

Dear Ball Kid / Parent,

Thank you for your interest in the CF Tennis Ball Kid Programme for the Dubai Duty Free Tennis Championships to be held at the Aviation Club from February 2018.

We are looking for Ball Kids that are hardworking, mature, can follow instruction, motivated, coordinated and can act responsibly ON and OFF court.

The information in this manual will help you understand what you will need to accomplish to be a successful Ball Kid candidate.

WHAT WILL MAKE YOU STAND OUT?

Ball Kids are a big part of the tournament. The players RELY on the Ball Kids to keep the flow of the match going. You have a unique opportunity to be on the same court as today's TOP professionals.

All candidates will need to know the contents of this manual thoroughly if they want to be successful. Expect to go through same tough training.

This year only 115 Ball Kids will be chosen - they will cover matches on 4 courts with over 150 Professionals Tennis players. You will make new friends and will have memories of a major sporting event which will remain forever.

Those who do not qualify will receive a complementary voucher for a tennis lesson at CF Tennis which will include Ball kid specific training to help achieve your success next year.

Parents, be prepared for your child to take on a special journey in the Professional Tennis World.

PARENTS

- This opportunity will not hinder your child's education - it will BROADEN it.
- Use it wisely as a motivational tool to help your child study
- Let your child do this WITH your blessing

The experience can be beneficial for all if used properly.

If your child has been selected as a captain he/she may need help/guidance from you. It is a truly responsible position and will entail all management and leadership qualities for which he/she has been selected.

Opportunities such as this do not come along very often in life. I personally had the chance (ONCE) at the age of 13 for Frew McMillan, Virginia Wade, Jimmy Connors and Ilie Nastase (giving away my age) and I still remember it vividly.

Embrace this, enjoy it and use it to everyone's advantage

Happy Training, Happy Ball kidding, Happy Parenting and Happy Christmas !!!

This is to certify that I/We have read this and the Ball kid manual and understand what is expected to become a Ball kid. After reading this please sign and give it back on the next Ball kid training.

Parents Signature

Ball kid Signature



WELCOME TO



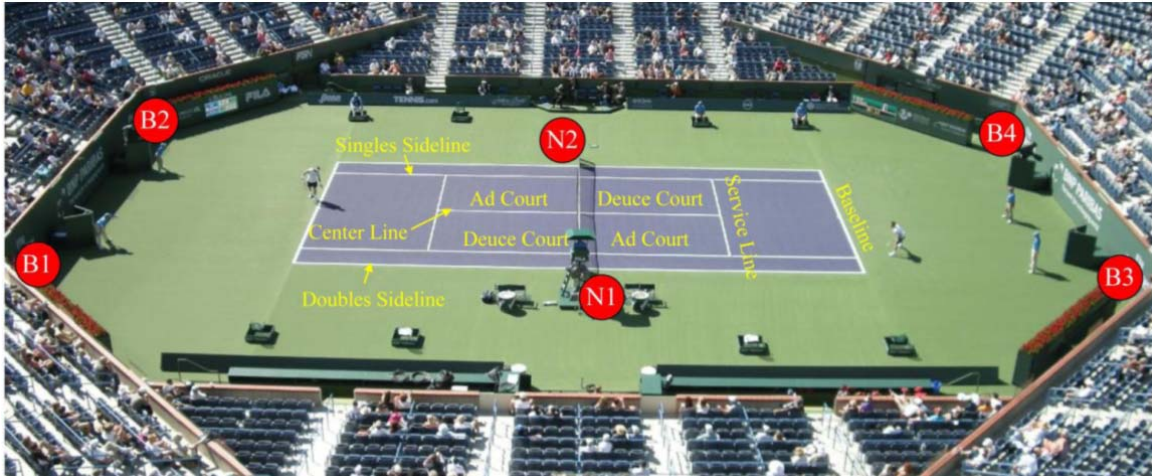
DUBAI DUTY FREE TENNIS CHAMPIONSHIP BALL KID TRAINING MANUAL 2018



FOR ALL BALL KIDS -2018

TENNIS BASICS

DEFINITIONS & TERMS YOU SHOULD KNOW



DEUCE & AD COURTS

The side to the right of centre is called "deuce" side, and the side to the left of centre is called the "ad" side. When the game is tied at 40-40, it is called "deuce", and the player serving will serve from the right side --- the "deuce" side. In the picture above, the player on the left is serving on the "ad" side. The Ball Kid positions are labelled to give you an understanding of the correct positions.

