

Greater Portland City League Tennis Association

Rules and Regulations 2010 – 2011

Governing Rules

1. The Greater Portland City League Tennis Assoc. will be governed at all times by these rules. However, in the event of an occurrence during a match not covered herein, the USTA Rules of Play and Code of Conduct will apply.
2. Teams committing serious infractions of these rules (e.g. tampering with scores and/or scorecards) will be subject to penalties. The maximum penalty will be the loss of 12 points. Penalties will be determined by the Board on a case by case basis if the need arises. All points, games, sets, and Matches played in good faith will stand.

Description of the League

1. In order to participate in the Greater Portland City League Tennis Assoc., you must have already attained the age of 19 by September 1st of the participating year.
2. Greater Portland City League Tennis Assoc. consists of eleven divisions (A through K), with a single season of play commencing in September and concluding in May. The winner in each division will be the team with the highest number of points. Prizes will be awarded at the end of the season.
3. A non-refundable team commitment fee of \$20.00 is required in order to secure a team's position in the league for the upcoming season and must be postmarked no later than May 31st and mailed to the Treasurer.
4. All Matches consist of one singles and five doubles matches (collectively called the Match). Each team must have both a captain and a co-captain.
5. At the end of the season, the winning team in each division will be moved up one division and the losing team in each division will be moved down one division.
6. End-of-season ties will be decided by the head-to-head Match results. If still tied, the number of points won in the head to head matches will break the tie. If still tied, the number of games won in the head-to-head match will break the tie.

Rosters and Team Fees

1. Rosters must be completed online prior to a date determined by the board at the May board meeting. Player's fees must be postmarked no later than said date and mailed to the Treasurer. Three new players may be added to a roster before the player addition deadline. Players may NOT transfer.

Contact the Website Coordinator to add a player.

Player addition deadlines are:

Fall Session:	November 1
Spring Session:	April 1

2. The player fee is \$5.00. This must be paid for each player on the roster. Players may appear on only one roster at a time.
3. Each roster must provide complete information for all team players, including name, address, telephone number and e-mail address, if available. This information is for administrative purposes but not viewable to the public.
4. Mid-Season roster changes may include no more than six new players per team.
5. Teams may add players or delete players from their rosters at mid-season each year. Mid-season roster changes must be completed online. The website will be opened for mid-season roster changes after the date of the last match in December and prior to the beginning of the Spring Session. Mid-season registration dates will be announced during the Fall Season. A \$5.00 player fee must be paid for any player who was not listed on a fall roster. Fees are mailed to the Treasurer. Players listed on a fall roster and transferring mid-season to a different City League Tennis team need not pay an additional fee at mid-season. Revised rosters go into effect in January when Spring Season commences.

Order of Play

1. Unless otherwise agreed upon by the captains 24 hours prior to the Match, the order of play will be as follows: singles, #1 doubles and #5 doubles will play first followed by #2, #3, and #4 doubles, in that order.
2. City League Tennis matches are played in two rounds with 3 individual matches in each round. However, if a facility has more than 3 courts available, both captains may agree to an alternate format. If the captains do not agree, the original format stands.

3. An individual player may only play one individual match. If a team is unable to field a complete line-up, captains MUST default a position.
4. The home team captain is to contact the visiting team captain one week prior to the Match to confirm Match details.

Sportsmanship and Disputes

1. Sportsmanship: Players should exercise good conduct at all times, including a striving spirit, observance of the rules of fair play, respect for others, and graciousness in winning and losing.

Spectator sportsmanship: Spectators should exercise good conduct at all times, including graciousness in winning and losing as well as respect for all players on the court; teammates and opponents.

