

ARIAS TENNIS

CORPORATION

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President/ SCJTL Executive Director



Summer Tennis League

Staff Manual



Site Assistant

RESPONSIBILITIES & PROCEDURES **SCJTL** Summer League

Welcome to the Suffolk County Junior Tennis league staff. SCJTL is the leading organization in Long Island recreational competition tennis.

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

The Site Assistant position is based on understanding and cooperation between you the Assistant Site Director 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 close up role model to the players and the way you conduct yourself will be observed.

Your diligence in expediting your duties will make the Site Director's 's duties more effective. Your job is to perform duties assigned to you by the Site Director. 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. Site Assistant (SA) job description: Implements court operations:

- a. QuickStart progressions and instruction
- b. Games
- c. Red Division court coach
- d. Manages court group or "team"
- e. Assists in Site shutdown.

B. Responsibilities on site

- 1. Follow drill and game program in a prompt and organized manner as possible.
- 2. Keep players in group engaged in court activities. Encouraged participation in all activities.
- 3. Promote playing tennis among friends and meeting new players.
- 4. Wear appropriate attire wear your SCJTL shirt at all times. Please keep it clean.

STAFF ISSUES:

- **a. Getting paid:** Staff will be paid every 2 weeks. Final check will be sent within 5 days of last day of the program. All pay is made by Direct Deposit. You will receive a statement from SD.
- **b. Reporting for work:** All staff should report to work 10 minutes before start. Report to Site Director and go immediately to your responsibilities. Occasional *(once or twice)* lateness due to extenuating circumstances is understood. If late plan on staying extra and help out to make up for it. Frequent *(two or more)* lateness will not be tolerated.
- **c. Scheduling:** each staff will be scheduled according to program involvement. You may be asked to participate in extra programs should they arise. Not everyone will be asked to participate in the Challenges. Should management decide a reduced staff will be sufficient for Challenges you will be told whether or not you will be needed.
- **d. Time off:** Plain and simple, *there is none*. If you have made plans to be off already please tell management immediately. Your position will be re-evaluated. We appreciate honesty more than anything so be up front about this issue.
- **e. Make-ups:** Make-up day is either Friday or extended sessions. This is determined by the Site Director. All staff is expected to attend every make-up. Rain cancellations during session will be made up using the following formula: Green Division: rain before 30 minutes, All Others: rain before 45 minutes
- **f. Equipment responsibility:** If you are issued a ball hopper full of tennis balls. Your are responsible for the condition of the hopper and returning it on your last day in the program. *Failure to do so will result in a \$40 ball hopper charge deducted from your last pay.*

Report damage immediately to the ASD. The damaged hopper may be replaced. If it is determine the hopper has been abused you will be charged for the new one.

HANDLING PROBLEMS:

Problems should be handled in the following manner:

- Site Assistant directs problem and/or issue to the Assistant Site Director. If encountering a
 problem of a small nature and you resolve it immediately, let the SD or ASD know of it as
 soon as possible.
- Assistant Site Directors 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.
- No Site Assistant may guess or surmise with regard to any issue. Any doubt about responsibility should be addressed to the Asst. 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.

Any issue or complaints involving an Assistant Site Director, Site Director and staff relations may be addressed to the Executive Director by calling the Executive Office.

TEACHING AND SUPERVISION:

a. Description and differences of both:

1. Teaching is time spent on developing skills. SCJTL uses the QuickStart Tennis format to help kids learn tennis by playing. You may show a player how to do something. Be brief and simple about it. This approach is best for everyone.

b. Techniques:

- 1. Philosophy- Everyone has a different way of approaching this game. Many have been taught "styles" which may be different than yours. *Do not conflict with that style*. You may discuss difference but it would be irresponsible to insist on the differences since it takes time to do this and may confuse the player. *Do not criticize a player's teaching pro to the player or parent. This against SCJTL policy.* You may discuss this issue with the Site Director or Assistant when time permits. Different tactics or strategy can always be discussed. Suggest watching tennis on TV of going to pro matches to everyone so they can learn from watching. This is the best advice.
 - 2. Follow the site format every day.
 - 3. Court Management and Safety:
 - a. Be sure players do not run into each other.
- b. WATCH FOR BALLS ON THE PLAYING COURT. Stop activities to clear any balls that may be stepped on. Have players do it. Be clear in explaining what you expect from the drill and how the players should move.
- c. If a player is having trouble call for the Asst. Site Director nearest you and they will help the player. "ALWAYS" be positive and encouraging. The truth is that everyone eventually "gets it". It's all proportional to how much time they spend.
- 3. There may be activities that require you to feed balls to your team. The manner in which you feed balls will often determine the success of the activity/ Practice holding 3 or 4 balls in your non-dominant hand and "drop hitting" 1 at a time to targets.

Remember these key points:

A. Timing: students should have adequate time to get each ball, but the activity should never lag.

- B. Ball management: have students pick up balls after the game is over. Have a challenge to see who picks up the most amount of balls.
 - C. Place the hopper next to and slightly behind your non-dominant side.
- D. Use low friendly underhand feed so player can hit the ball. Call out when to swing if it helps.
- E. If a player is having difficulty hitting a ball, try to "very briefly" help. Call for the ASD to help the player (s). You job is to keep the group moving.

SITE PROCEDURE:

- 1. Report to Staff meeting. (10 minutes early) and receive updates and instruction for day.
 - A. Wear your SCJTL shirt. Tennis shoes must be worn at all times.
 - B. Have your racquet with you (do not let it out of your sight).
- C. Remember, you and the way you act will be observed by players and parents. Keep this in mind the entire time you are at the Site.
 - D. Smile, smile, smile!
- **2. QuickStart court set up.** Put up caution tape noting the different heights for Green and Red Divisions.
- **3.** Welcome your "team" (high five's). Ask, how many have practiced with a friend? Give recognition to those who have and encourage those who didn't. (Do not lecture or criticize those who didn't)
- 4. Warm up routine.
- **5.** Instant Rally Progressions: Groundstrokes, volley, and serve/ return.
- 6. Game time:
 - A. Go over game rules and procedures:
 - 1. Games instruction and rules.
 - 2. Behavior during game.
 - 3. Team sportsmanship announce scores, encourage team mates, high five's.
 - B. Play game.
 - C. Review game. Compliment on Sportsmanship
- **8.** End session with review, reminders of upcoming activities, announcements and High fives.
- **9.** Remind team: Remember practice with a friend!
- **10.** Site Management:
 - a. Take down and store caution tape.
 - b. Be sure all balls are picked up and no garbage is left on or around your court.
- **11.** Report to Staff meeting. Report anything remotely important good or bad about the day's group.

SITE GAMES:

Green & Red:

We are using the Games based approach. This will get the kids going right away and may offer a more creative way to instruct without teaching. Site games:

- 1. Tag Team Singles convert to Pass the Racquet.
- 2. Compass tennis challenge
- 3. Junior Team Tennis- be sure players play singles and doubles positions. Choose Team Co-Captians for next sessions. Be sure everyone gets a chance.
- 4. Large group games:
 - a. Triples
 - b. Wipe out (Adv, Red.)

Good luck everyone!

Joe Arias

Executive Director

Green Division General Outline

Objective:

Get the kids to have fun and develop a further interest in tennis in the future. Get them to interact with each other and handle as much as they can on their own through communication skills. Very basic instruction and guidance should be incorporated in to each session.

Break down of activities:

It is best to keep the kids constantly doing different activities in order to keep things fun, maintain their interest and attention and incorporate as many tennis skills as possible. Each activity should last no more than 5 minutes to make sure things keep moving along at a good pace.