BASELINE

This is the line at the back of the court that is parallel to the net.

SIDELINE

The outside lines perpendicular to the net are the side-lines. The singles side-line are the two inner most lines on the court. Anything outside of these lines is considered "out". The doubles court is 9 feet wider, and the outer side-lines mark the area for all doubles play.

SERVICE LINE

The line parallel to the net and between the net and baseline is the service line. When a player is serving, the player has to get the ball in the appropriate "service box" in order to have a legal serve. The centre line bisects the court to make up the two service boxes.

FAULT

When serving, the player has two opportunities to get a legal serve in play. If the ball lands outside of the service box, it is called a fault. The second fault is called a "double fault", and the receiving player will gain a point.

FOOT FAULT

The server cannot have his foot cross the baseline, centre line or side line when serving. If he does, a "foot fault" will be called. If the player already had a fault, then the foot fault would be a double fault, and his opponent will gain a point.

SCORING



Tennis has a unique scoring system. Each player starts at 0-0 or "love-love". The first point won is "15". The second point won is "30". The third point won is "40". The fourth point won is "game". When each player has scored one point the score would be "15-all". When each player has scored two

points, it would be "30"-all". When each player has scored three points, it is called "deuce", and a player would then have to score two more points in a row to win in the game. Whichever player wins the point from the deuce service, that point is called "advantage", and the umpire will announce their name – for example - "advantage--Roddick". If Andy Roddick wins the next point, it is "game". If he does not win the point, the score goes back to "deuce".

The umpire will always announce the serving player's score first. Here is sample score sequence: "15-love", "30-love", "30-15", "40-15", "game". In that example the server won the first, second, fourth and fifth point played to win the game.

In the doubles matches, they may play with "no-ad scoring", This means that once the score gets 40-40 they will call this the "deciding point" instead of deuce. Whatever team wins the next point will win the game.

Matches are played in "sets". Usually a set is won by the player to reach 6 games first, and by a margin of 2. If the score gets to 6-6 a set "tie-break" is played. The Dubai Duty Free Tennis Championship Open is played best 2 of 3 sets. The doubles matches are played best 2 of 3 sets with a 10 point tie-break in lieu of an entire third set. This is done to speed up play. Usually a doubles match won't last longer than 1 ½ hours.

TIE---BREAK

In a set tie---break, the player who first wins seven points wins the tie-break -- provided that the player leads by a margin of two points. The player whose turn it is to serve starts the tie-break, serving the first point from the deuce court. The opponent serves the next two points, the first from the ad court; then the second point from the deuce court. Each player continues serving two points per turn in this manner. In a series of six points, the pattern of serving is 1-2-2-

The first player to reach seven points wins. If that player does not lead by a margin of at least two points, the tie-break continues until there is a two-point margin. Players switch ends after every six points. For example: at 4-2 and again at 6-6. The player who served first in the tie-break is the receiver in the first game of the following set. In doubles, each player serves in rotation for two points.

So by understanding this information, Ball Kids have to get balls to the other player whenever the tie-break score is **odd** and after two points the balls will go back to the other side. We also must remember that **when the players change sides, the balls will have to go with the player that was serving**, and the Ball Kids will not follow their players as they have been during the set.

“Nets” play a very important role in handling the tie-break. At the start of the tie-break, we want two balls at each end, and two balls at the net. Many times due to the fast paced nature of the tie-break, it is most efficient to have the “Nets” feed the balls to the players.

Needless to say, the tie –break requires a lot concentration on everyone’s part. A team that can handle a tie-break efficiently is highly regarded by the tournament. Ideally, we want to have 4 balls on the side of the server during the tie-break, and 2 balls at the net. This will greatly help in keeping the tie-break moving.

BALL KID BASICS

Ball Kids are a very important part of any tennis tournament. They keep the match moving, and the players rely on them to hustle in order to keep the pace going. Your basic responsibility as a Ball Kid is to retrieve balls that land outside of the court or in the net, and send them back to the Ball Kids who are feeding balls to the player who is serving. This is the most important concept about being a Ball Kid. A Ball Kid must complete every task as fast as he/she can. Every Ball Kid must develop a sense of “urgency” with regards to all tasks that he/she does. It is also important to have “quiet feet”. This can be accomplished by running on the balls of your feet, not your heels.

