

# JUNIOR LEAGUE TEAM MANAGER'S HANDBOOK

REVISED EDITION -  
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This Team Manager's Handbook is presented as an aid to first-time as well as experienced Team Managers . In the event that information in the handbook conflicts with the VGS Junior Rules, the most recent edition of VGS Junior Rules applies.

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## HISTORY

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The Atlanta Lawn Tennis Association (VGS) was first registered with the United States Lawn Tennis Association (the USTA today) in 1934 by a group of local tennis enthusiasts wanting to promote tournaments and raise money to support junior tennis.

Tennis activity during that time centered on play in the city-maintained parks at Piedmont, Grant, Candler, Peters, Oakland City and West End. A few clubs, such as the Northside Tennis Club at Juniper and Ponce de Leon, the Kennolia Tennis Club on Kennolia Drive, West End Club on Donnelley Avenue, and the Atlanta Tennis Club at Argonne and Ponce de Leon also offered tennis facilities to the public.

From the time of its formation until 1971, VGS had about fifty members whose primary interest was grass roots, junior tennis and tournament promotion. League play as we know it today did not exist anywhere. In 1970, Charlie Cox was elected President of VGS and hit upon the concept of league play as a way to attract new members in order to have the volunteers necessary to bring major tournaments to Atlanta. Since league play was begun in 1971 with a membership of 900, the organization has grown to approximately 80,000 adult and junior members and year-round league play. VGS promotes seven tournaments a year and encourages junior development through the Junior Challenge Ladder. The VGS Foundation was set up as the charitable arm of VGS and Net News, the organization's magazine, is published six times a year to reach out to our members. In 1995, VGS bought its own building: 6849 Peachtree-Dunwoody Road, Building A1, Atlanta, Georgia 30328-1610, where we continue to work and grow the largest recreational tennis league in the world.

## PREPARATION OF YOUR ROSTER

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1. Download the roster information packet once it is available on line just prior to the start of the roster submission period. Read it completely before submitting a roster.
2. Personally contact each player and his/her parents about joining your team. DO NOT assume that players want to be on your team. Make sure you confirm their intentions. VGS is not responsible for a player being placed on a roster without his/her permission.
3. When receiving a commitment from a player about joining your team, be sure you have his/her correct VGS membership number. You can use the VGS Member Search function to obtain a player's membership number. (Players & Facilities>Members>Search) All rosters must be submitted through the VGS web site ([www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/)). Make sure your player has entered their current information onto the website including e-mail address and birthday. VGS is not responsible for any incorrect information.
4. There is no maximum number of players you may have on your roster; however, two or more players above the minimum are recommended. Be sure you have enough players available each week of league play to avoid excessive defaults, which will cause penalties for you and your teammates.
5. If you have not been a manager or co-manager before, and you don't have a personal VGS number, you must first obtain a volunteer number. This number may be obtained on the VGS web site or by calling the VGS office at 770-399-5788. Do not use the same number as your previous team manager.
6. Each player must be a paid VGS member prior to being placed on a roster or added to a team. VGS Junior memberships may be purchased on the VGS website at [www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/) . **Receiving an VGS membership number DOES NOT automatically place a player on a team. The Team Manager MUST include the player on the original roster or add the player at a later date in accordance with the Junior League Rules.** Players are prohibited from obtaining multiple membership numbers. Players must update their personal information as a part of keeping that number current. ( This information is used for all correspondence to VGS members including the organization 's news magazine, Net News.) To obtain a number a person **must**:
  - Purchase an VGS membership over the Internet with a credit card, or download the membership form from the member services section of the website ([www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/)) and either mail or bring it to the VGS office with payment.
  - Annual dues for the current calendar year **MUST** be paid before a player can be placed on an original roster or added to a roster at a later date. There are no exceptions to this rule.
  - If the VGS membership application is taken to the VGS office, or purchased on the web site, a membership number is assigned immediately. If dues are sent by mail, the VGS office will issue a number upon receipt of dues and membership application. The VGS number can be viewed online when it has been assigned. It takes six to eight weeks for the permanent membership card to be mailed to the player. Check roster deadlines to determine the best way to obtain an VGS number in time to be included on a roster for the upcoming season. The VGS office only issues membership numbers and collects annual fees. The VGS office does not add players to a team. The captain must add players to the team via the VGS website.

7. Players with a valid email address in the VGS system will receive email confirmation when they are added to a team roster.
8. Team placement is the subject of one of our most frequently asked questions. Each player on your roster brings forward an adjusted level of play based on the previous season's results. A player may verify his/her final level on the VGS website under **Players & Facilities, Rosters**, click **My Rosters** and enter the Year, Season and League you last played. The VGS computer averages the scores of the 8 highest scored players to determine team level. Team managers are encouraged to submit the Request for Review form if the team (a) has added or deleted players from the previous season which may affect the strength of the team, (b) has any team members who have a USTA state ranking, or (c) are new to VGS but have previous experience in tennis league play. The information on this form will be used by the coordinator in considering team placement for the season. VGS considers a player to be ranked if the player has a **Year End Championship Ranking**. Teams with ranked players may be placed at the highest level within their age group. Travel considerations are a factor in team placement. The final level of any team is not determined until final placement is completed just before the Captains meeting.
9. If your facility does not have a facility number, you need to complete the New Facility Request form on the web site to request your facility be inspected for approval. This process may take up to 30 days to complete. Your roster will not be accepted without this number. Please note that if a facility has not been used in 2 years, a new form will need to be submitted. If your facility is not located in Clayton, Cobb, DeKalb, Fulton or Gwinnett County, please use the Facility Annexation Form on the web site instead of the New Facility Form.

## ROSTER SUBMISSION

1. Go to the VGS home page, log in, put your cursor on **Players & Facilities, Rosters** - and click on **New/Reinstate Roster**. Leagues accepting rosters will come up for you to select the one you want. You may now create a new roster by clicking select to indicate your home court facility, or if this is a returning, click select to **Reinstate** a roster. After your facility has been selected for a new team, continue through the tabs at the top beginning with **Members** where the screen will be blank until you add players by searching the site using VGS numbers or names. If you are reinstating a roster, select the roster you want to use. Review the list, delete and add players until you are satisfied that you have all your players on the roster (no maximum but must at least meet minimum requirement for your league). Change the manager and Co-Manager on this screen if needed.
2. Under the **Level/Rank** tab, you are required to select one of the options in the box **Advanced Players**. Click on the box that applies; if none of the options apply to your team, select **NONE**. **You will not be able to save your roster unless one of the options has been selected.**
3. The **Request Review** tab allows you to communicate any unusual circumstances that should be considered by VGS in the placement of your team.
4. The **Designee** tab allows you to list any VGS member who will participate in the management of your team. Designees may be listed and then taken off if the need to manage the team no longer exists. The roster creator, captain and co-captain all have the ability to manage the team online including entering scorecards, adding/deleting players on the team and viewing the team tracking sheet. Once you are satisfied with your entries, click **Save**.
5. To complete the process, you must pay for any unpaid members on your roster. Your

roster will not be entered for play unless you complete this step. If you choose not to pay for one or more player(s), click the back button, then the Members tab to remove any unpaid members from your roster, then click **Save**. When the unpaid members have paid their dues, you may go to Players & Facilities>Rosters>My Rosters, then select roster you want to add the now-paid member(s) by clicking the members tab any time up to 5 days following the roster submission deadline. Always **SAVE** your roster changes. **Failure to Save your information will mean that your roster has not been filed!**

