

**KTSC Junior Tennis Managers' Meeting**  
**13 October 2013**

**1. Thank you**

**2. The Interclub dates are:**

**Term 4 2013:** Friday 18 October to Friday 15 December 2013 (excluding Friday 25 October- Labour Weekend)

**Term 1 2014:** Friday 7 February to Sunday 23 March (reserve weekend 28-31 March)

**3. Draw**

The draw can be found on the Wellington Tennis website <http://www.tenniscentral.co.nz>. Please check each week for any changes. Remember the only contact name and number you have is on the draw so please let the opposing team manager know if there is a change of manager for the weekend.

**4. Duties**

The duties of manager are set out in the Junior Handbook:

- (a) Attend the managers' meeting
- (b) Organise practices: not compulsory but considered desirable. If a parent is able to run a practice that is great; we have often engaged a coach for weekly team trainings at a cost of about \$16 per week each child and Trans-Tasman Tennis at the club can provide options as required
- (c) Organise the team i.e. make sure there are enough players ahead of the weekend and, where team players are away, organise substitutes. Any player from lower grade may play; can also get reserves from same grade, with prior approval of Tennis Central. Organise substitute players by ringing the team manager rather than contacting players direct. Roster equitable stand downs where there are more than 4 players in a team.
- (d) Stay with the team throughout the match
- (e) Ensure there is a good standard of behaviour and that suitable sporting attire is being worn; refer club shirts offer
- (f) Advise the opposing team manager if a stand in manager is going to be with the team for that week's match
- (g) Liaise with the opposing team manager in the event of any on-court problems – applying the rules, which are all set out in the handbook. Key points:
  - Defaults
  - Injuries

- Wet weather: organise rescheduling, which can be scheduled in anticipation of a bad weather forecast
- Grading of players: order of merit; subs; doubles pairings
- Self-umpiring
- Novice serving
- Court allocations: see draw and pp. 12/13
- Disputes
- Scoring and general information: pp. 8/11

(h) Organise matches postponed for wet weather

(i) Complete the score sheet in the handbook p. 24 and winning team to enter the results online with Tennis Central by the Wednesday following the match p.23

(j) Inform your players, parents and coaches about required etiquette: umpiring, coaching from the sidelines. Support with umpiring will often be required in novice games. You should adopt the approach of empowering the players to umpire and score accurately, rather than performing the task for them. Older players may sometimes require support from managers or parents to correctly organise tiebreaks, which occur infrequently.

(k) Contact me if there are any unresolved issues or undesirable behaviour

Although there must be a nominated manager for Tennis Central purposes, one can share the responsibility in the teams. It is the team manager's job to organise the roster and make sure the team balls, handbook etc. are with the person nominated to be manager for that weekend, and also to let the manager of the other team know who the stand-in manager is and phone number in event of weather issues etc.

### **Weather postponements**

If poor weather is evident on the Friday afternoon or Saturday/Sunday morning there will be no radio cancellations; you will need to contact the opposing team manager to assess the likelihood of playing. Every contest is treated individually as local weather and court conditions vary markedly. Make every effort to play the contest, although **player health and safety is paramount**, or reschedule. The reserve weekend is available for catch up contests but it is preferable to play postponed contests before this weekend if at all possible. Please contact me regarding booking courts for rescheduled matches at Khandallah. Cancelling and splitting the points is the least preferred option.

### **Principles**

It is important that all players and supporters conduct themselves according to the Junior Club Principles. Our principles are captured in the appendices and include:

1. **Sportsmanship:** supporting and encouraging each other and learning the importance of Team. This includes all parents who we ask to encourage the principles of fair play and acknowledge good play by the opposing side.
2. **Respect:** we will respect each team member and expect him to likewise respect fellow team members, managers, supporters, opposition and parents.

3. **Developing skills:** the development of tennis specific and transportable sporting skills and confidence.
4. **Doing your best:** We want to see all within the team have fun, do well and experience the enjoyment that comes through trying your best.
5. **Winning:** a desire to win, but not at any cost.
6. **Enjoyment:** we are all involved for enjoyment of the sport and team environment, the development of friendships that go beyond the current season and an involvement in sport for many years to come.
7. **Being active:** we understand the importance of physical activity and how physical activity should be a habitual part of everyday life.

**KTSC**  
**Guidelines for Khandallah Junior Tennis Players**  
**'The Way We Play'**

Welcome to a new tennis season. We hope you have fun, enjoy playing, and grow your tennis skills. You may be a new or existing junior club member, have just taken up tennis, or be an experienced player. No matter what level you are at, you should be aware of:

- Tennis Club Rules
- Junior Club Night Requirements
- Tennis Etiquette
- Important, but sometimes forgotten, tennis rules
- Court Safety and
- Interclub Team Responsibilities.

Please ensure you are familiar with the following.

**Tennis Club Rules**

1. An acceptable standard of behaviour is required at all times, both at the club and when representing the club in other competitions.
2. Please wear footwear with non-marking soles only courts.
3. Energy food and drinks are fine on the courts but please don't take other food.
4. Please do not take skateboards / scooters (or of a similar nature) on courts.
5. Please don't litter on club premises – place all rubbish in provided rubbish bins.
6. Please do not climb on fences surrounding the courts or go on to neighbouring properties to retrieve tennis balls.
7. The backboard behind the squash courts is the only wall of the clubhouse that balls can be hit against.
8. When the lights are on, play is only permitted on Courts 1&2, and 5&6.
9. Please do not enter the upstairs lounge unless you are with an adult.
10. Children are not permitted inside the bar area at any time.
11. Visitors (i.e. non-members) who you invite to play at the club, must be signed-in in the Visitors' book (located just inside the entrance outside the office) and pay the Visitors' fee (Child \$5; Adult \$10) by placing it in the Visitors' box.