BALL ROLLING

All of the balls on the court are rolled from Ball Kid to Ball Kid. It is important that you are able to roll a tennis ball quickly with accuracy. The proper technique for rolling is similar to bowling. You will want to get the ball low by stepping forward with the opposite foot of your rolling hand. The idea is “roll” the ball on the ground, and not let it bounce. The lower you get to the ground by bending your knees the better. In order to pass the ball rolling drill, you will have to be able to roll 20 balls in a row half the length of a tennis court in a 4 foot wide area. You may practice this on any court to gain proficiency.

Between points, be aware of each player and their location around the court. They are moving obstacles and they will get in your way when you try to roll balls to the back court. Consider holding off, or choosing a different path to roll the ball whenever a player is within ½ court distance of the line of your target.

CATCHING



Just as in baseball, when catching a rolling ball or “grounder” both palms should be facing outward, and your fingers should touch the ground. Do not stop a ball by having your palms down as this will lead to many missed balls. Your feet should be positioned so that if you happen to miss a ball, they will stop the ball from rolling behind you. Balls will roll past you. No one is perfect. Every Ball Kid will be graded on how quickly they recover from a ball that goes by them. This concept is vital to becoming a good Ball Kid!

CADENCE

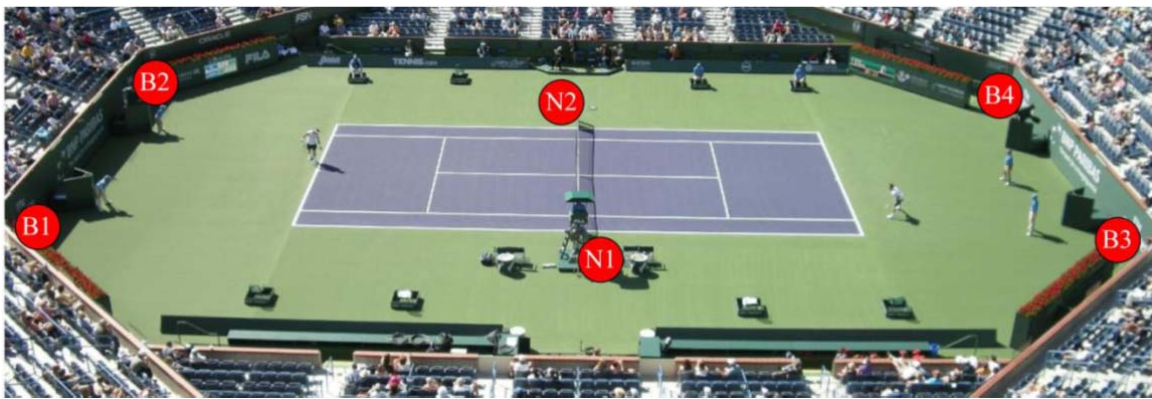
There is a certain cadence or rhythm when you are rolling balls to another Ball Kid. The idea is that you want to roll 3 balls at a time, O N E -T W O -T H R E E, in a manner that is quick, yet enables the person receiving balls to easily catch them. Don’t wait to roll the next ball until the previous ball has been caught. A good Ball Kid will have three balls in motion before the receiver catches them. When receiving more balls than you can handle, it is acceptable to stop a ball with your foot if your hands are full. Just remember not to stand on the ball after you have stopped it with your foot.

LINING UP



There will be times that you will need to “line up” on the court with other Ball Kids, either while working or during a flag ceremony. The key point when forming a line is that you place your ankles over the line that you are lining up on. This will ensure a nice “tight” and straight line.

COURT POSITIONS



Here are the on court positions for Ball Kids. The view from the umpire’s ‘chair’ determines how you look at the court. We are looking at the tennis court from the sideline, the ‘chair’ is in the front of the court.

- B1 Left-side Back, closest to the Chair.
- B2 Left-side Back, farthest from the Chair.
- B3 Right-side Back, closest to the Chair.
- B4 Right-side Back, farthest from the Chair.
- N1 Net position, closest to the Chair.
- N2 Net position, farthest from the Chair.

You will note that the “odd” numbered Ball Kids are closest to the chair, while the “even” numbered Ball Kids are farthest from the chair.

