



**Asst. Site
Director**
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President/ SCJTL Executive Director



Summer Tennis League

Staff Manual



**SUFFOLK COUNTY
JUNIOR TENNIS LEAGUE**

learn. play. train. compete | scjtl.org

SITE CONTACT LIST

Site:

#	Name	Pos	Schedule F/PT	E-m	Phone 1	Cell
1		SD	M/W - 4:30 - 7:30 T/TH - 4:00- 8:00			
	Note:					
2		ASD	M/W - 4:30 - 7:30 T/TH - 4:00- 8:00			
	Note:					
3		FT/PT SA	M/W 4:30 - 7:30 T/TH - 4:00- 8:00			
	Note:					
4		SA	M/W 4:30 - 7:30			
	Note:					
5		SA	M/W 4:30 - 7:30			
	Note:					
6		SA	M/W 4:30 - 7:30			
	Note:					
7			M/W 5:30 - 7:30			
	Note:					
8		SA	M/W 5:30 - 7:30			
	Note:					

Assistant Site Director

RESPONSIBILITIES & PROCEDURES

SCJTL Summer Tennis League

Your cooperation in following these procedures is essential to the present and future success of SCJTL.

The **Assistant Site Director** position is based on trust and respect between you and the Site Director. Every consideration has been made to make your experience in this position as effective and efficient as possible. You are the “go to” member of the staff. You are the close up role model to the players and Site Assistants and the way you conduct yourself will be observed.

Your diligence in completing information and expediting your duties will make the Site Director's duties more effective. You are the link between the Site Director and Site Assistants.

Your job is to perform duties assigned to you by the Site Director because he can't be in more than one place at a time. Your instantaneous response to directives and determination to do the job once will have a direct affect on the success of this year's program.

SCJTL is on a path to expanding its programs and sites bringing an adventurous tennis experience every participant and their families. Accountability by everyone in their position will make this growth and experience more successful.

A. Assistant Site Director (ASD) job description:

Assistant Site Director - assists the Site Director in implementation of Site duties. Including:

1. Staff assistance - implementing responsibilities set by Site Director.
2. Group management -
 - a. Help groups to assigned court.
 - b. Overseeing court activities.
 - c. Assisting players having difficulty.
 - d. Covering for staff during bathroom breaks.
 - e. Assisting in Site opening and shutdown.
 - f. Assistant Coach to White & Blue teams.

HANDLING PROBLEMS - Problems such as complaints should be handled in the following manner:

Site Assistant (SA) directs problem and/or issue to the ASD .

The ASD must relay all problems and/or issues to the Site Director immediately.

The Site Director will determine the best course of action.

The Site Director is the only person to deal directly with parents and issues involving policy and the Executive Office. The SD may ask the ASD to relay a message to a parent if he is busy. No ASD may guess or surmise with regard to any issue. Any doubt about responsibility should be addressed to the Site Director immediately. It is OK to follow up to make sure any issue or problem has been resolved. The Site Director has the final say in all matters of policy and programming. Any action working against Site Director policy will be deem as insubordination and will be addressed by the Executive Director.

Assistant Site Director

RESPONSIBILITIES & PROCEDURES

SCJTL Summer Tennis League

ASD's may aid the Site Director in the following duties:

1. Attendance:

A. Please be sure to mark players in by slashing the date. If it shows no date players are not supposed to be there. Write in date if there are any changes and let me know about it.

2. On site registration:

A. Use Brochure & registration forms for walk-in sign ups.

B. Check registration form.

C. Be sure all the information is completed.

Place it in envelope with payment. Have parent keep brochure and mark paid when payment received. Indicate cash or check.

3. Distributing shirts and materials to players:

Check box off when giving out shirts. Only give out to those who have pre-registered. The rest will be given by the start of the following week.

4. Supervise and help with games and activities.

This also includes conducting on court instruction and games as needed.

5. Enter information in the Activity Log: Recording all players' activities. Use this information to group teams for the intersite matches. If sending a team to another site, designate a player you know is definitely going to bring a roster to the home SD.

6. Post and take down Banner: Take down at end of day, fold up for storage.

7. Get Materials to SA's: Clip boards, pens first aid kits etc.

8. Help SD with staff meeting: get to know your part and what is expected of the SA's.

Good luck!

Joe Arias

Executive Director

White Division General Outline

Objective:

Get the kids to have fun and develop a further interest in tennis in the future. Get them interact with each other and make friends. Give them a solid understanding of the rules and foundation of tennis as well as some ideas about strategy and tactics.

Break down of activities:

Balls: Red, Orange, Yellow

(10 min) **Open Rally**

While the staff is waiting for everyone to show up, allow the players who arrive early to do short court mini tennis rallies with a partner or group.

(10 min) **Team meeting**

Talk about the plan for the day and the specific things you want to accomplish. Get the kids excited about competing.

(10 min) **Rally Practice Routine**

Allow the kids to rally with a partner in the following formats:

- Mini tennis
- Midcourt
- Full Court
- One player volleying (switch)
- Both players volleying

(10 min) **Serve and return practice**

(40 min) **Up and Down Games**

Designate one end of the courts to be the high end and one to be the low end. Explain the rules and boundaries for each game and allow the players to keep track and manage their own games and points. Ask the players to play up until a certain number of points (7 or 11) and when one court finished all of the courts should stop play. At that time the player or team with more points should move toward the high end and the player or team with less points should move towards the low end. If there is a tie, a racket spin-off should decide it.

