

**Handbook for Team Captains/Coaches**

**USTA Championship League**

**NEGTA Junior Team Tennis**

**www.USTANEGTA.com**

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# Spring 2023 DATES TO REMEMBER

(2/22) …………………………………….........................………………………………… Registration Opens

(3/30) ………………………………………....................................… Safe Play Process must be completed

(3/30) ..................................................Team Registration Closes in Tennis Link

(TBD) ………………………………………………………… Schedules Posted on Tennis Link

(4/7) ………………………………………………………………………. Team Matches Begin

TBD …………………………………………………………………. End of Season

(5/8) ………………………………………. Team Registration Opens for the Summer Junior Season

(6/20) ………………………………………… Matches Begin for the Summer season

(7/21-23) ….......................................USTA Georgia State Championships

\*These dates are subject to be changed by the Junior Coordinator as needed, all team captains will be notified ASAP in the case of any change.

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**TEAM CAPTAIN/COACH DUTIES:**

**Being a Junior Team Tennis Captain is a VOLUNTEER position. You May only captain one team per age division/level.**

All parents must sign coach/captain agreement form, which will include all costs and what each cost includes. You may only charge for coaching practices, balls, water, court costs, and any cost associated with an app/product that you use for availability & scheduling (such as TennisPoint). This form will be provided to all captains when they request a team number from the league coordinator.

## PRE-SEASON

* Complete/Renew your Safeplay and background screening here: <https://www.usta.com/en/home/safe-play.html> (\*captains and co-captains must be approved).
* Choose your home courts for home matches (2 courts required, pickle ball lines are NOT permitted).
* Contact possible players for your team. Minimum team requirement is 3 girls and 3 boys.
* Determine what age division and ability level your team needs to play.
  + Players must be age eligible through August 31st of the Championship Year
  + Players who have a Junior National Tennis Rating Program (JNTRP) rating cannot be higher than the level of the team.
* Be sure your players have current USTA memberships: THESE are FREE! (Must be good through the end of the season).
* If you have anyone who wanted to play but does not have the skills to make the team, recommend they contact the league coordinator or refer them to a local program to help them develop the skills to keep them interested in playing tennis.

## PRACTICE

* Establish days and location for team practices.
* Communicate fees and schedules to parents and children. Remember: All parents must sign coach/captain agreement with all costs and what is included, you may only charge for coaching, balls, water, court costs, and any cost associated with an app/product that you use for availability & scheduling (such as TennisPoint). Being a Junior Team Tennis Captain is a VOLUNTEER position.
* Recruit other parents to help.
* Establish rules for safety, etiquette and sportsmanship.
* Promote team spirit.

## MATCHES

* Encourage good sportsmanship and appreciation for teammates and coaches.
* Require your players to shake hands with each other after the match.
* Advise the parents that there will be no coaching.
* Build their confidence. Have your players look and act like tennis players. Appropriate clothing is required (no sports bras without a covering shirt, no midriff shirts allowed.)
* Be sure you go over the etiquette page attached at the end of this document with spectators and players.
* Captains may assist players on the **beginner teams only**. If the players are having a problem with scoring or tiebreakers, both captains from the teams can assist. Please do not sit on the court. Please do not give strategy advice to the players. Only help with a specific problem the players are having.

## POST MATCH

• Winning team should enter scores in TennisLink: click here: [Enter Match Number (usta.com)](https://tennislink.usta.com/TeamTennis/Secure/EnterMatchNumber.aspx) and the opponent should confirm the scores. Scores must be posted within 48 hours after each match of the season to determine standings or match may be scored as a double default. If scores are not disputed during the above time period, scores will stand as posted.

