



CORTA JR. TEAM TENNIS CHAMPIONSHIPS

Spring 2019

DATES TO REMEMBER

- | | |
|------------|---|
| February 1 | Registration for Spring League opens |
| March 6 | Deadline for Initial Rosters on TennisLink
Team Profile Form due to CORTA |
| March 13 | Mandatory meeting of all coaches/captains
5:30 p.m. CORTA Hospitality Room
Schedules Given Out
Release Form and Parent Code of Conduct Form due to CORTA
Captain Code of Ethics due to Corta |
| March 15 | Team Matches Begin |
| TBD | Player Party/Awards |

Jr. Team Tennis Captain's Checklist Spring 2019

Turn in at Captain's Meeting

COMPLETED:

- _____ **Safe Play Process/National Background Screening-(2019 Championship Year) – Must be renewed every two years**
- _____ **Make yourself a coach/manager in TennisLink**
- _____ **Signed up at least 3 boys/3 girls on your team by 3/6/19**
- _____ **Signed and turned in Captain Code of Ethics (on/before 3/13/19)**
- _____ **Turned in Signed Release Form and Parent Code of Conduct**
- _____ **Reviewed Tennis Rules of Etiquette with players and parents**
- _____ **Excited about a great Spring Season of Tennis**

Checked each player's:

_____ **JNTRP rating (Any player that has played at the Beginner Level at the State level can not play at the Beginner Level in any division again.)**

_____ **Player Self Rating**

Your USTA membership or TL Captain Number: _____

**Jr. Team Tennis
Championship Year 2019**

**Handbook for Tennis
Spring 2019**



Hours: Monday - Wednesday, and Friday, 1:30 pm - 5:30 pm, Thursday 10:00 am - 5:30 pm

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CAPTAINS/COACHES DUTIES**PRE-LEAGUE – ALL COACHES/MANAGERS MUST****BECOME A COACH/MANAGER ON TENNISLINK (See Reference Sheet on page 25)**

- All coaches/manager should complete the SAFE PLAY PROCESS and are REQUIRED to do the National Background Screening. Here is the link:
www.usta.com/safeplay
You will be directed to the New Generation website to start the Safe Play process. Here is the sentence on Safe Play page to get started...
“All Net Generation providers and USTA Junior Team Tennis volunteers and coordinators must navigate to <https://netgeneration.usta.com/> and select “Become a Provider” to begin the registration process, which includes all Safe Play components.”
(Also found under Captains Corner)
- You cannot obtain a team number until your screening has been completed and confirmation received. However, if you are certain that you have enough players to form a team, the coordinator will obtain a team number for you so your team can register. Once you have gotten your background screening approval and you have completed the Safe Play process, the team will be changed to your TennisLink account.
- You must register on TennisLink to become a team tennis coach/manager. If you have a USTA number, you may use it. (Does not have to be current) If you do not have a number, you can submit your personal information and TennisLink will give you a USTA Team Coach/Manager ID# at no cost.
- Go to www.corta.org and click on the right sidebar **Helpful Links/USTA Tennislink.com**.
- Click on **Jr. Team Tennis**
- At the bottom of the page under Options, click on **Become a Coach/Manager**
- Create a USTA Account. Check the appropriate option and follow the prompts.
- Keep this number in a safe place as you will need these numbers in the future to access score entry, player and team information and to print scorecards.
- If you misplace the number or forget your number contact linkteam@usta.com.
- Safe Sport Online Training: Access the training video at <http://training.teamusa.org>. You will be prompted to create an account. If you cannot complete the video course in one visit, you can pick up where you left off when you return using the account you created.

RETURNING CAPTAIN REGISTRATION/TEAM CREATION

- For returning coach/managers, be sure your Background screening is current. (Required every 2 years). You should have received an email notification that your screening was expiring. Be sure to do a new Background screening, using the number you were given following the first screening.
- Obtain a team number (see page 12 for instructions)

TEAM REGISTRATION

- Each Captain will obtain a Team Number using the TennisLink program.
- Using the team number provided, either use it to enter players in TennisLink or share this number with each member of your team. Be sure you go to Championship Year 2019 and hit the “Go” icon.
- **Initial rosters** containing a minimum of 3 boys and 3 girls must be registered on TennisLink by **March 6th**. Additional players may be added to each team throughout the season (see Progression page for more details).
- **SUSPENSIONS:** Any player who has been suspended under USTA Junior Suspension Points System, will be suspended from Local League play during the suspension period.

PLAYER REGISTRATION

- Each player must have a current USTA Junior membership. New membership and/or renewals may be obtained at www.usta.com or 1-800-990-USTA. The junior membership cost is \$20.00 and with this membership each player receives a monthly “Smash” magazine and is eligible to play in USTA sanctioned tournaments and other Team Tennis leagues for one year.
- **If a player is new to tennis and 10 years and younger, player is eligible for a first time, free one-year membership. When they go to register they can use the code FYFE at: www.usta.com**
- Player(s) will be unable to register for a team without a current USTA membership number. All memberships must be current through the season.

