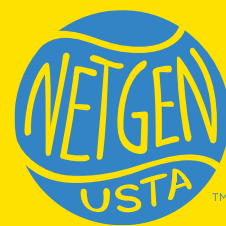# High School Tennis In-season Coaches Checklist

High School Association Requirements:

- Secure a copy of your state high school association's tennis by-laws and regular season rules
- Secure contact information for your state tennis liaison
- Obtain a copy of the USTA Rules of Tennis and Friend at Court for use at matches
- Read state tournament guide on post season play and calendar important dates
- Identify deadlines for nominating players for All-Region, All-Section, All-State etc.
- Determine entry deadlines for in-season invitational tournaments

School District Requirements:

- Create report at the start of the season
- Determine school athletic fees
- What do they cover?
- Order uniforms according to school policy
- Establish medical clearances and/or physicals
- Complete special medical emergency procedure training. Concussions, asthma (inhalers), allergies (Epi-pen), diabetic attacks, heat related illness, etc.
- Review transportation policy for away matches
- Establish attendance requirements to play in matches
- Review grade eligibility requirements
- End of season report

Season Management: Create a "handbook" for your team that allows for good communication, organization and consistency. Areas to consider:

- Player and parent contact information sheet - include emergency notifications
- Player and parent expectations
- Sportsmanship standards
- Academic expectations
- Team uniforms
- Team pictures and yearbook photos
- Match and practice guidelines/expectations
- Bus/transportation guidelines. Confirmation of match locations
- Establish method of communication during the season
- Keep first-aid kit with you at all practices and matches
- Assign a team parent to coordinate snacks and/or drinks during to season
- Develop & distribute post season play opportunities – (play days, team tennis, tournaments)
- Determine date and time of season ending party
- Assign a parent to plan
- Order any awards for season ending party
- Complete any post season paperwork required by your school

Learn more about school team tennis at **usta.com/schools**