The **Roster Summary** page will appear with your new Confirmation Number. **CHECK IT CAREFULLY**. Print a copy of this confirmation for your records. A copy of this roster will also be mailed to you. If you do not receive a copy of this roster in the mail within 3 working days, please contact the VGS office (ext. 109).

6. Make Changes to a Roster - If you find an error on the roster, you have up to five (5) days (not business days, but ACTUAL days) after roster deadline to go to the VGS website to log in and make corrections. Put your cursor on **Players & Facilities, Rosters** - click **My Rosters**, to see a list of rosters you are affiliated with. Select the roster you wish to make changes to, and then the Members tab if you want to add/delete members. **SAVE** your changes and print a copy of the corrected roster. A new roster reflecting the changes you made will **NOT** be mailed to you. Print a copy.

**Remember, one of your responsibilities, as Team Manager is to be sure that your roster has been entered correctly. If your team has been organized by a tennis placement service or your facility organizes the team, be aware that it is the responsibility of the captain to check for accuracy of the roster and to make sure any changes have been made correctly. If you do not check for errors and the correction deadline has passed, THE ROSTER WILL STAND AS SUBMITTED!**

7. Within three (3) business days after you entered your roster, you will receive a printed copy in the mail showing what you submitted via the VGS web site. It is important that this preliminary roster is checked very carefully to see if there are ANY errors. If you do not receive a copy of your roster within 3 business days, call the VGS office and a copy will be sent to you. Be sure to have your CONFIRMATION NUMBER on hand since the rosters are filed according to that number. If you find an error on the roster, you have up to five (5) days (not business days, but ACTUAL days) after roster deadline to go to the VGS website and make corrections. You may now view and print the corrected roster online; however, a new roster reflecting the changes you made will not be mailed to you.
8. By reading the information carefully, and following the directions provided on the VGS web site, you should have no trouble entering your roster.

## VGS WEBSITE

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The VGS system is your source for documentation, VGS calendar information and access to all league and player information.

The VGS website ([www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/)) has been designed to allow VGS team managers and individual members to access information and to complete tasks online.

To ensure enhanced security within the system, we require the use of a User Name and Password. If you have not yet set up your VGS User Name and Password, please contact the VGS office at 770-399-5788.

### ***Players & Facilities***

**Log in is required in all areas except for *Players & Teams, Facilities, and Weekly Division Standings.***

#### ***My***

***My Profile/My Rosters/My Scorecards/My Ladders*** - A member can click to view/manage his/her personal information.

#### ***Rosters***

***My Rosters*** will give a player a list of rosters that they are affiliated with.

***New/Reinstate Roster*** will allow you to enter a new roster by either creating it from scratch or reinstating a past roster.

***Post Season Deletion*** will allow a player to request removal from a team roster where they were not listed on a scorecard during the season.

#### ***Members***

***Search*** will allow you to find a player by VGS #, Name or Position.

***New Member*** will allow a captain to sign up a new member.

***Add Multiple Members*** allows the sign up of multiple members.

***Renew My Membership, Renew Membership, Renew Multiple Memberships*** allows a captain to renew their own membership, that of any other member and to renew for multiple members, all of which might need to happen prior to completing roster entry.

***Players & Teams*** - Players are able to search for a team prior to joining VGS. Communication through secure email will put players and teams in contact with each other.

***Players Looking for Teams*** may search for teams by setting the criteria including year, season, league, gender and area.

***Teams Looking for Players*** is used similarly for teams who need players.

#### ***Facilities***

***Search*** [allows members to](#) find a facility by Facility Number, Name, City, or County or from the Facility list. [Members](#) can then [search for directions](#) to a facility or view teams playing out of a particular facility.

***Request New Facility*** [provides the form that](#) is [required for facility approval](#).

#### ***Coordinator Applications***

***Application*** - VGS members can apply online to be considered for an VGS Coordinator position.

***Division Standings*** - Members can check team standings each week by selecting My VGS then My Rosters.



**JUNIOR LEAGUE  
TEAM MANAGER'S WORKSHEET – FOR THE Web Site**

**This sheet is for your use in organizing your team information  
before calling your roster in through the Web Site.  
DO NOT SEND IT TO THE VGS OFFICE.**

- 1. League:            Junior Boys  
                         Junior Girls
  
- 2. Manager's Junior VGS  
   Manager Number:        \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
  
- 3. Age Group of Team: \_\_\_\_\_  
                                  (10, 12, 14 or 18)
  
- 4. Facility Number: \_\_\_\_\_
  
- 5. Co-Manager's Junior VGS  
   Manager Number:        \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
  
- 6. Team Members – a minimum  
   of 8 needed – Fill in names  
   and VGS numbers below

Team Member's VGS Number	Team Member's Name
	1)
	2)
	3)
	4)
	5)
	6)
	7)
	8)
	9)
	10)
	11)
	12)
	13)
	14)
	15)

## **MANAGER RESPONSIBILITIES**

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The Team Manager listed on the travel schedule can be the ONLY contact for match scheduling. NO rotating team managers can be used for scheduling the matches and only knowledgeable parents should be in charge of a dual meet. The managers listed on the travel schedule must be accessible to all teams in the division and to the Coordinator. A tennis pro may not be the manager or co-manager of a team unless he/she is a parent of a child on the team.

### **Prior to the Season:**

Download and print the Schedule Packet- Junior Boys/Girls and your team schedule from the VGS website. This packet contains the VGS Calendar, Junior League Rules, instructions for adding players to your team, and other information which will help you in managing your team during the season.

Provide your players and their parents with a copy of the VGS Junior League Rules and the Junior League Calendar to ensure player availability throughout the season including playoffs and City Finals.

Good additional sources of information are the Net News, the USTA publication Friend at Court, and the VGS website ([www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/)).

Review your season schedule. If you are aware of any weeks in which you will not be able to field all positions, contact your opponent to see if you can play any or all positions early. Remember – **YOU CAN ALWAYS PLAY EARLIER THAN THE SCHEDULED DATE, BUT NEVER LATER!** If you are scheduled as the home team and require an accommodation, you may offer to travel to the opponent's facility. This may make it easier for them to accommodate your request to play early.