- USTA has created a new process for all players under the age of 14 registering for a team to be in compliance with current child protection laws. All players 14 years and younger must now be linked to a parent/guardian account.
- Active (TennisLink) created this step-by-step process to guide parents in creating player accounts: http://activesupport.force.com/usta/articles/en_US/Article/Create-Child-Account
- If your parents have any problems please email and we will forward the problem to Mary Dillon at USTA Georgia.
- A direct link will be on the CORTA website to enable each player to simply enter their USTA number, their specific team number to register for their team. Individuals may do this, or the captain of the team may wish to collect the fees and enter all the players at one time.
- Each player will pay an online Junior Team Tennis registration fee of \$30.00. This fee will cover the Team Tennis entry fee, the TennisLink user fee, background check fees, balls, court fees for matches, end of season party, trophies, and a one year membership to CORTA. When the player registers, he will enter his USTA number and team number.
- Player(s) may be added to a team roster prior to the last match of the season.
- Player(s) must be registered on TennisLink prior to participating in a match.

PRACTICE

- Establish days and location for practices, reserve courts as needed. If at Cooper Creek, call 706-317-4186 and reserve a court.
- Juniors are responsible for paying court fees for practice (Cooper Creek rate = \$2.00 per hour per junior)
- Discuss simple rules and etiquette of tennis to the kids (see page 17 of this handbook)
- Consider recruiting high school players to help you with your teams
- Teach your players how to play **no-ad scoring** and a **tie-break**.

PRE-SEASON

- Be sure every parent has signed and dated the Release and Parent Code of Conduct waiver form. This must be turned into the CORTA office before the player can participate (see copy in this handbook). It is advised to go over this form with every parent. Parents do not need to sign another form if one was signed within the last 12 months. If you are not sure if a form has been submitted call CORTA and we can check.
- Sign the "Captains Code of Ethics" and turn in no later than the Captain's meeting.
- Provide the coordinator with any dates that need to be avoided for your team.
- Give each player a copy of the schedule. Have them look in advance and let you know if there are any matches in which they will not be present. Avoid defaults if possible.

CAPTAINS MEETING

- **Mandatory Captain/Coaches Meeting will be on March 13th at 5:30pm** in the CORTA Hospitality Room to hand out the schedules and go over details of the season.
- **All captains must be in attendance or send an acting Captain. Balls will be picked up after this meeting.**

MATCHES

- The number of teams signed up for a division/flight will ultimately determine levels, divisions and number of matches.
- Match schedules are determined by home facility of registered teams. Every effort is made to schedule equal home and away matches.
- Matches will be scheduled using the TennisLink scheduler computer program. The schedule will be available on TennisLink and will include dates, times, locations, and match numbers for recording scores.
- If you are unable to be present at each match event, you must have an acting Coach/Captain to represent you. You should call the opposing captain and let them know who that person will be and provide the correct contact information.
- If a team is not on all courts 15 minutes after scheduled time slot, Cooper Creek will no longer guarantee courts for the scheduled time slot. Teams need to show up and begin playing on all courts at times allotted.

- Before the match begins, the Captains (or acting captain with Captain Lanyard) must exchange scorecards with completed line-ups. (Only players that are present should be on the scorecards.) Captains should review and sign the Playing Twice Form (included in handbook), if double playing. If a player fails to show for his or her match or becomes ill, or injured during warm-up, another player that is on site on the team who was not scheduled to play can legally be placed in that position. The deleted player may not be played in another position in that match. Once the first point has been played, however, no substitutions may be made.
- At the conclusion of the match, both captains should compare names and scores, and sign the scorecards. Please have players' report scores to both team captains together. Please keep these scorecards for future reference in case of score disputes.
- Once individual matches are completed, do not allow players back on court, unless playing Mixed Doubles.
- Encourage good sportsmanship and appreciation for teammates and coaches.
- Require your players to introduce themselves to each other and shake hands with each other before and after the match.
- **Advise the parents that there will be no coaching or any communication with their child or any players on the court.**
- Build the players' confidence. Have your players' look and act like tennis players.
- Consider a "buddy" system on the day of matches using a player that is not playing that day to watch and cheer the "buddy" on. Be sure you teach the etiquette of tennis to spectators and players.
- Coaches may assist players on the **beginner teams only**. If the players are having a problem with scoring, tiebreakers or rules, both coaches from the team should agree to assist. No parent of a player should be the adult in charge of the match. Please do not sit on the court. Please do not give strategy advice to the players. Only help with a specific problem the players are having.
- **During changeovers, coaching is allowed by captains only. (See COACHING section in this handbook on page 13)**

POST MATCH

- ONLY the Team captains shall enter scores on TennisLink. (Winner or Loser) If you are unable to enter scores, email them to CORTA and we will enter for you. Include match number, first and last names of all players, winners and scores.
- **NEW:** The HOME team captains should enter the scores **within 48 hours of match conclusion**. The AWAY team captain should then verify the scores. If the scores have not been put in within 48 hours, the AWAY captain should notify the HOME captain to enter the scores for verification.
- If there is a dispute, first contact the opposing captain and once agreed contact the coordinator. Only the coordinator can make the change in TennisLink.

