

**KCJTL TEAM PARENT TRAINING
MEETING AGENDA**

- I. Distribute 2009 Manuals, Name Tags, Team Parent Contact Information Sheet, Sample Notebooks

- II. Introductions
 - A. Shelly Renft, Keely Terry & Deb Schneider

 - B. Team Parent Introductions
 - 1. Name
 - 2. Club/Division (Ex.11U Boys, High School Girls)
 - 3. Team Parent Experience
 - 4. Complete Team Parent Contact Information Sheet

- III. Pre-Season Organization
 - A. Develop Team Rosters with Contact Information
 - 1. Players' Names
 - 2. Parents' Names
 - 3. Addresses, Phone Numbers (including cell phone numbers)
 - 4. E-Mail Addresses
 - 5. All contact information can be compiled off of kcjtl.org website via pro or team coordinator authorized access

 - B. Gather Players' Availability Info – encourages commitment to team
 - 1. Review sample Availability Form
 - 2. Develop availability chart for your team

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

 - D. Distribute Team Match Schedule
 - 1. Available at **www.kcjtl.org**
 - 2. Date, time and location of matches
 - 3. Maps to match locations available on KCJTL website

 - E. Distribute Other Important JTL dates
 - 1. JTL Tournament Dates
 - a. Doubles – Monday July 13th (rain date July 14)
 - b. Singles – Early rounds Wednesday, July 15th (rain date July 16)
 - c. Singles Semis, Finals & Consolation Finals Friday July 17th.
 - 2. Other intra-club JTL dates (i.e., Team picture date, end of season party)

- F. 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

- G. Establish Driving Responsibilities for Away Matches
1. Share driving responsibilities with parents of team players
 2. Parents responsible for own child's transportation
 3. Babysitters should not transport other families' children

- H. Review JTL Manual
1. Match lineups, time rules, scoring rules, etc.
 2. If you have a substitute team parent at the match, give the manual in advance of the match so the sub team parent will be familiar with the match rules
 3. Good quick resource on website under "League" and then under "Match Play" – consider printing out and placing in Team Parent Notebook

IV. Pre-Match Organization

- A. 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
- B. 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 inclement weather or other unforeseen circumstances which would cause rescheduling of match
 4. Exchange number of anticipated players from each team
- C. Arrival
1. Arrive 20 minutes prior to match
 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

- V. Match Organization
 - A. Attempt to start ten-minute warm-up promptly at 1:00 p.m.
 - B. If not all players are not present at 1:00 p.m., consider starting a doubles match first
 - C. Team parents, pros, parents should allow players to conduct their own match, if players are in agreement
 - D. If players disagree, they can go back to a point in the match where they agree or consult with club pro
 - E. Offer drinks after match to visiting team
 - F. Tally score sheet and obtain each other team parent's signature on score Sheet
 - G. If rescheduling of match is necessary, complete Rain Out/Reschedule Notification Form and turn into pro. You can find the form under Resources on the JTL website
 - H. Make every attempt to play match on originally scheduled date
 - I. MAKE EVERY ATTEMPT TO AVOID FORFEITURES – try to reschedule match, if match on original date does not occur
- VI. Post-Match Organization
 - A. Promptly enter scores online (if authorized by club) or turn in score sheet to pro or team coordinator so he/she can enter scores online
 - B. Opposing team should verify that scores entered online are correct
 - C. Remember either team can enter the scores especially if there is a delay by the home team in getting scores recorded online
 - D. Turn in score sheets to club pro or team coordinator as clubs are responsible for maintaining original score sheets
 - E. Consult with club pro, if you notice sportsmanship issues, scoring or court positioning difficulties with own team
- VII. Website Overview
 - A. www.kcjtl.org
 - B. Valuable resource for parents
 1. Calendar of important JTL dates
 2. Entire 2009 JTL manual online
 3. Score sheets
 4. Team Rosters (sign on only)
 5. Team Schedules
 6. Club locations and directions
 7. Match results and team standings
 8. Tourney Info.

VIII. Question and Answer Session