement (See 2.01 B.)

1. In no event can more than two substitutes, one (1) boy and one (1) girl be added to a team's roster for competition. At any time there may only be one boy and one girl substituted. (Ex. You cannot substitute 2 of the same gender)
2. Any substitutions must be approved prior to the championship in which the substitution is occurring.
3. If the qualifying team cannot field the minimum number of qualifying players, the second place team may advance for further competition.
4. Eligibility of substitute players from a team advancing from one level of championship to another may be impacted by the return of the original player. The coach/manager must decide which player will participate since a team roster cannot be increased for subsequent advancements.

**MARYLAND DISTRICT CHAMPIONSHIP  
JULY 16-17, 2011**

McDonogh School  
Owings Mills, MD

For More information contact District Coordinator:  
Alicia von Lossberg @ [avonloss@comcast.net](mailto:avonloss@comcast.net) or  
TSR: Lynn Gertzog @ (301) 983-2244/[mgertzog@aol.com](mailto:mgertzog@aol.com)  
[www.maryland.usta.com](http://www.maryland.usta.com)



-  All play during the 2011 season must be completed by July 8, 2011.
-  All coordinators need to certify their teams to the District Coordinator by July 9, 2011.

**WEST VIRGINIA DISTRICT CHAMPIONSHIP  
JULY 23, 2011**

TBD

West Virginia

For More information contact District Coordinator:  
Steve Iman @ (304) 514-9225/[iman@mas.usta.com](mailto:iman@mas.usta.com)  
[www.midatlantic.usta.com](http://www.midatlantic.usta.com)



-  All play during the 2011 season must be completed by July 10, 2011.
-  All coordinators need to certify their teams to the District Coordinator by July 15, 2011.

**WASHINGTON D.C. DISTRICT CHAMPIONSHIP  
JULY 23, 2011**

TBD

Washington D.C.



For More information contact District Coordinator:  
Ronnie Goodall @ (202) 302-2841/[goodall@mas.usta.com](mailto:goodall@mas.usta.com)  
[www.washington.usta.com](http://www.washington.usta.com)

-  All play during the 2011 season must be completed by July 9, 2011.
-  All coordinators need to certify their teams to the District Coordinator by July 15, 2011.

**VIRGINIA DISTRICT CHAMPIONSHIPS  
JULY 29-31, 2011**

Charlottesville, VA

For More Information contact District Coordinator:  
Caroline Downs: [caroline@virginiatennis.com](mailto:caroline@virginiatennis.com) (540)982-5524  
[www.virginiatennis.com](http://www.virginiatennis.com)

-  All play during the 2011 season must be completed by July 17, 2011.
-  All coordinators need to certify their teams to the District Coordinator by July 22, 2011.

## MID-ATLANTIC SECTIONAL CHAMPIONSHIPS AUG 12 -14, 2011

TBD






For More Information contact MAS Jr. Team Tennis Section Manager:

Alanna Broderick: [broderick@mas.usta.com](mailto:broderick@mas.usta.com) (703)556-6120 x16

[www.midatlantic.usta.com](http://www.midatlantic.usta.com)

- JTT Section Championship 2011 will host the age divisions as follows: 8 & U Open QuickStart, 10 & U Intermediate (60" Orange Ball) and Advanced (78" Green Ball) QuickStart, 12 & U Intermediate and Advanced, 14 & U Intermediate and Advanced, 18 & U Intermediate and Advanced.

### *New for 2011:*

- Registration Fee \$25 per player; should the team cancel their participation in the championship after the registration deadline the team deposit will not be refunded.
- At District/State and Sectional championships one girl and/or one boy may participate in up to two individual matches/lines per team match and it is **required** that the second match be in the **mixed doubles flight**.
- Each team will have a Team Deposit of **\$150** held on a credit card to ensure the team will participate throughout the event. Should the team leave the championship before its completion; the credit card will be charged the deposit fee. Teams completing the championship to its entirety will not be charged team deposit.
  -  All teams must register for Sectional championships by **August 7, 2011**.
  -  All players must have played in the appropriate age and skill level at the local program level. **Players must remain age eligible through August 31st, 2011** to compete in the Sectional Championship.
  -  At District/State and Sectional championships one girl and/or one boy may participate in up to two individual matches/lines per team match and it is **required** that the second match be in the mixed doubles flight.
  -  Teams must be registered before any substitutions can be made. Once your team is registered and your team total drops below 6, **ONLY** then will a request for substitution be considered. At any time there may only be one boy and one girl substituted. (Ex. You cannot substitute 2 of the same gender)
  -  A Medical & Photo Release must be submitted for each player by August 7, 2011. Any player who does not submit a medical and photo release will not be allowed to play at Sectional Championships.

