

## **2018 USTA Junior Team Tennis Championship League Guide**

Thank you for being part of the largest youth tennis program in the country. USTA Junior Team Tennis helps boys and girls ages 5-18 get on the court and play tennis versus other players of a similar ability while enjoying all the benefits of playing on, and as a team. This six page guide is a resource for league coordinators, team coaches/team managers.

**Information on Junior Team Tennis in New England – Including 2018 USTA National Championship Junior Team Tennis Regulations can be viewed [here](#).**

**PLAYER REGISTRATION:** All players must be [registered](#) on the team on TennisLink prior to playing a match.

**PLAYER RATINGS & DETERMINING PLAYER LEVEL:** All players must be rated in accordance with the Junior National Tennis Rating Program (Junior NTRP) in TennisLink to determine play level. The Junior NTRP in TennisLink is used in conjunction with any supplemental Sectional Association regulations to determine the play levels of competition for USTA National Championship Junior Team Tennis. (Click [here](#) for Junior NTRP rating chart).

Any player with a junior rating of 3.5 and above must play at the Advanced level in National Championship Junior Team Tennis. This change has been put into effect to create level-based competition and to help ensure that players have a positive experience. [Please Click Here for FAQ's Regarding Ratings](#) (Includes Steps to Self Rate)

[JTT YOUTH PROGRESSION HELP GUIDE](#) – Click on the preceding link for eligibility requirements for players' age 7 to 10 to play Championship Junior Team Tennis.

**USTA MEMBERSHIP:** All participants in advancing JTT leagues **must** have a valid USTA Membership through August 31st of the championship year. In addition, players advancing to the National Championships must be a current member for the duration of the National Championships.

**PLAYER AGREEMENT:** All players participating in USTA Junior Team Tennis, as a condition of said participation, agree to abide and be bound by the USTA Constitution and Bylaws; the FRIEND AT COURT - The USTA Handbook of Tennis Rules and Regulations including THE CODE and Wheelchair Rules of Tennis (unless modified by these USTA JUNIOR TEAM TENNIS REGULATIONS) and the standards of good conduct, fair play and good sportsmanship.

**AGE ELIGIBILITY:** Players must remain age eligible through August 31st of the championship year to be eligible for advancement opportunities. Only programs that are age eligible, validated on TennisLink, will have the ability to advance to championships.

**MORE THAN ONE TEAM:** Players may play on more than one team in a local league during the same season, based on the decision of their Section Association, provided that players may not play on more than one team in the same division. Prior to any advancement to a championship (State, Sectional, National), the player must declare which team he or she will participate on in such championship unless otherwise specified by the Section Association.

**TENNISLINK:** TennisLink must be used to manage the league. The Area League Coordinator (ALC) must have the local league schedule set up in TennisLink prior to the play of any team matches. All players must be registered on TennisLink prior to playing any JTT match.

**PROCEDURES PRIOR TO A MATCH:** Away coach must confirm with the home coach 48 hours prior to the match to confirm the match and to confirm that the visiting team has the minimum required number of players.

**ARRIVAL, WARM UP:** Teams and coaches should arrive at least 15 minutes prior to the match start time. Allow a 5 minute warm-up before each individual match.

**COACHING:** Unless otherwise decided by your area league coordinator coaching is allowed from outside the fence or court, but only during the 90-second odd-game changeover. Coaching is not permitted when a player or players change ends during a tie-break. Only the designated coach/captain will be permitted to coach during the coaching period. Also, teams with more than one coach/captain must designate a "Head Coach/Captain" to last throughout the duration of the match.

**SERVING ON THE DECIDING POINT IN DOUBLES:** When the score reaches deuce in no-ad scoring, the receiving doubles team may choose who receives the serve in boy's doubles and girl's doubles. In mixed doubles, the receiving player must be the same gender as the player who is serving.

### **STEPS TO BECOME A JUNIOR TEAM TENNIS COACH/TEAM MANAGER**

Like other youth sports tennis is and can be that much more successful with the continued and expanded involvement of parent volunteers. Also, like other youth sports we need to insure the safety of the children involved in the program. Thus, we have all those involved with Junior Team Tennis take the Safe Play Process and complete a Background Screening. You will also need register as a coach. All of this is Free!

**1) Register to be a coach/ team manager.** Click [here](#) to become a coach/team manager. You do not need to be a USTA member to coach/ manage a team.

**2) Complete the USTA's Safe Play** screening process through Net Generation at [www.netgeneration.com](http://www.netgeneration.com). Click [here](#) for a step by step guide on the new process.

**SCORE SHEET:** Both coaches must agree on a final score at the end of the match and sign the Score sheet. Both coaches should keep a copy of the signed score sheet.

**ENTERING SCORES:** All Scores must be reported in TennisLink within 48 hours of the match. The home coach is responsible for entering the score. The away coach is responsible for confirming the score.

