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SHREVEPORT ASSOCIATION OF LADIES TENNIS (SALT)

BY-LAWS

(Revised October 2015)

see also Rules and Guidelines for Intracity Play

ARTICLE ONE: OUR PURPOSE

The purpose of the Shreveport Association of Ladies Tennis is to promote competitive intracity weekday tennis within a social and enjoyable atmosphere.

ARTICLE TWO: MEMBERSHIP

1. Participation in SALT activities is restricted to current members only.
 - A. The membership year is divided into 2 seasons: Fall and Spring
 - B. Dues for membership will be as follows:
 - (i) Doubles - \$15 per season
 - (ii) Singles- \$10 per season
 - C. Players are responsible for paying dues online at the time of online registration. Sign Up Deadline will be posted on the website prior to each season.
 - D. All members must be 18 years of age or older.
 - E. All members must live in the Shreveport-Bossier City metropolitan area.
 - (i) A non-resident team wishing to participate in SALT is subject to Board approval and subsequent requirements.
 - F. SALT is a recreational tennis league. Current and former professional players are not permitted to play. This includes any person who has played in a Futures, Challengers, or WTA event, or any PTR or USTPA professional.
2. Clubs and associations with courts approved by USTA and SALT may field teams for SALT activities.
 - A. Clubs that have not been previously approved by SALT may submit a written application that specifies the name and location of the club, the number of courts available, and the playing surfaces involved.

B. The Executive Board will act as a committee, or will appoint a committee, to investigate the courts before approving the application.

ARTICLE THREE: THE BOARD OF DIRECTORS

1. The Board of Directors will consist of the elected officers, the immediate past president, one representative from each club, and all standing committee chairmen.
2. The Directors will attend all SALT Board meetings or they will appoint a member to represent them in their absence.
 - A. These meetings will be held at least three weeks prior to the start of each playing season and once each month during the playing season. At the discretion of the Board, the meeting for October and/or March may be canceled if there is no business which needs to be addressed.
3. The Directors will vote on amendments to the By-Laws and revisions of the Rules and Guidelines, which require a two-thirds majority of votes cast.
 - A. Each area of responsibility will have one vote.
4. The Directors will approve the nominees for officers and committee chairmen that have been proposed by the Nominating Committee.
5. The Directors will use Robert's Rules of Order, Newly Revised as the authority on all questions of parliamentary procedure not covered by the By-Laws.

ARTICLE FOUR: THE EXECUTIVE BOARD

1. The Executive Board will consist of the president, vice president, secretary, treasurer and the immediate past president.
2. The Board will approve all applications for new member clubs.
3. The Board will act on any situation which arises that is not covered by the By-Laws or Rules and Guidelines when it requires immediate resolution.
4. The Board will serve as the PROTEST COMMITTEE.

ARTICLE FIVE: ELECTION OF OFFICERS AND COMMITTEE CHAIRMEN

1. Nominees for the Executive Board and the committee chairmen will be approved by the Board of Directors.
2. Nominees for the Executive Board and committee chairmen will be presented to and voted on by the general membership at the spring social function.

Executive Board members will serve a one-year term and may serve only two consecutive terms in that same position.

When a vacancy occurs between elections, the Executive Board will appoint a member to fill that vacant office until the next regular election. Should the President not be able to fulfill her term, the Vice President will assume the office.

ARTICLE SIX: DUTIES OF THE OFFICERS

PRESIDENT:

- A. She will convene and preside over all Board of Directors meetings, Executive Board meetings, Captains' meetings and social functions.
- B. When necessary, she will convene a special meeting of the Board of Directors or the Executive Board.
- C. She will appoint a committee of five (5) members from the Board of Directors who will nominate all future officers and committee chairmen of SALT.
- D. She has the option of appointing a Parliamentarian if needed.
- E. She will represent SALT Board meetings.

VICE-PRESIDENT:

- A. She will assist the President in all matters pertaining to SALT.
- B. She will assume all duties and preside in the President's absence.
- C. She will publish a current issue of the membership directory each fall and keep the membership list current.

SECRETARY:

- A. She will keep the minutes of all Board of Directors meetings and all Executive Board meetings.
- B. She will be responsible for all correspondence pertaining to SALT.

TREASURER:

- A. She will receive each member's dues and keep an accurate card file record on all members.
 - (i) She will notify the Executive Board and the newsletter chairman of any changes in address or phone numbers as they occur.

- B. She will have charge of all funds belonging to SALT and will keep an accurate account of all receipts and disbursements.
- C. She will render a full report of all funds at the monthly board meetings and to the general membership at the fall and spring social functions.

