

**Greater Portland  
City League Tennis Association**

**Rules & Regulations  
2025 - 2026**

# Rules & Regulations

## Table of Contents

Governing Rules -----	1
Description of League -----	1
Team Registration / Roster Updates -----	2
Tennis Clubs / Court Allocation -----	3
Balls / Refreshments -----	3
Match Start Times -----	3
Defaults -----	4
Lateness -----	4
Order of Play -----	5
Lineups -----	5
Substitutions -----	6
Match Play -----	6
Tiebreaks -----	7
Injuries -----	7
Coaching / Electronic Devices -----	8
Sportsmanship/Disputes -----	8
Reporting Scores -----	9
Rescheduling Matches -----	9
Cancellation of Matches -----	10
Uncontrollable Suspension of Play -----	10
New Team Requests -----	11
Board of Directors -----	11

## Governing Rules

1. Greater Portland City League Tennis Association, (City League) shall be governed at all times by these rules and any addendums.
2. Situations not covered by these rules, shall utilize the USTA Rules of Play and The Code, (Player's Guide to Fair Play), within the USTA handbook, Friend at Court. Teams committing serious infractions of these rules shall be subject to penalties.
3. Penalties shall be determined by the Board on a case-by-case basis.
4. All points, games, sets, and matches played in good faith, shall stand.

## Description of League

1. City League consists of 12 divisions, A - K and S (Senior). The A Division is the highest level team and K the lowest. (See the S Division Rules Addendum for player skill level and lineup rules.)
2. The City League season begins with online Team Registration in July followed by a Captains' Meeting held in August. Matches begin in September and conclude the following May. The season consists of two halves, a Fall Session and a Spring Session.
3. Team matches shall consist of one singles and four doubles matches.
4. Matches are primarily scheduled on Tuesday, Wednesday or Thursday. A - F Division teams play matches on Wednesdays and G - K Division teams play matches on Tuesdays. The S Division teams play matches on Thursdays. In some cases, matches may be scheduled on a day other than those listed above. When a tennis club has an imbalance of teams on a Tuesday or Wednesday, matches may be scheduled on an alternate day.
5. Team points are awarded based on sets won. At the end of the season, the team with the most points in the B - K Divisions moves up one division the following season. The team with the least number of points in the A - J Divisions moves down one division the following season. The S Division does not participate in the movement of teams.
5. At the end of the season, when teams are tied at the top or bottom of a division, the tie shall be broken to determine the team moving up or down, in the following order.
  - a. The sets won (point score) of the head-to-head matches between the tied teams shall break the tie.
  - b. When a tie still remains, the number of games won of the head-to-head matches shall break the tie.
  - c. When a tie still remains, a coin toss shall break the tie.

## Team Registration / Roster Updates

1. Player Roster Eligibility
  - a. To participate, a player must reach age 19 by the start of the City League season.
  - b. A player may be rostered on only one A – K Division team.
  - c. Players on S Division teams may also be rostered on one C – K Division team.
  - d. Players with a NTRP rating of 5.0 or above may be rostered on only an A or B Division team.
2. Registration Fee & Form
  - a. A non-refundable registration fee is required per team.
  - b. A completed registration form must be sent with the fee. Registration forms, with complete instructions are located on the website on the Documents/Forms page.
  - c. The fee and form due date is on the City League calendar posted on the website.
3. Summer Online Roster Registration
  - a. Team rosters are completed and updated online. (See Captain's Handbook- Summer Registration)
  - b. Captains may change their team login email and password.
  - c. Captains may add and delete players and change player information including name, email address and phone number.
  - d. Players may not be removed from a roster after registration closes.
  - e. Any player on more than one A - K roster after registration closes may be suspended from play for up to three consecutive matches.
4. Mid-Season Roster Updates
  - a. The Mid-Season Roster Update period takes place after the end of the Fall Session and prior to the start of the Spring Session. (See Website- Calendar)
  - b. Captains may add, delete and transfer players from their roster. (See Captain's Handbook- Mid-Season Roster Updates)
  - c. Captains may add up to six players.
  - d. A player may be transferred to another team (at the same or a different Tennis Club), at the player's request.
  - e. Captains may delete players from their roster.
  - f. Captains may change their team login email and password.
5. Fall & Spring Player Addition Periods
  - a. After Summer Registration and Mid-Season Roster Update periods close, captains may request up to three additional players be added to their roster. (See Captain's Handbook- Player Addition Periods)

## Tennis Clubs / Court Allocation

1. All participating tennis clubs must provide a minimum of three indoor courts for approximately three hours for home matches every Tuesday and/or Wednesday at approved start times. (See S Division Addendum for S Division court availability rules.)
2. Tennis clubs must provide courts within a 20-mile radius of 1945 SE Water Ave, Portland, OR 97214 (OMSI). When both captains agree, matches may be played outside the 20-mile radius.
3. Courts with a bubble are considered valid indoor courts. When an ongoing individual match is moved to or from a bubble or another building, players are permitted a five-minute warm-up.