Court: 27 foot

Ball: Foam or Red Ball

(5 min) Place kids into groups and introduce today's topic

(5 min) Warm-up Activities: choose 1or 2

Follow the leader (light job)

Indian run

Simon says (ball warm-up)

Relay Race

(5 min) Racket Skills:

Walk the dog (use racket to move ball along the court)

Balance ball on racket

Bump ups

Bump downs

(5 min) Rally skills:

Pass back and forth with a partner

Triangle rally (same but with 3 players)

(5 min) Movement skills

Side steps

Back-pedaling

Kick butts

(5 min) Ready Position and Split Step

Stroke development: (Most kids are visual. Less talk - more demonstrating.)

(5 min) Shadow Swing:

Forehand

Backhand

(5 min) Catch and throw

(5 min) Serve

Return serve

(5 min) Volley

Games:

(5 min) Hockey Tennis (hit the ball back and forth earning 100 points every two shots)

(5 min) Rally Ball

Red Division General Outline

Objective:

Get the kids to have fun and develop a further interest in tennis in the future. Get them to interact with each other in small teams and establish communication skills as well as rally skills.

Break down of activities:

(10 min) Team Meeting

Bring everyone together and discuss the outline for the day, get the kids excited about playing and answer any questions the kids may have about things. Go over safety rules, Etiquette and basic instructions every class. You may want to build on the previous class or discuss another topic.

(10 min) Open Rally

Allow the players to partner up on their own and begin rallying back and forth across the 36' courts in order to allow the site director to get an estimate for the numbers and talk to the staff. The staff should spread out and monitor the warm up but also engage and talk to the kids.

(10 min) Assign kids to teams

6 player teams are the best and always get those teams set up first. Teams of 5, 7 and 8 are also good. Have the kids sit with their teams and come up with a team name for the day. Place a staff member in charge of each team to help them along.

(20 min) Skill Development

The staff should run through the instant rally, volley, and serve/return progressions with the kids and get them warmed up, excited and having fun. They should reinforce safety rules and encourage the team to communicate with one another. Follow Site Director stroke instruction for additional training.

(1 hour) Team Matches

This is where there is a lot of room for change. Try different formats including: singles, doubles, volleyball tennis, serve and volley tennis, alternating shots, alternating points, tie breakers, 2-3 games, etc.

Make sure the coaches keep track of their teams scores throughout the matches

Site director should rotate the teams so that they are constantly playing against different players.

Make sure they staff is situated between the courts and walking around to monitor and help the kids play.

Encourage the kids to ask questions

(10 min) Team Meeting

Announce the total team score and acknowledge the team that had the most points. Compliment the kids and get them excited about coming back! Address any questions of strategy the kids could benefit from.

SCJTL activities and games:

Green and Red Divisions:

Almost any game played, having entertainment and skill development value is acceptable. Refer to the games below or ask your Site Director for ideas and instructions Please remember to share your ideas with fellow staff members.

The Game-Based Approach:

- 1. Pick a game
- 2. Explain the game
- 3. Play the game
- 4. Call everyone to the net
 - a. Touch net with racquet or hand
- 5. Review the game
 - a. Goals
- 6. Teach the stroke
- 7. Replay the game

Games

- 1. **Alley Rally** This game is played in pairs and requires 3 balls per pair. Place 2 balls approximately 4 ft. apart on the court. Each player stands next to a ball and faces his or her partner. The 3rd ball is put into play gently with a bounce-hit. The object is to hit partner's ball. Key cues: "bump", "tap", or "just touch" the ball. Rules: No spiking or hitting down. The first shot (serve) does not count.
- **2. Rumble tennis** Players line up on opposite sides of the net. The first player puts the ball in play (or feed the first ball to the first player's forehand). After each player hits the ball, he or she runs to the right to the back of the line. This game can be cooperative and competitive.
- 3. Target practice The court is divided into target areas with point values. Easier shots (service boxes) are worth fewer points. Use areas of the court ex: service boxes, backcourt, alleys. Points can be scored as individual or as a team.
- **4. Cats & Rats** Arrange players into 2 teams. One team is the cats, the other is the rats. Each cat pairs with a rat. Have each pair stand about 6 feet apart. When the SA calls "Cats", the cats try to catch the rats, which can only run in a straight line toward the side fence. After a few steps, the SA call "Rats" and that group become the pursuers. If done properly, both players can change directions several times before being caught.
- **5. Drop & Hit-** Have the players concentrate on hitting the ball to designated target areas. The players must hit a good shot to each area before aiming at a different target. Both forehands and backhands are executed this way.
- **6. Control** To teach players the importance of racquet control and point of contact, have then intentionally drop-hit 5 balls into the net, 5 balls over the net(any place within reason), 5 balls high in the air, 5 balls crosscourt, and 5 balls straight ahead.
- **7. Mini-Tennis** Only the short part of the court is utilized during this game. The service line the used in place of the baseline. All other standard rules of tennis apply. Alleys are out. The ball is put in play with an underhand serve; servers are given either one or two serve chances. All shots must be allowed to bounce before they are returned.