If you receive a phone call from your opponent asking to play some or all positions earlier than the scheduled date, please use every means at your disposal to accommodate that request. Our goal is to have these children play tennis!

Organization is paramount to running a team efficiently and effectively.

Organize your team packet into a folder

Make sure your facility's restrooms are accessible and in working order.

If you have a 10U team, make sure courts are properly lined.

Discuss good sportsmanship and court conduct with your players and spectators. Expect the best and you will get it!

**Reserve the courts at your facility for all home matches.** This will avoid conflict with adult teams requiring courts for rain make up matches. Regularly scheduled Junior League matches take precedence over all league rain make up matches or matches played early.

### **During the Season:**

If you are the "Home" team for your dual meet, you must do the following before your match:

- Confirm playing position and arrival time with the players in your line up
- Call the opposing team manager at least four (4) days before the date of the match. Discuss the following:

- Order of Play – According to VGSrules (III.B.), team managers must agree upon the order of play. If no agreement can be reached, the default order of play is 1 Singles and 1 Doubles, followed by 2 Singles and 2 Doubles.
- Directions to Your Facility – Review the official VGS directions on the back of the travel schedule. If necessary, discuss a more direct route from their facility.
- Court Surface – Inform the visitor regarding court surface at your facility.
- Spectator Seating – Let the visiting team manager know if you have ample seating for the spectators or if they should bring lawn chairs.
- Phone Contact – Exchange cell phone numbers with your opponents and parents of your players so that you can contact each other in the event of any circumstance which might delay your arrival.

Refreshments are responsibility of the home team.

The home team is responsible for providing tennis balls. In the 10 and under age group, 2 sets of low compression orange balls should be provided. They can be re-used during their home matches for the duration of the season.

In the 12 age group, the Stage One (Green Dot) balls are used. The home team manager must provide two unopened cans of USTA-approved green dot balls for each dual meet or one unopened can of USTA-approved green dot balls if 4 balls are packaged in one can. The can(s) will be opened for the first two matches and re-used for subsequent matches of the dual meet.

In the 14 age group, the home team manager must provide two unopened cans of USTA-approved yellow balls for each dual meet. Both cans will be opened and used for the first two matches and re-used for subsequent matches of the dual meet.

In the 18 and under age group, 4 unopened cans of USTA-approved yellow balls must be provided each week.

If you are the visiting team and you have not heard from the home team, call the opposing team manager. Do not wait until the night before the match to establish contact.

If your opponent has a special request, try to accommodate them. You do not know when you will be in the same position.

Treat your opponents as you would like to be treated! Make them welcome at your facility. If your team wins, do so graciously. A loss should be viewed as a “learning experience”. The players and spectators will follow your lead.

### **Match Day:**

Consult [www.georgianavigator.com](http://www.georgianavigator.com) to check on accidents or construction delays before you leave for the dual meet.

An acting manager may be in charge of a dual meet. This person must have knowledge of the line-up and a copy of the VGS Junior League Rules. He/she should also have a contact sheet with Coordinators’ telephone numbers and cell phone numbers for their team’s parents and the opposing team manager.

Line ups for all positions must be exchanged prior to the start of play. A blank scorecard can be

printed from the season schedule online and completed prior to arrival for the match. Log in with user name and password is required to get to the schedule. In the event that a player does not show up on time or a player becomes injured during the warm up, he/she may be removed from the scorecard and another player may be substituted, keeping in mind player movement rules. However, once a player is removed from the scorecard, he/she may not play in the dual meet. (See Rule IV.G. in Junior Rules)

During regular season matches, Junior VGS encourages spectators to watch quietly and NOT cheer or clap. Coaching is not allowed at any time. No verbal coaching or hand signals are allowed. Spectators may NOT assist players with line calls or scoring.

Monitors may be provided for 10 and under "C" level players. See 10 and Under Monitoring Guidelines (page 32-33) for detailed information.

Both team managers(or acting managers) may approach the court to explain the 7 point tie break but must allow the players to play the tie breaker unassisted.

Team managers are responsible for the conduct of their players and spectators.

- If the spectators notice cheating or poor sportsmanship, they should discuss it with their own team manager who will, if the situation warrants, discuss it with the other team manager. Spectators must not get into discussions with each other.
- Players must settle on court disputes without interference from spectators. If they cannot agree on the score, they must recreate the points played until they reach a consensus, even if it requires a replay of points. A player may question a line call, but it is considered poor sportsmanship to frequently ask, "Are you sure?"
- A spectator should never interact negatively with any child (including your own) at a match. Neither should you argue with another adult within earshot of the children. The team managers of both teams have the responsibility to mediate any courtside disputes.
- Call your coordinator if you have any questions during a dual meet. If you cannot reach your coordinator, you may call any junior coordinator.

No alcoholic beverages are permitted at Junior League matches.

### **Defaults:**

**THE DEFAULT RULE** – Definition in Glossary, (See Rule IV.G., H. and Rule V.D. in Junior Rules)

Junior League matches are scheduled to begin at 1:30 p.m. for girls and 3:30 p.m. for boys. Default time for a 1:30 p.m. start time for girls is 20 minutes past 1:30, or 1:50. Default time for a 3:30 p.m. start time for boys is 20 minutes past 3:30, or 3:50 p.m. Second round matches are scheduled to start at 2:30 p.m. for girls and 4:30 p.m. for boys. Default time is 2:50 p.m. for girls and 4:50 p.m. for boys, not 20 minutes after the first round match ends. No match is to be defaulted unless there is a court available to play. If a first round match extends beyond the second round default time, play must begin immediately (following a 10-minute warm-up).

If player(s) from one team are present and player(s) from the opposing team are not present, the match is defaulted to the team whose player(s) are present.

If player(s) from one team are present, the opposing team must use the following procedure:

1. Ask the opposing team to waive the default and grant more time. If you do this, agree on how much time will be granted.
2. Move up an available and eligible player into the vacant position and begin warm-up. Note that the replacement player becomes the official player only after the first point of the match is played. The changes to the scorecard should be recorded. The original player is no longer eligible to play in the dual meet once his/her name has been deleted from the scorecard.
3. Default the position.

**Always default from the lowest position-2 Singles or 2 Doubles. If a team only has 2 players available, it is permissible to play the 1 and 2 Singles positions and default both doubles.**

Excessive defaults (one per match) or default of an entire match will result in team suspension. The defaulted team will have all season matches nullified and will be treated as a "bye" for the season. All points earned against that team will be deducted from team totals. (Junior League Rules V.D.)