## Balls / Refreshments

1. The home team shall supply new USTA approved cans of balls for each match. High altitude balls are not acceptable.
2. The home team shall provide lunch for players on both teams.

## Match Start Times

1. Approved match start times are:

<b>1<sup>st</sup> Round:</b>	11:00 am	<b>2nd Round:</b>	12:00 pm
	11:15 am		12:15 pm
	11:30 am		12:30 pm
	11:45 am		12:45 pm
	12:00 pm		1:00 pm

2. Both captains must agree to any match start time change prior to the official match start time. Complete match lineups must be exchanged before any match is played.

*Example:* The official match start time is 12:00 pm, however, both captains agree to start singles at 11:30 am. The full lineup shall be exchanged prior to the 11:30 am start time of the singles match. Second round matches officially start at 1:00 pm.

## Defaults

1. Teams must provide players for as many individual matches as possible.
2. A Default occurs when a team is unable to provide an adequate number of players for an individual match or when a player(s) arrives more than 15 minutes after the first or second round approved start times. The match is recorded as a Default and is scored 0-6, 0-6 for the defaulted team.
3. When known prior to match day, a captain shall notify the opposing team captain when her team is not able to field a complete match lineup. The defaulted position shall be either the singles match or the 4th doubles match. An attempt shall be made to move a second round match to the first round.
4. When a match day default occurs near the official match start time in either the first or second round, the defaulted match is not played. When players are available, an attempt shall be made to move a second round match to the first round.
5. When a default has been acknowledged by both teams prior to match day, it is binding. Should player availability change, the defaulting captain may ask the opposing captain to reinstate the defaulted match. The opposing captain is under no obligation to agree.
6. When a team defaults an entire match, the defaulting team is moved down a division at the end of the season, replacing the team with the least number of points in their division.

## Lateness

1. A player is considered late when a court is available and the player is not ready to walk on the court and begin the warm-up.
2. Penalties for lateness apply to both the first and second rounds and are assessed as follows:
  - a. Late less than 15 minutes: Loss of three games. (Late players are permitted a 10-minute warm-up.)
  - b. Late 15 minutes or more: Default the match.
3. Examples.

*Example 1:* A first round match started at 11:00 am. A player has not arrived by 11:05 am. The late player begins the match with a score of 0-3.

*Example 2:* A first round match begins warm-up at the start time of 12:00 pm and a player arrives at 12:20 pm. The match is Defaulted.

*Example 3:* A first round match starts at 11:30 am and finishes at 12:15 pm. The court is not considered available until 12:30 pm, the approved second round start time.

*Example 4:* A first round match started at 12:00 pm and is still being played at 1:30 pm. The approved start time for the second round is when the first round match is completed or any other court becomes available.

## Order of Play

1. One week prior to the match, the home team Captain must contact the visiting team Captain to review and confirm match details. (See Rules- Start Times)
2. Matches are played in two rounds with three individual matches in the first round and two in the second round. Singles and Doubles 1 and 4 play in the first round. The order of round two shall prioritize court utilization with Doubles 2 or 3.
3. When a facility has more than 3 courts available, and both captains agree, an alternate format may be played. When both Captains do not agree, the original format stands.

## Lineups

1. A player may play in only one individual match.
2. City League does not rely on USTA NTRP ratings for placement of players. It is strongly recommended captains arrange their lineups in order of player strength and playing ability. NTRP 5.0 and above rated players are only permitted to play on A or B Division teams.
3. Captains are encouraged to arrive 15 minutes prior to the match start time to facilitate the exchange of lineups and to verify first round players are present.
4. After the lineups have been exchanged and reviewed, there shall be no changes, except when an injury occurs before a point has been played. (See Injuries, page 7)
5. Scores are recorded with the home team in the first column and visitors in the second column. (Although not mandatory, identifying substitutes makes entering scores online easier.)
6. One point is earned for every set won. Third set tiebreaks count as a set. Points earned from individual matches are added together to determine the match score and winner.
7. After the match, both captains shall verify all scores are accurate and sign both score sheets.

