

Greater Portland City League Tennis Association

Rules and Regulations 2019-2020

Definition of Terms	2
Governing Rules.....	2
Description of League.....	3
Team Fees	3
Roster.....	4
Court Times/Facilities	4
Balls/Refreshments	5
Order of Play/Lineups/Scoresheets	5
Reporting Scores	6
Start Times/Lateness/Defaults	6
Substitutions	8
Warm-up	9
Match Play.....	9
Tiebreaks.....	10
Sportsmanship/Disputes	10
Foot Faults/Coaching/Cell Phones	11
Injuries	11
Rescheduling of Matches.....	12
Cancellation of Matches.....	12
Uncontrollable Suspension of Play.....	12
Comments or Questions	13
New Team Requests.....	13
Board Rotation	13

Definition of Terms

- 1) Within these Rules and Regulations, Greater Portland City League Tennis Association may also be referred to as GPCLTA, City League or City League Tennis.
- 2) **M**atch refers to an entire **M**atch consisting of one singles and five doubles **m**atches.
- 3) An individual match is one singles or one doubles match played within the Match.
- 4) Retired match is one that was suspended prior to completion due to injury, illness, inadequate court time, etc. The retiring team retains points earned and the opponent receives 2 points.
- 5) Suspension of play means both teams retain points earned. The Match is rescheduled and play resumes from the point at which the Match was suspended.
- 6) Default occurs in the event of late arrival at approved start times or in the event a team is unable to provide an adequate number of players for an individual match or matches.
- 7) Legal player is defined as:
 - a) A player currently on **ONLY** one team roster.
 - b) A player substituting **ONLY** at a higher division level **at their own club**. A player may **NOT** sub at the same division level in which they are rostered.
 - c) A player substituting for any club's lowest division team who is **NOT** on any GPCLTA team roster. The sub shall be an equivalent level player.
 - d) A player who has **NOT** reached the maximum of 7 substitutions.
 - e) A NTRP 5.0 and above rated player on division A or B teams only.

Governing Rules

- 1) The Greater Portland City League Tennis Association will be governed at all times by these rules. However, in the event of an occurrence not covered by the rules herein, the USTA Rules of Play and The Code (Player's Guide to Fair Play), found in the USTA handbook, Friend at Court, shall apply.
- 2) Teams committing serious infractions of these rules (*e.g. tampering with scores and/or scorecards*) shall be subject to penalties. The maximum penalty shall be the loss of 12 points and/or expulsion from playing in the Greater Portland City League Tennis Association. Penalties shall be determined by the Board on a case-by-case basis.
- 3) All points, games, sets, and Matches, played in good faith, shall stand.

Description of League

- 1) In order to participate in the Greater Portland City League Tennis Association, you must have attained the age of 19 by September 1st of the participating year.
- 2) Greater Portland City League Tennis Association (GPCLTA) consists of eleven divisions, **A** through **K**. "**A**" considered the highest level and "**K**" considered the lowest level.
- 3) Each year, City League has a single season with a Fall Session (1st half) and a Spring Session (2nd half). Play commences in September and concludes in May.
- 4) Occasionally, due to scheduling difficulties, teams normally scheduled to play on Wednesdays (A-F) may have Matches on Tuesdays and team normally scheduled to play on Tuesdays (G-K) may have Matches on Wednesdays.
- 5) All Matches are to be completed by the date of the last scheduled City League Match for both the Fall and Spring Sessions.
- 6) End-of-Season ties shall be decided by the two head-to-head Match results. If still tied, the number of **sets** won in the head-to-head matches shall break the tie. If still tied, the number of **games** won in the head-to-head matches shall break the tie. If still tied, a coin toss shall determine the winning team.
- 7) At the end of the season, the team in each division, with the highest number of points, shall be moved up one division and the team in each division, with the least number of points, shall be moved down one division.

Team Fees

- 1) Team fees consist of a Team Commitment Fee and a Registration Fee.
- 2) A non-refundable Team Commitment Fee is required in order to secure a team's position within City League for the upcoming season. The fee must be mailed to the Treasurer and postmarked no later than the designated calendar due date posted on the Website Calendar.
- 3) A flat Registration Fee covers additional budgetary requirements, to be determined by the Board. The fee must be mailed to the Treasurer and postmarked no later than the designated due date posted on the Website Calendar.