COACHES CONDUCT

- The USTA Jr. Team Tennis Program is dependent on the cooperation and dedication of team managers/captains/coaches. Their contribution is greatly appreciated. All should be familiar with and adhere to the Code of Ethics for Coordinators, Coaches, Captains and Managers.
- This is included in the Training Program in "How to Rate a Player."
- **SIGN and TURN IN the attached Code of Ethics for Captains/Coaches of JTT Leagues (in back of this handbook)**

PLAYER/SPECTATOR CONDUCT

- If a player/spectator has a problem, they should discuss it with their own Captain who will, if the situation warrants, discuss it with the opposing Captain. Spectators must not get into game/match discussions with each other.
- Spectators are not permitted on the court and should not be involved in the playing of the match.
- If the players have a disagreement on the court, the players must settle the dispute without interference from anyone else. If they cannot agree on that particular point, they must go back to a point at which they can agree, even if it is the first point of the game.

See Player, Spectator and Team Etiquette for more rules (pages in back of this handbook)

DETERMINING LEVEL OF PLAY**10U Division**

- The 10U division will not use ratings. Players with a 1-100 Southern Section standing in the 10's as of the end of July 2018 and who are playing in the 10's must play Advanced. If a 10U player has played up in the 12s and has a JNTRP rating of 3.5 or above the player must play Advanced

12U-18U Division

- **Beginner Level Eligibility**
- Beginner level players must be rated 2.4 and below and must not have more than 180 tournament points in any age group on the posted Georgia standing list as of the end of July 2018 (see search list below). Point totals shall include both singles and doubles divisions from which points were acquired. Points earned due to defaults will not be considered and may be deducted if noted in writing to the State Junior Team Tennis Coordinator at time of Championship registration. Also, players who have competed at the Junior Team Tennis State Championships cannot play again at the beginner level in the same age division.
- **USTA Georgia Points Search - These players have more than 180 tournament points and are **NOT ELIGIBLE** to play Beginner level Junior Team Tennis**
Scroll down to NOT ELIGIBLE: http://www.georgia.usta.com/junior_team_tennis/?intloc=headernav
- Players with a JNTRP rating of 1.0 – 2.4 may play Beginner.
- Players with a JNTRP rating of 2.5-3.4 must play Intermediate.
- Players with a JNTRP rating of 3.5 and above must play Advanced.
- Players with a beginner rating may play UP in the intermediate or advanced level. You can play up but you CANNOT play DOWN. Therefore, any player with a rating above 2.5 MUST play intermediate or advanced.
- If you do not have a junior rating, you will be required to self-rate. If you are a beginner player, please be careful to not rate yourself too high. Once you have self rated this cannot be changed.

How To Self-Rate?

If you are new to USTA-sanctioned competition, you will need to complete the self-rate process. Players should rate themselves based on their overall tennis ability. If players are stronger at singles or doubles, they should base their rating on the stronger game.

- The [rating descriptions](#) are generalizations about skill levels and are simply here to guide you. You may find that you play above or below the category, depending on your competitive ability. The rating level you choose is not meant to be permanent and may be adjusted as your skills change or as your match play demonstrates the need for reclassification. Ultimately, your rating is based upon match results (Found on page 24).
- Be sure to rate yourself accurately. For example, if you are a 3.5 player and are planning to play on a 3.5 and a 4.0 team, you must self-rate at 3.5. Once you declare an initial self-rating, you are bound by it until you generate a dynamic rating.
- If you have any questions, ask a coach or parent to help guide you through the process OR call Julie or Hanane at CORTA. *All information gathered from players completing the questionnaires will be used solely for purposes relating to the Junior Rating.*
- To get more information about Junior Ratings, click here: https://www.usta.com/en/home/play/play-as-a-member/national/About_Junior_Ratings.html
- For more information about Rating Descriptions, click here: https://www.usta.com/en/home/play/play-as-a-member/national/What's_My_Junior_Rating.html
- If you are a beginner, be sure you do not over-rate yourself. Once you self rate you will be locked into that rating

If a player has already self-rated incorrectly, please contact coordinator with player name and USTA number. The info will be forwarded to USTA Georgia, who will review and if appropriate, reset the rating.

FORMAT OF PLAY

TEAM

- Teams must have a minimum of 3 boys and 3 girls. However, with 3 boys/3 girls you will have to double play someone every match. It takes 4 boys/4 girls to fill a roster with no double playing.
- Suggestion: Have more than 3 boys and 3 girls for reasons such as illness, absences, etc.
- No more than 12 players per team is recommended.

TEAM MATCH

- Teams will play Girls Doubles, Boys Doubles, Girls Singles, Boy Singles and Mixed doubles. A team match will consist of five (5) Matches.
Preferred order of play: GD, BD, GS, BS, MX

AGE ELIGIBILITY

- Players must be ages 10-18. Player must be age through last day of August 2018.
- Players may be younger than 10 to play if they are ready.

LEVELS/DIVISIONS

There could be the below divisions of play:

- 10U – Beginner (See Determining level of Play on pg. 5)
- 12U - Beginner (2.4 and below); Intermediate (2.5/3.4); Advanced (3.5 and above)
- 14U - Beginner (2.4 and below); Intermediate (2.5/3.4); Advanced (3.5 and above)
- 18U - Beginner (2.4 and below); Intermediate (2.5/3.4); Advanced (3.5 and above)

Levels are determined by # of teams. There must be 2 or more teams to make a flight.

Winners in 10U, 12U, 14U, and 18U will advance to the State Championships in July.