- 🔑 All players must have played at the local level on a team with a minimum of **3** boys and **3** girls and each player must have played in at least **3** different matches with the same team.
- 🔑 All teams in the 14u & 18u Championship Division **will be** eligible for the JTT National Championship.
- 🔑 Round robin competition is used at Sectional Championships, each team shall play every other team in its flight and the team with the majority of total games shall be the champion in its flight. Each flight champion will be put into a playoff structure to establish a champion. Teams are placed into a flight by a **blind draw** system.
- 🔑 MAS Ranking points will be awarded for play at the 2011 Jr. Team Tennis District and Section as follows:  
**Districts/States:** L4 (40 points per match won for doubles and singles). **Mixed doubles matches do not receive points.**  
**Sectionals:** L3 (65 points per match won for doubles and singles). **Mixed doubles matches do not receive points.**

***\*Please Note: Teams that win the MAS Sectional Championship at the Intermediate level must either move up to the Advanced level as a team or disperse to form new teams at the same level for the next Championship year. The new team(s) may have no more than three (3) players (one boy and two girls or two boys and one girl) who were on the Sectional Championship roster. The 14 and under Intermediate Sectional Championship team may also remain intact, if they move up to the 18 and under Intermediate level if they meet all the requirements.***

## USTA JR. TEAM TENNIS NATIONALS

- **Winners only** in the 14 & U and 18 & U Intermediate & Advanced divisions from the **MAS Sectional Championship** will be invited to attend the USTA Jr. Team Tennis National Championships. Teams representing all 17 USTA Sections from across the country will compete in round robin matches. The **18's Division** National Championship will be held October 29-31, 2011 and the **14's Division** National Championship will be held October 22-24, 2011 in Surprise, AZ.
- 🔑 Registration Deadline-August 22, 2011 (Two Weeks after completion of section championship).
- 🔑 All players looking to advance to the **National JTT Championship** must compete in either a District/State or Sectional Championship.
- 🔑 MAS & USTA provide travel stipends up to \$2000 to the JTT Nationals. For more information visit: [www.usta.com/team\\_tennis\\_nationals](http://www.usta.com/team_tennis_nationals)

## JR. TEAM TENNIS COORDINATOR WORKSHOPS

- Coordinators must attend at least one (1) district or sectional workshop per year. It is **mandatory** training for both brand new JTT coordinators as well as veteran JTT coordinators to get updated on the annual news and notes for the USTA Jr. Team Tennis program. Registration information will be sent to all coordinators and all workshops are free of cost.

### MATERIALS AND RESOURCES

- There are many materials, such as this manual, that are available to USTA Jr. Team Tennis program coordinators and coaches that will aid in coordinating a USTA Jr. Team Tennis league. Some of those materials and resources include:
  1. TennisLink Registration System website found at <http://teamtennis.usta.com> where coaches can register teams. A client TennisLink (cheat sheet) can also be found on the MAS website to assist with questions on how to complete the forms in addition to the “TennisLink Instructions” in this manual.
  2. Section and District JTT Coordinators.
  3. 2010 USTA Jr. Team Tennis Regulations Book provided by National.
  4. National Staff Support.
  5. Section website that can be found at [www.midatlantic.usta.com](http://www.midatlantic.usta.com)
  6. National Jr. Team Tennis website: [www.jrteamtennis.usta.com](http://www.jrteamtennis.usta.com)
  7. QuickStart Tennis websites: <http://10andundertennis.usta.com/>
  8. NetKnacks Tennis materials catalog full of Jr. Team Tennis gifts, prizes, clothing, and other promotional items like banners, posters, books and videos. Visit their website at [www.tennisawards.com](http://www.tennisawards.com) or call 1-800-374-6153 for ordering information.
  9. A sample Registration Form is provided for you in this manual. However, it is highly recommended that you have individual players register or your local coaches/captains register their own teams using the TennisLink Registration system.
  10. Recreational Coach Workshop: a meaningful and practical hands-on entry-level workshop that emphasizes fun ways to teach USTA Jr. Team Tennis programs for groups of kids. These workshops are ideal for the volunteer coaches in your JTT League. Visit USTA MAS web site at [www.midatlantic.usta.com](http://www.midatlantic.usta.com) for location and times of a workshop near you.
  11. Jr. Team Tennis Workshops for coordinators and coaches

12. USTA Marketing website: <http://yourserve.usta.com/CTM/Default.aspx>

13. For questions related to Uniforms Call Tennis Warehouse: 1-888-466-1188 or [team@tennis-warehouse.com](mailto:team@tennis-warehouse.com)

## MARKETING YOUR JTT PROGRAM

- The USTA has a website where program coordinators/captains can download official USTA marketing templates to market JTT programs as well as other USTA programs. This is a good way to keep the uniformity of JTT throughout the section and will make it easy to promote your league. Below are the instructions on how to access the website:



INSERT THIS WEB ADDRESS INTO YOUR BROWSER:

<http://yourserve.usta.com/CTM/Default.aspx>

1. CLICK ON- REGISTRATION AND FILL IN YOUR INFO
2. AFTER YOU WILL LOG IN AND GO TO CREATIVE REQUESTS
3. AT REQUEST TYPE:CLICK ON MATERIALS FOR DOWNLOAD THEN SELECT JR.TEAM TENNIS ON THE DROP DOWN LIST (Then select the specific type of material you would like customized from this drop down)
4. CLICK ON THE FLYER/POSTER YOU WANT THEN INPUT THE PROJECT DESCRIPTION such as "marketing materials" THEN CLICK SUBMIT
5. CHOOSE TO DOWNLOAD WORD DOC SO THAT YOU CAN CUSTOMIZE THE FLYER/POSTER.



