

Greater Portland City League Tennis Association

Rules and Regulations 2017-2018

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Definition of Terms

1. City League Season consists of a Fall Session and a Spring Session.
2. Match refers to an entire match consisting of one singles and five doubles matches.
3. An individual match is one singles or doubles match within the Match.
4. Retired match is one that was suspended prior to completion due to injury, illness, inadequate court time, etc. The retired team retains the points earned; the opponent receives 2 points.
5. Suspension of play means both teams retain points earned; Match is rescheduled resuming play at the point when the Match was suspended.
6. Default occurs in the event of late arrival for the scheduled court times or in the event a team is unable to provide the appropriate number of players for the individual matches.
7. Legal Player:
 - a) A player currently on one (1) team roster. And only one.
 - b) A player playing at the division of their team or subbing for any team at their club at a higher-level division.
 - c) A player who has been used as a substitute 7 times or less.
 - d) A player, not on any team roster and considered to be an equivalent level player, who is subbing for the lowest division team at any club.
 - e) NTRP 5.0 and above rated player on Division A or B team only
8. Sportsmanship refers to players and spectators. Both players and spectators should exercise good conduct, including observance of rules of fair play, respect for others, and graciousness in winning and losing.

Governing Rules

1. The Greater Portland City League Tennis Assoc. will be governed at all times by these rules. However, in the event of an occurrence during a match not covered by the rules herein, the USTA Rules of Play and Code of Conduct will apply.
2. Teams committing serious infractions of these rules (e.g. tampering with scores and/or scorecards) will be subject to penalties. The maximum penalty will be the loss of 12 points and/or expulsion from playing in the Greater Portland City League Associations. Penalties will be determined by the Board on a case-by-case basis if the need arises.
3. All points, games, sets, and Matches played in good faith will stand.

Description of the League

1. In order to participate in the Greater Portland City League Tennis Assoc., you must have attained the age of 19 by September 1st of the participating year.
2. Greater Portland City League Tennis Assoc. (GPCLTA) consists of eleven divisions (A through K), with a single season of play commencing in September and concluding in May. The winner in each division will be the team with the highest number of points. Prizes will be awarded at the end of the season.
3. A non-refundable team commitment fee of \$20.00 is required in order to secure a team's position in the league for the upcoming season. The fee must be mailed to the Treasurer, and postmarked no later than the yearly designated calendar due date. (Refer to the Calendar on the website.)
4. All Matches consist of one (1) singles and five (5) doubles matches (collectively called the Match).
5. All Matches are to be completed by the date of the last scheduled City League Match for both the Fall and Spring session.
6. At the end of the season, the winning team in each division will be moved up one (1) division and the losing team in each division will be moved down one (1) division.
7. End-of-season ties will be decided by the head-to-head Match results. If still tied, the number of points won in the head to head matches will break the tie. If still tied, the number of games won in the head-to-head match will break the tie.

Rosters/Team Fees

1. Team fees consist of a Commitment Fee and Registration Fee. Commitment fees secure a team's position within the GPCLTA for the upcoming season.
2. The Commitment fee must be mailed to the Treasurer, and postmarked no later than the designated calendar due date, determined by the board. (Refer to the Website Calendar for the specific date).
3. A flat, team Registration fee, determined by the board, must be sent to the Treasurer, and postmarked no later than the designated due date posted on the Website Calendar. Budget needs will be considered to determine the flat registration fee each season.
4. Rosters must be completed on-line prior to the date determined by the board and posted on the Website Calendar.
5. After registration closes, three (3) new players may be added to a roster before the player addition deadline. Contact the Website Coordinator to add a player during the player addition period.

- a. Player addition deadlines: Fall and Spring session deadline dates are determined by the board and posted on the Website Calendar.
6. 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.
7. Teams may add or delete players from their rosters at mid-season each year. Mid-season roster changes must be completed on-line. The website will be opened for mid-season roster changes after the date of the last Match of the Fall Session and close prior to the beginning of the Spring Session.
8. Mid-season roster changes may include no more than six (6) new players per team. Transfers are permitted only during mid-season registration. Players may NOT transfer after mid-season registration is closed.
9. There are no additional fees for adding players during mid-season registration. Revised rosters go into effect when Spring session commences.