(5 min) **Team Meeting**

Talk about the positive things you saw and mention a few small things that the group as a whole needs to improve on. Encourage them to keep working hard and then send them back out for match play.

(30 min) **Match Play and Game Play**

Formats: singles, doubles, team singles, alternative shots, tiebreak tournament, doubles tournament etc.

Top 10 Games: Tag Team Singles - All Position Doubles - Ruler of the Court Singles/Doubles - Triples - Deep Desperation - Wipe Out

(10 min) **Closing**

Get the kids excited about what they did well; make them excited to come back for the next class. Promote the other SCJTL programs and encourage them to keep playing more.

Blue Division General Outline

Objective:

Get the kids to have fun and develop a further interest in tennis in the future. Get them interact with each other and make friends. Give them a solid understanding of the rules and foundation of tennis as well as some ideas about strategy and tactics.

Break down of activities:

Balls: Orange, Green, Yellow

(10 min) **Open Rally**

While the staff is waiting for everyone to show up, allow the players who arrive early to do short court mini tennis rallies with a partner or group.

(10 min) **Team meeting**

Talk about the plan for the day and the specific things you want to accomplish. Get the kids excited about competing. Go over some basic tactics for the day and give them some ideas about how to win points.

(10 min) **Rally Practice Routine**

Allow the kids to rally with a partner in the following formats:

- Mini tennis
- Midcourt
- Full Court
- One player volleying (switch)
- Both players volleying

(10 min) **Serve and return practice**

(40 min) **Up and Down Games**

Designate one end of the courts to be the high end and one to be the low end. Explain the rules and boundaries for each game and allow the players to keep track and manage their own games and points. Ask the players to play up until a certain number of points (7 or 11) and when one court finished all of the courts should stop play. At that time the player or team with more points should move toward the high end and the player or team with less points should move towards the low end. If there is a tie, a racket spin-off should decide it.

(5 min) **Team Meeting**

Talk about the positive things you saw and mention a few small things that the group as a whole needs to improve on. Encourage them to keep working hard and then send them back out for match play.

(30 min) **Match Play and Game Play**

Formats: singles, doubles, team singles, alternative shots, tiebreak tournament, doubles tournament etc.

*** Every two weeks have a site singles and or doubles tournament. You can do it tournament style or round robin style. 10 point tiebreakers work well for round robin, first to 4 game mini-sets work well for tournament style.

Top 10 Games: Tag Team Singles - All Position Doubles - Ruler of the Court Singles/Doubles - Triples - Deep Desperation - Wipe Out

(10 min) **Closing**

Get the kids excited about what they did well; make them excited to come back for the next class.

Promote the other SCJTL programs and encourage them to keep playing more.

WHITE & BLUE DIVISION RALLY PRACTICE ROUTINE.

Players are randomly mixed up on all the courts to start and all played in with each other.

5 minute rotations where the player who was ahead moved up towards the top 2 courts and the player who lost moved down.

Rotations vary every 5 minutes. Sometimes they were duplicated

If there was a tie, the players spun a racket to see who moved up and down.

Rotations:

Split the court down the center line so that 2 separate 'matches' were being played on each court (lengthwise):

Mini tennis without volleys only the service box is good

Mini tennis with the doubles alleys too but only in front of the service line

Mini tennis with volleys (both players start behind the service line)

Mini tennis with volleys but you can only volley up (open the face of the racket)

Full court tennis without doubles alleys (No Volleys / Volleys)

Full Court tennis with doubles alleys (No Volleys / Volleys)

Full court tennis, players must alternate serve and serve overhand into the court

Full court tennis, players must alternate serve into the service box only (no doubles alleys on the serve"

Taps- full court, player must not directly return the ball but stop it with the racket and then return it

Volleyball- player must do a 'self pass' and return the ball without a bounce between the tap and the stroke

Switch to full court:

Players on top half of each court play one point with entire singles court (no serve / serve)

Then the players on the bottom half play out a point and the alternating continues until time is up

Playoffs for medals every 2 weeks:

After the last rotation the 4 players who finished in the highest positions in blue were placed into a semi-final bracket (player finishing the highest played 4th highest and 2 played 3rd highest)

Format is a 10 point college (first to 10) tiebreak set win by 2 with alternating serves to correct boxes

Winners of the semifinal played the finals for 1st and 2nd place in each division and the losers of the semifinals played each other for 3rd place

TOP 10 GAMES EVERY COACH SHOULD KNOW

The USTA's Top 10 Games Every Coach Should Know. are ideal for all coaches and instructors who conduct team practices and group lessons for beginning, intermediate, and advanced players.

All of these games and activities have the following benefits:

- 1) They handle a minimum of 4-8 players per court
- 2) Each can be operated by the coach or the students
- 3) They are adaptable to various skill levels and
- 4) You can integrate technical and tactical issues.

By using these games in your practices, players will have fun while honing their skills and tactics. And having fun means greater retention for all players in your program.

As your players continue gaining experience, you can add variations to these games to work on different skills.

SINGLES GAMES

1. One Ball Live
2. Tag Team Singles
3. Champion (Ruler/King/Queen) of the Court Singles
4. Champs and Chumps

DOUBLES GAMES

1. Team Doubles
2. All Position Doubles
3. Champion (Ruler/King/Queen) of the Court Doubles

FUN GROUP GAMES—SUPERSIZED

1. Triples
2. Deep Desperation
3. Wipe Out

Complete description and demonstration are available in the USTA RCW Learn to Rally & Play manual and Top 10 Games CD.