

## **Junior Team Tennis Spring and Fall Tasks**

### During Previous Season

- Set new dates for next season (assessment day, season matches, etc.) and put these dates in a quarter sheet in the player awards bags. Post these dates in the bulletin board and on the ATC web site.

### 2-3 Months Before

- Create flyer for new season. Have it available on the ATC web site and inside the bulletin board at Argonaut.
- Send an e-mail out to the ATC master list letting folks know registration is open and reminding them about \$10 off early bird discount.
- Contact school district and have them publish the info. in the school's newsletter. Be specific about how long you want them to keep the info running in the bulletin.
- Send information to the ledger dispatch, TSPN, and any other media outlets.
- Begin contacting potential coaches to get solid commitments. This is one of the most important tasks to do. The earlier you get commitments, the better. Keep track of potential coaches in a spreadsheet. Better to have more commitments than teams needed so you can be picky/choosy on who coaches.
- Send flyer to USTA NorCal contact (currently Beth & Darren). They will send over a contract to sign.
- Get facility usage paperwork from the district office maintenance department so you have it ready to go.
- Do inventory on tennis balls and try to order balls early. You can usually project the number of teams as registrations come in and order the tennis balls through Beth/Darren with USTA NorCal. You want to try and have the balls for the training sessions so you can pass them out and have them available.

### During Registration Window (up Until Deadline)

- As you receive registration forms, fill in the spreadsheet. E-mail or contact folks with missing info. on their reg. forms. Use the previous master spreadsheet from previous season to project the level that players will play this current season. This will allow you to project the number of coaches as registration occurs.
- Return any phone calls and answer e-mails as needed.
- As early as possible, contact both the Argonaut and Amador head tennis coaches and ask for their schedule. Block out these days on the master practice schedule spreadsheet. Take a close look at the match schedule. Home/Away schedule may allow you to play on a match day with 1-2 practices needing to be re-scheduled.
- USTA NorCal has a spreadsheet they need filled in for their organization. I usually take the master spreadsheet and cut and paste to fill in theirs.

- Once the assessment day is complete, fill in the final playing levels for all players on our master spreadsheet. Put together the tentative teams with coaches identified. Look at people's requests for coaches, teammates, and days.
- Send tentative rosters out.
- Send the USTA NorCal the finalized spreadsheet only after all changes are made so they can order t-shirts as quickly as possible. Ask to receive t-shirts the Friday before the week of practice before the first match.
- Send the finalized roster out. Ask coaches to contact their respective teams.
- Work with Chris Fuller to get key access to the Amador shed for any advanced teams practicing at Amador. We have given Chris a case of yellow tennis balls each season for this.
- Based on the number of total teams, come up with a match schedule for when the different levels will play matches. Designate warm-up time. In the fall, we shifted the advanced teams over to Amador HS to free up more time at Argonaut for other levels. This was due to not conflicting with Sunday church time. In the spring, may be possible to schedule matches early Saturday at Argonaut.
- Schedule a training for new beginner coaches and for new intermediate/advanced coaches ideally before the first practice day.
- E-mail coaches to pick up the balls in the shed.
- Once all teams are set, fill-in the master practice schedule. Create a sign for Detert, Amador, and Argonaut to hang up that informs folks about the practices and match schedule.
- Develop a match schedule for beginners, intermediates, and advanced (if needed). Copy this schedule and send a hard copy for each player with the t-shirts for each team. Send this match schedule to all coaches so they have it. Post on web site and inform all parents about it.
- If advanced are playing at Amador and the rest at Argonaut, check families with multiple siblings and check times to make sure they aren't being asked to be in two places at once. May work with some families with two active parents.
- Once the t-shirts arrive, put them in paper bags labeled with the Team Name. Attach the t-shirt list so they know what size t-shirt to give the players. I usually staple this on the outside of the paper bag (I have a template I can share). Put match schedules, player conduct, and match guidelines inside the bags.
- Create enough scoresheets for the season for all matches. Fill-in the scoresheets ahead of time and place them in the respective tubs.
- Do a check of all tubs. Make sure you have enough clipboards, pencils/pens for match day. I usually fill in as much as I can on the scoresheets for the season and then store the scoresheets at the bottom of the respective tub. On match day, I bring the tubs out and put the scoresheets on for that match day.
- Send coaches the format for the match day and make sure they understand the format for their respective level. Remind intermediate and advanced coaches to set-up their individual singles and doubles matches ahead of time to save time and logistics.
- E-mail Beth a list of coaches so she can send them info. on the Safe Screening process for background screening.

### Assessment Day

- E-mail folks several weeks before assessment day to get commitment to help out at assessment day. Really helps to have two tennis courts for intermediate and one for advanced. To do this, you will need two people to help with advanced and 4 people to help with intermediate.
- In advance, post a sign reserving the court for assessment day.
- Copy evaluation forms for both intermediate and advanced players.
- On assessment day, have two sign up lists taped on the table. One for intermediate players to check in and one for advanced players. I have a template for this that allows them to check off.
- Set-up regular yellow ball court on the advanced court and orange balls on the two intermediate courts.
- Have clipboards with evaluation sheets for each court.

### Match Days

- Have a match schedule laminated and post it for the season on the front fence near the gate so teams know what court they are playing on each match day for the season.
- Take out all the tubs (one for each division plus the finished scorecard one), tub with pens/pencils, recycling container, chairs, couple of foldable tables, court score cards, put up the EZ up with assistance.
- Post the whiteboard (in the tall metal cabinet) with any match day reminders like “check the schedule posted on the fence for court assignment” or “bring water on court to stay hydrated”
- First match day: meet with the coaches for quick 5 minutes during warm-up and do final format reminders and go over any final questions. Be available the first match to assist beginner coaches. Don't be afraid to jump in and show them how to do good hand feeding at the right angle to make play start effectively.
- Go to tennis courts at end of last match to clean-up or select a responsible coach or two to put all the match day materials back in the shed.

### During Season

- Update scores on-line through the USTA Norcal on-line score reporting
- Keep lines of communication open with coaches and address any concerns that may arise.
- Schedule day to do the pictures with Dave Tearpak and possibly Linnea Edmeier. In previous seasons, we have tag teamed and split up the photos.
- Come up with the schedule for the final match day to accommodate the awards ceremonies.
- Contact Beth to send the award certificates and goodies. I usually order coach awards and sportsmanship awards through her as well. She adds it to the invoice.
- Contact Beth to send the invoice for the season after they run the USTA memberships.

### Prep for Awards

- USTA NorCal sends certificates. I've been printing them using my computer. Each child gets a certificate.
- Stuff the plastic bags: team photo for every kid, certificate every kid, save the date flyer for next season, and goodies from NorCal.
- I have been buying plastic bags at the \$1 store large enough to hold the photo, award certificate, and sometimes the goodies.
- Coaches receive a team picture if they don't have a child on the team. They also receive an award as well which you can order ahead of time through USTA Norcal.
- E-mail the coaches to get one name for sportsmanship award. Create sportsmanship certificates and organize sportsmanship awards.