ARTICLE SEVEN: THE CLUB REPRESENTATIVES

- 1. Each member club will select one (1) representative to the Board of Directors each year.
- 2. She will notify her club's pro staff of all SALT activities and will supply the pro with current SALT material.
- 3. She will notify her club's team captains of all pertinent information from the monthly board meetings.
 - A. If she cannot attend a monthly meeting, she will appoint a club member to take her place.
- 4. She will assist the Play Day Chairman in organizing Play Day.

ARTICLE EIGHT: THE COMMITTEE CHAIRMEN

- 1. DOUBLES COORDINATOR:
 - A. She will appoint and coordinate the Scorekeepers for each level of Intracity doubles. The appointed scorekeeper will be an individual who is not playing at that specific level.
 - (i) Doubles Scorekeeper:
 - a. She will be the point of contact for the Captains in the event a match must be postponed due to inclement weather.
 - b. She will work with Captains in coordinating the rescheduling of the postponed match.
 - c. She will keep a record of substitutions.
 - B. She will schedule all matches for each level of doubles and prepare team packets for distribution at the captain's meeting.
 - C. She will input all Match Schedules from each level once the Doubles Coordinator has completed each team packet.

D. She will be responsible for working with the Captains and the Scorekeepers to teach them how to use the website. She will help teach the Captains how to manage their team and scored on the website.

E. She will take an active part in the captains' meeting.

2. SINGLES COORDINATOR:

A. She will schedule all matches for each level of Intracity singles.

B. She will distribute all necessary information to each singles player.

C. She will be the point of contact for all players in the event a match must be postponed due to inclement weather.

D. She will work with all players to coordinate the rescheduling of a postponed match.

3. SOCIAL CHAIRMAN:

A. She will plan, organize, and coordinate the social functions that are held each fall and spring.

B. She will plan, organize and coordinate the Pro Day that is held each spring.

C. She will publish and mail the luncheon reservation letters.

4. PLAY DAY CHAIRMAN:

A. She will plan, organize, and coordinate the play days that are held one week prior to the start of the fall season.

B. She will assist the Social Chairman in planning the spring Pro Day.

5. NEWSLETTER CHAIRMAN:

A. She will coordinate, publish and mail an informational newsletter to each member at least four (4) weeks prior to the sign-up deadline.

**ARTICLE NINE: AMENDMENT OF BY-LAWS AND REVISIONS OF
RULES**

1. The By-Laws and Rules and Guidelines may be amended or revised at any regular meeting of the Board of Directors by a two-thirds majority vote, provided that the amendment or revision had been submitted in writing at the previous regular meeting.

RULES AND GUIDELINES FOR IN PLAY
(REVISED OCTOBER 2015)

1. GENERAL

- A. Any on court situation not covered by these Rules and Guidelines should be referred to the USTA official publication "THE CODE"
- B. All sections titled "SINGLES" and "DOUBLES" apply accordingly.
- C. Any protest regarding violations of these Rules and Guidelines should be lodged immediately. (See section PROTEST for procedure)
- D. The Fall season will begin the fourth Tuesday of August and the Spring season will begin on the third Tuesday of February. The start dates of each level may be changed at the discretion of the Executive Board.

2. DOUBLES

2.1 LEVELS OF PLAY

<u>LEVEL OF PLAY</u>	<u>DAY OF PLAY</u>
A	Tuesday
AB	Wednesday
B	Thursday
BC	Tuesday
C	Wednesday

*If absolutely necessary, overflow matches could be scheduled on a Monday.

2.2 LEVEL FORMATION (REQUIREMENTS)

<u># of teams for level formation</u>	<u># of times teams will play</u>
3 or less	Needs approval from Executive Board. If approved, teams will play each other two (2) times
4 - 5	Teams automatically play each other two (2) times
6	Captains vote to play each team one (1) time or two (2) times
7 - 12	Teams automatically play each other one (1) time
13 or more	Said level may be divided into two (2) sections at the discretion of the Executive Board if the season(s) does not allow enough time for every team to play each other once

2.3 TEAM FORMATION (PLAYER REQUIREMENTS)

- A. Each team will select a Captain to represent them. Each Captain must have a reliable contact number. This phone number will be listed on the schedules.
- B. Players. At all levels, each team must have a minimum of six (6) players with no more than twelve (12) including substitutes. Exception: Level C may have a minimum of four (4) players as deemed by the Executive Board.
 - (i) Only the players listed on a team's roster will be eligible to play or that team during the season.
- C. Player Substitutions. A member may be a regular player on one team and may be on the sub list of a next higher level (Not a lower level) team from any club.
 - (i) A player may only be on one (1) substitute list.
 - (ii) A member who is a regular player on one team and a substitute on a higher level team may only substitute two (2) times.
 - (iii) If a member substitutes on a higher level team three (3) times during a season, she becomes a regular playing member for that team and surrenders her previous team position, leaving scores intact with no effect upon matches previously played.
 - (iv) The penalty for each illegal substitution will be a forfeit of one court win.