Order of Play

1. Unless otherwise agreed upon by the captains prior to the Match, the order of play will be as follows: singles, #1 doubles and #5 doubles will play first followed by #2, #3, and #4 doubles, in that order.
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. If the captains do not agree, the original format stands.
3. An individual player may only play one individual match. If a team is unable to field a complete line-up, captains MUST default a position.
4. The home team captain must contact the visiting team captain one week prior to the Match to confirm Match details and visiting captain must confirm.

Sportsmanship and Disputes

1. Sportsmanship:
 - a. Player Sportsmanship:
Players should exercise good conduct at all times, including a striving spirit, observance of the rules of fair play, respect for others, and graciousness in winning and losing.
 - b. Spectator Sportsmanship:

Spectators should exercise good conduct at all times, including graciousness in winning and losing as well as respect for all players on the court, teammates and opponents.

- c. Unsportsmanlike behavior is contrary to the stated mission of City League Tennis and should be addressed at the time, during the match and, when indicated, reported to the Division Representative to address/prevent continuation of such behavior.
- d. Offensive or unsportsmanlike behavior: 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.**
- e. Once a formal complaint is received by the Resolution Coordinator, she will investigate by contacting all parties involved to determine the facts. The board will make a decision based on the facts presented and by following the rules in place at the time. (See Formal Complaint, on the website for details of the complaint process.)

2. Disputes:

- a. All scoring/rules disputes **MUST** be resolved at the time, on the court. A player may ask her captain or co-captain for clarification or for a copy of the GPCLTA Rules and Regulations.
- b. When GPCLTA does not have a formal ruling, use the USTA handbook or Friend of the Court Guidebook to resolve the issue.
- c. When an appropriate rule cannot be found, players should go back to the place in the match, before the dispute arose, where both players/teams agreed upon the score and proceed from there to complete the match.
- d. 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 (1) representative from each team must come onto the court as the line assistants.
- e. Line assistants are to be situated at opposing net posts. Line assistant duties are restricted to confirming or over-ruling line calls, **ONLY** when asked by a player on the court. Line assistants cannot unilaterally overrule line calls.
- f. A ball is called out once it has touched the ground, ceiling, scorecard, curtain, etc., and **not** while still in flight.
- g. Flagrant foot faults may be called by the receiver or the receivers partner, **ONLY** after all efforts (i.e. warning the server) have failed.

3. Coaching;

Once the players have gone onto the court, there is to be **NO coaching whatsoever from anyone**. (Penalty points may be levied).

4. Cell phones:

- a. Cell phones **MUST** be turned off prior to entering the court and may not be turned on until the match is completed and the player is off the court. Any communication (including texting) by a player on court, with anyone off court, is not allowed.

- b. 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.
- c. Texting while on court will result in the loss of the first point of the subsequent game.
- d. 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.

Match Lineups/Reporting Scores

1. The captains will exchange line-ups prior to the beginning of the Match. All players on the line-up must appear on the team rosters. Once line-ups have been exchanged, the Match has officially begun and there can be no changes.
2. **Substitutes will be identified when scores are entered into the website score sheet.**
3. Teams are not required to play in order of strength in their line-ups (i.e. the strongest doubles team plays the #1 position); however it is strongly recommended. Since City League Tennis does not rely upon USTA ratings for placement of players, arranging line-ups in order of strength levels the playing field. Exception: NTRP 5.0 and above rated players are permitted to play on A or B Division teams ONLY.
4. No Match will begin until the line-ups have been exchanged. It is strongly recommended captains (or designated captains) be present 15 minutes prior to the Match start and verify all first round players are present and complete accurate match lineups.
5. Both captains must verify score sheets for accuracy (i.e., names, set scores, and final score) and sign the completed score sheets.
6. Both 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 the day of the Match.
6. When an error is made during the posting of the scores, the opposing captain may correct the error and confirm the corrected score. A message to both captains will automatically be generated.
7. When captains do not agree upon a score and a resolution cannot be agreed upon, both captains shall contact their Division Representative with details of the disputed scoring issue, and send a copy of their score sheet. All correspondence should include, captain names, division, club names and the date of the Match. ***(See FAQs for details on resolving scoring disputes.)***
8. When no agreement can be reached, the Resolution Coordinator shall be contacted. The final agreed upon score shall be sent to the Website Coordinator.

