

TEAM CAPTAIN

The team captain will handle the administrative affairs of the team and represent the team in all USTA matters. All team captains and co-captains must provide an e-mail address, home address, home phone number, and cell phone number to the Local League Coordinator.

BASIC JR TEAM TENNIS CAPTAIN'S RESPONSIBILITIES

1. Attend captain's meeting before each season.
2. Familiarize yourself with rules, scoring, etc. (contained in folder)
3. Obtain team number through registering on www.louisianatennis.com *see example "A"
4. Distribute the team number to all team members so they can then register online at www.neworleanstennis.com *see example "B"
5. Obtain your team's schedule and distribute to team members.
6. Contact opposing captain at least 3 days prior to your team's scheduled match.
7. Notify each team member playing in a scheduled match as to date, time, and location of the match. (e-mail is suggested)
8. Print 2 blank score cards for each match. Go to www.neworleanstennis.com and click on the JR TENNIS LINK (on the right side). On that page click on the *coach/coordinator sign in (located in the gray area above the USTA Jr. Team Tennis logo in the upper right side of the screen)

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After entering your USTA number or Team Tennis number for captains without a USTA number and password, select "logon". Look for the MY OPTIONS, found on the lower right-hand side, and click on score entry, then enter the match number (located on your schedule) and click on NEXT. Print 2 copies. *see example "C"

9. Provide balls for all host matches and assign courts. Either the captain or co-captain should attend all matches.
10. Record results of each completed match on your blank scorecard.
11. Either enter or verify your match scores on Jr. Tennis link within 24 hours after the match is completed. Use the same directions as found in the above number 8 to enter your scores. *see example "D"
12. Repeat steps 6-12 for **each** scheduled team match.