2. All court disputes MUST be resolved on the court! A player may ask her captain or coach for clarification or for a copy of the Greater Portland City League Tennis Assoc. Rules and Regulations and/or USTA handbook to resolve the problem.
3. If an appropriate rule cannot be found, players should go back to the place in the match, before the dispute arose, where both players/teams agreed upon the score and proceed from there.
4. Please turn off all cell phones before entering the court; it is a courtesy to your opponents and the surrounding courts. The first time the phone rings the opponent is entitled to a let. If the phone rings more than once, the opponent may claim the point based on a deliberate hindrance. If you must leave your phone on, leave it with an off court player who can answer and inform you of the emergency.
5. Once the players have gone on to the court, there is to be **no coaching whatsoever from anyone**. (Penalty points may be levied.)
6. Concerning offensive or unsportsmanlike behavior: The first substantiated complaint received about a player or team may result in penalty points. Subsequent **complaints or any substantiated act of physical aggression may result in the offending player and/or team being banned for a period of time to be determined by the Board**.
7. Once a complaint is received, the Board will notify the appropriate captain that a complaint was received and the captain will have one week in which to respond to the Board before any further action is taken. See Comments and Complaints page
8. In the event a dispute arises over what are perceived to be bad line calls, any player may request line assistants. Flagrant foot faults may be called by the receiver or the receiver's partner, but ONLY after all efforts (for example: warning the server) have failed. Only team members (or any other City League

Tennis players who may be present as spectators at the Match) may act as line assistants. In the event of a request for line assistants, one representative from each team must come onto the court.

9. The line assistants are to be situated at each net post. The duties of the line assistants are restricted to confirming or over-ruling line calls and may do so **ONLY** when asked by a player on the court. Line assistants cannot unilaterally overrule line calls
10. A ball is called out once it has touched the ground, ceiling, scorecard, curtain, etc., and not while it is still in flight.

Match Lineups

1. The captains will exchange line-ups prior to the beginning of the Match. All players on the line-up must appear on the team rosters (or be listed as legal substitutes—see Substitutions). **Once line-ups have been exchanged, the Match has officially begun and there can be no changes** (except in the case of an injury during warm-up—see Injuries). However, if due to unforeseen circumstances, a player listed on the line-up for a match cannot play as scheduled, the captains may agree to a change. The opposing captain should be the judge of the “emergency” and should not be pressured to agree to a change.
2. Teams are not required to play in order of strength in their line-ups (i.e. the strongest doubles team plays the #1 position) however; it is strongly recommended. Since City League Tennis does not rely upon USTA ratings for placement of players, arranging line-ups in order of strength levels the playing field.
3. No Match will begin until the line-ups have been exchanged. Captains (or designated captains) must be present 15 minutes prior to the Match time so that play may begin as scheduled. Both captains must verify score sheets for accuracy (i.e., substitutes, set scores, and final score). Both captains sign the completed score sheets.
4. It is the responsibility of the captain of the winning team to record scores online. The losing team captain should confirm the recorded scores. Reporting and confirming your scores to the Website must be done within a week of the Match.
5. If the winning captain has posted a score or a name in error, email the Website Coordinator and the opposing captain to request a change. All correspondence should include both captains’ names, division, your clubs’ names and the date of the Match.

If the captains do not agree upon a score and a resolution cannot be made, contact the Corresponding Secretary. All correspondence should include both captains’ names, division, your clubs’ names and the date of the Match.

6. The due date for recording the score sheet online is Monday for Tuesday Matches and Tuesday for Wednesday Matches. In the event of a tie score, the home team captain should report the score. Please note that a one-point penalty will be assessed for late scores.

Injuries

1. If an injury occurs during warm-up and a legal team player or a legal substitute is available, that player may be substituted in for the injured player.
2. If an injury occurs during an individual match and the injured player is unable to complete the match after a 5 minute injury time-out, that individual match must be retired. Any set points earned by the injured player will stand; the opposing team is awarded the win (2 points).

Scoring/Time Limits

1. All individual matches will be two out of three sets; no-add scoring with a 10 point match tie-break in lieu of a third set (**first to 10 win by 2 points**). No-add scoring will be used at all times, no exceptions!
2. For any set tied at 6 games all, play a 12 point set tie-break (first to 7 win by 2 points). The player/team that begins serving the tie-break must RECEIVE serve at the beginning of the next set.
3. All tiebreaks are played using the Coman Tiebreak Procedure.
4. Change sides on odd games unless both players/doubles teams agree to change only between sets. Change ends at the end of each set unless the total number of games in a set is an even number (e.g. 6-4, 6-2, etc.), in which case the change is not made until the end of the first game of the next set.
5. Players are allowed 20 seconds between points, 90 seconds between changeovers and 2 minutes between sets. The tie-break for the set is continuous play with no break before beginning tie-breaker.
6. Please record scores in terms of home and visitor and circle the winners.

