

# Team Manager Checklist

- Make sure to know the match schedule for your team for the upcoming season and distribute the schedule to your team via email.
- Communicate, communicate, and communicate! Use email or phone calls to communicate information about practices, schedules, match line ups, who is to bring snacks (if any) and any other important information.
- Confirm who will be at the upcoming match and who will not be playing (out of town, etc.).
- The days preceding the match, please confirm with the opposing team coach via email or phone that you will be bringing a full line-up.
- It is the Home Team's responsibility to make the call in regard to inclement weather. If a match is suspended by weather, please make sure all players remain in a safe location on site until released by their coach. Please email your local league coordinator if matches have been delayed or canceled due to inclement weather.
- Arrive for practices (if any) and matches at least 15 minutes before the scheduled start time in order to welcome players and parents. Starting on time is crucial.
- Have the kids assist you in setting up the courts (if needed). You do not need to do this all by yourself. Assign tasks to the players and they will have fun getting things ready (this is great if you are having to set up 8U or 10U courts).
- Organize and run team practices (optional).
- Organize healthy drinks and/or snacks for matches. Again, you do not necessarily have to do this, but if you feel snacks are appropriate, designate someone to do this each week.
- Set team line-ups for weekly matches and communicate these to your players and parents (ideally at team practices each week – if any).
- Exchange printed team line-ups with the other team parent/manager before every match.
- Gather all of your players before each match and impress upon them the importance of the team. Win or lose, the goal is to go out and have fun. Make sure they understand that they are encouraged to root for their teammates until the last match is finished. Instruct them on how to do so properly.
- When all matches have completed, gather your team and reinforce the idea of the team. Congratulate them, win or lose, and get them excited for next week's practice (optional) and match.
- Enter all scores within 48 hours of the completion of the match. The Home Team is responsible for entering all scores of the match. If you need help with this process, you can always call or email your local league coordinator.

**Thank you so much for your participation in Junior Team Tennis! We look forward to a wonderful season with all of you! For any questions regarding Junior Team Tennis in your local area, please contact your local league coordinator.**