Warm Up Activities

Dynamic warm-up progression

- _ Jog in place while juggling ball from right hand to left hand
- _ Slow jog and fast juggle
- _ Fast feet and slow juggle
- _ Regular jog and regular juggle
- Skip and regular juggle
- _ High knees and regular juggle
- Heel kicks and regular juggle
- _ Pass ball under left leg 3x
- _ Pass ball under right leg 3x
- Pass ball around waist 3x, reverse direction
- _ Pass ball around knees 3x, reverse direction
- _ Pass ball around neck 3x, reverse direction
- _ Toss ball straight into air with a leap and catch
- _ Dribble ball from right to left hand
- _ Dribble ball through the group
- _ Change partners (toe to toe)
- _ Toss one ball with partner while shuffling through the group
- Bounce pass one ball with partner while shuffling through group
- _ Change partners (toe to toe), continue with partner ball tossing and catching . . .

Partner ball tossing and catching

- Roll the ball to partner, 1 ball, 2 balls at same time
- One player rolls, one player underhand tosses
- One player underhand tosses, one player bounce passes
- One player tosses two balls stacked side by side (overhand toss) to partner
- o Track and catch off one bounce
- o Track and catch of two bounces
- One player tosses two balls stacked on top of each other (overhand toss) to partner
- o Track and catch off one bounce
- o Track and catch of two bounces
- Turn and catch: Tosser calls out name of catcher who turns, reacts and catches the ball/s
- o Track and catch off one bounce
- o Track and catch of two bounces

Catchers should be in ready position ready to catch the ball with fingers up; Tosser should step forward (opposition) for each toss.

Ready Position, Movement, and Balance

- Racquet Quickness Singles: Stand the racket on the end of its frame with the grip pointing up. Hold the racket up with your hand. Very quickly, let go, take a step back and then forward to catch the racket before it falls to the ground
- Partners: This time you try to catch your partner's racket but instead of taking a step back then forward you only move forward. Start off close but every time both partners make a successful catch, take a step farther away from each other. It both partners were not successful move in a step closer.
- Groups: Same thing as partners but you work with a group in a circle. Catch the person's racket

INSTANT RALLY PROGRESSION

OBJECTIVE: To give players the skills to rally cooperatively with one another instantly. Students will be taken through a fun progression that will improve their ability to rally by controlling height, distance, and direction of the ball as well as help them track the ball and move into the appropriate position. By teaching players how to rally successfully, we enable them to experience the game of tennis!

1. Groundstrokes: Forehand (and Backhand) Rally Progression with foam balls or low-compression balls Use clear visual demonstrations for each progression.

Racquet handling skills - Ups (palm up). Self-rally by hitting the ball head-high and letting it bounce on the court.

Self-Rally on Target: Self-rally by hitting the ball head-high and letting it bounce on the court, trying to land it on a flat target or line. Players should practice rallying the ball palm up.

Partner Rally on Target: Two players rally the ball ("eye high") trying to land it on a shared target. Partner Rally over a Line: Standing a few steps apart, players rally the ball ("eye high") over a line. Targets can be placed in front of each player to help with placement.

