

Greater Portland City League Tennis Association

Rules and Regulations 2021-2022

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Definition of Terms

1. Greater Portland City League Tennis Association: May be referred to as GPCLTA, City League or City League Tennis, within these Rules and Regulations.
2. A **M**atch: An entire **M**atch consisting of one singles and five doubles matches.
3. A match: One singles or one doubles match played within the **M**atch.
4. Retired match: Play is stopped prior to match completion due to player or court time unavailability. The retiring team retains points earned and the opponent receives 2 points.
5. Suspension of Play: Play is interrupted prior to **M**atch completion due to unacceptable physical surroundings or any other situations stated in these rules. Both teams retain points earned. The **M**atch is rescheduled and play resumes from the point at which the **M**atch was suspended.
6. Default:
 - a. When a team is unable to provide an adequate number of players for a **M**atch.
 - b. When a player(s) arrives more than 15 minutes after the 1st or 2nd round approved start times.
7. Ready to Play: When players are ready to walk onto the assigned court and begin the match warmup.
8. Legal Player:
 - a. A player who has attained the age of 19 by September 1, of the participating year.
 - b. A player currently on **ONLY** one A - K team roster and/or one Senior Division team roster.
 - c. A player substituting for their own Tennis Club, on a higher Division team. A player may **NOT** sub in the same Division in which they are rostered.
 - d. A player, not on any GPCLTA team roster, substituting on any club's lowest Division team, with equivalent playing strength/ability.
 - e. A player who has **NOT** exceeded the yearly maximum of 7 substitutions.
 - f. 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 shall be governed at all times by these rules. Situations not covered by the rules herein, the applicable rules shall be found in the USTA Rules of Play and The Code (Player's Guide to Fair Play), within the USTA handbook, Friend at Court.
2. Teams committing serious infractions of these rules shall be subject to penalties.
Example: Tampering with scores and/or scorecards.
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 the League

1. Greater Portland City League Tennis Association (GPCLTA) consists of twelve divisions, **A** through **K** and **S (Senior)**. "**A**" is considered the highest level with "**K**" considered the lowest level. In the Senior Division, "1" Doubles shall be considered the highest level with "4" Doubles considered the lowest level.
2. 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.
3. Occasionally, due to scheduling difficulties, teams with Matches usually scheduled on Wednesdays (A-F) may have Matches scheduled on Tuesdays and teams with Matches usually scheduled on Tuesdays (G-K) may have Matches scheduled on Wednesdays. Senior Division Matches may be scheduled on Tuesdays, Wednesdays or Thursdays.
4. All Matches are to be completed by the date of the last scheduled City League Match for both the Fall and Spring Sessions.
5. End-of-Season ties shall be decided by the two head-to-head Match results. When tied, the number of **sets** won in the head-to-head matches shall break the tie. When a tie remains, the number of **games** won in the head-to-head matches shall break the tie. Should a tie still remain, a coin toss shall determine the winning team.
6. 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 with the least number of points in each division shall be moved down one division.
The Senior Division shall not participate in the up or down movement of teams.

Note: The highest point A Division team does not move up, nor does the lowest point K Division team move down.

Team Fees

1. Team fees consist of a Team Commitment Fee and a Registration Fee.
2. The 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, determined by the board, covers additional budgetary requirements. The fee must be mailed to the Treasurer and postmarked no later than the designated due date posted on the Website Calendar.

Rosters

1. Rosters must be completed online prior to the Summer and Mid-Season registration deadline posted on the Website Calendar (see Website-FAQ, Registration Instructions).
 - a. Prior to the Summer open registration deadline, Captains/Tennis Club management shall obtain written/electronic communication from all previous year players, confirming their intent to remain or leave their current team.
 - b. All City League players are responsible to communicate to the Captain/Tennis Club management, confirmation of their intent, to remain or leave their current team.
 - c. At the close of Summer and Mid-Season registration the Website Coordinator shall have 5 days to review team rosters for double rostered players. Rosters are NOT FINAL until the Website Coordinator has completed the double rostered player review process.
 - d. Players still double rostered (except Senior Division players) after completion of the player review process, shall receive the penalty of suspension from City League play, for 3 consecutive matches.
2. After Summer and Mid-Season open registration periods close, a maximum of three (3) additional players may be added to a team roster. Fall and Spring Session 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. Captains shall confirm with the Website Coordinator, added and transferred players are currently rostered on only one A-K Division City League team, and/or one Senior Division 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/Tennis Clubs

1. All Tennis Clubs with teams playing City League Tennis must provide a minimum of 3 “home” courts, available every Tuesday and/or Wednesday at approved Match start times.
2. Home Tennis Clubs 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, at least ONE MONTH PRIOR TO THE MATCH DATE.
3. It is expected, not guaranteed, all Matches shall be completed within 3 hours.
 - a. Home teams unable to provide adequate court time must retire matches not completed.
 - b. When multiple matches must retire, the last match to start retires first, regardless of the score.

Note: Captains are encouraged to implement time saving strategies, especially when first round matches consume significant available court time.
4. Courts with a bubble are considered valid indoor courts. When an ongoing individual match is moved to or from the bubble, a 5 minute warm-up shall be allowed for players to adjust to the change in court conditions.
5. Captain’s shall notify all other division captains and the Website Coordinator, of any planned construction projects at their Tennis Club, including start/end dates.