2.4 CAPTAIN RESPONSIBILITIES

- A. Each Captain will create her team on the SALT-tennis.com website by using the CAPTAINS ACCESS CODE provided via email. The time period for team creation will be posted at SALT-tennis.com.
- B. The Captain will designate the level and approved facility at which her team is playing at the time of team creation. She will also designate her co-captain at this time.
- C. After completing her captains login on SALT-tennis.com, she will be provided with a TEAM ACCESS CODE located on her team's page.
- D. The Captain will forward this TEAM ACCESS CODE to her players to enable them to register for her team.
 - (i) Co-captains will use the TEAM ACCESS CODE to create her log-in as well; NOT the CAPTAINS CODE.

- E. Each team roster must have at least six (6) regular players on the SALT-tennis.com website by the specified deadline or the team will not be included in scheduling.
 - (i) Players are able to join teams on the SALT-tennis.com during the three (3) week period after the Captain's meeting.
- F. Each team must have a captain, or acting captain, present at the Captain's Orientation meeting. In her absence, the captain will appoint a team member to represent her at all meetings and matches. Failure to comply will result in a penalty. (see section PENALTIES # 5.1)

2.5 CHANGING LEVELS OF PLAY

- A. A team as a whole may move up a level without winning their current level.
- B. A team winning two (2) consecutive seasons must play at the next higher level for at least one season.
 - (i) To remain at the current level of play, a team may regroup with no more than half of the existing team's regular players on the newlyformed teams's roster. The lowest level of play is excluded from this rule.
 - (ii) Level A may regroup or continue to play with the existing roster. The team who previously won two consecutive seasons will not get points counted toward their wins but only for their opponents who win courts from that particular match play.

3. MATCH PLAY

3.1 GENERAL

- A. Team matches will consist of three (3) doubles courts with the exception of Level C, which may have two (2) doubles courts if deemed by the Executive Board.
- B. All matches are to be played as scheduled and are not to be postponed except for inclement weather. (see section RESCHEDULING)
- C. No children will be permitted at courtside during league play.

3.2 PRE-MATCH RESPONSIBILITIES

- A. Host Team Host Team will (1) choose and reserve court surface for match play (different court surfaces may be used; (2) pay all court fees; and (3) furnish one can of unopened USTA approved balls for each match.

(i) Each captain is responsible for filling out the SALT score sheets and exchanging their written line-ups before match begins (9:00a.m. or 8:45 at Indoors).

B. Warm-Up All warm-ups, including serves, must be taken before match begins. Once the match begins, play will be continuous except for a ten-min. break that can be taken between the second and third sets.

3.3 START TIMES

A. Players will be on the court at 9:00 AM (8:45 a.m. at Indoors)

B. Match play begins at 9:20 AM sharp (9:05 AM Indoors according to the Indoors' clock). All matches will be played at this time even if different court surfaces must be used.

C. A 20-minute default rule is in effect for all scheduled matches, no one will be allowed to waive this rule. (see Default/Forfeit section below)

3.4 SCORING

A. Matches will be the best two (2) out of three (3) sets, using regular scoring.

B. Players should call the score before each point is served.

C. The Comen Tiebreak Procedure will be used when the score reaches 6-all (6-6) in any set.

D. Teams may play courts however they choose. The team winning 2 out of 3 courts wins the match. The team winning the most matches at the end of the regular season will be the winners in each division. In case of a tie, team losses, then individual wins, individual losses, sets lost and lastly games lost will determine the winners (in that order).
NO POINT SYSTEM WILL BE USED.

3.5 DEFAULTS/FORFEITS

A. Should a player not arrive before the 20-minute default time expires, the court will be awarded to the opponents if both players are present. The remaining team members will play according to the written line-up.

B. Unless there is prior approval of the Board, all matches, past and present, are considered voided when a team forfeits all three (3) courts in one match.