Contact local neighborhood papers and try and get them to put in a PSA about Junior Team Tennis programs in the area or pitch any interesting stories associated with your district's teams and/or players.



Create posters and flyers and display them at your clubs or local courts.



Disperse JTT info to tennis shops, YMCA's, tennis centers, country clubs, etc at least two months prior to your registration dates.



Post "yard signs" in areas close to tennis courts.



Attend high school coaches' pre-season meetings, team practices, league play-offs and districts and inform them of the opportunity for their players to continue practicing throughout the whole year.



E-mail blast/Constant Contact to all of our members informing them of JTT in their area. Also to our past District Championships participants, past years coaches and parents to announce the start of the season etc.



Host special events where you invite clubs from a targeted geographic region to play in a JTT one day tournament. At the event, deliver information about your upcoming leagues and collect information from interested moms & dads.



Encourage your JTT players to join the Mid-Atlantic Facebook Group page. (It's a great way to instantly reach our JTT players and encourage their Facebook friends to join the movement and to get feedback on the program)

## PLAYER REGISTRATION FORM

**Form must be filled out completely! ALL FIELDS ARE REQUIRED!! (PLEASE PRINT)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PARENT/GUARDIAN: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

USTA # \_\_\_\_\_ EXP DATE: \_\_\_\_\_

T-SHIRT SIZE: YXS YS YM YL AS AM AL A XL

FACILITY NAME: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_

TEAM CAPTAIN'S NAME: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

TENNISLINK REGISTRATION LOCAL TEAM NUMBER \_\_\_\_\_

**SKILL LEVEL:** Refer to NTRP guidelines and **circle** level which best describes ability of play.

QuickStart Format (1.5-2.0)    Beginner (2.5)    Intermediate (3.0)    Advanced (3.5+)

**AGE DIVISION:**

8 & Under    10 & Under    12 & Under    14 & Under    18 & Under

**PARENT/GUARDIAN SECTION -- Please read completely and sign below!**

I \_\_\_\_\_ hereby give my consent for my son/daughter  
\_\_\_\_\_ to participate in the USTA Mid-Atlantic Jr. Team Tennis Program,  
and to receive any necessary first aid or other emergency medical treatment while he/she is  
participating in a USTA Jr. Team Tennis activity. I also agree to support him/her to the best of my ability,  
emphasizing the enjoyment of the experience rather than winning and give as much of myself as I can to  
make the program a success.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please Check the Services You Can Provide:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Captain/Coach</b> | <input type="checkbox"/> <b>Court Monitor</b>     | <input type="checkbox"/> <b>Recruiting Volunteers</b> |
| <input type="checkbox"/> <b>Driver</b>        | <input type="checkbox"/> <b>Team Registration</b> | <input type="checkbox"/> <b>Score Entry</b>           |

## IMPORTANT CALENDAR DATES AND DEADLINES

- **VIRGINIA COORDINATOR'S WORKSHOP: OCT 23**  
Country Club of Virginia  
Richmond, VA
- **DEADLINE TO CERTIFY TEAMS TO MARYLAND DISTRICT COORDINATOR: JULY 8**
- **MARYLAND DISTRICT CHAMPIONSHIP: JULY 16-17**  
McDonogh School  
Owings Mills, MD
- **DEADLINE TO CERTIFY TEAMS TO WEST VIRGINIA DISTRICT COORDINATOR: JULY 15**
- **WEST VIRGINIA DISTRICT CHAMPIONSHIPS: JULY 23-24**  
TBD
- **DEADLINE TO CERTIFY TEAMS TO WASHINGTON D.C DISTRICT COORDINATOR: JULY 15**
- **WASHINGTON D.C DISTRICT CHAMPIONSHIP: JULY 23-24**  
TBD  
Washington D.C
- **DEADLINE TO CERTIFY TEAMS TO VIRGINIA DISTRICT COORDINATOR: JULY 21**
- **VIRGINIA DISTRICT CHAMPIONSHIPS: JULY 29-31**  
TBD
- **DEADLINE FOR SECTIONAL CHAMPIONSHIPS REGISTRATION ON TENNISLINK: AUG 7**
- **DEADLINE FOR HOTEL RESERVATION TO RECEIVE DISCOUNTED RATE: AUG 5**
- **DEADLINE FOR SUBSTITUTION REQUESTS: AUG 7**
- **DEADLINE FOR MEDICAL & PHOTO RELEASE FORMS: AUG 7**
- **MID-ATLANTIC SECTIONAL CHAMPIONSHIPS : AUG 12-14**  
TBD
- **DEADLINE TO REGISTER FOR NATIONALS AUG 22**

● **USTA JUNIOR TEAM TENNIS NATIONALS**

- USTA JR. TEAM TENNIS 18'S NATIONALS: OCT 21-23, 2011  
SURPRISE, AZ
- USTA JR. TEAM TENNIS 14'S NATIONALS OCT 28-OCT 30, 2011  
SURPRISE, AZ

● **AREA LEAGUE COORDINATORS WORKSHOP: APRIL  
TBD**

## JR. TEAM TENNIS MATCH CHECKLIST FOR CAPTAINS

### Prior To The Match

- Make sure all players participating in the match are registered in TennisLink.
- Contact and confirm with other coach time and location of the match as well as how many players each team can bring to the scheduled match.
- If away team, make sure players have transportation to the match.
- Remind players to bring water. Designate parents to bring snacks/drinks.
- *Home team must provide tennis balls for the match.*
- Record line-up on score sheet to exchange with other coach prior to the start of the team match.