# SAFE PLAY PROCESS AND TEAM REGISTRATION

**NEW TEAM MANAGER REGISTRATION/TEAM CREATION**

* All Team Captains/Coaches and Co-Captains/coaches must first complete a Safety and Child Protection Training Session and Volunteer Background Screening. Please go to [www.usta.com/safeplay,](http://www.usta.com/safeplay) and click the Junior Team Tennis box to begin this process. This is mandatory and must be completed prior to the first match of the season. There is no cost and the screening is valid for 2 years. Once you have received notice that you are approved you must use the applicant ID number you received when starting the background check application to login to TennisLink to create a team as follows.
* Complete registration as a Captain in TennisLink. Go to [Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx), under **Options** on the left side of the page click on **Become a Coach/Captain**.
* Enter USTA membership number or if not a member, complete personal information to register and receive your USTA account number. Write down your number and password and keep with team information.
* Follow instructions to create a new team choosing Section: Southern, District: Georgia and NEGTA and NEGTA Spring Championship). Click on “**Jr**”, write down your Team Number, complete team creation.

## RETURNING MANAGER REGISTRATION/TEAM CREATION

* All Captains and Co-Captains registered in TennisLink must first complete a SafePlay Training (valid for 1 year) and Volunteer Background Screening which is valid for two years. If yours has expired, please go to [www.usta.com/safeplay,](http://www.usta.com/safeplay) and click the Junior Team Tennis box to begin this process. This is mandatory and must be completed before you can captain a team. Once you have received notice that you are approved you must use the applicant ID number you received when starting the background check application to login to TennisLink to create a team as follows.
* Go to [Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx). Click on **Sign In** found on the top right-hand corner of the JTT TennisLink home page just above the JTT logo. Log in with your USTA membership number or Team Captain Number and password.
* Under **My Options** on the right menu click on **Create New Team**. Enter Section: **Southern**, District: **Georgia** and our area and program. Click on “**Jr**”, write down your Team Number and complete team creation.

\*Some seasons you will not be allowed to create your own team number, you will be required to request a team number from the Junior Team Tennis Coordinator: Sharon Ross. Email: [rosssharond@gmail.com](mailto:rosssharond@gmail.com) or call 706-499-7310

**Junior National Tennis Rating Program (JNTRP)**

To learn more about junior ratings, go to [www.usta.com/junior\_ratings](http://www.usta.com/junior_ratings)

* Players may not play on a team rated below the player’s ability
* Any player rated 3.5 and up must play Advanced
* If you have a player with tournament points/a Georgia Standing please check with me prior to registering them for your team.

## PLAYER REQUIREMENTS/LEAGUE FEES

* Each player must have a current USTA Junior membership. All Junior Memberships are free at this time. New membership and/or renewals may be obtained at USTA.com [Junior Membership (usta.com)](https://www.usta.com/en/home/membership/individual-memberships/juniormembership.html?msclkid=15d691c6b35711ec927dc4354168fcaf)or 1-800-990-USTA. Through this membership each player is eligible to play in USTA sanctioned tournaments and Team Tennis leagues for three years, along with receiving local vendor discounts and other benefits of membership.
* Once captains have registered a team in TennisLink they should give the new team number to players to register for their team. Individuals may do this, or the captain of the team may wish to collect the fees and enter all the players at one time.
* Each player will pay an online league registration fee of $20 (subject to change). This fee will cover the Junior Team Tennis league fee which may include an end of season party & awards. Coaching and court fees, balls, water, etc. would be an additional cost and will be determined by the team coach/captain. The team captain/coach MUST provide a written agreement outlining all costs and have each parent sign this prior to the beginning of the season.
* Player(s) may be added to a team roster up until the second to last match (all players must play in at least 2 separate team matches to qualify for the USTA Georgia State Championships).
* Player(s) must be registered in TennisLink PRIOR to participating in a match.