**WEATHER:** Unless otherwise notified by your league coordinator, the weather policy is as follows. If a match has to be postponed due to weather the home coach is responsible for contacting the away coach to reschedule the match. Home coach should provide the away coach with 3 options to choose from. Every effort should be made to reschedule the match as close to the day the match was originally scheduled. The home coach shall notify the away coach and the league coordinator of the reschedule date.

**REPEATING:** Only one girl and/or only one boy may participate in up to two individual matches per team match. In no event may one player play in three individual matches. For State and Section Championships, the second match must be mixed doubles (ex: player can play singles and mixed or doubles and mixed).

**TEAM DEFAULTS:** For local leagues a match a team default is defined as any of the following; team brings less than 4 players (2 Girls & 2 Boys) to a match, team cancels/postpones a match within 48 hours of match time (except for weather related issues). Reminder: To qualify for championship participation, team composition shall consist of a minimum of 3 girls and 3 boys eligible to compete.

**INDIVIDUAL MATCH DEFAULT ORDER:** Boys and Girls Singles, Boys and Girls Doubles, Mixed Doubles

**ORDER OF PLAY:** Boys and Girls Doubles, Mixed Doubles, Boys and Girls Singles

**TEAM LINEUPS:** The coaches/managers 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 and except under such further circumstances as the section association authorizes.

**PROGRESSION:** A player is eligible to advance to championship level competition if they have met all three of these conditions:

1. Participated on a team that is from an age validated program within TennisLink Team Tennis.
2. Played on the advancing team in at least two team matches recorded on Tennislink. Neither match can be the product of a default received. A retired match shall count toward advancing for all players involved.
3. The results of the two matches must be recorded in TennisLink within 48 hours of the match.

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**CHAMPIONSHIP DATES:**

Maine State Championships: Tuesday August 7th

New Hampshire State Championships: Thursday August 9th

New England Section Championships: Wednesday & Thursday August 15<sup>th</sup> & 16th

(Continue to the next page for the Coaches Code of Conduct)

(Then the following page outlines the Team Coach/ Team Manager Position Description & Match Checklist)

(The last page includes Player Registration Information and Helpful Tennislink Instructions)

## **COACHES CODE OF CONDUCT**

USTA Junior Team Tennis (JTT) should be a fun and rewarding experience for our children. Character building lessons such as hard work, discipline, sportsmanship, and handling adversity are regularly on display. Parents of JTT players should enjoy the time spent with their children and watching them develop not just into better tennis players, but into good citizens.

Coaches, Organizers and Parents of USTA Junior Team Tennis are under a duty to encourage and maintain high standards of proper conduct, fair play, and good sportsmanship. They are under an obligation to avoid acts which may be considered detrimental to the game of tennis or the children impacted. Coaches shall not engage in unsportsmanlike conduct.

The USTA New England Junior Team Tennis JTT Coaches Code of Conduct System shall apply to all local JTT matches, and championships:

- During the entire team match and practices
- At match facilities

During the course of a match or practice a coach, organizer, or parent shall not engage in the following:

- a. Verbal abuse. Swear at their own player, USTA staff, officials, tournament director's, spectator or an opponent in a voice that can be heard by any person.
- b. Visible or audible profanity. Use profanity or insulting, abusive or obscene language in any way that may be heard by any person or use obscene, insulting or abusive gestures.
- c. Racket or Ball abuse. Deliberately throw or hit a ball/racquet in any direction.
- d. Threaten players, parents, or spectators in any way.
- e. Other unsportsmanlike or inappropriate conduct on or off court at locations such as the match site, or parking lot.
- f. Physical act of violence against another person on or off the court by a player, parent, relative, coach, or other person associated with a player.
- g. Illegal use of drugs or possession of illegal drugs or possession or consumption of alcohol beverages
- h. Destruction of property

How do coaches, organizers and parents get reported?

- A coach, parent, player, or program administrator directly involved must complete a form that will go to the local Junior Team Tennis committee to for review.
- The local Junior Team Tennis league will maintain records of reports against coaches, organizers and parents.
- All reports will be reviewed by the local Junior Team Tennis committee in accordance with the USTA New England Junior Team Tennis procedures and the USTA National Regulations in the 2018 Regulations found [here](#).
- The local Jr. Team Tennis committee will determine and enforce appropriate penalties.

The Junior Team Tennis local committee has the power to suspend coaches, organizers, and parents immediately if it believes that the coaches', organizers' or parents' conduct is so severe as to warrant immediate suspension, whether or not that conduct is specifically listed in this document.

If the local Junior Team Tennis committees determination is for suspension of a coach, organizer or parent, then the coach, organizer or parent may appeal to the USTA New England Junior Team Tennis committee provided that the appeal is received by the USTA New England Section coordinator within five (5) business days of the notice of determination. In the case of immediate suspension by the local Jr. Team Tennis committee, the suspension will remain in effect until the appeal process has been completed. Coaches should also refer to the Friend at Court and the National Junior Team Tennis Regulation book.