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.
2. The injured player's captain will have five (5) minutes to find another player or a legal substitute. The new player will receive a minimum ten (10) minute warm-up.
3. When an injury occurs during an individual match and the injured player is unable to complete the match after a five (5) minute injury time-out, that individual match must be retired. Any set points earned by the injured player will stand; the opposing team is awarded the win (2 points).
4. Only one (1) injury timeout is allowed per player per match.

Scoring/Time Limits

1. 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.
2. All individual matches will be two out of three sets; no-add scoring with a 10-point match tiebreak in lieu of a third set (first to 10 win by 2 points). No-add scoring will be used at all times, no exceptions!
3. For any set tied at 6 games all, play a 12-point set tie-break (first to 7 win by 2 points). The player/team that begins serving the tiebreak must RECEIVE serve at the beginning of the next set.
4. 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 agreeable to all players.
 - c) Spin a racquet or toss a coin.
5. All tiebreaks are played using the 6-point procedure for changing sides.
6. Change sides on odd games unless both players/doubles teams agree to change only between sets. Change ends 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.
7. Players are allowed 20 seconds between points, 90 seconds between changeovers and 2 minutes between sets. The tiebreak for the set is continuous play with no break before beginning the tiebreak or during the tiebreak.

8. Scores are recorded with the home team in the first column and visitors in the second; circle the winners' names.

Balls/Refreshments

1. The home team will supply new, USTA approved balls for each match (6 cans required). High altitude balls are not acceptable.
2. The home team will provide lunch for players on both teams.

Rescheduling of Matches

1. Teams may reschedule Matches only if both captains agree. A captain wishing to reschedule a Match should contact the opposing team captain as soon as possible prior to Match day. Both captains MUST notify your 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. If a team is unable to field a complete lineup, captains MUST default a position or positions. (Note: See Order of Play #3, page 4, and Defaults #2, page 9).
3. All rescheduled first-half Matches must be completed by the end of the fall session, using the fall roster players; all rescheduled second-half matches must be completed by the end of the spring session, using the spring roster players. Please reference the FAQ document for more assistance.

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. Both captains must notify their Division Representative and the Website Coordinator.

Uncontrollable Suspension of Play

In the event play must be suspended due to difficulties with physical surroundings, all four of the following will apply:

1. The home team is responsible for rescheduling. Three times will be suggested for the completion of the Match and both teams must make an effort to play the Match on one of the suggested times. If the Match cannot be rescheduled, all completed individual match scores will be recorded and any uncompleted individual matches will be recorded as a zero for both teams.
2. Match is resumed with the score existing at the time of suspension.

3. Captains are strongly urged to use the original line-ups. If not possible, alternates may be used.
4. Both captains MUST notify their Division Representative of any suspension and rescheduling.

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. Lateness penalties will only occur when both of the following apply:

- A) A court is available when a previous match is completed or any court becomes available.
- B) A player is not available to play at the identified start time (see below).

Approved Match start times are:

- 11:30 and 12:30
- 11:45 and 12:45
- 12:00 and 1:00
- 12:15 and 1:15

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". The official 2nd round clock start time is 1:00 pm. The 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. The clock for the second round matches does not start until the prior matches are completed and a court becomes "available". The clock does NOT start at 1:00 pm, it starts when a court becomes "available".