C. If a team forfeits more than 30% of their courts within a season, all matches, past and present, are considered voided. The team will also have to "sit out" or "regroup" with no more the 1/2 of their regulars/ subs the following season. All opponents, past and present, will be awarded a 3 court win for their match against this team and games recorded as:

- 1st court - 6/o, 6/o
- 2nd court - 6/o, 6/o
- 3rd court - 6/o, 6/o

3.6 POST-MATCH RESPONSIBILITIES

A. When all matches have been completed, each captain will record all scores on their score sheet and sign both score sheets.

B. The winning captain must enter the results on the SALT website (www.salt-tennis.com) within 48 hours of match completion. Failure to comply will result in a penalty (See section PENALTY # 5.2). The opposing captain must check the website to verify that the scores were entered correctly. The opposing captain must report any errors to her Scorekeeper within 72 hours of match completion.

C. A Captain will act in her team's behalf in any protest situation (see section PROTEST).

3.7 PLAY-OFFS

A. General - In case of a tie of matches won on a level, there will be no playoff. The winner will be determined by the "head to head" rule.

- (i) If a level has been divided into two (2) sections, the play-off format will be that the first place winner for each section plays the second place winner of the other section, and then the two winners play off.

B. Procedure

- (i) In Doubles, play-off matches will be scheduled by the Executive Board if captains need assistance
- (ii) Location of play-off matches will be at a neutral site determined by the two team captains.
- (iii) If location has more than one type surface, a coin will be flipped in advance to determine which surface will be used.

4. RESCHEDULING

In case of inclement weather, a match may be postponed and rescheduled if it is mutually agreeable to both captains or singles players and provided it is not postponed earlier than one hour prior to match time.

4.1 REASONS FOR RESCHEDULING

A. Temperature & Wind

- (i) Should the wind chill one hour prior to the match be 39 degrees or lower, matches will be rescheduled unless both parties are mutually agreeable to play.
- (ii) Should the heat index be expected to reach 100 degrees or higher, the matches will be rescheduled unless both parties are mutually agreeable to play.
- (iii) Temperature may be checked by the club pro, any member of either team, or other interested party. Temperature information must be from a recognized media source.
- (iv) Should sustained wind speed prior to the match time be 25 mile or greater, matches will be rescheduled unless both parties are mutually agreeable to play.

B. School Closures At any time that the Caddo/Bossier public schools are cancelled, (whether being for weather or other circumstances), match play may be rescheduled.

C. Requests for Postponement A request for postponement for any reason other than stated above (i.e. extenuating circumstances) MUST be made to and approved by the Executive Board AND both Captains/Singles players must agree.

4.2 PROCEDURE FOR RESCHEDULING

A. The Scorekeeper must be notified by the host captain of any match postponement within 24 hours of the time of the originally scheduled match. Failure to comply will result in a penalty. (see section PENALTIES #5.2)

B. Any postponed match must be rescheduled with the appropriate level scorekeeper within seven (7) days from the original match date. Failure to comply will result in a penalty. (see section PENALTIES #5.2)

- C. Once a date or time for a make-up match is agreed upon, teams or singles are committed to play on that date at that scheduled time.
- D. Matches postponed in accordance with the By-Laws will be played at the location originally scheduled unless both teams or singles want to play at another location (example - Indoors due to bad weather)
- E. For Doubles, if absolutely necessary, a foursome may schedule a different date or time.
- F. These make-up matches may be played at any time up to and including cutoff date.

4.3 INCLEMENT WEATHER DURING A MATCH

- A. In the event of rain during a match, play will be discontinued. Incomplete matches, when resumed, must be continued by the same players and resumed at the same location, set, game and point as they stood when halted. Any point played is always counted and never played again.
 - (i) There will be a 20-minute warm-up unless play has only been interrupted for a very brief time.

5. PENALTIES

5.1 PRE-SEASON PENALTIES Failure to attend Captain's meeting or have a team representative attend (1match loss)

- A. Pre-Season Match Loss Penalty Calculation The penalty, equal to one match loss, will be calculated as follows:
 - (i) One match will be subtracted from the Team Wins total
 - (ii) One match will be added to the Team Loss total
 - (iii) There will be no additions or subtractions to the following totals: Courts Won, Courts Lost, Sets Lost, Games Lost
 - (iv) The penalty will not be applied to a specific match
 - (v) The penalty will be reflected immediately in the Standings on the website

5.2 MATCH PLAY PENALTIES Under the following circumstances a team will be assessed a penalty equal to one (1) court loss:

- (i) Failure to enter scores within the assigned 48 hour deadline from match completion (1 court loss)

