

League Responsibilities of a Team Manager

1. Read and know the rules of the league in which the team is competing. The manager is responsible for the team to play and act in accordance to the rules.
2. Let the Junior Team Tennis Local League Coordinator know your contact information.
3. Register your team and make sure your team members register themselves using the team # that you have provided:
<http://tennislink.usta.com/TeamTennis/Main/Homepage.aspx>
4. Make sure that all members of the team are eligible to play in the level registered (i.e. age, ranking, or level of play).
5. Report scores on TennisLink within 48 hours of completed match. **Home team records match scores.** All you need is your scores, and your match #:
<http://tennislink.usta.com/TeamTennis/Secure/EnterMatchNumber.aspx>
6. Keep in contact with the Junior Team Tennis Local League Coordinator. If there is any doubt of a match time or schedule question, the manager must contact them and should not wait for the coordinator to contact the manager.
7. Please make sure to go through the background screening process for managers and coaches at www.usta.com/safeplay.

Team Responsibilities of a Team Manager

1. Provide players with the team # to register on TennisLink.
2. Act as liaison between parents, players, and the local coordinator. Please let them 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. Team manager must communicate with the opposing manager prior to the match if there are not going to be enough players to facilitate the match. The match can be rescheduled if both managers and local coordinator 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 the team match. You can find a blank Scorecard under your team's Stats and Standings link. Just enter your team #: <http://tennislink.usta.com/TeamTennis/Main/Home.aspx>
6. Team Manager 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 manager before each match. Talk with opposing manager 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 manager **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.
9. Make arrangements for the team to attend the end of season party (optional).

Some things team managers do, but are not required...

- Schedule and conduct team practices.
- Send email updates and reminders to the team.
- Organize the team to travel to the USTA Junior Team Tennis State Championships following the season. All teams are invited.
- 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-manager so you don't have to be at every match.