Winners of the State Championship in 12's- 18's will advance to the Southern Championships.

BALLS & RACQUETS

- The home team is responsible for providing balls for the match (provided to each Captain prior to season start).
- Teams will need a total of 1 can balls per court. Balls are reused for the mixed match. Home team will keep the balls at the conclusion of the match.
- 10U Beginner and Intermediate will play with the Orange ball and must play with a racquet 25" or smaller. 10U Advanced will play green dot ball and must play with a racquet 25" or smaller.
- 12U Beginner and Intermediate will play with the green dot ball. 12U Advanced will play with the standard yellow ball.
- 14U-18U will play with the standard yellow ball.

SCORING (10U)

- Matches are best 2 out of 3 short sets, first to 4 games with no-ad scoring (no set tiebreak). 3rd set is a first to 7 points tiebreaker (do not have to win by 2).
- One game point will be awarded to the winner of the 3rd set tiebreak. The maximum number of points a player can win is eight (8) points. The maximum number of points a team can win is forty (40) points per dual match. Duel matches can end in a tie.
- NO-AD Scoring: The first team or player to win four points wins the game. If the score reaches three points all, the receiver has a choice of receiving in the ad or deuce court. The winner of the next point wins the game.
- **See a detailed description of the scoring format on page 14 of this handbook**

SCORING (12 – 18)

- Matches are **no-ad, 2 out of 3, 4 game short sets**, with a **match tiebreak in lieu of a third set (First to 10, by 2)**. A set tiebreak is played at 3 all (first to 7, by 2 points).
- Teams shall receive 1 point for each game won and a point for winning the 3rd set tie break. The maximum number of points a player can win is 8 points. Maximum of 40 points for each match.
- When a match has been completed, all players should come together to the coaches and report the score in front of both team coaches.
- **See a detailed description of the scoring format on page 14 of this handbook.**
- **WARM-UP**
- Warm ups should be limited to five minutes (this is very important to keeping our court time on schedule)

PLAYER PARTICIPATION

- More than one team: Players may play on more than one team in a local league during the same season as long as it is not the same division and/or flight in the same league.
- Should a player be on more than one team:
 - No rescheduling to accommodate play in both matches
 - Player may not participate on more than one championship team

SUBSTITUTION

- The coach for each team shall exchange their team match cards simultaneously, with completed lineups, prior to the beginning of the team match.
- No substitution may be made in an individual match after the warm up has begun, except for illness or injury of a player prior to the start of the match. If an illness or injury occurs, only a non-scheduled player on site can substitute.
- If a player does not show after cards are exchanged, the Captain cannot switch players from Singles to Doubles or vice versa to accommodate other players. If there is another player on site, that player may be substituted for the player that did not show. If not, the match should be forfeited.
- If no substitution is made within 15 minutes; the affected position will be forfeited.

MEDICAL TIME OUT

- Medical time outs include but are not limited to an injury, illness, and heat related condition or cramping.
- A medical time out consists of evaluation time as determined by the captains plus a maximum of three minutes of treatment time.
- A player may request one or more suspensions of play for a toilet visit during changeovers only. If, however, a player is sick, a point can be suspended for a toilet visit.

MATCHES**MATCH SCHEDULES**

- Matches will be scheduled using TennisLink Scheduler computer program.
- Schedule will be available on TennisLink and will include the dates, times and locations of all matches. Matches will be played at various tennis facilities.
- Matches will be played primarily on Fridays and Sundays. Other days may be added as needed..
- Matches will begin promptly at 4:00/4:30 p.m. on Fridays and 2:30 p. m. and/or 4:00 p.m. on Sundays
- Matches, including the 5-minute warm up, must begin at the scheduled time.
- Court assignments will be given for all Cooper Creek matches and other locations as needed.

DEFAULTS/FORFEITS/RETIREMENTS

- An individual **default** occurs when a player fails to appear within 15 minutes of the scheduled match time.
- If your team must **forfeit a position**, you should contact your opponent at least 24 hours before the scheduled match.
- If a team needs to **forfeit a position**, it must be a position that will affect the fewest number of players on each team. If it is one player, you must default singles and play mixed.

- A team must have a minimum of 6 eligible players. A team may forfeit a maximum of two positions in a match without forfeiting the entire match. In such cases, the forfeits are dependent on the number and gender. If a team is short one boy and one girl, boy and girl singles MUST be defaulted. You may NOT forfeit mixed.
- A Double Default will be entered into the system, if both teams need to default the same position.
- **Forfeiting matches:** If a team forfeits one entire match (all 5 lines), an email/letter will be sent to the captain warning that another entire default will result in their team's entire season being nullified.
- A **retirement** occurs when an individual match has started and a player or a doubles team is unable to continue due to injury, loss of condition, or emergency.
- In case of retirement, the non-retiring player or doubles team shall be credited with such number of additional games as would have been won if the match was completed and the non-retiring player or doubles team won every subsequent game.