- (ii) Failure to notify the assigned level scorekeeper of postponement within 24 hours of original match date (1 court loss)
- (iii) Failure to notify assigned level scorekeeper of new match Date within seven (7) days of the original match date (1 court loss)

A. Match Play Court Loss Penalty Calculation The penalty, equal to one court loss, will be calculated as follows: The penalty will not be applied to a specific match

- (i) One court will be subtracted from the Courts Won total
- (ii) One court will be added to the Courts Lost total
- (iii) There will be no additions or subtractions to the following totals: Team Wins, Team Losses, Sets Lost, and Games Lost
- (iv) The penalty will be reflected immediately in the Standings on the website.

6. PROTEST

6.1 GENERAL

A. The Executive Board will serve as the PROTEST COMMITTEE.

B. The Executive Board has the option to enlist the help of a tennis professional, not involved with the club or the parties in dispute, in resolving any protest.

C. The Executive Board will act as the arbiter and have authority to penalize a team by subtracting up to three (3) court wins from their cumulative score and awarding those courts to the opponents. The penalty in Singles will be one (1) point.

6.2 PROCEDURE

A. An immediate protest should be lodged through the doubles team captain or singles coordinator regarding any violation of these Rules and Guidelines.

B. The President must receive in writing from the captain of the Protesting team or singles person any reasonable objection within 48 hours after the match in question has been played.

- (i) The Captain of the protesting team or singles person must, at the same time, mail a duplicate copy of her letter to the captain of the team or singles person being protested.

(ii) The Captain of the team or singles person being protested will have 48 hours to present a rebuttal in writing to the President.

7. **SINGLES**

7.1 **GENERAL** All other Rules and Guidelines sections apply to Singles play, except the DOUBLES and MATCH PLAY sections.

- A. Dates for beginning and completion of matches are in emailed schedule.
- B. The player with the most matches won shall be determined the winner of her level. In the case of a tie USTA rules will apply.
- C. SALT singles matches are to be played on a weekday during the day, unless mutually agreed upon by both parties.

7.2 **LEVEL FORMATION**

- A. A level must have at least three (3) players.
- B. If a level has eleven (11) or more players, it will be divided into groups.

7.3 **PRE-MATCH RESPONSIBILITIES**

- A. Host will be designated for each match. Host responsibilities are listed below:
 - (i) Host will contact her opponent to schedule the match at a time convenient to both players.
 - (ii) Host will choose location and reserve a court surface for match play.
 - (iii) Host will pay all court fees.
 - (iv) Host will furnish one (1) unopened can of USTA approved balls.
- B. A 20-minute default rule is in effect for all scheduled matches. No one is allowed to waive this rule.

7.4 **MATCH PLAY**

- A. Matches will be the best two (2) out of three (3) sets, using regular scoring. The third set will be a 10-point Tiebreak.
- B. All warm-ups, including service, must be taken before match begins. Once the match begins, play will be continuous except for a ten-minute break that can be taken between the second and third sets.
- C. Players should call the score before each point is served.
- D. The Comen Tiebreak Procedure will be used when the score reaches 6-all (6-6) in any set.

7.5 POST-MATCH RESPONSIBILITIES

- A. The winning player must enter the results on the SALT website (www.salt-tennis.com) within 48 hours of match completion. The opposing player must check the website to verify that the scores were entered correctly. The opposing player must report any errors to the Singles Coordinator within 72 hours.

7.6 RESCHEDULING

- A. A player requesting a postponement should notify the opponent by direct telephone contact no later than one (1) hour prior to match time.
- B. Two postponements of a match by the same player will be allowed.
- C. After two postponements by the same player, the player requesting the postponements should notify the Singles Coordinator within 24 hours.
- D. If the same player postpones the same match for a third time that player will forfeit the match.
- E. Any match not completed by the season deadline will result in a forfeit by both players.

7.7 PLAY-OFFS. USTA rules will be followed when a tie occurs (two players, head to head; three players, least sets lost, least games lost.)

- A. If a level has been divided into two (2) sections, the play-off format will be that the first place winner for each section plays the second place winner of the other section, and then the two winners play off.
- B. The Coordinator will choose a neutral location and determine surface of a court by a flip of coin.

7.8 PENALTIES/WITHDRAWALS

- A. When a player starts the season and does not finish, all of her matches are voided. Forfeiting over half of one's matches will be considered the same as dropping out.
- B. The player who drops out will not be allowed to play singles the following season unless approved by the Executive Board.