Balls/Refreshments

1. The home team will supply new, USTA-approved balls. A Match will require 6 cans of new balls. High altitude balls are not acceptable.
2. The home team will provide lunch for players for both teams.

Rescheduling of Matches

1. Teams may reschedule Matches only if both captains agree. A captain wishing to reschedule a Match should contact the opposing team captain as soon as possible prior to Match day. Both captains **MUST** notify your Division Representative, and the Website Coordinator, of any scheduling changes. The new date, once agreed upon, becomes the official Match date.
2. A lack of players is not a sufficient reason to request a full Match reschedule. If a team is unable to field a complete lineup, captains **MUST** default a position or positions. (Note: See Order of Play #3. and Defaults #2.)
3. All rescheduled first-half Matches must be completed by the end of the fall session, using the fall roster players; all rescheduled second-half matches must be completed by the end of the spring session, using the spring roster players.

Cancellation of Matches

1. In the event of inclement weather or other major impediment, cancellation of a Match must be done by 10:00 A.M. the day of the Match and rescheduled as soon as possible. Both captains must notify their Division Representative and the Website Coordinator.

Uncontrollable Suspension of Play

In the event play must be suspended due to difficulties with physical surroundings, all four of the following will apply:

1. The home team is responsible for rescheduling. Three times will be suggested for the completion of the Match and both teams must make an effort to play the Match on one of the suggested times. If the Match cannot be rescheduled, all completed individual match scores will be recorded and any uncompleted individual matches will be recorded as a zero for both teams.
2. Match is resumed with the score existing at the time of suspension.
3. Captains are strongly urged to use the original line-ups. If not possible, alternates may be used.
4. Both captains **MUST** notify **their Division Representative** of any suspension and rescheduling.

Defaults

1. Scheduled court times and match start times are established to ensure matches are started on time and completed within three hours. Lateness penalties will occur only if both of the following apply:

- A) A court is available.
- B) A player is not available to start play.

Example 1: A first round match started at 12:00 pm but finishes at 12:45 pm. That court is now considered to be available, but the second round matches do not start until 1:00.

Example 2: All the first round matches that started at 12:00 pm are still being played until 1:20 pm. The match clock for the second round matches will start as courts become available, not 1:00.

Match start times are 11:30 and 12:30

Match start times are 11:45 and 12:45

Match start times are 12:00 and 1:00

Match start times are 12:15 and 1:15

Penalties for lateness

15:00 minutes or less:	Loss of toss and one set
More than 15 minutes:	Default

2. If a team defaults an entire Match it will result in the defaulting team being named division loser, with a resulting downward move. You must play as much of the Match as you have players to play.
3. A captain should notify the opposing team captain prior to Match day if her team will not be able to field a full Match line-up. If prior notification of a partial default is necessary, the defaulted position will be either the singles match (if a singles player defaults) or the lowest-numbered doubles match (if a doubles match defaults). In the case of last minute defaults at Match time, the defaulted position itself will be eliminated from the Match without affecting the rest of the line-up.
4. If the first round players are playing their match when a default in the second round occurs, default the teams in question (e.g.: a #2 doubles player cannot play

- the match so the Match #2 doubles is defaulted and all other teams will play as scheduled.)
5. Default points will be awarded as follows: 0 points given to the defaulting team and 2 points given to the opposing team.
 6. All teams should arrive prepared to play a full Match unless the opposing team has notified the other captain of a full or partial default.

