



NORTH EASTERN JUNIOR TENNIS ASSOCIATION Inc.

GUIDELINES FOR TEAM MANAGERS

1. A player cannot undertake the role of Team Manager.
2. Know the NEJTA Match Rules and apply them with the players in your team.
3. Your position is in an advisory and encouragement capacity only.
4. Take action if requested to do so by the Home Supervisor.
5. Team Managers and spectators are only permitted on court between sets to assist the players in preparing the court for play.
6. Refer all disputes including Match Rules, Code of Conduct and Dress Code issues to the Home Supervisor immediately.
7. A Team Manager must be present for the duration of match. This includes both home and away matches.
8. Keep a record of weekly results – including players names (both the home team and the visiting team) and scores.
9. Check details on trols by Wednesday following the match to ensure all details have been entered correctly. Notify your junior secretary if incorrect.
10. If a match has been washed out and attendance is not required, ensure players names are entered into trols in the correct order by 6.30pm Monday following the match.