# USTA MEMBERSHIP

If renewing, you will need the player’s USTA Number

Step 1: Go to [Junior Membership (usta.com)](https://www.usta.com/en/home/membership/individual-memberships/juniormembership.html?msclkid=15d691c6b35711ec927dc4354168fcaf)

Step 2: Click on “Upgrade”

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

## PLAYER REGISTRATION

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

* Credit card information (name on card, expiration date, billing zip code)
* Team number
* Player’s USTA Number

Step 1: Go to [Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx)

Step 2:Click on **register for a team**

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

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

Step 5: Verify registration is for correct team

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

If you **DO NOT HAVE** a team number, you will need to contact your team Captain or the League Coordinator

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

## TEAM

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

## TEAM MATCH

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

**AGE ELIGIBILITY**

* Players must be eligible for their age division through August 31st of the Championship year. (Example: The 2023 Championship year is September 1, 2023– August 31, 2023, so a 12U player cannot turn 13 prior to August 31, 2023)

## LEVELS/DIVISIONS

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

* USTA Junior Team Tennis uses the JNTRP rating system to determine placement of eligible teams/individuals in proper divisions.
* Levels of Play**: Advanced** (3.5 & above) and Intermediate (0.0-3.4) in the 12U-18U age divisions.
* The number of teams and players registered for the program will ultimately determine levels and divisions. Teams may be moved to the next level if necessary. Captains will be notified.

## SCORING

* 10U: 2 out of 3 first to 4 games no-ad sets with a 3rd set played as first to 7 points game.
* 12U: (Beginner/Intermediate) & 14U Beginner will play 2 out of 3 short sets first to 4 no-ad games with a set tiebreaker played at 3 all (first to 7 points by 2) and a match tiebreak played instead of a third set (first to 10 points by 2). 14U & 18U Intermediate will play 2 out of 3 sets first to 6 no-ad games with a set tiebreaker played at 6 all (first to 7 points by 2) and a match tiebreak played instead of a third set (first to 10 points by 2).
* Teams shall receive 1 point for each game and tiebreak won; the team with the most total points wins the match.
* No-ad scoring. The first player to win 4 points wins the game. If the score reaches 40 all (deuce), the next point becomes the game point. At 40 all, or deuce, in singles, the receiver may choose to receive either in the ad or the deuce court. In doubles, the receiving team may choose to receive in either the ad or deuce court. In mixed doubles, the boy must receive serve from the boy and the girl must receive serve from the girl. In calling the score of a no-ad game use 15, 30, 40, and game. They may call the score of 40 all “deuce”.

# Format of play – 8U

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

# MATCHES

## 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.
* A match, which includes a 5-minute warm-up, must begin at the scheduled time.
* A default occurs when a player fails to appear within 15 minutes of the scheduled match time.
* If your team must forfeit a position, please contact your opponent prior to the scheduled match or as soon as this information becomes available.

**WARM-UP**

* Warm-ups should be limited to five minutes

## SUBSTITUTION

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

## INCLEMENT WEATHER

* Weather conditions that shall authorize the cancellation of a scheduled match are lightning, rain or severe temperatures (a temperature of 32º or colder, or a temperature of 100º or more).
* If there are any questions about the weather, please call 706-499-7310.
* Make-up matches should be played as soon as possible.
* Make-up matches must be played within 7 days and may be made up on an individual match basis.
* Both team captains should agree on the makeup day, time and location and the home team should notify the league coordinator.
* **Inclement Weather During Play:** In the event inclement weather occurs after play has begun, completed individual matches will stand as played and incomplete matches must be resumed by the same players at the exact game and point that existed when play was halted. Suggestion: write match details (score, server’s name) down as players leave the court.

## RESCHEDULING

• If both captains agree, a match may be played early due to a majority of players being absent and must be played before the originally scheduled match date. Notify the local league coordinator of the date and time to be played early at rosssharond@gmail.com or 706-499-7310.

## PLAYING TWICE RULE

• One boy and/or one girl may place twice in a match. They can only play the second match in the mixed position.

## SPECTATORS/CAPTAINS/COACHES

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

## TO FIND/ADD YOUR TEAM ON YOUR JUNIOR HOME PAGE:

Step 1: Go to [Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx), sign in.

Step 2: Check under "My Teams", if your team is there just click it and you will be taken to the team summary page with all team information.

