

# Welcome!

## KCJTL TEAM PARENT TRAINING



**Kansas City  
Junior Tennis League**

[www.kcjtl.org](http://www.kcjtl.org)

# Pre-Season Organization

- Develop Team Rosters with Contact Information
  1. Players' Names
  2. Parents' Names
  3. Addresses, Phone Numbers (including cell phone)
  4. E-Mail Addresses
  5. All contact information can be compiled off of [kcjtl.org](http://kcjtl.org) website via pro or team coordinator authorized access - if you need to sign-on to website, speak to your pro or contact the Executive Director
- Gather Players' Availability Info – encourages commitment to team
  1. Review sample Availability Form
  2. Develop availability chart for your team

- Distribute Team Parent Contact Information

1. Name
2. Phone numbers (including cell number)
3. E-Mail address
4. Establish best avenues for communication with team (i.e., e-mail, telephone, and/or paper system)

- Team Match Schedule

1. Available at
2. Date, time and location of matches
3. Maps to match locations available on KCJTL website
4. Comes out the Friday before the season starts

- Distribute Other Important JTL dates
  1. JTL Tournament Dates
    - a. Doubles – Monday July 12<sup>th</sup> (rain date July 13th)
    - b. Singles – Early rounds Wednesday, July 14th (rain date July 15th)
    - c. Singles Semis, Finals & Consolation Finals Friday July 16<sup>th</sup>.
  2. Other intra-club JTL dates (i.e., Team picture date, end of season party)
  
- Establish Driving Responsibilities for Away Matches
  1. Share driving responsibilities with parents
  2. Parents responsible for own child's transportation
  3. Babysitters should not transport other families' children

- Review JTL Manual

1. Match lineups, time rules, scoring rules, etc.
2. If you have a substitute team parent, give the manual in advance so the sub team parent will be familiar with the match rules
3. Good quick resource on website under “Resources” then 2010 Rules & Info Manual, Interclub Match Administration– consider printing out and placing in Team Parent Notebook.

# Pre-Match Organization

- Establish Weekly Match Roster – Call or email early in Week
  1. Top Eight **Available** Players from Challenge Ladder
    - a. Do NOT stop with top eight—continue down ladder until you have eight available players
    - b. Attempt to get all team members involved in the matches during the course of the season
  2. Remind players to bring own water bottles, hat, light-colored clothing and sunscreen
  3. If playing at Kansas City Country Club, remind players of all-white clothing rule

- Contact Opposing Team's Team Parent

1. Confirm date and time of match
2. Driving directions to match location
3. Exchange cell phone numbers in the event of rescheduling of match
4. Exchange number of anticipated players from each team

- Arrival

1. Arrive 20 minutes prior to match -- All players should be on the courts ready to play at 1:00.
2. Team players can begin to warm-up
3. Team parents exchange score sheet lineups. You can print score sheets on JTL Website under Schedules/Standings. Each team responsible for maintaining own score sheet
4. Check to be sure there is water available on or near courts for players.
5. Remind own players to exhibit good sportsmanship and call lines fairly

- Host Match Responsibilities

1. Assign after-match drink responsibilities – Various Options
  - a. Remind each player to bring money or provide a drink to opponent
  - b. Assign each family a match to bring drinks for both teams
2. Assign ball responsibilities – Various Options
  - a. Club provides balls
  - b. Each host player brings a can of balls
  - c. Assign each family a match to bring balls
  - d. Ask parent who cannot attend any matches to provide a case of balls for the entire season for a particular division

# Match Organization

- Attempt to start 10-minute warm-up at 1
- If not all players are there, consider starting doubles matches first.
- Players should conduct their own match
- If players disagree, go back to point in match where they all agree or consult with Pro
- Offer drinks to visiting teams
- Tally score sheet and obtain each team parents signature.
- Turn in score sheets to Pro or Team Coordinator as clubs are responsible for maintaining original score sheets.

- Consult with Pro if you notice any issues that would help your players during the JTL season.
- If rescheduling of match is necessary, complete Rain out/ Reschedule Notification form and turn into Pro.
- Make every attempt to play match on originally scheduled date
- Make every attempt to avoid Forfeitures -- try to reschedule match, if match on original date does not occur.

# Post-Match Organization

- Promptly enter scores online or turn in score sheet to pro or team coordinator so they can enter scores online. Pro can decide who inputs scores -- Pros or Team Parents.
- Opposing team should verify that scores entered online are correct.
- Remember either team can enter the scores especially if there is a delay by the home team.
- Turn in score sheets to Pro or Team Coordinator as clubs are responsible for maintaining original score sheets.
- Consult with Pro if you notice any issues that would help your players during the JTL season.
- Visiting team can go in and add host team sportsmanship rating after scores posted.

# JTL Tournament

- Fee included in Summer Dues - new this year!
- Any player who has played in a USTA tourney or similar tourney needs to register for the Aces division, regardless of team's summer division.
- Tournament registration has to be completed separately and in addition to Summer registration or player will not be entered in tournament.
- Each player must sign up by June 30th (by internet, mail or drop off at OPRC).

# Sportsmanship Award

- Each club/team will start with zero sportsmanship points
- Opponent teams will have to rate a club with exceptional rating(s) to be considered for award.
- Best Sportsmanship recognition will be given to team within an age group/gender division that has exceptional rating(s) - Aces or Ads
- Teams receiving poor sportsmanship ratings for match will immediately be disqualified
- Award will be given in form of recognition in fall newsletter and on JTL website

# Website Overview

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- Valuable resource for parents, players, club reps and Pros
  1. Calendar of important dates
  2. Entire 2010 JTL manual
  3. Score sheets
  4. Team Roster
  5. Team schedule
  6. Club locations and directions
  7. Match results and team standings