### Match Time

- Explain match format
- Total games won
- Game scoring (scoring is determined by the Area League Coordinator; 8 game pro-set, regular set, 4 game short-set, etc). (Ad or No-Ad scoring-7 point tiebreak vs. 10 point match tiebreak).
- Typically, boys and girls doubles will go on first, followed by singles and mixed doubles. This depends on the number of courts available.
- Monitor environment to help maintain a courteous, fun, and safe experience for all involved.

**NOTE:-Coaching:** is determined by the Area League Coordinator. In no event is coaching permitted during a tiebreak. Please remember to be courteous of ongoing play while on court.

- **More Than One Individual Match:** An individual may play in no more than two individual matches in one team match.

### After The Match

- Home team coach/captain is responsible for posting the scores in TennisLink within 72 hours of playing the match. Visiting coach/captain should go on TennisLink to “Confirm” the entered scores.
- Confirm the next scheduled match day/time with your players and parents.

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## TENNISLINK 101

- Registration of USTA Jr. Team Tennis participants **must** be done using the TennisLink registration system. The Program Coordinator is responsible for providing registration instructions to team captains, coaches or individual players. The TennisLink site is encrypted and password protected for security and privacy reasons. USTA MAS & National USTA staff will have access to all registered information. There is TennisLink support staff and E-Learning available to individual users of the TennisLink system. Technical support is available through staff at USTA MAS. National assistance is available by emailing [linkteam@usta.com](mailto:linkteam@usta.com). TennisLink fees on player registrations are calculated per person per season. The amount is the greater of \$3 or 7.5% plus \$.50. The system calculates the processing fee and adds it to the mandatory team jersey fee which is then added to the local league fee (optional) and shown as one single fee at the time of registration.

- **TENNISLINK INSTRUCTIONS FOR PROGRAM COORDINATORS**

### Putting your league on-line

1. **Where do I go?** Log onto <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>.
2. **How do I get started?** Click on become a program coordinator. Enter in your USTA number or pertinent information if you are not a USTA member. Create a password, confirm it, and then make up a password hint in case you forget it. Click submit and write down your team tennis ID # if you are not a USTA number.
3. **How do I get my program on the system?** Click on create new program. Fill out the program application. On the summary page at the end you will need to click on submit.
4. **What do I do after I submit my program?** Your application will be listed as submitted until it is reviewed and approved by your District or Section Coordinator.

### Registering Teams

1. **Where do I go?** Log onto: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. **How do I get started?** Log in as a Program Coordinator. Click on "programs" under my options.
3. Click on "JR" next to your program name. That will take you to your program homepage. You will see administration options on the right side of the page. You will first need to create flights in each division.
4. After you have created a flight you click on the flight name and then you will see "create new team" in the administration box. If you then click on the team name within the flight you can add players.
5. If you want the coaches or players to register themselves you will need to copy their team numbers.

## ● TENNISLINK INSTRUCTIONS FOR COACHES/CAPTAINS

First time users, please follow the steps below. If you have been a coach/captain before on the TennisLink system, please jump down to “Registering your Team”. These instructions and steps may be completed by your Area League Coordinator. Check with your coordinator before going further.

### Registering as a Coach or Captain

*(If this is your first time coaching a team and using TennisLink, you will need to register as a Coach or Captain).*

1. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. Click on “Become a Coach/Manager” located on the bottom right side of your computer screen under “Options”
3. Fill in the necessary information and select a password
4. Click “SUBMIT” (Write down your number and password, you will need this every time you use TennisLink)
5. You are now an official Jr. Team Tennis Coach/Manager!



### Registering Your Team

1. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. On the top right corner of your computer screen, click the link that says “Coach/Coordinator Sign In” to log in.



USTA Organization >> Login


ABOUT US  
 PRO GAME  
 TOURNAMENTS & LEAGUES  
 PLAYER DEVELOPMENT  
 PLAY NOW  
 PARENTS  
 COACHES  
 GET INVOLVED

TennisLink

LEAGUES  
 USA TEAM TENNIS  
 TOURNAMENTS

Enter Your USTA or Team Tennis Number:   
 (Not Your Team #)  
 Enter Password:

If you forgot your password, enter your Password Hint below.  
 Select your Password Hint: Nick Name   
 Enter your Password Hint:




- To log in, enter your USTA number or your Team Tennis number. (This is the number you created when you became a coach/manager). Enter your Password and click "Logon".
- Next click on "Create New Team" located on the right side of your computer screen under the red bar heading "My Options".