## Substitutions

1. A team may use any player rostered on a lower division team from their own tennis club as a substitute.
2. The lowest division team at a tennis club shall use a non-rostered player with equivalent playing ability, as a substitute.
3. Players rostered only on a S Division team may substitute on a club's lowest division team.
4. NTRP 5.0 and above rated players may substitute only on an A or B Division team.
5. An individual player may substitute 10 times or less during the year long season. A player may substitute 10 times for one team or 10 times on different teams but only 10 times total.
6. Teams may use up to 4 substitutes per team match.
7. Available rostered players shall be used before using a substitute. Use of a substitute when a rostered player is available may result in a penalty. Available doubles players are not required to play the singles position.
8. When scores are recorded on the website, an ineligible player may be identified. The captain entering the scores shall contact the opposing captain for clarification or correction. When captains agree an ineligible player was the substitute, the penalty shall be a Default of the individual match by the team with the ineligible player. The Website Coordinator must be contacted prior to recording the match score.

## Match Play

1. Players shall be prepared to go onto the court and begin warming up as soon as a court is available.
2. The warm-up period, including serves, shall be 10 minutes or less.
3. All individual matches shall be two out of three sets with a match tiebreak in lieu of a third set. No-Ad scoring shall be used for all games. (See Rules-Tiebreaks)
4. 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.



5. Players shall make calls promptly; however, calls are not to be made while the ball is in flight.
6. Players are allowed 20 seconds between points, 90 seconds between changeovers and 2 minutes between sets.
7. Within a set, players switch ends when games played total an odd number. Between sets, players switch ends when games played total an odd number. In order to conserve time and when all players agree, players may forego switching ends during a set.
8. When court time expires during a match, the individual match shall be recorded as “Retired” by the home team. Sets and completed games are recorded as played. Captains are encouraged to implement time-saving strategies, especially when first round matches consume significant available court time.
9. Disputes over the score shall be resolved by proceeding with play from the score mutually agreed upon by all players.

## **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 or team who began serving the tiebreak receives serve at the beginning of the next set.
  - d. Players change ends every six points.
2. Match Tiebreaks
  - a. Matches tied at one set each shall play a 10-point tiebreak in lieu of a third set. The 10-point tiebreak is the 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 or team who served the last game in the second set or served the first point of a second set tiebreak, receives the first point in the third set tiebreak.
  - d. Players change ends every six points.

## **Injuries**

1. When an injury occurs during warm-up and an eligible team player or eligible substitute is available, the player may be substituted for the injured player.

- a. The injured player's captain, once notified of the injury, shall have up to 15 minutes to find an eligible player/substitute and have them on court ready to play.
  - b. The new player is allowed up to a 10-minute warm-up.
2. When an injury occurs after the warm-up, the injured player receives a five minute injury timeout. When the injured player is unable to complete the match, the individual match must be Retired. The set scores are recorded as played.
3. Only one injury timeout is permitted per player, per match.

### **Coaching / Electronic Devices**

1. Once players have gone onto the court, no coaching is allowed from anyone.
2. All electronic devices must be turned off, put on airplane mode or left with an off-court player prior to the start of a match. Any communication by a player on court, with anyone off court is not permitted.
3. The first time any electronic device rings or buzzes on court, a let may be played. Should the sound occur more than once, the opponent may call a deliberate hindrance and claim the point.
4. Sending or receiving text messages while on court shall result in the loss of the first point of the subsequent game.

### **Sportsmanship / Disputes**

1. Players and spectators shall exercise good sportsmanship at all times including respect for others and observance of the rules.
2. Unsportsmanlike behavior is contrary to the stated mission of City League. Concerns and potential sportsmanship incidents shall be reported to the Division Representative, who shall work with the captains to address the unsportsmanlike behavior.
3. Whenever possible, rule disputes and sportsmanship issues, shall be resolved on the court at the time of the occurrence. Players may ask their captain for clarification of a rule.
4. When a dispute arises over line calls and/or foot faults, players may request Line Assistants. Line Assistants shall be one available City League player from each team. When two players are not available, and both captains agree, another individual may act as a line assistant. When only one Line Assistant is available, none are used.

5. Line Assistants shall be situated at opposing net posts and remain quiet unless asked by a player to confirm or overrule a line call.
  - a. When both Line Assistants confirm the call, it stands.
  - b. When both disagree with the call, it is overturned.
  - c. When Line Assistants have opposing opinions, a let is played.
  - d. When one Line Assistant is able to make the call and the other states they cannot, a let is played.
6. Captains shall report serious rule infractions to their Division Representative. The Division Representative and the captain shall determine whether to file a Formal Complaint with the Resolution Coordinator. (See Website– Documents/Forms, Formal Complaint)
7. When a Formal Complaint is received by the Resolution Coordinator, the Formal Complaint process shall be followed. The Board shall make decisions based on the facts presented and the rules in place at the time of the match. Any substantiated Formal Complaint received about a player or team may result in penalties.