The purpose of VGS is to have the juniors play their matches. Be as flexible as possible in using the default rule. If it is at all possible to wait a little longer, please let the juniors play their match. On the other hand, do not abuse the rule by assuming that your opponent will waive the default time. Take all necessary steps to make sure your players are present and able to begin play at the assigned time.

VGS does not encourage pre-notification of defaults. **A position is not legally defaulted until the actual default time of that position (20 minutes after the scheduled time).** *If your opponent calls you and defaults a position ahead of time, it is best to have your players courtside ready to play on match day. Frequently, players for the **opposing** team become available on match day. If neither team has players available for a position, no points will be awarded for that position. Players' names must be written on the scorecard to receive the default.*

Rain outs cancel defaults if the rain occurs before the official default time for that position.

### **Player Movement:**

**SANDBAGGING** – (See Rule III.C. in Junior Rules)

Simply stated, stronger players must be played above weaker ones. Place the strongest players at the 1 Singles position, medium ability players at the 1 Doubles or 2 Singles positions and the weakest players at the 2 Doubles position.

Once a player has played 1 Singles, he/she may **not** play 2 Doubles the next time on the court. By the same token, if a player plays 2 Doubles, he/she may **not** play 1 Singles the next time on the court. You may move a player in steps. After playing a match at 1 Singles, the player must play their next match at 1 Doubles or 2 Singles before playing 2 Doubles in subsequent matches.. The reverse procedure is the same when the player is making a move from 2 Doubles.

**REMEMBER -- "NO" 1 SINGLES TO 2 DOUBLES**

**"NO" 2 DOUBLES TO 1 SINGLES**

**WITHOUT AN INTERIM MOVE TO 1 DOUBLES OR 2 SINGLES**

## **Tracking:**

The team tracking sheet is available to view online for any Team Manager, Co-Manager, Roster Creator and Designee. Pay special attention to matches played out of sequence. Early matches are tracked from the date the last position is completed. If the entire dual meet for Spring Break is played before the regular season, that match will be considered the first match for tracking purposes. The line-up for Match #1 on the schedule must be in accordance with player movement from the dual meet played early.

Rain make up matches are tracked from the originally scheduled date.

Team managers are responsible for player movement even if the coach makes the line-up.

## **Scorecards:**

If a dual meet is rained out, wait until all matches are completed before reporting scores. **Your match is not official until the scores have been reported online.** Go online to *Players and Facilities, Rosters, My Rosters*, click on [SCHEDULE](#), click on your match, i.e. **Team 3 at Team 2**. Print out your scorecard to take to the match.

## **Entering Match Scores:**

1. Go online to *Players and Facilities, Rosters, My Rosters*, click on [SCHEDULE](#), click on your match, i.e. **Team 3 at Team 2**.
2. Matches played on the regularly scheduled date or matches "Rained Out (Delayed)" are recorded with the scheduled match date, since that is the date they are tracked from.  
For matches "Played Early" and completed before the originally scheduled date, enter the date that the last position is completed. The Coordinator will track that match based on the completion date. Any questions should be addressed to the Coordinator before a match is played early.
3. Beginning with your first player(s), select the result of the match and the player(s) names. Enter the scores for each match.
4. Mark the games won for the home team and the visiting team. See Junior League Rule VII Scoring for a complete discussion of Junior League scoring.

When a match score reaches 7-7, the players must play two more games to decide the match.

A tie-break is played when the match score reaches 8-8.

No bonus points are awarded for a match score of 9-7 or 9-8.

The maximum number of points awarded for each individual match is 9 points and the total for the dual meet cannot exceed 36 points.

If the opposing team defaults a position, it is important to list the players from your team who were available to play that day so they may receive credit for the match. This will count towards the number of times played to meet eligibility for the playoffs. The defaulting team should not list any players for the position they are defaulting.

An adult representative from each team must sign the bottom of the scorecard. If the team manager is not present, another team parent may sign the card. Any dispute must be noted on the card

5. Captains or their designees are expected to enter scorecards as soon as possible and no later than 24 hours after the dual meet. The opposing captain or his designee should promptly approve or dispute the scorecard. The system will automatically approve any scorecard not approved or disputed by the opposing captain within 48 hours of the scheduled match. If a captain subsequently determines that a scorecard was approved in error, vgs the coordinator should be contacted immediately but no later than 10 days following the match. Scorecards for matches played more than 10 days in the past may not be changed. The comment section may be used to let the Coordinator know of any issues that occurred at the match or of any score discrepancies. When you have checked your entry and are finished, click the SAVE button at the bottom of the screen. Captains who falsify scorecards will be suspended. Disputes are handled by the level/flight Coordinator and the tracking sheet will be adjusted accordingly.

**6. *Tracking Sheet*** - This can be viewed by Managers, Co Managers, Roster Creators and Designees for your team only. After the Coordinator has approved the match scorecard, and made any necessary adjustments, the match results will automatically be entered onto the Tracking Sheet.

### **Lights for Courts:**

Lighted courts are required for all VGS facilities except those which are “grandfathered in”. Lights are not often used in regular season matches as our league matches are scheduled in the afternoon. Even if your facility is “grandfathered”, you must have lights to host the boys playoff matches in the Fall season.

If the home team cannot provide lighted courts, then the visiting team has the first option of providing home courts. If the visiting team cannot provide courts, the home team may schedule the match at alternative courts in their area. Courts must be at an VGS approved facility.

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## ADDITION OF PLAYERS

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### Adding Players to Your Team:

1. All additions are done on the VGS website ([www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/)).
2. Up to six (6) players may be added to your team starting at midnight on the day of the team manager's meeting until midnight the day before the last match of the season.
3. All additions to the roster must be paid, of an appropriate age, with placement at a level consistent with past season's player history.
4. Players who have not been on a roster for one year may be added to a roster at any level.
5. All players must be added by midnight on Friday to be eligible to play on Saturday or by midnight the night before he/she plays their first match.

### INSTRUCTIONS FOR ADDING PLAYERS TO YOUR ROSTER ON THE VGS WEBSITE

**Add Members to a Roster after the Captain's meeting** - You may log in to the VGS site and add a maximum of six (6) qualified players to a roster **after the Captain's meeting** through midnight of the day before the last match of the regular season. Put your cursor on **Players & Facilities, Rosters** - and click on **My Rosters**. Select the roster you want and then the **Members** tab to make your player adds. Please note that add-ons are not a substitute for entering a complete roster. Add-ons are intended to be an accommodation for unforeseen emergencies and are severely restricted. To be added after the [Captain's meeting](#), a player must not be on another roster and must have a final level/[flight](#) at or below the team's placement. **Call your coordinator if the computer denies your add-on.**

**REMEMBER: Player's membership must be current before being added to a roster.**

### Deletions:

A player may **not be deleted from one roster and added to another roster during the same season regardless of how they came to be on the original roster.**

If it is confirmed that a player did not appear on a scorecard during the season, that player may be expunged from the roster after the season. The player must complete a "**Post Season Player Deletion Form**". This form can be accessed by logging in and going to **Players & Facilities, Rosters**, then click **Post Season Deletion** and complete the form between the end of the season and the date of City Finals for that season.