Partner Rally over a Net: Forehand Rally. Players match up racquets on the forehand side and take two steps back before attempting to rally. Matching up racquets helps get the player sideways to the target with the racquet face in the proper position to make contact. Players should take one step back for each successful 4-ball rally.

2. Volley: Volley progression

Volley catch:

partner tosses ball underhand to catch eye height Step with opposite foot and catch

Use racquet over line or net to bump back to partner

3. Serve: Rally Progression with Serve and Return (partners or teams):

Conduct a brief visual demonstration of a simple toss, tap, and follow through and a controlled return of serve Proceed with the following progressions

Throwing & catching (Players alternate throwing overhand to each other and catching the ball)

Service toss and catch (Players stand sideways to the net, toss the ball straight in the air and try and catch the ball with their extended arm)

Toss, tap, and freeze (Players toss the ball to the height of the outstretched racquet, touch the ball gently, and freeze at impact—arm should be fully stretched out)

Toss, tap, follow through; Returner traps ball from server (Server taps ball to returner. Returner adjusts to the ball and traps it on the racquet strings). _ off one bounce _ off two bounces.

Serving and returning (set up distance and direction targets)—players take turns serving and returning to each other, first trapping the return and progressing to a continuous rally

Serve and trap - serve, return, trap - serve, return, rally

COACHING CLUES AND CUES

Rally Situations:

Off the bounce (ground strokes)

Out of the air (volleys)

Initiating the point (serves and returns)

Ball Controls: Height, Distance, Direction, Speed, Spin

Technical (Sending) Cues:

- · Shake hands grip
- Side to target
- Point of contact near front foot (waist high); for volleys, racquet head should be pointed up
- Allow for range of acceptability (grips, stance)

P.A.S. principles: (path of swing; angle of racquet face at impact, and speed of swing affects ability to control height, distance, and direction)

Practice Outline

- Fun Warm-up (movement, tracking and rallying activities)
- Theme of the day (based on observing players in point play)
- Playing situation (to reinforce theme)
- Fun Wrap-Up (large group activity)

Modifications for less skilled players:

- shorten distance of playing area
- slow the ball down make it lighter (e.g. balloons)
- bounce the ball rallies (4 square)

Skill Developers/Rally Reinforcers

Improve tracking, movement, and ball control with a racquet:

- Allow multiple bounces or require multiple bounces to facilitate tracking skills.
- To improve timing when receiving the ball, have players call out "bounce-hit." "Bounce" is called out when the ball hits the ground, and "hit" when the ball is struck with the racquet.
- Toss-hit-catch: One player tosses the ball underhand and the other player hits it under control back to the tosser, who catches it.
- **Self feed and trap**: Players take turns drop-hitting the ball to each other and trapping the ball on their strings off the bounce.
- Self feed-hit-trap: Player A bounce hits the ball to Player B. Player B hits the ball back to Player A. Player A traps the ball on the strings off the bounce and repeats the sequence.
- **Juggle Rally**: Players hit a ball to each other. If a player isn't in good position to hit the ball, she can hit it up to herself (juggle) and then hit it to her partner. Each player can juggle the ball as many times as needed until they are in position to return it to their partner.
- Lobster Trap: Players find a partner. Player A holds one racquet in each hand ("lobster claws"). Player B tosses the ball to Player A, who traps it between the strings of both racquets. Player A then lets the ball drop and hits it back to Player B.
- Team Rallies (another option for handling large groups)
 Players hit a shot and quickly rotate behind their team (see diagram below)
 Set up distance and direction targets with spots or throw-down lines and award bonus points when targets are hit during play.