## Reporting Scores

1. Captains are responsible for recording the scores on the website. The first captain to login to the website enters the scores and the second captain confirms the scores. Scores shall be entered on the website within 48 hours after the match.
2. When an error is made during the recording of scores, the opposing captain may correct the error and confirm the corrected score. An automated message is sent to both captains about the change.
3. When captains do not agree on a score and a resolution cannot be agreed to, both captains shall contact their Division Representative.
  - a. Details of the disputed scoring issue and a copy of the score sheet must be provided.
  - b. All correspondence shall include the Division, Club, names of captains, and the date of the match.
  - c. When necessary, the matter shall advance to the Resolution Coordinator. The final agreed upon score shall be sent to the Website Coordinator. (See Captain's Handbook- Confirming Match Scores, Disputed Scores)

## Rescheduling 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. The initiating captain shall notify their Division Representative and the Website

Coordinator of any match changes, including confirmation from the opposing captain.

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 shall default a position or positions. (See Rules- Order of Play and Defaults)
3. All rescheduled Fall Session matches must be completed by the end of the Fall Session, using Fall rostered players. Any exceptions must be approved by the Board. All rescheduled Spring Session matches must be completed by the end of the Spring Session, using Spring rostered players. (See Captain's Handbook- Rescheduling Matches)
4. The Board reserves the right to disallow the rescheduling of matches.

### **Cancellation of Matches**

1. In the event of inclement weather or other major disruption, cancellation of a match must be communicated as soon as possible. Cancelling before match day, based on weather predictions alone, is not advisable.
2. Both teams shall make every effort to find an acceptable reschedule date, time and location. Captains may field a complete lineup of singles and all doubles for any rescheduled match when lineups have not been exchanged.
3. When a cancellation occurs, both captains must notify their Division Representative and the Website Coordinator. (See Captain's Handbook- Rescheduling Matches)

### **Uncontrollable Suspension of Play**

1. Prior to match completion, when play is interrupted due to unforeseen circumstances, play is suspended.
2. The home team is responsible for rescheduling suspended matches. Three days/times shall be suggested for the completion of the match and both teams must make every effort to play the match on one of the suggested days/times.
3. The match is resumed with the score existing at the time play was suspended. Captains are strongly urged to use the original lineup. When not possible, alternates may be used.
4. 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.

5. The home captain shall notify their Division Representative and the Website Coordinator of any match suspension and/or rescheduling.

## **New Team Requests**

1. Available Division teams shall be posted on the City League website Home Page after the first of the year. As changes occur, information shall be updated.
2. Interested tennis clubs shall submit a team request to the City League President, no later than the mid-April date identified by the Board. Clubs may be asked to provide information such as court availability, the ability to play more than one match on the same day, and an estimated number of players for the new team.
3. The City League Board shall review and evaluate all requests. Tennis clubs shall be notified of the Board's decision. Duplicate requests shall be entered into a lottery. The lottery drawing shall occur at a Board meeting.
4. Tennis clubs may not request an available team in the spring and return their next lower division team during summer registration.
5. City League teams belong to the tennis clubs, not to individual players. Players may not move their team to a different club.

## **Board of Directors**

1. The City League Tennis Board shall consist of twelve (12) members selected by participating tennis clubs on a rotating 3-year basis. Each year four members leave the Board and four are added.
2. The Executive Committee members include President, Vice President/President-Elect, Secretary, Treasurer, Website Coordinator and Resolution Coordinator. The current President-Elect shall choose the Executive Committee members for the following year and appoint three signatories for the bank account.
3. City League Board members are nominated by the participating clubs from their active members. Nominees must be rostered on a City League team.
4. Tennis clubs shall be notified of Board Member eligibility after the mid-season break and have 30 days to respond. When a nominee is not submitted, the next club in the rotation shall be offered the position until a candidate is confirmed. No response or failure to identify a candidate shall move that tennis club's board member eligibility to the bottom of the rotation.

5. A maximum of three Board members may be an employee of a participating tennis club.
6. Any player having received a disciplinary action of probation, match suspension or greater, shall be ineligible for a position on the Board for two years following the completion the disciplinary action.

City League Website address: [www.cityleaguetenis.org](http://www.cityleaguetenis.org)

Revised and adopted June 2020

Reviewed June 2021

Revised and adopted July 2022

Revised and adopted January 2023

Revised and adopted June 2023

Revised and adopted June 2024

Revised and adopted June 2025