Players who have been added to a team roster in error or without their consent should request removal by that captain upon receiving the email notification from VGS. If unable to contact the captain, an email with the request to be removed should be sent to VGS at [customerservice@projectdemotest.com/vgs/](mailto:customerservice@projectdemotest.com/vgs/) **prior to the published roster deadline for the league.** Players will be contacted if the request cannot be completed.



## **INCLEMENT WEATHER**

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Matches may be postponed only for the following reasons:

- It is raining at the home courts or if there is lightning present at match time
- It is above 95 degrees (Fahrenheit) on the court; or
- It is below 32 degrees (Fahrenheit) on the court without the “Wind Chill Factor”.
- A tornado warning

### **In the Event of Inclement Weather:**

1. If it is a day calling for “on and off” showers, the visiting team must travel to the match. Do not call off a match unless it is pouring rain at the home team’s facility or a tornado watch has been issued. It is easier to play the dual meet on the scheduled day.
2. If radar shows no breaks in the rain on match day, Junior VGS does not insist you travel to the dual meet. Team managers should stay in touch by phone to determine court playability.
3. No dual meet should be called off before 12:30 p.m. for girls and 2:30 p.m. for boys.
4. If the matches are in progress and it begins to rain, any completed match stands as played.
5. If a regularly scheduled dual meet is delayed or interrupted by inclement weather, then all parties must wait one hour to determine if the conditions improve. If conditions have not improved or the courts are not playable after waiting the required one hour, then that match may be rescheduled. If all lines are rescheduled to be played on the same date, then those matches are a dual meet and regular default rules will apply. If each position or some positions are rescheduled to be played on different dates, then rain-out default rules will apply.
6. If a match in progress is halted because of inclement weather, the original players must resume the match at the agreed upon time and date for the makeup match. The score and order of service should be noted at the time the match is interrupted.  
If none of the players can reschedule, the match is treated as a “retirement” by both sides. If only one team can reschedule, the other team will default the remainder of the match, but retain the games it has earned.
7. If inclement weather cancels play in matches that have not officially started, players not on the original scorecard may play in the rain make-up match. If a team announced it would default a position or positions before the rained out match, that match or matches may now be played. Rain, lightning or extreme temperature washes out the default, unless the default time for the position(s) has passed and the player(s) could have started play on an agreed upon court prior to the weather condition.
8. If any player or his/her parent deems the courts slippery and unsafe, the match may be rescheduled.
9. Junior VGS allows 8 days in which to make up a rained-out match. If both team managers cannot agree on a time within that 8-day period, the match will be officially scheduled on the 9<sup>th</sup> day – Monday at 5:00 p.m. for boys and girls.
10. If it rains on Monday, the default day, the match is made up on a day to day basis.
11. **If a rain-out occurs on Week 6**, matches must be played within 5 days. The default day is Thursday at 5 p.m. If it rains on Thursday, the default day, the match is made up on a day to day basis.

12. **If a rain-out occurs on Week 7**, matches must be played within 3 days. The default day is Tuesday at 5 p.m. If it rains on Tuesday, the default day, the match is made up on a day to day basis.
13. If the home team is unable to provide its courts for a make-up match, the visiting team has the first option of providing its courts. If the visiting team cannot provide courts, the home team may schedule the match at alternative courts in their area.

**In the Event of Extreme Heat or Cold:**

1. A dual meet may not be rescheduled because of extreme heat or cold unless the temperature is taken at the top of the center net strap.
2. If the temperature on the court is either above 95 degrees Fahrenheit or below 32 degrees Fahrenheit, the dual meet may be cancelled. The "Wind Chill Factor" is not applied, nor is there any allowance for extreme wind.
3. A match may be played under these conditions if all players agree to play. Once the match has begun, it cannot be halted or cancelled because of extreme heat or cold. If any player decides that he or she cannot continue, the match will be retired with the retiring team keeping the games they have won, but with the other team being credited with the win.
4. In the event that a match is called because of extreme heat or cold, the inclement weather rules above apply to the rescheduling of that match.  
**BOTH TEAMS MUST NOTIFY THE COORDINATOR OF ANY MATCH BEING RESCHEDULED FOR ANY REASON – THIS IS FOR YOUR PROTECTION!**

## **PLAYOFFS AND CITY FINALS**

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The computer will seed the teams for the playoffs. The Coordinator will provide each team with the contact information for their opponent and inform them if they are “home” or “away”.

- If the home team cannot provide courts, the visiting team will have the opportunity to provide courts. If the visitor does not have courts, it reverts back to the home team to schedule the playoff match at VGS approved courts in their area.
- The Coordinator must approve all lineups for Playoffs and City Finals.
- Playoff matches may be played early if both teams agree. No matches may be played after the scheduled date. If a playoff match is scheduled early, both managers must notify the coordinator as to the agreed upon date and time.
- If teams reach the second round of playoffs, the team with the higher seeding will be the home team.
- In the Fall season, all Boys teams must have lights to host a playoff match.

### **Playoff Policy:**

1. The first round of Playoffs is held the Saturday after the last match of the season for girls and boys. If your level/flight has 3 or more divisions, a second round of Playoffs is scheduled the Saturday after the first round. Start time will be 1:30 p.m. for girls and 3:30 p.m. for boys.
2. If a Playoff match gets “rained out”, the match must be played no later than Tuesday at 5:00 p.m.
3. Team members must play twice during the regular season in order to be eligible to play in a Playoff or City Finals match. A match defaulted to a player counts as one match played as long as the player’s name appeared on the scorecard.
4. Line-ups must be approved by your Coordinator before all Playoff matches, as well as for City Finals. Line-ups for the post-season must be consistent with those used during the regular season. They may not be “creative” except in cases of loss or absence of a player. Any changes to the approved line-up must be subsequently approved by the Coordinator, or in her absence, the Overall Coordinator or the League Vice President.
5. The order of play for the Playoffs is the same as during the regular season. If teams cannot agree, the order of play is 1 Singles and 1 Doubles followed by 2 Singles and 2 Doubles.
6. If the home team has four courts available, all four positions may be played at once but **both team managers must agree and the Coordinator must be notified.**
7. If the score is tied when all matches are completed, the **last position to complete their match** remains on the court to play a 7 point tie-break to determine the winner of the Playoff match.
8. The home team furnishes the refreshments and provides two unopened cans of USTA-approved tennis balls. The home team must provide extra cans of balls if more than two courts are used.

