



## 2014-2015 Season - Team Managers: Task List

### Things to do before the season

If a team of 5, decide with other parents whether to play all 5 team members every week (with one child playing only singles and one only doubles) or run a roster-off system. Keep a record of weeks any player is unavailable.

Decide a playing order – children play in a nominated 1,2,3,4 order, based on ability (no.1 player being the strongest of the team). In singles our No.1 plays the opposition's No.1 and so on. In doubles 1&2 combine and 3&4 combine. Players can still be moved up or down, but only one relative position per week.

Create a folder with:

- team contact details
- junior coordinator details for all Hills teams (in case a court not unlocked etc) \*\*download from Hills Tennis website
- Association's junior rules (available from Hills Tennis website:\*\* use NEW rules for 2014/15\*\*)
- Fixtures details (including locations of courts)\*\*download from Hills Tennis website
- Roster (if not all players playing each week)

### Things to do during the season (each week there are games)

- Parents to find replacement if player sick/unavailable at short notice, but may ask for help with this. Can use spare player from team below or above (in latter case, no.3 or 4 player) or an unregistered player (2 times only per unregistered player, then need to register them)
- Take team bag to game, arrive 15 mins before start, get games under way on time, ask parents to help
- Manage any issues, chat to opposition supervisor (decide, if need be, whether play doubles or singles first – usually doubles, but can vary depending on whether someone needs to go early, etc)
- Encourage all players to make clear line calls (if unsure, call it in or in lower divs it's ok to play it again)
- Make sure match results recorded on scoresheet (Piccadilly is Club #27) and if home team then enter results into Results Vault (login and password supplied at start of season) before Sunday evening. If away team, check and verify results before Tuesday. \*\*\*Really important this happens as the club gets fined by the Association if results not entered on time\*\*\*
- Original scoresheets must be retained in case of disputes, but no longer need to be posted off to the Association every week.
- Bring all balls home
- Canteen roster for team parents for weeks team on canteen duty

### Team Bag contents:

- Balls (practice/hit up balls and match balls)
- The Folder (see 'things to do before the season')
- Hills Tennis scoresheet
- Useful miscellaneous stuff if you have it (eg sunscreen, spare biros, small first aid kit, patience)