INCLEMENT WEATHER

- Weather conditions that shall authorize the cancellation of a scheduled match are lightning, rain or severe temperatures (a temperature of 32° or colder, or a temperature of 100° or more).
- If there is any question about weather, please check the CORTA website for a posting. Matches will not be called until one hour before scheduled match. If in doubt, call the CORTA office 706-317-4136 or the Cooper Creek office 706-317-4186.
- Advise you to like Cooper Creek on Facebook since they put notifications about weather and current availability of courts.
- Schedule the makeup match before the next regularly scheduled match, preferably on the first Friday following the cancelled match. All matches must be made up within 2 weeks of regularly scheduled match.
- Both captains should agree on the makeup day, time and location by text or email.
- **Inclement Weather During Play:** In the event inclement weather occurs after play has begun, completed individual matches will stand as played and incomplete matches must be resumed by the same players at the exact game and point that existed when play was halted. Suggestion: write match details (score, servers name) down as players leave the court.

RESCHEDULING

- **Captains are given an opportunity to request avoidances during the season. Please check your school/tournament calendars for any times that you know your team will be unavailable to play. This will prevent the need to reschedule a team match.**
- A captain may request the rescheduling of a match due to the following circumstances: 1) A majority of the team will not be present due to tournament play 2) Weather. You may NOT reschedule because a player is out of town or unavailable. Rescheduling will not be allowed due to a player/s conflict due to playing on multiple teams (if applicable). If a team match (all 5 matches) is rescheduled, they DO NOT have to be played on the same day.
- Captains must notify the league coordinator of a request to reschedule a match no later than 3 days prior to the originally scheduled match date.
- No more positions may be rescheduled than the number of players involved.
- All rescheduled matches must be played either prior to the originally scheduled match date or 14 days before the completion of the season. NO EXCEPTIONS. If captains have not rescheduled matches before 14 days of end of season, the coordinator will give the captains 3 dates for matches. Both captains have one date to discard. The remaining date will be date of the match. The coordinator will arrange the match date.
- After a rescheduling request is made, the league coordinator will:
 - Email both captains to advise them that the reschedule has been approved and to let them know which positions are to be rescheduled.
 - The captain from the team requesting the rescheduled match will contact the opposing team captain to establish the new date, time and location of the match and contact the facility to cancel the reservations for the courts they will not use as well as reserve the courts for make up match.
 - Notify the league coordinator with the details (date, time, and location) that have been agreed upon for the rescheduled match.

- Once new match dates, times and locations have been established they may NOT be changed (again), except for inclement weather.
- All matches must be completed by the last day of the season.
- If you must reschedule a match after scorecards have been exchanged due to weather, you are allowed to play another player as long as no points have occurred. You cannot substitute a player that has already played in the match, unless it is mixed.
- Once both captains have agreed on a rescheduled date, email each other and the coordinator with the date.
- Once you have both agreed on a date, no more reschedules may occur.

AGREEMENT TO RESCHEDULE

Request to Reschedule and Extenuating Circumstances:

- Request to reschedule matches are not always arranged under ideal conditions. If there are any unusual conditions approved by both captains for a reschedule match, the agreement must be in writing via email or text and the agreement must be made before the date and the time of the rescheduled match have been established. Once finalized by email this agreement cannot be revised.
- If captains agree to any accommodation to the 15 minute default rule for a rescheduled match, the agreement must be in writing via email or text. If there is no agreement for a revision by the opposing captain, the 15 minute default rule will be in effect.
- For example, if a rescheduled match is to take place and one player is not sure of their arrival time due to conflicts or earlier match play, etc.; both captains must agree in writing to any flexibility for the arrival time for the players and the start time for the match. This agreement must be in writing via text or email.
- Lack of agreement: The league coordinator will automatically reschedule all matches not completed with the 14 day rule. An email will be sent to the captains suggesting three days and times for rescheduling; each captain will have the chance to throw out one day and the match will be rescheduled on the remaining day and time.

PLAYING TWICE RULE

- **Teams are allowed to play one player twice (boy and/or girl) if only 3 players are available.**
- **The only position that a player can play the second match is the MIXED position.** A player can play singles and mixed OR doubles and mixed, but the second match **MUST** be at mixed.
- **NEW:** All double play match participants need to be pre-approved by the Junior League Coordinator. Captains should:
 1. Email the Junior Coordinator at least 2 hours prior to the match.
 2. Identify who the player is and what positions the player will be playing.

The Junior League Coordinator will confirm the eligibility of the player for the match.

- **Double playing will be allowed only after complete roster rotation/s.** If it is determined that a player is playing twice, without full roster rotation/s, individual match will be forfeited. If a player plays twice before the correct rotation, the match will be nullified. NO EXCEPTIONS. Example: If a player is sick or (a no show) and roster rotation has not been completed, the position should be forfeited.

1. **Once the rotation in the roster has been completed, you may start your rotation over and in any order. You do not have to do the same rotation as previously done.**
2. **If you reschedule a mixed doubles match and no points have been played, you can change the player as long as your rotation is correct.**

SPECTATORS/PARENTS/COACHES

- No excessive cheering or clapping is permitted.
- No clapping for errors.
- It is the responsibility of the coaches and captains to work together as a team to control the spectators and parents conduct during match play.
- No one should be on the court or in the players' seating area unless involved in actual match play. Parents or coaches may never sit on the court.

COACHING

- Coaching is considered to be communication, advice or instruction of any kind, audible or visible, to a player.
- A Coach/Captain may coach the player(s) when the players change ends at the end of a game, but not when the players change ends after the first game and not during a tiebreak game.
- Only the Coach/Captain may coach and should be identified with a Coach nametag. No parents or spectators.