Team Number:    
 Match Number:    
 League [Advanced Search](#)  
 Championship [Advanced Search](#)

My Role(s)  
 1) Coach/Captain

**My Options**

[Score Entry](#)  
[Teams](#)  
[Create New Team](#) ←   
[Register Players](#)  
[Learn More](#)

To use TennisLink, cookies must be enabled in the user's browser. For more information, please go to your browser's help menu. To view reports you must

- Under the section drop-down menu, click on "Mid-Atlantic", choose your district and then click on "Go".

>> Create Team (Find a Program)

To Create a Team, search for a USTA Team Program in your area.  
 Enter your search criteria below and click the 'Go' button.

Type of Program: (All)

Search by Section, District and Area.

Section: Mid-Atlantic   
 District: Virginia   
 Area: (All)

Or Search by City, State and Zip.

City:   
 State: Alabama   
 Zip:

- Click on "Jr" next to the program you wish to register a team for (If you have questions on what program you want, please contact Alanna at [Broderick@mas.usta.com](mailto:Broderick@mas.usta.com)).






LEAGUES | FLEX LEAGUES | TOURNAMENTS | TEAM TENNIS

Sign Out | Questions? [Create New Program](#)

USTA Organization >> Programs

Section: Mid-Atlantic  
 District: (All)  
 Area:   
 Championship Year: 2011  
 Type: (All)  
 Status: (All)

Rows (1 to 8) of 8

Type	Status	Program Name	Champ. Year	Section	District	Area
	Approved	2010-2011 Fall/Winter USTA JTT League of NOVA	2011	Mid-Atlantic	Virginia	NOVA
	Approved	2010-Fall Roanoke Junior Team Tennis	2011	Mid-Atlantic	Virginia	Roanoke
	Approved	2011 (Va Beach) Oceanfront JTT Spring League	2011	Mid-Atlantic	Virginia	Virginia Beach
	Approved	2011 Fall Salisbury Jr Team Tennis	2011	Mid-Atlantic	Maryland	Wicomico County
	Approved	ALL BOY 10/11 Fall/Winter USTA JTT League Of NOVA	2011	Mid-Atlantic	Virginia	NOVA

- Enter the necessary information: Team Name; Write down your Team Number; Host Site. Try to use your facility host site name in your team name.

\*If your name as the captain does not show up under coach/captain, please enter your USTA number or your Team Tennis number and click "GET".

8. Click "Save" located next to where you entered your team name.

9. You have now completed the team registration part. If you have multiple teams, you will have to repeat steps 4-8.

### Registering Players on Your Team

1. You will need to know your Team Number and the player's USTA Number.

2. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>

3. Click on "Register to Play"



4. Enter your team ID number, Click Enter. The team number is the number the coach received when they registered the team. Then enter your USTA membership number.

5. If you are registering more than one player, continue with step 4 for every player. (If you have a pop up blocker turned on, you will have to turn it off to register the players.)

6. Then click "Proceed to Checkout".

7. This will bring you to the payment page. You will have to use a credit card to pay for the registration fee.

8. Click "SUBMIT", if you need a receipt, print out the next page that comes up.

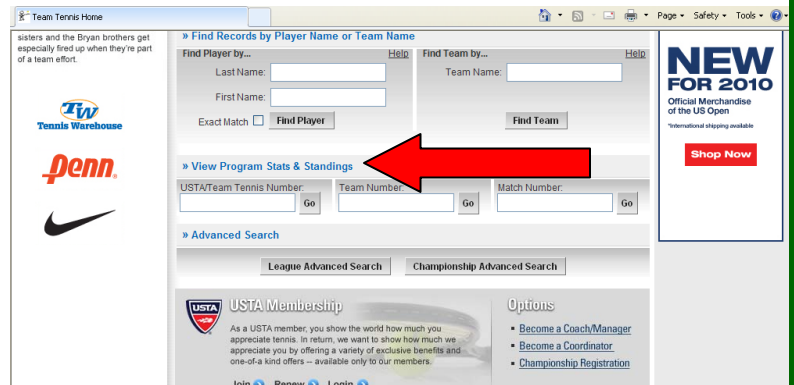
**If they do not have USTA number** click on "Don't have a number?" You will have to fill out the player's info and click Save. The player will be given a USTA Team tennis ID Number. Enter the Team Number. Click on "Search" to enter the school that the player attends. Enter in the name of school, state, and zip and then click search. Click on the school name. (School information is not required.) After the player information is complete on the roster, click on "proceed to check out". You will then pay the program fees;

**\*Please Note:** If a program coordinator already set up your team then you click on "register for a team" on the home page. Then you will put in the team number and player information.