Roster

- 1) Rosters must be completed online prior to the registration due date posted on the Website Calendar (see Website-FAQ, Registration Instructions).
- 2) After the Fall and Spring open registration periods close, a maximum of three (3) additional players may be added to a team roster. Fall and Spring player addition deadlines are determined by the Board and posted on the Website Calendar. Contact the Website Coordinator to add new players (see Website-FAQ, Registration Instructions).
- 3) Each roster must provide complete information for all players, including name, address, telephone number and e-mail address. This information is for administrative purposes only and not viewable by the public.
- 4) Teams may add, transfer, or delete players from their rosters at mid-season each year. Mid-season roster changes must be completed online (see Website-FAQ, Registration Instructions). The website shall open for mid-season registration, and roster changes, after the date of the last Match of the Fall Session and close prior to the beginning of the Spring Session (see Website-Calendar).
- 5) Mid-season roster additions may include no more than 6 new players per team.
- 6) Transfers are permitted only during mid-season registration. Players may NOT transfer after mid-season registration is closed.
- 7) There are no additional fees for adding players during mid-season registration. Revised rosters go into effect when the Spring Session commences.

Court Times/Facilities

- 1) All clubs and tennis centers with teams playing City League Tennis must provide a home facility that is approved by the City League Board. The facility shall have a minimum of 3 courts and be available every Tuesday and/or Wednesday at an approved Match start times. It is intended that Matches be finished within 3 hours but not guaranteed. Home teams unable to provide adequate court time must retire matches not completed.
- 2) Home facilities must exist within a 20-mile radius of 1945 SE Water Ave, Portland, OR 97214 (OMSI). Matches may be played outside the 20-mile radius when both captains agree ONE MONTH PRIOR to the Match date.
- 3) Courts with a bubble are considered valid indoor courts. However, in the event an ongoing individual match is moved to or from the bubble, a 5 minute warm-up will be allowed in order for players to adjust to the court change.

Balls/Refreshments

- 1) The home team shall supply 6 new cans of USTA approved balls for each Match. High altitude balls are not acceptable.
- 2) The home team shall provide lunch for players on both teams (approximately 25 players).

Order of Play/Lineups/Scoresheets

- 1) The home team Captain must contact the visiting team Captain, one week prior to the Match, to review Match details. The visiting Captain must confirm (see Rules-Start Times/Lateness/Defaults).
- 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. When the Captains do not agree, the original format stands.
- 3) Unless otherwise agreed upon by the Captains prior to the Match, the order of play shall be as follows: singles, #1 doubles and #5 doubles will play the first round followed by #2, #3, and #4 doubles in the second round.
- 4) Teams are not required to play in order of strength in their line-ups, however, it is strongly recommended (e.g. the strongest doubles team plays the #1 position). Because City League Tennis does not rely upon USTA ratings for placement of players, arranging line-ups in order of strength, levels the playing field. (Reminder: NTRP 5.0 and above rated players are ONLY permitted to play on A or B Division teams)
- 5) A player may ONLY play one individual match. When a team is unable to field a complete line-up the Captain MUST default a position.
- 6) Captains (or designated Captains) shall exchange lineups before the beginning of the Match. It is strongly recommended that Captains are present 15 minutes prior to the Match start time in order to verify all first round players are in attendance and to fill out scoresheets (see Start Times). All named players must appear on the team's roster or be a legal sub (see Rules-Substitutions, and Definition of Terms).
- 7) Scores are recorded with the home team in the first column and visitors in the second column. Although not mandatory, identifying substitutes makes entering the scores easier.
- 8) After the lineups have been exchanged and reviewed, Captains are required to initial BOTH score sheets. Once lineups have been initialed the Match has officially begun and there can be no changes.

- 9) One point is earned for every set won. If played, third set tiebreaks are considered a set. Points from individual matches are added together to determine Match winner.
- 10) Default points shall be awarded as follows: 0 points to the defaulting team and 2 points to the opposing team (see Website-FAQ, Reporting Match Results and Rules-Start Times/Lateness/Defaults).
- 11) After the Match, Both Captains must verify that all scores are accurate. Captains are required to sign both score sheets. Although not mandatory, circling the winner's names makes entering the scores easier.