- Coaches should remain outside the fence.
- Coaching should be a positive reinforcement to your player and not against the opponent.
- A player is not allowed to be coached, if, the coaching is given by signals during play.
- Any violation of these Coaching policies may result in the suspension of the coaching privileges.

GRIEVANCES

- Any league captain has the right to file a grievance against a team, player or captain. All complaints alleging a violation of the CORTA Jr. Team Tennis Regulations or standards of good conduct, fair play and good sportsmanship, shall be filed online electronically with the CORTA Jr. Team Tennis Grievance/Appeal Committee responsible for enforcement. Decisions of such grievance appeal committee shall be final and binding.
- Play during grievance procedures: An individual or team may continue to play during a grievance but must understand that, if upheld, all matches played during that time may be defaulted.
- Types of grievances: Violations of USTA Constitution and Bylaws, USTA Regulations, the Rules of Tennis or other USTA regulations, the USTA Jr. Team Tennis Regulations or standards of good conduct, fair play and good sportsmanship, rating grievances, and player ineligibility and CORTA Rules and Regulations.
- To expedite the grievance process, captains need to file electronically. Please follow these instructions carefully:
 - You must be the captain of the team that has competed in the match where the alleged violation occurred.
 - All complaints alleging a violation during local team competition should be filed in writing (email) within 24 hours after the end of local team tennis play.
 - You must include in your email a statement providing details of the grievance issue.
 - Your email must include a cc (email copy) to the **opposing captain**, the **league coordinator** (julie@corta.org) and **assistant coordinator** (hanane@corta.org).
 - Complaints are not to be made to, or filed with, the coordinator or assistant coordinator.
 - Failure to comply may result in this grievance being dismissed.
 - Email your grievance to Grievance Committee Chair, John Illges (at jpillges@bellsouth.net) and use the below steps:
 - Identify yourself, providing your name and daytime contact number
 - Identify your team by name, level and flight
 - Identify the person or team filing against
 - Give the captain's name and email address (available on that team's Team Information Page or the contact sheet)
 - Identify the player or players (if applicable)
 - Give the date of the match and match number. Be sure the scorecard for that match has been entered on TennisLink. The body of your email should include a complete statement of the issue or incident from which this grievance arises.
- Grievance committee will follow all procedures as written in the 2019 USTA Jr. Team Tennis Regulations.
- Following the receipt of a complaint, the Committee shall, as soon as reasonable, review the complaint and if appropriate arrange for a hearing at which the parties involved shall have the right to appear personally and present evidence.
- The Grievance Committee shall have the power to dismiss the complaint or direct the correction of any violations by reasonable means, including the suspension of a player or team.
- The Grievance Committee shall prepare a written decision setting forth the basis for its decision and the deadline for any written appeal and promptly email copies to the parties involved.
- The decision of the committee will be by majority vote.
- A list of the rules committee and grievance committee members can be found on the CORTA website under Junior Team Tennis

APPEALS

- Any party to the complaint may appeal the decision of the grievance committee to the grievance appeals committee within the time fixed by the grievance committee in its findings. Upon receipt of an appeal of the decision of the grievance committee, the grievance appeal committee shall act promptly to resolve the appeal.
- The party appealing shall file written notice of appeal with the Chair of the Appeals Committee, Mark Levy, (at MarkLevy444@aol.com) and shall, at the same time, send a copy to the chair of the Grievance Committee whose decision is being appealed, the area JTT Coordinators, and to the other party involved in the complaint.
- The parties appealing shall have an opportunity to submit in writing facts and arguments in support of the respective positions.
- Appeals committee will follow all procedures as written in the most updated USTA Jr. Team Tennis Regulations.
- A copy of the grievance appeal committee's written decision setting forth the basis of its decision shall be promptly sent to all interested parties and such decisions shall be final and binding.
- The decision of the appeal committee shall be by majority vote and will be sent to all parties via email.

SCORING/STANDINGS

SCORE ENTRY

- Either team may enter the match scores in TennisLink.
- Teams should verify the scores entered, and confirm the results.
- Scores should be entered within 48 hours of the completion of the match.
- If there is discrepancy, please select "dispute" the scores online and contact the CORTA office.
- The CORTA office will enter the appropriate changes.

LOCAL LEAGUE CHAMPION

- A point will be awarded for each individual game won. The team who has accumulated the most points will win the season.
- In the event of a tie at the end of the season, the tie shall be broken by the first of the following procedures that does so:
 1. Team Win/Loss record
 2. Head to Head
- Stats and Standings are available for your review at www.corta.org.

AWARDS

- Team awards will be presented for 1st and 2nd place teams in each division.
- Awards will be presented at the end of the season player party.

PROGRESSION

- **Georgia State Championship: Spring league winners will advance to play in the Georgia State Championship held July 19-21 2019.**
- Players must have two (2) matches played to be eligible to progress. Defaults do not count. The number of matches a player has played can be found on your player roster in TennisLink.
- If a team cannot meet the minimum of 3 boys/3 girls from their current roster, a team can only add one (1) eligible substitute from another team in the same league.