Green Division Red Division (2 hour session) • 1. Team Welcome (2 min). 1 hour session 2. Warm up (10 min) 1. Team Welcome (2 min). a. Movement (1. ____2. ___) b. Ball Handling (1. ____2. ___) c. Partner (1. ____2. ____3. ___) d. Racquet (1. ____2. ____3. ___) 2. Warm up (5 min) a. Movement (1.___) b. Ball Handling (1. 2. c. Partner (1.___2.___) d. Racquet (1.___2.___) 3. Skill Builder Progression (40min.) a. Ground Strokes 3. Skill Builder Progression (15 min.) b. Serve (Drop Hit - Serve) a. Ground Strokes c. Volley b. Serve (Drop Hit) d. Game Play (Singles - Doubles rules, strategy) c. Tracking / Rally 4. Games (30 min.) 4. Games (60 min.) a. Singles a. _____ b. Doubles c. Team 5. Wrap up - High Fives (3 min.) d. Large Group 5. Wrap up - High Fives (3 min.) 6. Staff Review Meeting - (5 min.) 6. Staff Review Meeting - (5 min.)

QuickStart Tennis Format

QuickStart Tennis is the latest match play development format.

Match play takes place on a scaled down court.

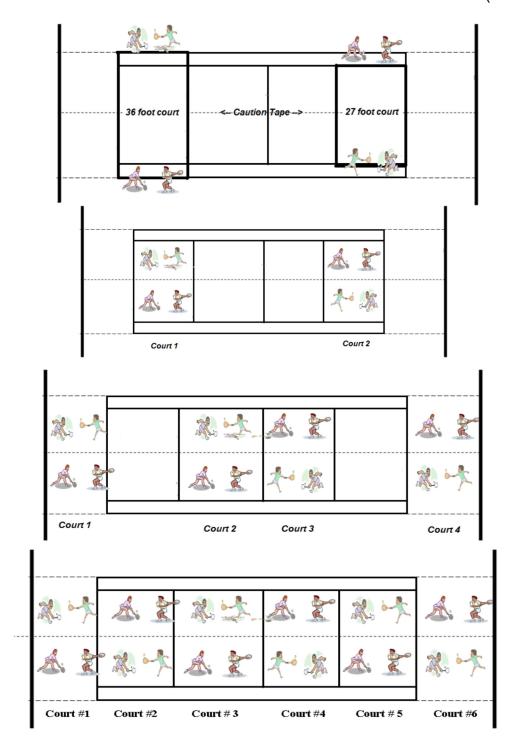
Players play across the court over caution tape using trainer balls in order to promote more rallies.

Court sizes:

27 ft: Baseline = singles line - Green Division (*Team 27*)

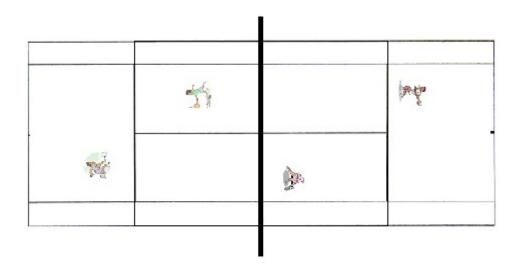
36 ft: Baseline = doubles line. - Red Division (*Team 36*)

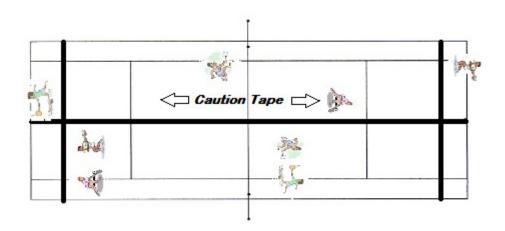
60 ft: Mid court with serves to service boxes. - Adv. Red Division (*Team 60*)



QuickStart Tennis Format

Advanced Red QST Court layout:
42 ft: Service Boxes = singles line or Doubles (Mini-Tennis)
60 ft: Mid court with serves to service boxes. - Adv. Red Division (*Team 60*)

