



## **JUNIOR LEAGUE (PENNANTS)**

### **PARENT HANDBOOK**



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# 1. Introduction

Boys and Girls can enjoy playing a high standard of competitive tennis on a consistent basis in an age-based team environment against other clubs in the Perth metro area. Our juniors participate in the Tennis West Tennis League program which offers a range of divisions and competitive playing standards for all age groups.

The competition is usually run for 10 weeks (not including summer or winter school holiday breaks) and is played on a 'Home and Away' basis. The older kids usually play the standard tennis rules (6 games / set) while the younger players usually play Fast4 rules. The number of sets depend on format and age. Each team is placed into a division in a group based on their skills/tennis rating. A round robin format is played where the each team plays each other in their group at least once.

The games are played on a Sunday morning, typically starting at 8.30am or 9am (depending if summer or winter). After the 10 weeks there is a final series where the top groups play each other in semi finals and then the winners from the semis will play in the Grand Final for a medal. There is no prize for runner up.

This handbook will explain in detail how the Junior League works and help Parents understand their role to ensure the kids are having fun while playing in a competitive environment.

For any further queries please contact  
Mt Lawley TC Junior Development Director [juniors@mtlawleytennis.com.au](mailto:juniors@mtlawleytennis.com.au)

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## 2. Parent Team Manager Role

Each team must have a parent 'team manager' (typically a parent/guardian of one of the players). Tennis West heavily relies on the team managers to ensure the games are run smoothly. The team manager is typically selected during the formation of teams by the Junior Development Team. The team manager duties/responsibilities are as follows:

### **Communication:**

Once a team has been formed by the club, an initial email will be sent out to all the team members advising who the team manager is. The major role of the team manager is to be the primary contact for the team between all parents of players in the team and the club. Typically a WhatsApp group will be set-up for all communication. The team can also invite Junior Coordinator and/or Junior Director to the WhatsApp group if they wish.

### **Creating a roster:**

The team manager is required to create a roster (either using excel / word) advising all team members when they will be playing or rostered off. When creating the roster it is important to be as fair as possible to allow all players play same number of matches and not show any favoritism to their own child. If it is observed that favoritism has been shown the team manager will be put on notice and may be asked to be replaced by another team manager. An example of a roster template can be provided by the Junior Development Team if required.

### **Morning Tea:**

For home games it is expected the home team to provide morning tea after the matches for both teams. The club facilities are available to be used, including fridge, freezer, oven, microwave and kitchen utensils. Please remember to wash all dishes, sweep the floors and wipe down the table in the clubhouse inside and outside once the kids have finished eating. It is up to the team manager to discuss with the team how morning tea is to be arranged. Some teams decide to share among all parents to bring something in (for eg, one parent brings savoury, one parent brings fruits, one parent brings juice boxes and one parent brings sweets). Alternatively the team can decide to have one parent to supply all morning tea and share this role across the season for all home games.

### **Selection of Process for Finals:**

This is an important decision to make if the team makes finals to avoid any conflicts on the day. A decision will have to be made as to whether the team plays their strongest players or if all players will play, meaning some players will play singles only and some will play doubles only but everyone gets to play a match. There is no right or wrong decision however the Junior Development Team can assist if required to avoid any disagreements between the team parents/juniors.

### **Team Order of Play:**

When arriving at the venue the team manager will need to complete a score sheet for their team only with the playing order (either home or away). On the score sheet the players' names will appear at the bottom of page with a singles and doubles rating next to their name. The player with the highest UTR must play at number 1 singles position. It is important to make sure players play in the correct order based on their rating regardless if the team manager thinks the order is correct or not. If the team manager (or another parent) changes the order the other team can lodge a dispute and all matches where players play out of order will be forfeited. If there are any concerns or unsure please reach out to Junior Coordinator or Junior Director to avoid forfeiting any games.

### **Typical Day of Play for the Team Manager:**

Note:

- The team manager must stay for the entire duration of the morning.
- The team manager is not responsible for transport to away matches.
- The team manager is not a babysitter. Parents should not drop-off kids to the team managers expecting they will be looked after.

### Prior to the Match:

Contact/message team mid-week leading up to the match. The message should include:

- where the team is playing (home or away);
- if away which tennis club;
- what time to meet (typically 30min before start time);
- roster for morning tea if playing at home.

If a player is not able to play the team manager must advise the Junior Co-ordinator as soon as possible so a reserve can be found to fill in.

### On arrival on Game Day:

#### **Home matches:**

Collect tennis balls and scorecard with clipboard and pen from the clubhouse and check which courts the teams are playing on. Collect the scoreboard from the green storage bin. Go to courts awaiting for remainder players. In the meantime place the scoreboard on the fence. Greet the opposition team and introduce yourself as the team manager

Fill out the scorecard with the names of players and order of play (Refer to Team Order of Play for more information). Encourage all kids to have a tennis bag and water on court before play commences. Team manager should keep an eye on time and ensure play commences as per scheduled time (initial hit up should take no longer than 5 minutes)

#### **Away matches:**

When you arrive on the club check the board where your team is playing and walk over to the court to meet the players. Greet the opposition team and introduce yourself as the team manager. Fill out the scorecard with the names of players and order of play (Refer to Team Order of Play for more information).