## **TEAM COACH/ TEAM MANAGER POSITION DESCRIPTION**

### **Purpose of Position:**

To oversee a group of players that competes in a USTA Junior Team Tennis League. A coach can be a parent, volunteer, CTA or NJTL member, after school provider, etc.

### **Duties:**

- Fully understand how USTA Junior Team Tennis operates at the local, state, section, and national Levels
- Adhere to all USTA rules, regulations, and policies if advancing to Sectional and National Championships
- Attend any coaches meetings in person or via conference call
- Recruit players
- Distribute league information to team members
- Register team on TennisLink and assist players with registration as needed
- Secure courts for home matches and practices in a safe environment
- Submit a lineup before each match
- Coach players during the match during designated times
- Collect and record scores and then report on TennisLink
- Provide instruction, play opportunities, motivation, and enthusiasm
- Make sure all scores are entered on TennisLink

### **MATCH CHECKLIST**

#### Prior To The Match (according to the Local League timeline)

- Register as a coach/ team manager, complete the USTA's Safe Play Process & Background Screening
- 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
- 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 & game scoring (Total games won, Ad or No-Ad, Tiebreaker Information)
- 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.

#### **After The Match**

- Home team coach/captain (or whoever kept score based on the local league rules) is responsible for posting the scores in TennisLink. Scores must be posted within 48 hours of the completion of the match.
- Confirm the next scheduled match day/time with your players and parents.

## PLAYER REGISTRATION & HELPFUL TENNISLINK INSTRUCTIONS


### Instructions for Parent or Guardian Registering a Player For a Team

1. If your player needs a USTA membership click [here](#) to purchase. If your player already has a USTA Membership proceed to step 10.
2. Click on **“Get Started”** or **“Learn More”** to choose your membership selection
3. Next a Box will appear. Click on **“Don't have an account? Sign Up”**
4. Fill out your name, email, address, and create a password. **Click** the box **“I'm over 13 years of age.”**
5. Next **Click on Create Account**
6. Fill out information needed and **click** **“I confirm that I am the parent or legal guardian of this child.”**
7. Next **click -> Save and Continue -> Add To Cart -> Proceed To Checkout**
8. Once paid and checked out **write down your USTA Membership number**
9. **Your now ready to register for a USTA Junior Team Tennis – Team or League**
10. **Click [here](#)** to register for your league by finding your program or by entering in your team number.  
Note: If a player does not have a rating they will need to self-rate in order to register for the league, [Please Click Here for FAQ's Regarding Ratings](#) (Includes Steps to Self Rate)
11. Complete Junior Team Tennis registration and **“checkout” to pay.**


### Instructions for Coaches/ Team Managers Registering Players

1. If the coach/ tem manager chooses to register players for their team they will need to obtain the USTA Membership numbers from the Parents or Guardians for each player on their team.
2. Once you have the USTA numbers for the players go to <http://tennislink.usta.com/TeamTennis/Main/Home.aspx> to register the player(s). Note: you can register up to 15 players at one time per team.
2. “Login” at the top right of your screen
3. Next – Look for “My Options” under your name on the right hand side of the screen and then click on “Teams”
4. On the next screen click on the team number you want to register players on.
5. Then click on “Register Players” on the next screen
6. Register players with there USTA Membership number and click on team number box next to each players membership number and the team number will auto-fill
7. **Click** Submit when done entering players
8. Then **click** “Proceed to Checkout”. This will bring you to the payment page. Click “SUBMIT” if you need a receipt, print out the next page that comes up.

### How to print a schedule

1. Go to: <http://tennislink.usta.com/TeamTennis/Main/Home.aspx>
2. Click “Login” on the top right of your screen
3. Next – Look for “My Options” under your name on the right hand side of the screen and then click on “Teams”
4. Click on the  icon on the right hand side of the page, then click on “Match Schedule” at the top of the screen.
5. Click “Print Report”

### How to print a Match Scorecard Before a Team Match

1. Go to: <http://tennislink.usta.com/TeamTennis/Main/Home.aspx>
2. Click “Login” on the top right of your screen
3. Next – Look for “My Options” under your name on the right hand side of the screen and then click on “Teams”
4. Click on the  icon on the right hand side of the page, then click on “Match Schedule” at the top of the screen.
5. Click on the match ID number for the match you want.
6. Click “Print Report”

### Entering Scores After a Match

1. Go to: <http://tennislink.usta.com/TeamTennis/Main/Home.aspx>
2. Click “Login” on the top right of your screen
3. Next – Look for “My Options” under your name on the right hand side of the screen and then click “Score Entry.”
4. Enter the match number and click “Next.”
5. Enter the date the match was played.
6. Enter match results and click “Next.”
7. Review the information and if it is correct, click “Finish.”
8. The visiting team captain should go into the match to “Confirm” the scores.