TENNISLINK

USTA MEMBERSHIP - TO JOIN OR RENEW

You will need:

- Credit card information (name on card, expiration date, billing zip code)
- If renewing, USTA Number of player

Step 1: Go to www.usta.com/membership

Step 2: On right side of the page, select **Join** or **Renew**

Step 3: Follow instructions from there.

*New Membership Process for all players under the age of 14:

- USTA has created a new process for players 14 years and younger registering for a team to be in compliance with current child protection laws. All players 14 years and younger must now be linked to parent/guardian account.
- Active (TennisLink) created this step-by-step process to guide parents in creating player accounts:
 - http://activesupport.force.com/usta/articles/en_US/Article/Create-Child-Account.

OBTAINING A TEAM NUMBER

Step 1: Go to www.corta.org

Step 2: On the right side of the page, select **Helpful Links**, then **USTA TennisLink (Home)**

Step 3: Under TennisLink, click on **Jr. Team Tennis**

Step 4: At the top of the page, click **Login**

Step 5: Enter **USTA # of captain and password** and select **Login. Be sure you are in the 2018 Championship year.**

Step 6: Click on **Create New Team**

Step 7: Under Type of Program click – **Jr**

Step 8: Under Section click – **Southern**

Step 9: Under District click – **Georgia**

Step 10: Under Area: click – **Columbus-CORTA**, then select **Go**

Step 11: Click on the blue Jr. next to CORTA Spring Team Tennis (*Remember: Two leagues -12-18 or 10U)

Step 12: Enter Team Name (Team Name/Captain Name Ex: Cooper Creek/Caldwell) ***Note Team Number**

Step 13: Under Site click on **Cooper Creek Tennis Center/Phenix City/Lakebottom/Brookstone/Country Club/Green Island**

Step 14: Under Division click on (choose one)

PLAYER REGISTRATION

You will need:

- Credit card information (name on card, expiration date, billing zip code)
- Team number
- USTA Number of player

Step 1: Go to www.corta.org

Step 2: On the right side of the page, select Helpful Links, then click on: Register for Jr. Team Tennis and follow instructions.

TO ENTER SCORES (within 48 hours of match completion):

You will need:

- Match number (Hint: Print a “Match Summary” report, which lists your match ID numbers. Save this for reference throughout the season.)
- Scores from match

Step 1: Go to www.corta.org

Step 2: On the right side of the page, select Helpful Links, **USTA TennisLink (Home)**

Step 3: Choose **Jr. Team Tennis**, and then click **Login. Enter your information**

Step 4: On the right side of the page, choose **Coach/Manager**

Step 5: On the right side of the page, under “My Options”, select **Score Entry**

- Step 6: Enter the match number, select **Next**
- Step 7: Verify it's the correct match for which you wish to enter scores, select **Next**
- Step 8: Scorecard: Enter the date the match was played.
Select players in each position from the drop down list and enter scores
Put the winning score first then click on winner. Click **Next**.
- Step 9: Verify information entered is correct (including correct player name). If accurate, click **Finish**.

TO CONFIRM SCORES

You will need:

- Match number (Hint: Print a "Match Summary" report, which lists your match ID numbers. Save this for reference throughout the season.)
- Scores from match

- Step 1: Go to **www.corta.org**
- Step 2: On the right side of the page, select Helpful Links, **USTA TennisLink** (Home)
- Step 3: Choose **Jr. Team Tennis**, and then click **Login**. **Enter your information**
- Step 4: On the right side of the page, choose **Coach/Manager**
- Step 5: On the right side of the page, under "My Options", select **Score Entry**
- Step 6: Enter the match number, select **Next**
- Step 7: Verify it's the correct match for which you wish to enter scores, select **Next**
- Step 8: Scorecard: Review players, positions and scores.
- Step 9: Select **Confirm**, if accurate. Click **Dispute**, if not accurate and contact the league coordinator for correction of scores.
- Step 10: Click **Finish** to complete the process.

IF SCORES ARE ENTERED, BUT NOT CONFIRMED, PLAYER NAMES AND SCORES WILL STAND.

TEAM REPORTS

- Step 1: Go to **www.corta.org**
- Step 2: On the right side of the page, select Helpful Links, **USTA TennisLink** (Home)
- Step 3: Choose **Jr. Team Tennis** and click **Login**. **Enter your information**
- Step 4: On the right side of the page, choose **Coach/Captain**
- Step 5: On the right side of the page, under "My Options", select **Teams**
- Step 6: On the far right side of your team information, click on the **icon**

From here you can view:

Team Summary - contains players, team standings and team matches

Match Summary - includes match schedule along with results*

Match Schedule - includes schedule along with captains' phone number

Player Roster – includes players' names, address, phone number, etc.

HELPFUL HINTS

Match ID Numbers

You will need match numbers for score entry and score confirmation.

Print a "Match Summary" report, which lists your matches along with their ID numbers. Save this for reference throughout the season.

Scorecards

If while in Match Summary, or Match Schedule you click on a match ID number, you can print a blank scorecard for the designated match. This blank scorecard will list the names of all registered players on both the home and visiting teams. Take this to the match for recording scores.