9. Since no cheering or clapping will be allowed at City Finals, we require the same at all Playoff matches. No coaching is allowed.
10. Players should take everything they need for the match onto the court with them. No communication is permitted between the players and spectators during the match, with the exception of explaining the 7-point tie-break.
11. Players may not leave the court except for an emergency. Please use common sense
12. If a tie-break becomes necessary, both team managers can go onto the court, explain the tie-break procedure once, and then leave to let the players play the tie-break.
13. Please enforce a strict 10-minute warm-up. Also, remind the players to call their scores loudly and clearly and to move the score markers after each game in order to avoid misunderstandings.
14. All individual matches must be completed even if the outcome of the Playoff match has been determined.
15. Each team must complete a scorecard with signatures.
16. Scores must be entered in the computer immediately after the match by the winning team and the losing team must confirm the scores online.

## **City Finals:**

1. The VGS Junior City Finals are held at ***DeKalb Tennis Center***.
2. **No City Finals matches may be played early or rescheduled for any reason (other than rain on the original date).**
3. VGS supplies balls for all City Finals matches.
4. The coordinator will inform teams as to the scheduled start time for their City Finals match. Teams should arrive one half hour before the scheduled match time.
5. The team manager will sign-in for the team when all team members are present. He/she will fill out the match scorecard, listing extra team members on the back of the card. Once the team has signed in, no players may leave the facility without the permission of the league Vice-President.
6. Teams should gather near their assigned courts. The coordinator will address the entire team and spectators regarding City Finals rules and procedures.
7. All four positions will be played at once, depending on court availability. Individual matches will be started when two adjacent courts become available.
8. No clapping, cheering or signals will be permitted at City Finals.
9. If the final score is a tie, the last position on the court will play a 7 point tie-break to decide the match. The coordinator will explain the tie-break once and leave the court.
10. The coordinator will present both teams with awards and direct the teams to the photographer on site.
11. Please remove trash and clear your area before leaving the facility.

## OTHER PROCEDURES

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### **Religious Holidays:**

The following is a reproduction of the official VGS policy concerning Religious Holidays.

It states that VGS will not schedule league play around any religious holiday. Team managers are urged to accommodate teams that may have a conflict by playing the scheduled **early**. Team managers who know their team will have a conflict are **urged** to contact the opposing team manager as soon as possible to try to schedule the match for an earlier date. Under **no** circumstances can the two team managers agree to play any match after the scheduled date except in the case of inclement weather. Any match scheduled to play after the date and time will result in **both teams** forfeiting the positions not played at the scheduled time.

The regular "Default Rules" apply.

"WHEREAS, the Executive Committee of the Atlanta Lawn Tennis Association, Inc. (VGS) has been requested by certain religious groups to schedule league play so as not to conflict with religious holidays; and

WHEREAS, it has in the past been VGS's policy that it not discriminate in favor of religious groups by scheduling league play around a particular religious group's religious holidays; and

WHEREAS, VGS is of the opinion that if it should show partiality for one particular religious group that it should do likewise for all religious groups and that to do so would create a difficult logistical problem; and

WHEREAS, VGS has encouraged the team captains to make accommodations for conflicts with religious holidays on a voluntary basis, and VGS believes that this is the most appropriate method for meeting the needs of this particular situation; and

WHEREAS, THEREFORE, that the Executive Committee of VGS reaffirms its established policy of not scheduling league play to avoid conflicts with religious holidays of any particular group, but the Executive Committee does further strongly urge team captains to make every reasonable effort to reschedule matches on a voluntary basis and to play before the scheduled day; if it rains on the agreed upon date, then regular rain-out rules apply from the day of the originally scheduled match so as to avoid conflict with another team's religious holidays.

### **The 7-Point Tie Break:**

The 7-point tie-break is played when the score of any match reaches 8-8. The official procedure for playing the 7-point tie-break is as follows:

Singles – Following the service rotation, Player A serves the first point from the deuce (right) court; Player B serves the second point from the add (left) court and the third point from the deuce (right) court. Player A serves points 4 and 5 from the add (left) court and deuce (right) court, respectively. Player B serves point 6 from the add (left) court – following this point, the players change ends. Player B then serves point 7 from the deuce (right) court. Play continues in this fashion with the tie-break being won when a player has won at least 7 points, winning by a margin of two points. The teams switch ends whenever the total points add up to 6, 12, 18, etc.

Doubles – Players A and B are from one team; Players C and D are their opponents. Following the service rotation of the previous games, Player A serves the first point from the deuce (right) court; Player C serves points 2 and 3 from the add and deuce (left and right) courts, respectively. Player B then serves points 4 and 5 from the add (left) and deuce (right) courts, respectively. Player D serves point 6 from the add (left) court, the players switch ends, and Player D then serves point 7 from the deuce (right) court. The tie-break continues as with the singles positions, with one team winning with at least 7 points with a margin of 2 points. The teams switch ends whenever the total points add up to 6, 12, 18, etc.

The score is recorded on the scorecard as “9-8”, with the tie-break score in parentheses (e.g., 7-5, 8-6, 9-7, etc.)

The tie-break can be confusing for beginner players. Practicing tie-breakers at regular team practices will increase player confidence.

## RULES OF TENNIS- FREQUENTLY ASKED QUESTIONS:

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### **If the Players Have a Dispute on the Score:**

Team A is **positive** that the score is 30-40; Team B, who is serving, feels just as strongly that the score is 40-30 and calls the score that way prior to serving the next point. Team A wins the point. After completion of the point, Team A states that Team B miscalled the score before the last point was served. Because Team A had won the point, they feel that they have won the game, while Team B believes the score is now “deuce”. What do the players do to resolve this dispute?

*If any of the players believe a score is miscalled, they should stop play immediately and rectify the dispute. If they do not realize the error until after service of the next point has begun, they must resolve the dispute at the conclusion of the point by reconstructing the game thus far, e.g., who won*

*the first point, the second point, etc. If they are unable to reconstruct the game and reach an agreement, **they are to go back to a point in the game where they can agree on the score, even if it is the first point.***

To avoid this, remind all players to call the score loudly and clearly and move the game markers after each game. If the courts have no game markers, provide chalk or paper and pencil. The spectators must not assist with scorekeeping.

### **Errors in Calls:**

Team A (Johnny and Billy) are receiving serve. Johnny is receiving and Billy is watching the service line to make sure the serve is in. Billy calls the serve “out”, but Johnny immediately corrects the call after returning the ball in the playing area of their opponent’s court. What do they do?

*When there is a disagreement between partners on a call, the ball is assumed to be good and the point is awarded to the opponents and is **not** replayed.*

All players must be instructed regarding line calls. If the ball hits inside the white line or on any part of the white line, it is a good ball. If they are not sure, they must call the ball “good”. If they are fair on their line calls, their opponents are more likely to be fair as well.

