



TEAM PARENT RESPONSIBILITIES

Team Name _____ Age Division & Skill Level _____

The regular season match dates are: June 9, June 16, June 23, June 31, July 7, July 14, July 21.

JTT State Championships (for qualified teams): August 1-3, 2025

Thank you for volunteering to be the team parent/captain for your child's tennis team!

Responsibilities:

- ◆ Familiarize yourself with the USTA Colorado JTT Regulations. Available on ustacolorado.com.
- ◆ Ask Facility Coordinator for an email and phone list for every player on your team.
- ◆ Email or call each player, get his/her vacation schedule and mark those days on the schedule. Then mix and match the kids so that they get close to the same number of matches for the season. A player may play a singles match **OR** a doubles match in one team match, not both. Substitutions may be used in both singles and doubles. Ask your facility coordinator if this applies for your team.
- ◆ Match schedules and standings are available online at ustacolorado.com. Note: The standings on TennisLink are often not accurate.
- ◆ Set up a driving schedule for the away matches and a drink and snack schedule for the home matches.
- ◆ On the **Thursday before the match**, team coach/captains should call the opposing team coach/captain if there are any issues for the upcoming match, such as insufficient number of players.
- ◆ Players must be at match location at least 15 minutes prior to the scheduled start time.
- ◆ After each match the **scorecard should be filled out and signed by each team parent**. Take a picture of the completed scorecard and text it to your facility coordinator.
- ◆ Facility Coordinators or assigned team captains are to enter scores within 48 hours. It is the responsibility of both teams to enter the scores on TennisLink. **Scores that are not entered within 3 weeks or by the score entry deadline will be input as double defaults.**
- ◆ Teams that finish in 1st place must submit a "Playoff Confirmation form" by July 24.
- ◆ State Championships will be held for qualifying teams on August 1-3, 2025.

Things to Remember:

- ◆ Notify opposing team of any club/facility particulars.
- ◆ An adult must supervise all team matches to ensure the lineups are exchanged and the correct players are sent to the correct courts.
- ◆ Your team should arrive at least 15 minutes prior to match time. Earlier is better.
- ◆ Practice and promote good sportsmanship.
- ◆ **NO COACHING IS ALLOWED AT ANY TIME.**
- ◆ Sign the scorecards to verify scores. Take a picture of completed scorecards and text it to your Facility Coordinator. Keep all scorecards on file until the end of the season.
- ◆ Regularly check team standings on ustacolorado.com to ensure that all match scores have been entered correctly.
- ◆ Help make this a fun experience for the players!