### Printing a Blank Scorecard Before a Team Match

1. Go to: <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>

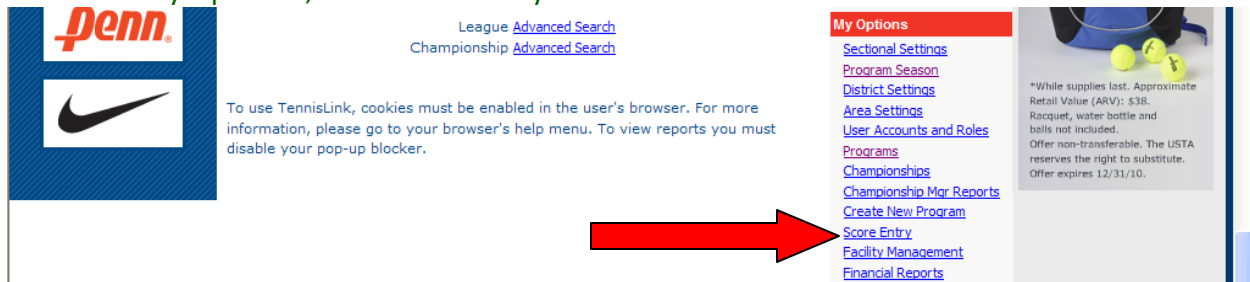
2. Under "View Program Stats and Standings (in the middle of the page), type in your Team Number. This will bring you to your team report page.



3. You can either click on “Blank Scorecard” to print off a blank one or you can click on “Match Schedule” and then click on a specific Match ID Number to get a scorecard for a particular match.

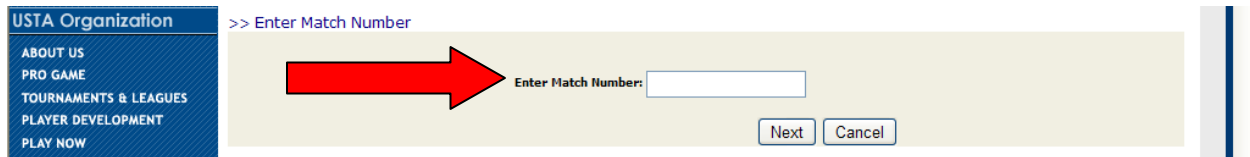
### Entering Scores After a Match

1. Go to : <http://tennislink.usta.com/TEAMTENNIS/Main/Home.aspx>
2. Click “Coach/Coordinator Sign In”
3. After hitting “Click Here”, you will get a login page. Enter your USTA Number or your Team Tennis Number. (This is the number you created when you became a coach/captain). Enter your Password and click “Logon”
4. Under “My Options”, click “Score Entry”



The screenshot shows the TennisLink website interface. On the left, there are logos for Penn State and Nike. In the center, there is a message: "To use TennisLink, cookies must be enabled in the user's browser. For more information, please go to your browser's help menu. To view reports you must disable your pop-up blocker." Above this message are links for "League Advanced Search" and "Championship Advanced Search". On the right, there is a "My Options" menu with several links: "Sectional Settings", "Program Season", "District Settings", "Area Settings", "User Accounts and Roles", "Programs", "Championships", "Championship Mgr Reports", "Create New Program", "Score Entry", "Facility Management", and "Financial Reports". A red arrow points from the "Score Entry" link in the menu to the right.

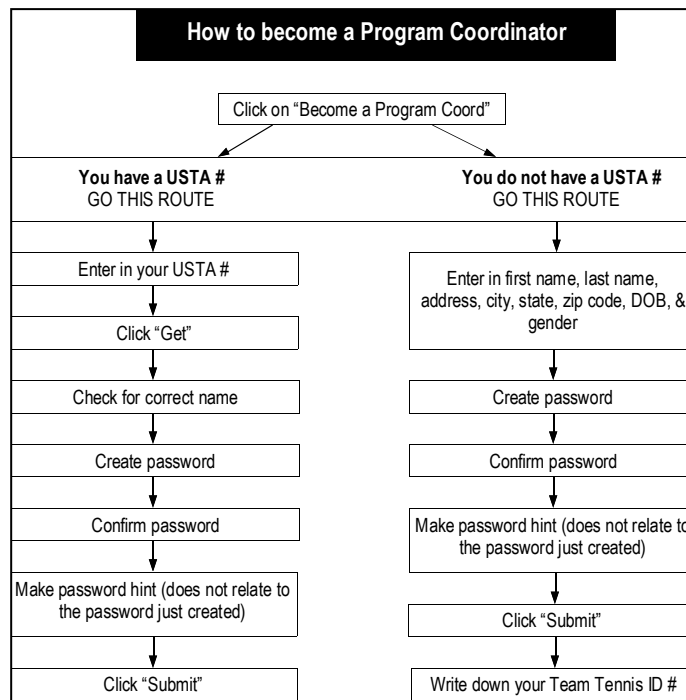
5. Enter the match number and click “Next”



The screenshot shows the "Enter Match Number" form on the TennisLink website. On the left, there is a navigation menu with the following items: "USTA Organization", "ABOUT US", "PRO GAME", "TOURNAMENTS & LEAGUES", "PLAYER DEVELOPMENT", and "PLAY NOW". The main content area has a heading ">> Enter Match Number" and a text input field labeled "Enter Match Number:". Below the input field are two buttons: "Next" and "Cancel". A red arrow points from the "Next" button in the previous screenshot to the "Enter Match Number:" label in this screenshot.

6. Enter the date the match was played
7. Enter match results and click “Next”
8. Review the information and if it is correct, click “Finish”
9. The visiting team captain should go into the match to “Confirm” the scores.