### **Hitting Court Fixtures:**

If the ball is hit, and then hits any permanent fixture on the court before landing on the court, it is out. Permanent fixtures include posts, lights, scoreboards, etc. (*Rules of Tennis 2007 USTA Rule 13*).

### **Leaving the Court if a String or Racquet Breaks:**

Team A (Johnny and Billy) are playing Team B (Mark and Tom). During the match, Mark breaks a string in his racquet. He begins to leave the court to borrow a racquet. Billy tells him that he will forfeit the match if he leaves the court. Who is correct?

*Junior procedures allow a player to leave the court to obtain a replacement racquet, as long this is done quickly and the player does not leave the immediate vicinity.*



### **Hitting or Touching the Net:**

After a long rally, one of Johnny and Billy's opponents, Tom, hits a shot that sends Johnny running towards the ball to hit it before it bounces a second time. Johnny reaches the ball and hits it across the net into his opponent's side of the court. However, his momentum carries him into the net. What is the call?

*As soon as Johnny realizes he has touched the net, he should announce that the point goes to Tom and Mark. There is no loss of point if the ball is considered "dead" (ball bounces twice or hits a fixture on court) before Johnny touches the net. (Rules of Tennis 2007 USTA Rule 24, G)*

### **Hitting the Ball Before It Passes the Net:**

It has been a long, tough match. Mark hits a floater coming right to Billy at his position at net. Billy closes the net quickly and reaches over the net and volleys the ball for a winner. Tom says the point is theirs because Billy crossed the vertical plane of the net to hit the ball **BEFORE** the ball crossed to his side of the net.

*Tom is correct – the point should go to Mark and Tom, **but** it is up to the player hitting the ball (Billy) to be honest enough to call himself on the infraction. (Rules of Tennis 2007 USTA Rule 24 H)*

### **Player Hit by Serve:**

Johnny and Billy are playing doubles against Mark and Tom. Johnny is serving to Tom, but his serve goes astray and hits Mark before it hits the ground. Is this counted as a fault?

*If a player is hit by a serve, either the receiver or the receiver's partner, the point is awarded to the servicing team. If a server hits his own partner with his serve, the serve is a fault. (Rules of Tennis 2007 USTA Rule 24 Case 7)*

### **Player Hit by Ball During Game:**

Johnny and Billy are playing Mark and Tom in a doubles match. Mark hits a ball over the net onto Johnny and Billy's side of the court. The ball is **clearly** going out, since Johnny was standing behind the base line. Johnny sees the ball coming but cannot move out of the way fast enough and is hit by the ball. Who gets the point?

*If a player is hit by a ball, the point is awarded to the opponent(s) even if the player is hit while outside the court. (Rules of Tennis 2007 USTA Rule 24 i.)*

### **Player Catches the Ball:**

Johnny and Billy are playing doubles against Mark and Tom. Tom hits a backhand volley which will clearly land behind the baseline. Billy is standing behind the baseline and, rather than letting the ball drop and having to pick it up, he catches the ball in his hand. Mark declares the point is *theirs* because Billy caught the ball, while Billy claims the point is *his* because the ball was clearly going out and he was outside the baseline when he caught it. Who is right?

*Mark is right. If a player standing outside the court volleys or catches the ball in his hand, he cannot claim the point because the ball cannot be called "out" until it hits the ground outside of the court. If a player is hit or catches the ball before the ball bounces outside of the court, the point is awarded to the opponents. (Rules of Tennis 2007 USTA Rule 24, Case 8)*

### **The “Let”:**

Johnny and Billy are playing Mark and Tom in doubles. Mark serves the ball and, as Johnny prepares to return the serve, a ball rolls across their court from another match. Tom calls a “let”, but Johnny and Billy disagree that Tom cannot call a “let” since the ball is **not** on his side of the net. Who is right?

*Tom is correct. Anyone may call a “let”. The point is played over with the server beginning with the first serve. This also includes the ball hitting or tipping the tape on the net during a serve. If the first ball is served, tips or hits the tape, lands in the correct service area, the server begins with his or her first serve. If the ball hits or tips the tape on the net on the second serve and lands in the correct service area, the server only gets to replay the second serve.*

If a delay between the first and second serves is caused by the receiver or some outside interference, the whole point shall be replayed, beginning with the first serve. If the delay is caused by the server, the server has one serve to come.

Example: If a ball rolls onto their court from another court and play is delayed to remove the ball, a let has taken place (whether it is actually called or not) and the server should expect to serve a first serve. If, however, the players leave a ball on the court and during the course of the point it rolls from its original position to a position which is now interfering with their play, a let cannot be called.

**REMIND YOUR PLAYER THAT LEAVING A BALL ON THE COURT CAN ONLY DISTRACT THEM AND COULD BE DANGEROUS – THEY COULD TRIP ON IT. MAKE SURE THEY PICK UP ALL BALLS.**

*If an extra ball in a player’s pocket falls out while serving, the server may not call a “let”. If a ball is left on the court for any reason, the server may not call a “let”. In these instances, however, it is legal for the opponent to call a “let”.*

*(Rules of Tennis 2007 USTA Rule 23)*

### **Serving Out of Turn:**

If partners begin serving in a certain rotation, they must stick to that rotation for the whole match. If one begins to serve a game, and then realizes it is not really his turn to serve, all points played so far stand as played, but the correct server must finish out the game. (Rules of Tennis 2007 USTA Rule 27)

### **Cellular Telephones and Pagers:**

Cellular telephones and pagers **are not allowed on the court**. Any audible disturbance of a phone or pager on the court during a match will be considered a deliberate hindrance. (*Rules of Tennis 2007 USTA Rule 26*)

The opponent(s) can call a “let”, but the owner of the phone or pager may not call a let. Since the match is not officiated, the opponent should ask the owner of the phone or pager to turn the device off. If the owner refuses, the player should continue the match but report the incident to the coordinator. Use of a cell phone or pager during a match is considered “unsportsmanlike” conduct.

## 10 & UNDER TEAMS – MONITORING GUIDELINES

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Allowing monitoring at the 10 & under age group is VGS's effort to insure that the youngest, most inexperienced children beginning tennis league play the game correctly and play at a pace that also allows them to enjoy the game. When practicing with your children, make sure they don't just hit the ball, but go over scoring, tie-breaks, etc. to teach them the mechanics of an actual tennis match.