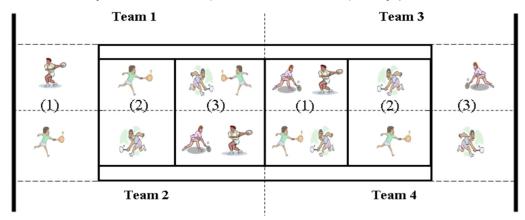




QuickStart Tennis Match Formats

Team Tennis

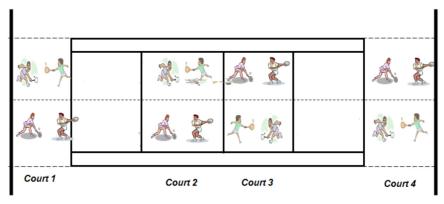
Players play 36ft singles and doubles against opposing team. Teams win by matches won (as in school tennis) or by point accumulation.



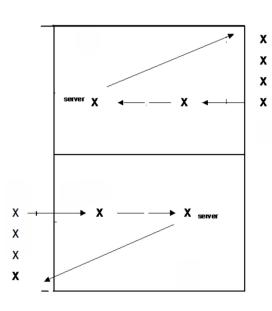
Top Court

Teams play time matches. Singles or doubles.

Winning teams at the end of time move up and split. Losing team move down and split. Winners on top court stay on court and split. Bottom court losers stay and split.



Team 36 Rally Ball
Teams play one point and shift.
Can use 2 courts (one on each side
of net) at a time.



PHONE NUMBERS AND ADDRESS

SCJTL Program line

(Call this to avoid busy signal):

631/**590-5019**

Arias Tennis Corp. Exec. Office:

631-360-8047

www.ariastennis.com

Suffolk County Tennis & Education Foundation Inc. 631-360-8047 www.sctef.org

Staff Resources

www.ariastennis.com/sl_staff.html

Important information:

Program Line:

631/590-5019

Please use this number for a calling purposes. System can accommodate multiple calls without busy signals.

Daily Updates & Announcements: Call 631-590-5019

Website: www.sjtl.org Click: "Announcements"

Rain cancellations

All cancellations will be determined by 2:30 PM of that day.

Call 631-590-5019 "only" for weather updates. All staff must report to site unless program is "officially" cancelled.

Rain make-up will be scheduled by the Site Director.

Make-ups may be made by add-ons to sessions or on Fridays.

All staff must attend make-ups.

Staff attire:

session.

All staff must wear staff shirts.

Shirts are distributed at the staff initiation meeting. Additional shirts are available for purchase for \$9.00.

Tennis shoes must be worn at all times during

FOUNDER EXECITIVE DIRECTOR

Joe Arias

ADMINISTRATOR

Donna Arias

SUFFOLK COUNTY JUNIOR TENNIS LEAGUE
2011
PROGRAM SCHEDULE

2011 SUMMER TENNIS LEAGUE

July 11 through August 18, 2011

CHALLENGE WEEK!

Challenges will be played at Mt. Sinai Middle School Tennis Courts.
All other sites are closed on that day!

August 17

Green Challenge: 4:30 to 5:30 Red Challenge: 5:30 to 7:30 PM

August 12

White Challenge 4 PM to 6 PM Blue Challenge 6 PM to 8 PM

2011 Competition Squad

Tennis Team Training Program
Saturdays
June 18 to August 13
9:00 AM to 12 Noon
Northport HS
Mt. Sinai HS
East Islip HS

2011 SCJTL Tennis Team Camps

Weekly sessions (Mon. thru Th.)
August 15 thru August 19
9:00 AM to 12 Noon
Mt. Sinai HS
East Islip MS

33 Sheppard Lane Smithtown, NY 11787



Executive Office/Fax: 631-360-8047 Program Line: 631-590-5019

Founded in 1996.

Professional organization and management of tennis services and programs.

President/ SCJTL Founder and Executive Director: Joe Arias



RECREATIONAL, COMPETITIVE & PLAYER DEVELOPMENT JUNIOR TENNIS PROGRAMS:



SCJTL Mt. Sinai Northport Port Jefferson

Hauppauge Riverhead Mercy HS East Islip