# FOR COORDINATORS



1

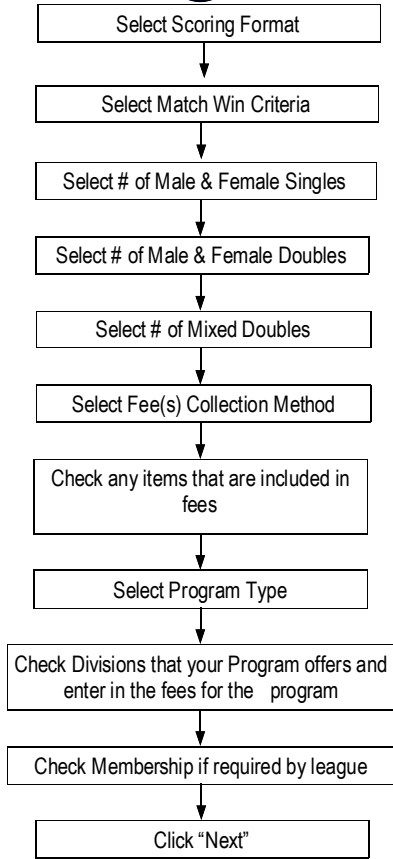
Go to [www.usta.com](http://www.usta.com), click on "Junior Team Tennis" under TennisLink and click "Enter now" next to Team Tennis

4

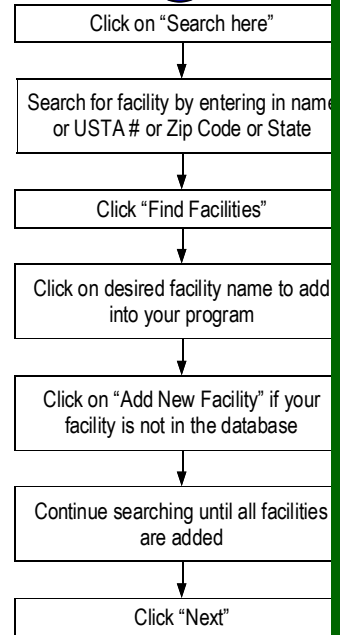
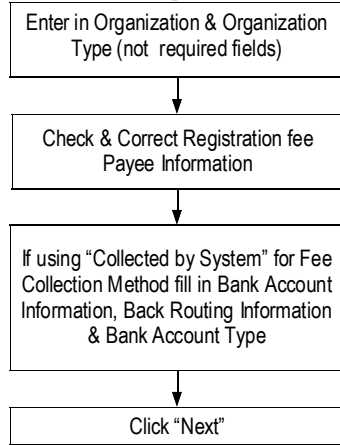


### Setting Up a Program

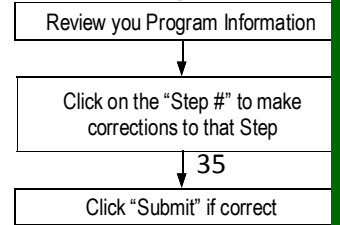
2



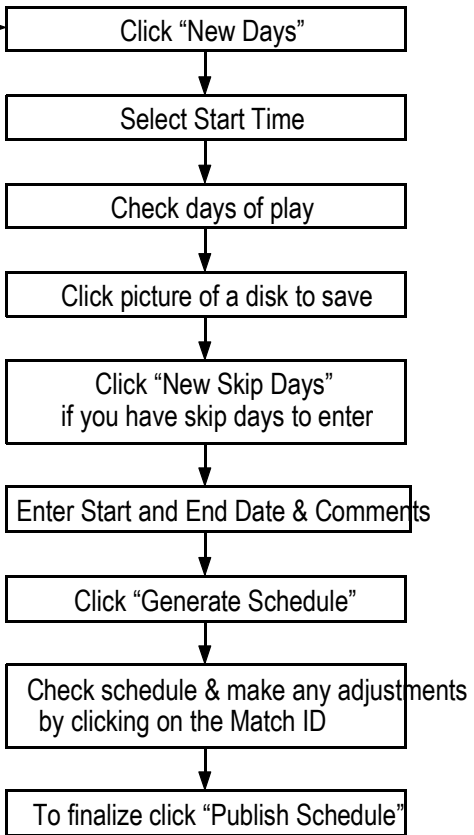
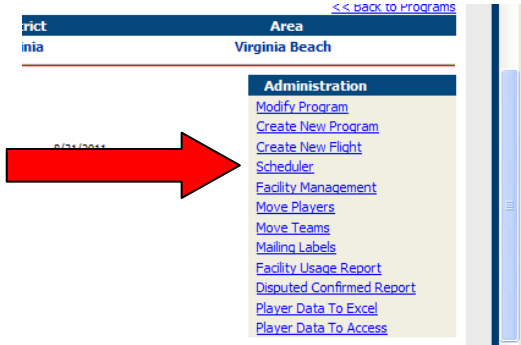
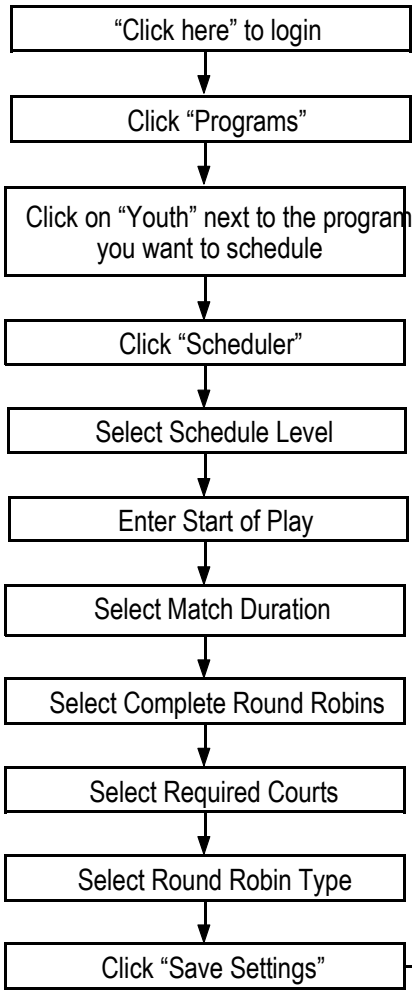
3



