

RULES AND GUIDELINES FOR INTRACITY PLAY
(REVISED SEPTEMBER 2014)

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 Rules and Guidelines apply to both singles and doubles play, except that the 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 for 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 newly formed team'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 towards 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-minute 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 AM 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. The third set will be a ten point TIE BREAK.
- 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 miles 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:

1. Failure to enter scores within the assigned 48 hour deadline from match completion (1 court loss)
2. Failure to notify the assigned level scorekeeper of postponement within 24 hours of original match date. (1 court loss)
3. 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.

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. 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 ten point TIE BREAKER.
- 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.