INSTRUCTIONS ON SCORING FORMATS**10U Scoring**

Best 2 out of 3 short sets, first to 4 games with no-ad scoring. (No set tiebreak) Third set is a first to 7 points tiebreak (Do not have to win by 2)

No-ad scoring. The first player to win 4 points wins the game. If the score reaches 3 points all, the 7th point becomes the game point. In singles, the receiver may choose to receive either in the ad or the deuce court. In doubles, the receiving team may choose to receive in either the ad or deuce court. In mixed doubles, the boy must receive serve from the boy and the girl must receive serve from the girls. In calling the score of a no-ad game, players may either use 1, 2, 3 and game: or 15, 30, 40, and game. They may call the score of 3 all deuce.

Service order for the third set: The player whose turn it is to serve is the server for the first point, which is served into the deuce court. The opponent is then the server of the second and third points, with the second point served into the ad court and third point served into the deuce court. Thereafter, each player has two serves, with the first of these two serves going into the ad court, until the set has been decided. Players change ends of the court after every 6 points and at the conclusion of the tie-break.

12U – 18U Scoring

Best 2 out of 3 short sets, first to 4 games with no-ad scoring. At 3 all a set tiebreak is played, first to 7 by 2. Third set is the first to 10 points tiebreak by 2.

No-ad scoring. The first player to win 4 points wins the game. If the score reaches 3 points all, a 7 point tie break is played. (The first to 7 by 2). In singles, the receiver may choose to receive either in the ad or the deuce court. In doubles, the receiving team may choose to receive in either the ad or deuce court. In mixed doubles, the boy must receive serve from the boy and the girl must receive serve from the girls. In calling the score of a no-ad game, players may either use 1, 2, 3 and game: or 15, 30, 40, and game. They may call the score of 3 all deuce. Be sure all players know how to play a tie break.

Set Tie Break (first to 7 by 2 points). If a set reaches 3 all, players must play a tiebreak.

The order of serving is the same as that of the start of the match.

In doubles, the first server shall serve one point from the right side. The second server shall serve two points, starting from the left side and ending on the right side. The third server shall serve two points, starting on the left and ending on the right side. The fourth server shall serve one point from the left side and then players change ends of the courts. The fourth server shall then serve one point from the right side. Play continues in such a manner until one team wins at least seven points with a two-point margin. Teams change ends of the court every six points.

In singles, the first server shall serve one point from the right. The second server shall serve two points, starting on the left side and ending on the right side. The players continue to alternate serving two points each until one wins a minimum of seven points with a two-point margin.

Player's change ends of the court every six points.

Match Tie Break (first to 10 by 2 points): In lieu of a third set, a match tie break is to be played. Format is the same as listed above for doubles and singles.

Release Form and Parent Code of Conduct Form

I, _____ the undersigned, agree to be legally bound, hereby, for myself, my heirs, executors and administrator, waive and release any and all right and claims for damages I may have against the USTA and CORTA, the host facility, and any and all sponsors and their representatives, successor, and assigns for any and all injuries suffered by me in said event. I have read and understand the foregoing releases, waivers and indemnity agreement.

Medical Release: I hereby consent to emergency first and other medical procedures, or hospital service that may be rendered by or at accredited hospitals, by appointed physicians, which at the time of injury or illness seem reasonably advisable. I further understand that I will be responsible for payment of any such medical procedures.

Media Release: I hereby give USTA Georgia and CORTA and their representatives the irrevocable right to use my name, picture, photograph, or other likeness in all forms and media and in all manners. This includes but is not limited to print and the web. I waive the right to inspect or approve the finished version(s), including any written copy that may accompany it.

PARENT CODE OF CONDUCT

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, parent or spectator such as booing and taunting; refusing to shake hands; or using profane language or gestures; or physically abusing anyone.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well being of the athletes ahead of the desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by the organizations involved
- Game forfeit through the official or coach
- Parental and/or player season suspension

Print Child/Player's Name: _____

Parent/Guardian Signature: _____

TEAM NAME/Date: _____

Email: _____

*This waiver/agreement is valid for one year from the initial signature date.

Code of Ethics for Captains/Coaches of JTT Leagues

- Be familiar with all rating tools for players to ensure that each player is at the correct level of play. Rate each player honestly and fairly.
- I will exemplify good sportsmanship when participating in all USTA Jr. Team Tennis programs and CORTA leagues.
- Winning is a consideration, but not the only one, nor the most important one. Care more about the player than winning the game.
- Support Junior Team Tennis and CORTA policies and regulations.
- Work to provide a league that promotes fair play and sportsmanship.
- Be a positive role model to demonstrate qualities conducive to being roles models to the team players. Display emotional maturity.
- Set a good example in every area of the game at all times.
- Keep your emotions under control.
- Follow the rules and regulations of your association to ensure that the CORTA philosophies and objectives are enhanced.
- Attend all captain meeting's, conduct the background screening and online training courses offered by USTA.
- Read and become familiar with the contents of the coaches handbook, rulebook and playing rules. Know the playing rules, their interpretations and proper application.
- Recommended program changes should be submitted through proper channels for consideration.
- In compliance with this, support the administration or league official on and off the courts. This approach will help in the development and support of the game and league. Trust their judgment and integrity
- Never openly criticize league administrators, officials, coaches or players. Criticisms only hurt the game

Captain/Co-Captain Signature: _____

Print Name and Date: _____