Reporting Scores

- 1) Captains are responsible for reporting the scores. The first Captain to log into the website enters the scores. The second Captain confirms the scores. Scores should be entered into the website within 48 hours of Match day.
- 2) Substitutes shall be identified when scores are entered into the website score sheet (see Website-FAQ, Substitutes).
- 3) When an error is made during the posting of scores, the opposing Captain may correct the error and confirm the corrected score. A message to both Captains will automatically be generated.
- 4) When Captains do not agree upon a score and a resolution cannot be agreed upon, both Captains shall contact their Division Representative. Details of the disputed scoring issue and a copy of the score sheet must be provided. All correspondence should include Captain's names, division, club names and the date of the Match. When necessary, the matter shall be advanced to the Resolution Coordinator. The final agreed upon score shall be sent to the Website Coordinator (see Website-FAQ, Confirming Match Results).

Start Times/Lateness/Defaults

- 1) Scheduled court times and match start times are established to ensure matches are started on time with the intent of being completed within three hours. **Approved** match start times are:

1st round:	11:00	2nd round:	12:00
	11:15		12:15
	11:30		12:30
	11:45		12:45
	12:00 noon		1:00 pm

- 2) Lateness penalties will only occur when **BOTH** of the following apply:
- a) A court is available. This occurs at the start of a match, when a preceding match is completed or when any court becomes available.
 - b) A player is not available to play at the approved match start time.

Example 1: A first round match started at 12:00 pm and finishes at 12:45 pm. That court is now considered to be "available" but the official 2nd round clock start time is 1:00 pm. Therefore, player is not late until 1:00:01 pm.

*Example 2: All the first round matches started at 12:00 pm and are still being played at 1:20 pm. Second round matches do **NOT** officially start at 1:00pm. They start as the first round matches are completed and courts become "available".*

- 3) Penalties for lateness apply to both the **first and second rounds** and are assessed as follows:
- a) Late 15:00 minutes or less - Loss of a set
 - b) Late over 15 minutes - Default match
- 4) Both Captains must agree to any individual match that begins prior to an official start time. The complete Match lineup must be exchanged before any match is played. Second round start times do not change (e.g. the official Match start time is 12:00 noon, however, both captains have agreed to start singles at 11:30am. The full lineup shall be exchanged prior to the 11:30am start time of the singles match. 2nd round matches officially start at 1:00pm).
- 5) When a player is more than 15 minutes late, the players waiting to begin the match should circle the winner's name/names on the score sheet and write "default" by the scores (see Rules-Scoresheets). If the late player arrives, and the facility has an available court, the players may practice as time permits.
- 6) A Captain shall notify the opposing team Captain, prior to Match day, when her team is not able to field a full Match line-up. When a default is necessary, the defaulted position shall be either the singles match or the 5th doubles match. Per court limitations, the Captains shall then make every attempt to move a second round team to the first round, preferably maintaining the standard order of play.
- 7) When last minute defaults occur near official match start times, 1st round or 2nd round, the defaulted position itself shall be eliminated from the Match, without affecting the rest of the lineup (e.g. at the last minute a #2 doubles player cannot play the match. That individual #2 doubles match is defaulted and all other matches are played as scheduled. Per court limitations, every attempt shall be made to move a second round match to the first round).
- 8) Once a default has been acknowledged it is binding. If circumstances change, and the defaulting Captain is once again able to field the defaulted position, they may ask the

opposing Captain to reinstate the defaulted match. The opposing Captain may agree but is under no obligation once the initial acknowledgement has taken place.

- 9) When a team defaults an entire Match, the defaulting team is identified as the “division loser” with an automatic downward move. Teams must provide players for as many individual matches as possible.