Balls/Refreshments

1. The home team shall supply 6 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 (approximately 25 players).

Order of Play/Lineups/Scoresheets

1. One week prior to the Match, home team Captains must contact visiting team Captains 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, when 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 Captains have agreed, prior to the Match, the order of play is as follows: Singles, 1 Doubles and 5 Doubles shall 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/playing ability 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/playing ability, 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 play only ONE individual match. When a team is unable to field a complete line-up the Captain MUST default a position.
6. Captains or designee shall exchange lineups before the official start of the Match. It is strongly recommended Captains arrive 15 minutes prior to the official Match start time to verify all first round players have arrived and to complete 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 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. Third set tiebreaks count as a set. Points earned from individual matches are added together to determine the Match winner.
10. Default points shall be awarded as follows: 0 points given to the defaulting team with 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 all scores are accurate. Captains are required to sign both score sheets. Although not mandatory, circling the winners 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 and the second Captain confirms the scores. Scores shall be entered into the website scoresheet, within 48 hours of Match day.
2. **Substitutes shall be identified when scores are entered into the website scoresheet.** (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 shall include Captain's names, Division, Club names and the date of the Match. When necessary, the matter shall advance 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 expectation of completion within three hours.

Approved match start times are:

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

11:45am	12:45pm
12:00 noon	1:00pm
12:15pm	1:15pm

2. Lateness penalties shall occur only when **BOTH** of the following apply:
 - a. A court is “available”: Occurs at the approved match start time (1st and 2nd round), when a preceding match is completed, or when any court becomes available.
Example 1: A first round match started at 12:00 pm and finishes at 12:45 pm. The court is NOT considered to be “available” until 1:00pm, the approved 2nd round start time.
Example 2: All the first round matches started at 12:00 pm and are still being played at 1:20 pm. The approved start time is when the first round match is completed or any court becomes “available”.
 - b. A player is **not** “ready to play” at the approved match start time. “Ready to play” means ready to walk on court and begin the warmup.
3. **Penalties for lateness apply to both the first and second rounds and are assessed as follows:**
 - a. Late 15 minutes or less - Loss of **3 games**
 - b. Late over 15 minutes - Default match
4. Both captains must have agreed to any individual match started prior to the official Match start time. **Complete** Match lineups must be exchanged before any match is played. Second round start times do not change.
Example: 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, shall circle the winner’s name/names and write, “Default” in the score section of the score sheet (see Rules-Scoresheets).
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, every attempt shall be made to move a second round match 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. Per court limitations, and player availability, every attempt shall be made to move a second round match to the first round.

Example: 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.

8. Once a, prior to Match day, default has been acknowledged 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.
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 Tennis 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). Players rostered **ONLY** on a Senior (S) Division team may **not** substitute on any A - K Division team.
2. Any Tennis Club’s **lowest Division team**, may use as a substitute, any player who does **NOT** appear on any other City League team roster, and has equivalent strength/playing ability (See Rules-Definition of Terms).
3. NTRP 5.0 and above rated players may sub only 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 when they exceed 7 substitutions, which may result in penalties.
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 penalties. 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. 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.
- f. When a double rostered player is the illegal sub, the board shall determine which penalties are assessed to the team.

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 shall 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 ends when total games played equal an odd number. Between sets, players switch ends when total games played is an odd number. **In order to conserve time, when all players agree, players may forego switching ends 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 on 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 who began 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 ends.
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 who served the last game in the 2nd set, OR served the first point of a 2nd set tiebreak, **receive** the first point in the third set tiebreak.
 - d. Match tiebreaks are played using the 6-point procedure for changing ends.

Sportsmanship/Disputes

1. Both players and spectators shall exercise good conduct at all times including, 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 incidents shall be reported to the Division Representative, who shall investigate, address and assist in preventing the continuation of such behavior. The Division Representative may bring the issue to the board for discussion and recommendations.
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. When 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 are used.
5. Line Assistants shall be situated at opposing net posts and remain quiet unless queried by a player to confirm or over-rule 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 could not, 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, the Formal Complaint process shall be followed. The board shall make a decision based on the facts presented and by following the rules in place at the time (see Website-Documents/Forms, Formal Complaint and FAQ, Formal Complaints).

Coaching, Foot Faults, & 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 when any form of coaching occurs.
3. Cell phones, or any other communication device, **MUST** be turned off or put on "air-plane 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. Should the phone ring 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 keep their phone on, they shall 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 designee, shall have up to 15 minutes from the time the injury occurred, to find another player or **legal** substitute and have them on 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 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).

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 situation identified in these Rules, all of the following shall apply:
 - a. The home team is responsible for rescheduling. 3 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.

- b. 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.
- c. The match is resumed with the score existing at the time of the suspended play.
- d. Captains are strongly urged to use the original lineups. When not possible, alternates may be used.
- e. 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. When a team vacancy becomes available, all Tennis Clubs shall be notified using the most current City League Tennis Club Contact List. The available team's Division(s) shall be communicated to allow Tennis Clubs time to evaluate their individual team needs.
2. Tennis Clubs shall have 14 days to respond with a request for an available team. All requests shall include the following:
 - a. Court availability
 - b. Ability to double book
 - c. Minimum of 11 players available to form new team
3. The City League Board shall review and evaluate all Tennis Club requests. Approved requests shall be entered into a lottery. The lottery drawing shall occur by the January Board meeting, with at least 3 Board members present. All requesting Tennis Clubs shall be notified of the lottery results.

NOTE: Contact the City League President (President@cityleaguetenis.org) and Website Coordinator (WebsiteCoordinator@cityleaguetenis.org) with any changes to Tennis Club contact information.

4. Teams in City League Tennis belong to the Tennis Clubs, not to individual players. Players may not move their team to a different club.

Board Rotation

1. Tennis Clubs 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 Tennis Club in the rotation shall be offered the position until a candidate is confirmed.
2. No response shall place that Tennis club's Board Member eligibility at the bottom of rotation.
3. Tennis Clubs may request a one year deferment if unable to nominate a member.

Website address: www.cityleaguetenis.org

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