“NETS”



The Net person (“Net”) retrieves all balls that land in or around the net. He/she will quickly retrieve the ball, and then send it to the appropriate “Back” as soon as time permits. The net person will also relay balls from one side of the court to the other. In some cases, a ball may hit the net and start rolling toward the back court. If you retrieve the ball past the service line, continue toward one of the back positions. You will stand directly in front of the other “Back” with the ball that you retrieved behind your back so that the other “Back” may take it from you.

When the next point is over, you must quickly get back to your net position. If a “Net” sees that the “Back” he/she is intending on rolling balls to already has three balls, it is

permissible to roll balls to the other “Back”. However, the “Net” must run to the Centre Line and roll balls to avoid conflict with the serving player.

The net position requires a lot of concentration, quickness and agility. The key to the net position is not to hesitate. You should go after every ball, unless the ball is in close proximity of the other net person.

There are two net positions on the court during play, N1 and N2. Each “Net” will cover half of the court. “Nets” may either stand or kneel at their position. The umpire may require the “Nets” to kneel on the far side of the court. It is generally acceptable for the “Nets” to be able to stand by the umpire’s chair. On Stadium 1, “Nets” will kneel. N1 is on the side of the chair umpire and should always be on the side of the player who is receiving serve. This will require N1 to move after each game. N2 is on the side opposite of chair umpire and will always be on the side of the player who is serving. N2 will also move after each game. From time to time, due to retrieving balls, “Nets” will end up on the same side. Once the point is over, the “Net” on the wrong side will return to his/her assigned position. There is no automatic switching of positions.

“BACKS”



close attention to their needs.

During play, there are four Back positions on the court. The Back person’s main responsibility is to feed balls to the player when he/she is serving. He/she must also retrieve any balls that end up in the back court, hold them, or send them to the Nets. The “Backs” will also handle the player’s towel. Ball Kids must be able to understand the player’s gestures, hand signals or verbal commands. Sometimes the players are very demanding, and may become agitated when the “Backs” are not paying

FEEDING BALLS TO THE SERVER.

The “Backs” will bounce the balls to the player who is serving. During the training process you will practice bouncing balls at various lengths and distances. The farther away from a player, the higher you will have to toss up. You should toss the balls so that they bounce once, arriving between the waist and chest area of the player. This technique takes time to master, and it is suggested that you work on this at home prior to training.

There are always six balls on the court during match play. Each back that is on the side of the player who is serving should have at least 2 balls but no more than 3. The way to look at it is that you are always “hungry” for 2 balls. If you don’t have 2 balls in your hands, you should try to be aware of their location. If you have more than 3 balls, you should be ready to roll any extra ball to the “Back” that may need it.

After feeding the server balls, the “Backs” should insure that each of them have 2 balls, so they are ready to feed the player when the point has ended.

The player will make a gesture or motion when they are ready to receive a ball from you. Whenever a player faces you, hold out your hands to show how many balls you have in your possession. Your forearms should be perpendicular to the court, while your arm between your shoulder and elbow should be parallel. The following illustration shows the proper hand positions whenever a player looks to you when they are requesting a ball.

Even if you don't have to offer to the player, you will hold up your hands, in order to communicate to the player that you do not have any balls to give him/her.



When the point is in play, you should always have your two hands with the balls, or without in some cases, behind your back. Never try to catch a player's serve after the first bounce. Let it hit the wall first to stop the momentum. Some balls travel up to 140 mph, and one could really get injured if they tried to catch the ball on the fly. Some players will only want to be fed balls from one side. For example, Maria Sharapova only wants the "Back" on the "deuce" side to feed her balls. It is important that the two "Backs" work

together to always get balls positioned for players like Miss Sharapova, who have preferences.



TOWELS

Between points the player may want to use his/her towel. Usually they will give a "face wiping" gesture to indicate they need towel. Some may point their finger at the direction of the towel. Quickly move to the area where you have stored the towel, and hand it to the player. Don't go far; they will hand it or toss it back to you once they are finished.

Usually while using their towel, the player will hold their racket out "flat" to receive balls. Place all balls on the racket and be prepared to take the towel from the player when he/she is finished. Many players have a routine that they go through with the towels and the balls. It is important that you figure out this routine as soon as possible and always be ready to duplicate it as soon as the point is over.