Step 3: If your team is not already in "My teams" go to the bottom of the page under "View Program & Stats" and enter your team number (next to team number) and click go.

Once your team summary page comes up click "add to my teams" located at the top right of the screen.

Step: 4: Go back to the Juniors tab and hit refresh, your teams should then show up under "My Teams"

**\*\*This so far has only worked on my computer, not on my phone or tablet.**

## TO ENTER/CONFIRM SCORES IN TENNISLINK

### SCORE ENTRY

* The winning team should enter scores in TennisLink and the opponent should confirm the scores. Scores must be posted within 48 hours after a match is played or the match may be scored as a double default. If scores are not disputed during the above time period, scores will stand as posted.
* When a tie-break has been played, the set is recorded with a score of 4-3 or 7-6. If a 3rd set tie-break is required, the score is recorded as 1-0.
* Opposing team should verify the scores entered and confirm the results.
* If there is discrepancy, please select “dispute” the scores online and contact the league coordinator.
* The league coordinator will make the appropriate changes.

**TO ENTER SCORES:**

You will need:

* Match number (Hint: Print a “Match Summary” report which lists your match ID numbers. Save this for reference throughout the season.)
* Scores from match

Step 1: go to[Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx)

Step 2: At top of the page click on **Sign In**

Step 3: Enter USTA number or Team Tennis number of captain, and Password

Step 4: On the right side of the page, under “My Options”, select **Score Entry**

Step 5: Enter the match number, select **Next**

Step 6: Verify it’s the correct match for which you wish to enter scores, select **Next**

Step 7: Scorecard: Enter the date the match was played. Select players in each position from the drop-down list and enter scores; Click **Next**.

Step 8: Verify information entered is correct. If accurate, click **Finish.**

### TO CONFIRM SCORES

You will need:

* Match number (Hint: Print a “Match Summary” report which lists your match ID numbers. Save this for reference throughout the season.)
* Scores from match

Step 1: Go to [Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx)

Step 2: At the top of the page, click on **Sign In**

Step 3: Enter USTA number (or Manager Team Tennis number) and Password

Step 4: On the right side of the page, under “My Options”, select **Score Entry**

Step 5: Enter the match number, select **Next**

Step 6: Verify it’s the correct match for which you wish to enter scores, select **Next**

Step 7: Scorecard: Review players, positions and scores.

Step 8: Select **confirm**, if accurate. Click **Dispute**, if not accurate and contact the league coordinator for correction of scores.

Step 9: Click **Finish** to complete the process

**TEAM REPORTS IN TENNISLINK**

Step 1: Go to [Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx)

Step 2: At top of the page click on **Sign In**

Step 3: Enter USTA number of captain and Password

Step 4: On the right side of the page, under “My Options”, select **Teams**

From here you can, you can view:

**Team Summary -** contains players, team standings and team matches

**Match Summary** - includes match schedule along with results\*

**Match Schedule** - includes schedule along with captains’ phone number

**Player Roster –** includes players’ names, address, phone number, etc.

## HELPFUL HINTS

### Match ID Numbers

You will need match numbers for score entry and score confirmation.

Print a “Match Summary” report which lists your matches along with their ID numbers. Save this for reference throughout the season.

### Scorecards

If while in Match Summary, or Match Schedule you click on a match ID number, you can print a blank scorecard for the designated match. This blank scorecard will list the names of all registered players on both the home and visiting teams. Take this to the match for recording scores.

## LOCAL LEAGUE CHAMPION

* Winners will be determined by total games won at the end of the season. The team who has accumulated the most games won will win their division.
* In the event of a tie at the end of the season, the tie shall be broken by the first of the following procedures that does so:
  1. Head-to-Head.
  2. Team wins.
  3. Individual wins.
  4. Sets won.
* If a division has more than one flight, playoffs will be scheduled to determine the winner.
* Up-to-date stats and standings are available for your review on [Team Tennis Home Page (usta.com)](https://tennislink.usta.com/TeamTennis/Main/Homepage.aspx)

## AWARDS

* Awards will be presented to the 1st place teams in each division.
* Awards will be presented at the end of the season.