### During the match:

No spectators or other players are to enter the play area during the match (except orange ball) - this includes parents and team managers!

No spectators or other players are to interfere with play, unless a matter of danger or injury

No spectators or other players (including parents!) are to make line calls or coach during play. If the behaviour or players/parents is inappropriate anyone can request a court supervisor to intervene (each club should have a court supervisor on premise). Any gross misbehavior should be reported to TennisWest. Please read the Etiquette section to familiarise yourself the appropriate expected behaviours during a match. After each set the scorecard can be filled in by team manager or the player.

### After the match:

Scorecard is to be completed, checked and signed by both team managers. Good idea to double check to ensure it's been completed correctly. Take a photo of the scorecard.

## Home Matches

Collect all the balls, scorecard with clipboard and pen and scoreboard. Return all items to clubhouse. Please check the court is left in same condition as you arrived and remind players to take all their belongings (water bottle/towers/bags etc).

Ensure to thank the opposition team and invite them to clubhouse for morning tea.

After the matches (can be done later in the day at the club or at home) input the scores into Match Centre. Recommendation is to get it done on the same day otherwise it can be forgotten if left until Monday or Tuesday.

## Away Matches

It is the responsibility of the home team to submit the results to Match Centre. No action required from Team Manager. Thank the opposition team and attend morning tea. It is polite to stay for morning tea and not run off after the kids have played. If you are not able to stay please inform the away team out of courtesy. If the whole team is not able to stay it is polite to message the team manager day before to let them know.

The duty of the Team Manager for the day can seem overwhelming, however after a few games it will become trivial. However if you have any questions and want to further clarify any actions and duties for team manager please reach out to Junior Development Team and they will be happy to assist over the phone or can meet in person before the matches to run through all the above steps.

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### 3. Process for Team Formation

Once you have registered your child online through the website for Junior Leagues the names are added to a list. After the cut-out registration date the Mt Lawley Junior Development Team along with Head Coach arrange a meeting to go through the list and place the names into teams. Sometime this can take up to a week to form the teams.

A lot of time, energy and consideration goes into the team formation process trying to ensure all the requests are met and kids are playing with their friends and with similar abilities/skills. Like every sport there has to be flexibility from both parents and players as the club might not be able to accommodate everyone's needs and requests. Please be accepting of the teams chosen.

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### 4. Selecting Division for Teams

Mt Lawley Junior Development Team submits the team nominations through the League Manager software providing recommendations (with consultation from the coaches) where we believe each team should sit in the divisions. However, Tennis West ultimately decides if the recommendation is accepted or not. Please accept that the team may not get in the division they initially request and that the team may be playing opposition teams that are at a different skill level. This should not discourage the teams as like every sport, each player will always play against a player that is better, similar or worse in skill level. All three options are great practice in the player's development journey. Please be accepting of the division your team has been put in.

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### 5. Etiquette

This is the most important aspect of Junior League Tennis. Tennis West are trying all different methods to reduce complaints received from parents and players where etiquette is not followed. Please remember Mount Lawley Tennis Club take this very seriously so it important to familiarise yourself with tennis etiquette. Remember each player and parent in a team is not only representing themselves but also Mount Lawley Tennis Club and any issues/complaints against the club will be investigated at all times.

Tennis West are always looking at improving tennis etiquette. For the latest etiquette information refer to their website: <https://www.tennis.com.au/learn/rules-and-scoring/etiquette>

The big takeaway – this is a kid's event. Parents should not get involved in any stage of the match (except orange ball or if there is an injury). There should be no side coaching or line calling anytime. Please request a court supervisor to intervene if the kids are not able to sort it out.

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## 6. Wet Weather/Heat Rule Policy

If rain or extreme heat is forecast for the Sunday morning both the home or away team managers can contact each other before the day (or in morning before the matches) and mutually agree to cancel or proceed with the matches. The contact details of the opposition team can be found in Match Centre or contact Junior Co-ordinator who can provide the contact details of the opposition team manager. Please note, if the team managers agree to cancel both teams split the points for the fixture. The games are not rescheduled to another day.

If contact hasn't been made by either team managers you must assume the games are to proceed and must attend. However, if one team attends and the other doesn't without any communication the team that did not attend will forfeit that fixture and lose all points.

If the teams attend and the weather changes (i.e. starts to rain or heat temp exceeds 36°C), the matches must stop and the team managers can agree to cancel remainder matches that have not been played and fill in Match Centre accordingly. If unsure, ask the court supervisor on what to do during these conditions.

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## 7. Match Centre

Match Centre is the Tennis Australia software that is used for each player portal and view matches, scores, other player profiles. Tennis Australia has provided lots of links and assistance on how to use Match Centre. Refer to video below for the quick guide:

<https://support.tennis.com.au/articles/match-centre-quick-guide/>

If you would like assistance please reach out to Junior Development Team and we can arrange a meeting at the club to go through the software.

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## 8. Final Comments

Joining a junior tennis league can be an exciting time for the junior players to experience a competitive environment within a team. Please remember this is a kid's event and the parents are there to support their kids, not to argue with other parents, kids or treat it as a Grand Slam tournament.

If you have any further questions please don't hesitate to reach out to the

Mt Lawley Junior Development Team - [juniors@mtlawleytennis.com.au](mailto:juniors@mtlawleytennis.com.au)