Substitutions

1. In order to avoid defaults, teams are allowed to use as substitutes any player from one of their own club's lower division teams (e.g., a B division team may use a player from their club's C division team). The lowest division team in a club may use a substitute from their club who is considered to be an equivalent level player who does not appear on any other City League Tennis roster.
2. An individual player may sub five (5) times AND ONLY 5 TIMES during the yearlong season. A player may substitute 5 times for one team or 1 time each for 5 teams BUT NO MORE THAN 5 TIMES TOTAL.
3. A team may use three (3) subs per Match, but you MUST offer the members on your roster the opportunity to play before using a sub.
4. You MUST note on your score sheet the use of a sub and the sub's division. Each captain is required to initial both score sheets next to the substitute's name and division before the Match begins. Failure to so note a sub before the match begins will result in that player being considered an illegal player. **Verify and sign your score sheet only after you have checked that all information is accurate.**
5. The penalty for using an illegal player is as follows:
 - a) The illegal player loses any points won.
 - b) The team using the illegal player is penalized 2 points. Those points are deducted from the team of the illegal player's total match score.
 - c) If the opposing team won the match, they retain the points won, but do not receive any additional points.
 - d) If the opposing team lost the match, they receive 2 points, and the match is scored as if they won 6-0, 6-0.
 - e) The player deemed to be illegal in a match shall have that match count as 1 of 5 times allowed for subbing.

Warm-up

The warm-up period is to be no longer than ten (10) minutes, including serves. Players should be prepared to go onto the courts and begin warming up as soon as possible.

Players should make a special effort to hit shots directly to their opponent and not confuse the warm-up time with actual match play.

Court Times

1. All clubs and tennis centers with teams playing City League Tennis must make every Tuesday and/or Wednesday available from their closest court time to noon until completion of the Match (approximately 3:00 PM). Each club and tennis center must provide a home facility that has been approved by the City League Board. Home teams unable to provide adequate court time will retire matches not completed due to lack of courts.
2. The bubble at THPRD is considered a valid indoor court. However, in the event an on-going individual match is moved to the bubble, a five minute warm-up will be allowed in order for players to adjust to it before resuming play.

Comments or Complaints

1. CAPTAINS ONLY should address any problems or questions to the appropriate Division Representative via email. If your designated Division Representative cannot resolve the issue, formal protests should be sent to the Corresponding Secretary.

New Team Requests

1. Clubs may request a new team(s) at any time during the season. A chronological wait list from season to season will be posted to the Greater Portland City League Tennis Assoc. Website. When an opening occurs, the first club on the waiting list will be offered a new team. The club at the top of the list has the option of passing one time. If the club first on the list passes, the second club on the list will be offered the new team. The second pass will result in being moved to the bottom of the list. An asterisk will be put next to the club name to indicate it has used the one-time pass option. If that club has requested more than one team, its name will then be placed at the bottom of the waiting list to await subsequent openings. Additional openings will be filled from the list in the same manner. The Board will call all clubs on the waiting list to confirm that their club would like to remain on the waiting list. In order to have that information by the June Board meeting, this action will be completed by May 31st.
2. The Board will attempt to place new teams on divisions that have 8 teams rather than moving teams up or down. If that is not possible, there could be a shift in the division positions of existing teams.
3. Teams in City League Tennis belong to the clubs, not to individual players. Players may not move their team to a different club.

Glossary of Terms

1. Match refers to an entire match.
2. Individual match is one singles or doubles match within the Match.
3. Retired Match is one that was suspended prior to completion due to injury, illness, inadequate court time, etc. The retired team retains the points earned; the opponent receives 2 points.
4. Suspension of play means both teams retain points earned; Match is rescheduled, resuming the play at the point when the Match was suspended.
5. Illegal Player – Definition:
 - a. A player not identified as a sub for that match.
 - b. A player on a higher division roster playing at a lower level.
 - c. A player not listed on a lower division roster if there is a lower division at that club.
 - d. A player who has been used as a substituted more than 5 times.
6. Default occurs in the event of late arrival for the scheduled court times or in the event a team is unable to provide the appropriate number of players for the individual matches.
7. Sportsmanship refers to players and spectators. Both players and spectators should exercise good conduct, including observance of the rules of fair play, respect for others, and graciousness in winning and losing.

GOOD LUCK AND HAVE A FUN TENNIS SEASON!