CHANGEOVER

The changeover is a 90 second period of time in which the players get to sit down and rest. This happens after a game is finished and when the total game score is odd.

Exception: after the first game or during a tie-break.

CHANGEOVER POSITIONS

The "back" will follow their players each time they change sides.

There are two exceptions to this rule:

1. After the first game in a set
2. During a tie-break



During the changeover, “odd” backs B1 and B3 will be servicing the players with towels, and handling the umbrellas. Your first order of business is to quickly get the towel to your player, and then quickly provide shade for them by use of an umbrella. A player may give his/her towel to an even “Back”. In that case, the back will get the towel to the player and continue his/her responsibilities. Even “Backs” are responsible for arranging the balls during the changeover. The “Back” on the side where the balls will be for the player serving

next, will arrange three balls at each back position. When finished, the even “Back” arranging the balls and when the balls are arranged, they will run to the side his/her player will be going to when the changeover ends. The picture here shows how the Ball Kids will be standing during night matches when umbrellas are not needed. The odd “Backs” will stand on the singles side-line right next to the even “Backs” that will be standing on the singles side-line with their outside foot on the service line and on the side of the court the player will be going to next.

When there is a double match during daylight hours, all “Backs” will be providing shade for the players with the umbrellas as shown to the left. At the end of each “odd” game, the players will “go”. When the players “go”, the balls “stay” on the side of the court where they were last being served. The only exception is during a tie-break or at the end of the court with 3 balls at each back station. If one or two balls happen to be on the other side, the even “Back” should roll the balls to the other “Back” for proper placement. After this is accomplished, the even “Backs” will position themselves on the side their player will be going next, and stand on the singles side line just inside the service line.



The “Nets” will stand on the singles side line right next to the net post. Their primary duty is to get beverages for the players sit down.

UMBRELLAS

During the day matches, the players will be shaded with umbrellas during a “changeover”. The umbrellas are handled by Backs B1 and B3. Here are the key points:

1. Quickly give the player his/her towel as the changeover begins
2. Get to the chair and locate the umbrella. Normally it will be found under or behind the chair

3. Find the sun
4. Stand between the sun and the player and allow plenty of space to open the umbrella
5. Point the umbrella at the sun and open it high Above your head
6. Insure the player's head and upper body is Shaded

Your cue to stow the umbrella is when the player gets out of his chair or when the umpire says "TIME"!



INDIVIDUAL SUBSTITUTION

During a match, a Ball Kid Ball Kids during a changeover. Substituting Ball Kids will wait until the "working" Ball Kids are in their respective changeover positions before entering the court. Ball Kids who Are "going in" to replace a "Net" or even "Back" will run directly the position and replace him/her, with the working Ball Kid immediately leaving the court and running to the "Ball Kids Sitting Area". Ball Kids substituting for an odd "Back" who is holding an umbrella will run to a position behind the player of the odd "Back" that is to be replaced and make eye contact, and signal the Ball Kid that he/she is being replaced. When the Chair Umpire calls "Time" Ball Kid will stow the umbrella and run off the court. The substituting Ball Kid will then run to his/her position.

It's easy, "Nets" at the net, even "Backs" in the corners, and odd "Backs" holding the umbrellas!

TEAM SWAP DURING MATCH PLAY

Each tennis match is usually between 1 and 3 hours. However, a team of Ball Kids will not be on the court during the entire match. Teams will be substituted in and out during the day's play. Depending on weather conditions, teams could be on a court from 45 minutes to 2 hours. Teams will relieve other teams only on a changeover or after the end of a set. The new team, with few exceptions, will line up as follows: B1---B2---N1---N2---B4---B3. B1 will lead the team out on to the court in quick jog, and each "Back" will stop at their respective position. After reaching the far net post, the two "Nets" will jog to the front of the court, tap the nets that they are replacing, and remain in that spot. At this time, the two "Nets" who are being replaced should notify their replacement if the players have any "special needs", and then leave the court moving first pass the chair, and then towards the exit. As soon "Time" is called the umpire, the remaining backs that were servicing the players will then leave the court in a quick and orderly fashion.