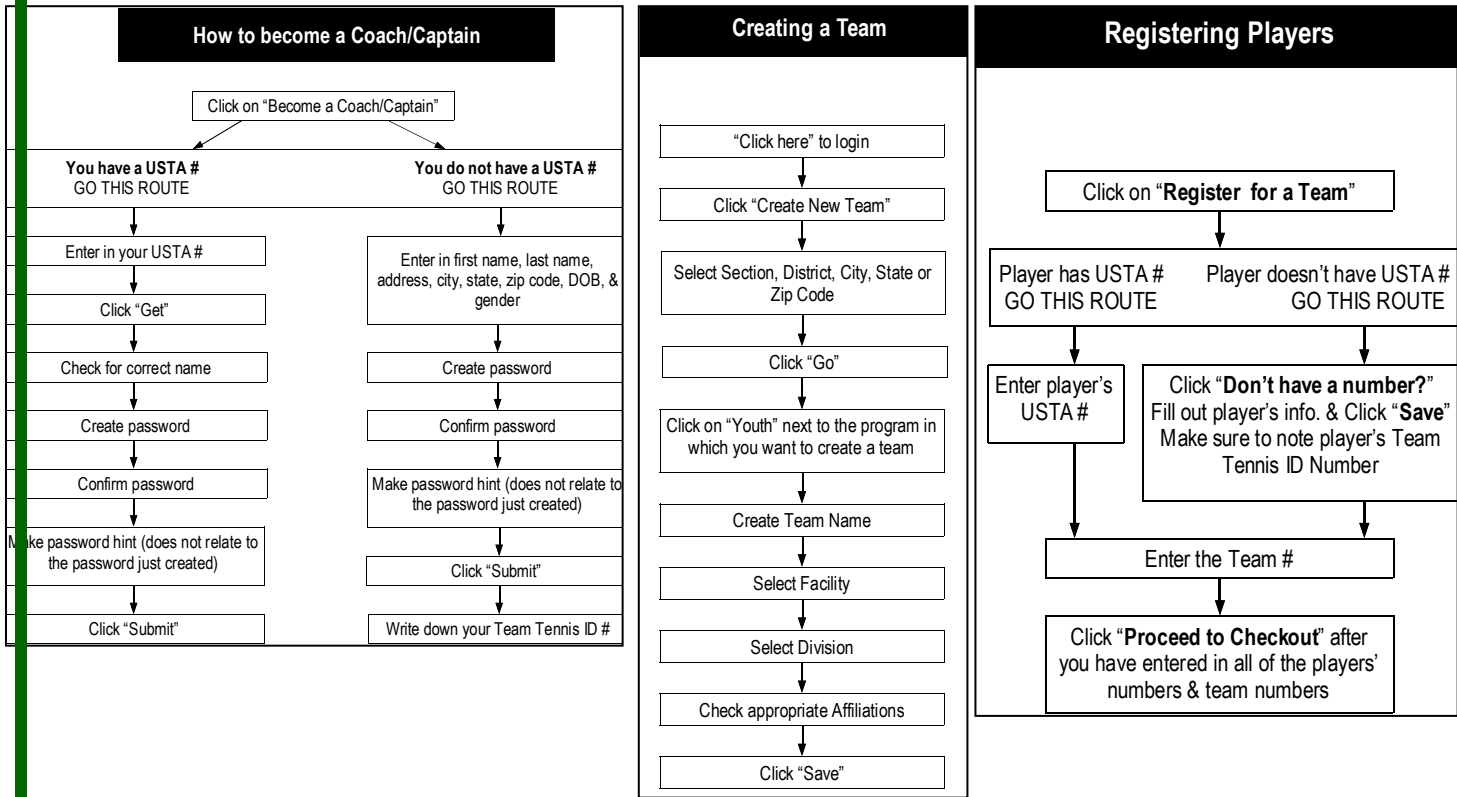
5



# How to use the Scheduler



# FOR COACHES/CAPTAINS



## JR. TEAM TENNIS REGISTRATION FOR PARENTS INSTRUCTIONS

Parents,  
Thank you for participating in Junior Team Tennis. To register your child on our team, please follow the instructions below. The process is simple and easy but make sure you have the team number before you start. Thanks!