**Junior Club Night Requirements**

1. All players please sign-in upstairs at the beginning of the evening.
2. Please let the organisers know if you leave before the end of club night so your name can be removed.
3. All players are responsible for clearing their table after eating / drinking. Place empty cans / bottles in recycling bins and other items in rubbish bins.
4. Please take care of all games equipment provided (both on the court and in the lounge) so that all players are able to enjoy the use of it.
5. Please pick up all the balls and return them upstairs to the junior organiser at the end of club night.

6. All players must be prepared to play with any other player regardless of ability. While organisers will do their best to arrange balanced games, there will be times when this is not possible. It is important that all players understand that club nights / family afternoons are a social event and the emphasis is on everyone being able to enjoy their court time. When experienced players are on court with newer players, they should show leadership and encouragement to them.:

### **Tennis Etiquette**

1. Please do not walk behind or on to another court while other players are playing a point (wait until there is a break between points and move quickly across).
2. Please introduce yourself to the other player(s) on court before the match.
3. Please shake hands and thank the other player(s) for the game at the end of the match.
4. Please do not hit the ball back to your opponent if the serve is a fault (hit it into the net or leave it behind your end of the court).
5. The server must call out the score after each point so the opponent can hear it. If you do not hear the score when you are receiving, then ask what it is. This will avoid disputes over the score.
6. Players are responsible for calling all balls on their side of the net. This includes letting your opponent know that they have won the point if:
  - ◆ the ball bounces twice before you hit it;
  - ◆ you hit the ball twice;
  - ◆ you hit the net while playing a point;
  - ◆ you do not play a shot, but touch the ball before it lands inside or outside the court (in doubles this includes touching the ball before your player attempts a shot).Receiver(s) should clearly call any fault served. If you have a problem with an opponent's call then you can ask them to confirm it, but always remember that it is their call and you need to abide by it.
7. Quickly return any ball(s) lying at your end of the court to the server at the end of each point.
8. The server should commence the serve when the receiver is ready and not before.
9. Do not do anything to distract your opponent from playing the point (e.g. calling out, talking).
10. Do not use obscene language, slam balls, or throw your racquet.

### **Important, but sometimes 'forgotten', tennis rules.**

1. A ball is good unless you are certain that it fell completely outside the court (or service box when receiving). NB: The lines are part of the court. A ball, which touches the line, even if by the barest of margins, is in. If you touch the ball in any way before it lands on the ground outside the court, then you cannot call it out irrespective of whether you are standing inside or outside the court.
2. Clear away any balls / other items lying on your end of the court before commencing a point. Any point lost resulting from them interfering with play will stand.

3. When a ball from another court rolls on the court, you may call a let as soon as you are aware of it, but will lose the right to do this if there is any delay in doing so.

### **Court Safety**

1. Remove anything on the court that you could trip on (including loose balls) before commencing a point.
2. When serving, do not place the 2<sup>nd</sup> ball on the baseline. Wear clothing with pockets or a ball holder so you can keep hold of it.
3. Stay hydrated during a game by regularly drinking water. Keep your water bottle by the net post.
4. Use sun-block and wear a cap.

### **Interclub Team Responsibilities**

1. Interclub is a team competition and your responsibilities include:
  - ◆ Always playing to the best of your ability;
  - ◆ Being available to play, unless extenuating circumstances exist;
  - ◆ Giving the team manager adequate notice if you are unable to play so they can organise a replacement player;
  - ◆ Supporting and encouraging other team members, including remaining at the venue until all matches are completed whenever possible;
  - ◆ Attending team practices.
2. Ensure you are familiar with interclub competition rules as per the Wellington Region Junior Interclub Handbook.

## **KTSC**

### **Guidelines for Parents of Khandallah Junior Tennis Players**

- Encourage your child(ren) if they are interested in participating in junior tennis, without forcing them to play.
- Remember children are involved in junior tennis for their own enjoyment, not for that of adults.
- Encourage children to play to the best of their ability but always play by the rules and with a good attitude.
- Focus on effort, skill development and performance rather than on the outcome.
- Praise children for the good things they do rather than criticise them for making mistakes or losing.
- Lead by example and display good sportsmanship for children to copy.
- Acknowledge good performance by both (all) players.
- Please do not:
  - ◆ coach from the side-line during competitive matches;
  - ◆ impede play by standing directly by the court your child is on (the exception to this is Novice and U10 grades where parents may assist with scoring and explaining rules);
  - ◆ walk behind courts while a point is being played (wait until there is a break between points and move quickly across).
- Be courteous in communication with players and volunteer administrators.
- Respect officials' decisions and teach children to do the same.
- Recognise the value and importance of volunteer administrators and show appreciation and support for the time, effort and resources they put into junior tennis. Without them children could not participate.
- Parent volunteers run all junior events / activities and you should be prepared to assist when requested. Interclub team parents are rostered on to run one Friday junior club night each season. Parents are welcome to offer any skills, services, or contacts, that they have and which they consider may be of benefit to the club.
- Familiarise yourself with the Guidelines for Junior Tennis Players, 'The Way We Play' and encourage your child(ren) to do the same.