POSITION DURING THE PLAYER'S WARM-UP PRIOR TO MATCH PLAY

The warm up is the only time that the Ball Kids will not run every ball down. Ball Kids must use common sense during this time, and retrieve balls only when it is safe to do so. When the players are practicing their serves, the "Backs" should position themselves so that they are on the angle to retrieve the players serve from the other side of the court. The other "Back" should position right behind his server to feed balls.

NEW BALLS



After one of the games, the umpire will call for “new balls please” will move to “Nets” will move to the centreline near the net, and all “Backs” should roll balls to their “Net”. The two “Nets” will show the balls to the umpire, and drop them off into the used ball “PENN” container. New balls will be distributed by one of the lines persons.

STRINGING REQUESTS

During the matches a player may break a string and request that one of the Ball Kids take their racquet to the stringer for them. Star Stringing is located in the CF Tennis office in front of Masala Restaurant. Our first priority is to have the racquet handed to the coordinator and one of the off court ball kids run it to the trailer. However if necessary, one of the even “Backs” will be on the server’s side and one “Back” on the receiver’s side until the ball kid returns. Either way, the ball kid dropping the racquets off the stringer will not wait until the racquet is strung to return. Star Stringing will bring the racquet to the court when finished.

CHECKING IN

All Ball Kids are to report to the Ball Kid Trailer 1 hour prior to going on a court. Lockers are available for storage of lunches, books and valuables. Bring your own lock if you would like to use the lockers.



For every session worked, each Ball Kid will receive a meal ticket. Food items can be purchased at any food court restaurant or vendor. These tickets are good for only the date stamped on them, and are not transferable. Use them or lose them!

All Ball Kids are issued a uniform by Lacoste at no charge. All uniform items are to be worn properly shoes, socks, hats, shirts. One of the requirements of being a Ball Kid is wearing the uniform properly.

It is important that all kids attend orientation and uniform distribution dates to receive additional tournament information regarding schedules, parking, meals, etc.

WORKING THE SECOND WEEK OF THE TOURNAMENT

After the second Tuesday of the tournament, there are fewer matches scheduled and the need for Ball Kids is less. Ball Kids will be invited to work the second week based upon their experience level and the criteria for Excellence Characteristics of Ball Kid. A list will be posted of those who get invited to participate on the second Tuesday. If you are

selected, we will need to know your availability for all remaining days of the tournament. In addition to Ball Kids, we will also need a number of kids to participate in the various flag ceremonies during each final match. Ball Kids will be selected from the invitation list.

STAYING HYDRATED



One of the most important concepts for all Ball Kids to understand is staying Hydrated. Due to the dry air, people may not show signs of perspiration. But in order for your body to keep cool, it perspires and when your sweat evaporates you feel cooler.

It is therefore the utmost importance to keep your water supply full, so that your body can cool itself off during the matches. If you don't constantly drink water your body will let you know by giving you a headache, or overheat and make you faint!

OFF COURT BEHAVIOR

As a Ball Kid you are an ambassador to the Dubai Duty Free Tennis Championships Open. You are expected to behave accordingly while in uniform and on the premises. Please refrain from crawling under bleachers, playing games that may impede foot traffic, screaming and running. The Dubai Tennis Stadium is not a playground.

IMPORTANT TIPS

1. Never speak to a player, umpire or linesman, unless asked a specific question by the chair umpire.
2. Never applaud or indicate, by facial expression or in any other manner, your reaction to the action on the court.
3. Never bounce or juggle balls between games, including during the changeover.
4. Never allow a loose ball to remain on the court after the end of a point.
5. Never touch a ball unless it has bounced twice. Any other ball is in play!
6. When the players go, the balls stay, except during a tie---break.
7. When the players stay, the balls go!
8. Remain still when the server steps up to the baseline and is ready to serve.

EXCELLENT CHARACTERISTICS OF A BALL KID

A BALL KID:

1. Is always on time for check in or when returning from breaks?
2. Gets along well with others and doesn't complain about his/her teammates
3. is respectful to other Ball Kids and Coordinators.
4. Always pays attention, has great anticipation on the court and always gives his/her best effort.
5. Hustles for all court tasks: retrieving balls, towels, and umbrellas.
6. is invisible, and players appreciate their effort.
7. accepts his/her court assignment without questioning the Coordinator.
8. is a role model for all of his/her teammates.
9. sets a good example by being quiet with his/her group and during changeover periods on the court.
10. Wears the uniform well and would be an asset to any team.