Substitutions

- 1) In order to avoid defaults, teams may use players from their **own club’s lower division** teams (*e.g. a B division team may use a player from their club’s C team or any lower division team*).
- 2) Any club’s **lowest division** team may use, as a substitute, any player considered to be an equivalent division level player, who does **NOT** appear on any City League team roster (See Rules-Definition of Terms, Legal Player).
- 3) NTRP 5.0 and above rated players may only substitute at division A or B.
- 4) An individual player may substitute 7 times or less, during the year long season. A player may substitute 7 times for one team or one time each for 7 teams or any combination thereof. A player is considered illegal if they exceed 7 substitutions and penalties shall be assessed.
- 5) Teams may use up to 3 substitutes per Match.
- 6) Available rostered players shall be used before using a substitute. Use of a sub, when a rostered player is available, may result in penalty points being assessed. Available doubles players are not required to play the singles position.
- 7) Failure to observe the substitution rules may result in the identification of an illegal player when the scores are reported. The penalties for using an illegal player are as follows:
 - a) The illegal player loses any points won.
 - b) The team using the illegal player is penalized 1 point, deducted from the team’s total Match score.
 - c) When the opposing team won the match, they retain all points won, but do not receive any additional points.
 - d) When the opposing team lost the match, they receive 2 points, and the match is scored as a 6-0, 6-0 win.
 - e) The illegal player shall have the match count as one of their seven 7 total allowed substitutions.

Warm-up

- 1) Players shall be prepared to go onto the courts and begin warming up as soon as a court is available.
- 2) The warm-up period shall be no longer than 10 minutes, including serves.
- 3) Players shall make a special effort to hit shots directly to their opponent and warm up **cooperatively**.

Match Play

- 1) All individual matches shall be two out of three sets with a **match tiebreak** in lieu of a third set (see Rules-Tiebreaks).
- 2) No-Ad scoring will be used at all times.
- 3) The server shall announce the game score before the first point of a game and the point score before each subsequent point of the game.
- 4) Players shall make calls promptly, however, balls are **NOT** to be called while still in flight
- 5) Players are allowed 20 seconds between points, 90 seconds between changeovers and 2 minutes between sets.
- 6) Within a set, players switch sides when the total number of games played is an odd number (*e.g. set score is 5-4, 2-3 or 0-1*). Players switch sides 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. In order to conserve time, when all players agree, they may forego switching sides during a set.
- 7) Disputes over the score shall be resolved by using one of the following methods which are listed in the order of preference:
 - a) Count all points and games agreed upon by the players and replay only disputed points or games.
 - b) Play from a score mutually agreed upon by all players.
 - c) Spin a racquet or toss a coin.

Tiebreaks

1) Set Tiebreaks:

- a) Sets tied at 6 games each shall play a set tiebreak, **first to 7 by 2 points**.
- b) Set tiebreaks are considered “continuous” play with no break before starting the tiebreak or during the tiebreak.
- c) The player/team that begins serving the tiebreak must RECEIVE serve at the beginning of the next set.
- d) Set tiebreaks are played using the 6-point procedure for changing sides.

2) Match Tiebreaks:

- a) Matches tied at one set each shall play a **match tiebreak** in lieu of a third set, **first to 10 by 2 points**.
- b) A 2 minute break is allowed between the second set and the third set tiebreak.
- c) The player/team that served the last game in the 2nd set **OR** served the first point of a 2nd set tie break, will receive the first point in the third set tiebreak.
- d) Match tiebreaks are played using the 6-point procedure for changing sides.

Sportsmanship/Disputes

- 1) Both players and spectators shall exercise good conduct at all times. This should include respect for others, observance of the rules and graciousness in winning and losing.
- 2) Unsportsmanlike behavior is contrary to the stated mission of City League Tennis. When indicated, concerns and potential sportsmanship infractions shall be reported to the Division Representative in order to address and prevent continuation of such behavior.
- 3) Rule disputes and sportsmanship issues, whenever possible, shall be resolved on the court, at the time of the occurrence. A player may ask her Captain or Co-captain for clarification or for a copy of the City League Tennis Rules and Regulations.
- 4) In the event a dispute arises over what are perceived to be bad line calls, any player may request Line Assistants. Only team members, or other City League tennis players present as spectators, may act as Line Assistants. When requested, one representative from each team shall come onto the court as a Line Assistant. When only one team can provide a Line Assistant, none will be used.
- 5) Line Assistants are to be situated at opposing net posts and are to remain quiet unless queried by a player to confirm or over-rule a line call. When both Line Assistants confirm the call, it stands. When both disagree with the call, it is overturned. When the Line Assistants have opposing opinions, a let is played. When one Line Assistant is able

to call the ball and the other states they could not make the call, as they could not clearly see, a let is played.