## ADVANCEMENT TO GEORGIA STATE CHAMPIONSHIPS

* 10U-18U teams qualify to advance to the USTA Georgia Junior Team Tennis State Championships from the (fall/spring) seasons, held during the summer in Macon, GA.
* 10U-18U division winners will automatically qualify to advance to the State Championships. If a division has more than 4-teams additional berths may be awarded by USTA Georgia.
* Each player must have a history of a minimum of two team matches played (separate team match numbers) on the team advancing from that season, one of which can be a default. Playing twice in one match is considered only one team match.
* Each player must be age eligible through August 31st.
* 10U-18U State team rosters must have a minimum of 3 eligible girls and 3 eligible boys who meet all requirements to advance to the Championships, otherwise the next team will be invited.
* If a team cannot meet the minimum of three boys and three girls to advance to State, they will be allowed to add one eligible substitute player (one boy or one girl) from another team in the same age/level that played the same local season.
* Refer to the USTA Georgia website, [www.georgia.usta.com,](http://www.georgia.usta.com/) for tournament details.

**BASIC RULES OF TENNIS**

# AND TENNIS ETIQUETTE

**FIRST RULE OF TENNIS:**

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

1. Server/Receiver—Players stand on opposite sides of court. The person who delivers/hits the ball is the server and the other the receiver.
2. Spin of racket—The player that wins the racket spin may choose or require the opponents to choose the right to serve or receive. The other side shall choose which side he (she) wants to start on.
3. Beginning—Server waits on receiver to be ready and stands behind the baseline to put ball in play. Receiver must allow ball to bounce in service box before returning. In delivering the service, the 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 a first serve), server serves again from the same side/place. If the second serve is also a fault, server loses the point.
6. Service Let—During service, a ball that touches the top of the net but lands in proper court is termed a let and counts for nothing. Serve is replayed. There is no limit to the number of lets.
7. Receiver becomes Server—At the end of the first game, the receiver becomes the server. Player’s change ends at the end of the 1st, 3rd, 5th and subsequent alternate games.
8. Players lose point—Players lose the point if ball hits ground twice, if ball hits any object such as net post before landing inside lines, if player or racket touches the net, if ball touches anything other than player’s racket.
9. Ball landing on the line is good. (**Repeat**…BALL LANDING ON **ANY** PART OF THE LINE IS GOOD.)
10. Scoring—If player wins 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 4 games wins the set. At 3 games all, a 12-point set tiebreaker (first to 7 points by two) is played.
12. Third Set - Match tiebreaker is played in lieu of a third set. First to 10 points by two.
13. **THERE IS TO BE NO COACHING OR CALLING OF LINES BY PARENTS OR SPECTATORS DURING MATCHES** (except beginner level matches during the regular season and by agreement of both coaches.)

**PLAYER, SPECTATOR AND TEAM ETIQUETTE**

Besides the rules of tennis there are also some important unwritten laws, which come under the title of tennis etiquette. Tennis is a social game, a game involving simple politeness and consideration. Everyone will enjoy the game so much more if those standards are maintained. Here are some of the rules, which are most important:

* Talk quietly when standing near tennis courts that are in use.

* Never walk behind a court when a point is still in play. Wait until the point is over and then cross as fast as possible.

* Always come prepared. Bring not only balls, but towels and water to drink when it is hot.

* Wear sneakers for tennis. Other shoes may wear out quickly, hurt your feet, or damage the court.

* When you’re ready to play, put racket covers, ball cans, jackets etc., out of everyone’s way.

* To see whom serves first, spin your racket. If you win the spin, the choice is yours. You may serve first, or you may choose to receive first or to pick which end of the court you want to start playing on. As a third choice you may make your opponent choose first.

* When sending balls back to a neighboring court, roll them to the back of the court. Never send them back while play is in progress.

* Retrieve balls for your partner and your opponent.

* Don’t criticize your partner, 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.