The guidelines which VGS employs concerning this age group are as follows:

1. Monitors may be used at the "C" levels, but not at the "B" level.
2. If you, as team manager, do not wish to use a monitor, but your opposing team manager does, he or she may provide a monitor. If your opponent decides to monitor the match, you may wish to provide a monitor from your team, even if your players no longer need assistance. However, it is perfectly permissible to oversee a match with only one monitor.
3. Monitors may be used for all positions (i.e., 1S, 2S, 1D, 2D) or for just selected positions (for example, 2D).
4. Monitors can easily oversee two matches at the same time if they are played on adjacent courts. Monitors do not need to keep up with the scores of the matches they are monitoring. If the children become confused about a score, the monitor should help them recreate the game and agree on a score.
5. A monitor must be **knowledgeable** regarding the rules of tennis and the rules that are specific to the VGS Junior League. For example, a Junior VGS match consists of an 8-game pro-set, including ads. Matches do not use "no-ad" scoring.
6. Monitors may be used during the entire regular season; however, VGS encourages all teams to stop monitoring around the fourth match. Players should be allowed to play independently even though they may make mistakes. There will be no monitoring permitted either during the Playoffs or at City Finals.
7. ~~Monitors are not to insist on calls or line calls.~~ ~~Please follow the procedure as follows:~~ ~~When a point is finished, bring all players to the net, and remind the players that a ball on a line (or in the alley in doubles) is always good. Do not single out an individual for correction.~~
  - If the score is called wrong consistently, remind the players how to score, without telling them the score.
  - Allow the players time to think about their decisions. Frequently, young players need a little more time to think about the rules and scoring of this new game they are learning.
  - Remember that eye/hand coordination and tracking are issues for these players. Frequently, they do not see the ball correctly and may be making unintentional bad calls. If both players seem satisfied that the calls are correct, then do not interject your opinion into the match.
  - If the players come to a situation where they cannot agree on the score, they must try to reconstruct the points. This is a new and difficult skill. Encourage the players to review points played up to a point when they can agree. If they cannot agree at all, they may "spin the racquet" to settle the dispute. Spinning the racquet should be done as a last resort. Never spin a racquet to settle a dispute over a line call. Any player has the right to question a line call, but he/she cannot overrule a line call that has been made. Excessive challenging of line calls should be discouraged as it shows bad sportsmanship.
8. Players may play a match without monitors, but have monitoring during a tie-break. The monitoring guidelines apply.

9. Remind players to wear clothing with pockets so that they can manage two balls when serving. Leaving a ball at their feet is a safety hazard. Remind them not to chase balls between first and second serves, to call the score before every point, and most of all, to “Have Fun!” A monitor can greatly expedite matches by acting as a “ball boy.”
10. A monitor should never slow down play with an interruption as this can frustrate or confuse young players. Adhere to the philosophy “speak only when spoken to” as much as you possibly can. Help the players only when they ask for assistance.
11. Most importantly, **never interact negatively** with any child (including your own) at a match. Neither should you disagree with another adult within hearing of these children. Remember, we are the role models for these young players!

### **HINTS FOR HANDLING BEGINNER TEAMS**

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1. De-emphasize winning. Young players learning the game should not feel any pressure to win. Consider a first season strictly a “learning experience” and make sure your players and parents understand this.
2. After the match, praise the players for their accomplishments, even if they may seem minor. (“You reacted better to the ball this time.” “You got your serve in more often.” “I liked the way you complimented your opponent on his good shot.”)
3. If beginner players are having trouble getting their serves into play, consider the use of the “underhand” serve. Just remember that players are not permitted to bounce the ball – legal serves must be hit out of the air. Ask your child’s coach to help with this type of serve.
4. Teach new players how to warm-up before a match. They need to be taught to warm-up ground strokes, volleys, and serves. Limit warm-up strictly to 10 minutes.
5. Employ the “retirement” rule in situations where a match has gone on too long and the players are exhausted. Under this rule, the side “retiring” is awarded a point for each game they have won up to the retirement, while the opponents receives 8 points plus the bonus point. Mark the scorecard “retirement”, along with the score. It is permissible for both sides to jointly retire when all players are too tired to continue to play and all agree to stop the match. In this case, both teams keep any games won to that point, but neither team is credited with the “win”.
6. Make sure the coach reviews proper scoring. Practice actual game situations. Expose the players to tennis on television and video games to provide visual learning tools.
7. If a player tosses a ball to serve and then swings and misses, this is considered a service fault. If a player tosses a ball to serve and catches it (without swinging) it is not a fault.

## COURT BEHAVIOR/GOOD SPORTSMANSHIP

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Sportsmanship begins with the team manager. The children will learn from your example and the example set by the spectators. The manager is responsible for the behavior of the players and spectators.

Before the season begins, discuss tennis etiquette and good sportsmanship with your players. If you witness any unsportsmanlike behavior during a match, it is up to the manager, the acting manager, or the parent of the player to correct the behavior. If the opponent displays poor sportsmanship, speak discreetly to the other team manager, never directly to a player on another team.

If both managers witness poor behavior or cheating, they may approach the court together and issue a warning to the player. If the behavior persists, they may default the offending player from the match and award the match to his/her opponent. This is an extreme solution and should only be used as a last resort. Usually, the warning eliminates the behavior.

If the team managers do not agree on the conduct of the player, you must not discuss this within earshot of the players. Call the coordinator and report the incident after the match.

### **Good Sportsmanship**

**Each season teams are awarded Sportsmanship Bag tags and VGS car magnets for displaying good sportsmanship above and beyond what is expected. Remember to nominate teams that show great sportsmanship. Inspire your players to strive for this special award.**

## **PROTEST PROCEDURES**

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If a team manager feels that a rule infraction has occurred, the team manager has the right to register a complaint to the Coordinator of that division. The following procedure is to be followed:

1. If the match scorecards are signed by both team managers or acting team managers without indicating the point(s) of protest, there are no grounds for protest.
2. If the point of protest is indicated on the signed scorecards, the team manager should call the Coordinator and detail the event(s) leading to the complaint. The coordinator will research the complaint and report back to the manager lodging the protest.
3. If the matter is not resolved, the Overall Coordinator will be informed and will attempt to mediate a solution.
4. If the matter still cannot be resolved, the Coordinator will inform the team manager of his/her right to file an "official protest".

An "official protest" must be filed within five (5) days of the protested match. The team manager must mail a written protest (no e-mails) to the Flight Coordinator, the Overall Coordinator, the Junior League Vice- President and the VGS office. Upon receipt of the protest, the following procedures will occur:

1. The League Vice President will investigate the official protest. Upon completion of the investigation, the League Vice President will render an opinion to either uphold or reverse the Coordinator's decision.
2. If the team manager is still not satisfied with the decision, the League Vice President will inform the team manager of his/her final right to appeal to the President of VGS.
3. The President may grant or deny an appeal hearing. If an appeal hearing is granted, the concerned parties will be notified as to the date, time, and place, of the hearing.
4. The decision of the VGS President is final.

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