- 6) The first substantiated formal 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 formal complaint is received by the Resolution Coordinator, it shall be investigated by contacting all parties involved to determine the facts. The board shall make a decision based on the facts presented and by following the rules in place at the time (see Website- Document/Forms, Formal Complaint and FAQ, Formal Complaints).

Foot Faults/Coaching/Cell Phones

- 1) Foot faults may be called by the receiver or the receiver's partner ONLY after all efforts to curtail the behavior have failed (e.g. warning the server).
- 2) Once players have gone onto the court, there is to be **NO** coaching, whatsoever, from anyone. Penalty points may be levied if any form of coaching occurs
- 3) Cell phones, or any other communication device, **MUST** be turned off or put on "airplane mode", prior to starting the Match and may not be turned on until the match is complete and the player has exited the court. Any communication by a player on court, with anyone off court, is **NOT** permitted.
- 4) The first time a cell phone rings on court, 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.
- 5) Texting while on court shall result in the loss of the first point of the subsequent game.
- 6) When a player must leave their phone on, leave it with an off-court player who can answer and inform the on-court player of any emergency.

Injuries

- 1) When 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. The injured player's Captain, or team representative, shall have up to 15 minutes, from the time the injury occurred, to find another player or a **legal** substitute and to have them on the court ready to play. The new player shall receive a 10 minute warm-up. When the match, in play, or the following match is delayed to the point where the club's court time expires, the match affected shall be suspended (see Rules-Uncontrollable Suspension of Play).

- 2) When an injury occurs during an individual match, after warm-up, and the injured player is unable to complete the match after a 5 minute injury timeout, the individual match must be retired. Any set points earned by the injured player shall stand and the opposing team is awarded the 2 point win (see Website-FAQ,, Reporting Match Results).
- 3) Only one injury timeout is permitted per player per match.

Rescheduling of Matches

- 1) Teams may reschedule Matches only when both Captains agree. A Captain wishing to reschedule a Match shall contact the opposing team captain as soon as possible. Both captains shall notify their 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. When a team is unable to field a complete lineup, the Captain MUST default a position or positions (see Rules-Order of Play and Defaults).
- 3) All rescheduled 1st half Matches must be completed by the end of the Fall Session, using fall rostered players. All rescheduled 2nd half matches must be completed by the end of the Spring Session, using spring rostered players (see Website-FAQ, Rescheduling Matches and Website Calendar).

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. Cancelling before Match day, based on weather predictions alone, is not advisable. When a cancellation occurs, both Captains must notify their Division Representative and the Website Coordinator (see Website-FAQ, Rescheduling Matches).

Uncontrollable Suspension of Play

- 1) In the event play must be suspended due to difficulties with physical surroundings or any other factor, all four of the following shall apply:
 - a) The home team is responsible for rescheduling. 3 times will be suggested for the completion of the Match and both teams must make every effort to play the Match on one of the suggested times. When the Match cannot be rescheduled, all completed individual match scores shall be recorded and any incomplete individual matches shall be recorded as a zero for both teams.
 - b) The match is resumed with the score existing at the time of the suspended play.

- c) Captains are strongly urged to use the original lineups. When not possible, alternates may be used.
- d) Both Captains shall notify their Division Representative and the Website Coordinator of any Match suspension and/or rescheduling.

Comments or Questions

- 1) Team Captains may direct their comments or questions to the appropriate Division Representative via email (see Website-Contact Us).

New Team Requests

- 1) Clubs may request a new team(s) at any time during the season by contacting President@cityleaguetenis.org. When a vacancy occurs, team placement shall be at the discretion of the Board after extensive review.
- 2) Teams in City League Tennis belong to the clubs, not to individual players. Players may not move their team to a different club.

Board Rotation

- 1) Facilities shall be notified of Board Member eligibility no later than April 1. City League must receive their nomination no later than April 30 or the next facility in the rotation shall be offered the position until a candidate is confirmed.
- 2) No response shall place that facility's Board Member eligibility at the bottom of rotation.
- 3) Facilities may request a one year deferment if unable to nominate a member.

Website address: www.cityleaguetenis.org

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