Penalties for lateness:

- | | |
|-------------------------------|----------------------|
| 15:00 minutes or less: | Loss of a set |
| Over 15 minutes : | Default |

2. When a player is more than 15 minutes late, the players waiting to begin the match should circle the winners on the score sheet and write "default" by the scores. If the late player shows up and the facility has an open court, the players may practice, as time permits.
3. When a team defaults an entire Match the defaulting team is identified as the division loser, with a resulting downward move. You must play as much of the Match as you have players to play.
4. A captain should notify the opposing team captain prior to Match day if her team will not be able to field a full Match line-up. When notification of a partial default is necessary, the defaulted position will be either the singles match or the lowest-numbered doubles match (depending on the defaulting players). In the case of last minute defaults at Match start time or after, the defaulted match position itself will be eliminated from the Match, without affecting the rest of the line-up. ***(e.g.: a #2 doubles player cannot play the match, that individual match is defaulted and all other matches are played as scheduled.)***

5. Once the opposing captain has acknowledged the default, it is binding and cannot be rescinded, unless the opposing captain agrees.
6. Court usage requires that Captains must attempt to have a second round team ready to play when a default has been notified **prior** to match day.
7. Default points will be awarded as follows: 0 points given to the defaulting team and 2 points given to the opposing team. The match is scored as a 6-0, 6-0 loss for the defaulting team.

Substitutions

1. In order to avoid defaults, teams are allowed to use as substitutes any player from one of their own club's lower division teams (e.g., a B division team may use a player from their club's C or lower division team). Any club's lowest division team may use as a substitute, any player considered to be an equivalent level player, who does not appear on any other City League Tennis team roster. A NTRP, 5.0 and above rated player may only sub at Division A or B.
2. An individual player may substitute seven (7) times AND ONLY 7 TIMES during the yearlong season. A player may substitute seven (7) times for one (1) team or one (1) time each for seven (7) teams BUT NO MORE THAN 7 TIMES TOTAL.
3. A team may use three (3) subs per Match, but you MUST use players on your roster before using a sub. Use of a sub when a roster player is available may result in penalty points assessed. Available doubles players are not required to play in the singles position.
4. Each captain is required to initial both score sheets on the designated line before the Match begins. Verify and sign your score sheet only after you have checked that all information is accurate.
5. **Failure to observe the substitution rules will result in the use of an illegal player.**
6. **The penalty for using an illegal player is as follows:**
 - a) The illegal player loses any points won.
 - b) The team using the illegal player is penalized one (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 if they won 6-0, 6-0.
 - e) The illegal player shall have the match count as one (1) of their seven (7) total allowed substitutions.

Warm-up

1. The warm-up period is to be no longer than ten (10) minutes, including serves. Players should be prepared to go onto the courts and begin warming up as soon as possible. Players should make a

special effort to hit shots directly to their opponent and not confuse the warm-up time with actual match play.

Court Times

1. All clubs and tennis centers with teams playing City League Tennis must provide a home facility, approved by the City League Board, with a minimum of 3 courts available every Tuesday and/or Wednesday, beginning with their court time closest to noon, until completion of the Match (approximately 3:00 PM). Home teams unable to provide adequate court time will retire matches not completed due to lack of courts.
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 five (5) minute warm-up will be allowed in order for players to adjust to the change before resuming play.

Comments or Questions

1. CAPTAINS ONLY should address any comments or questions to the appropriate Division Representative via email.

New Team Requests

1. Clubs may request a new team(s) at any time during the season. A chronological wait list from season to season will be posted to the Greater Portland City League Tennis Assoc. Website.
 - a) When an opening occurs, the first club on the waiting list will be offered a new team. The club at the top of the list has the option of passing one time. If that club has requested more than one team, its name will then be placed at the bottom of the wait list .
 - b) If the club first on the list passes, the second club on the list will be offered the new team. An asterisk will be put next to the club name to indicate it has used the one-time pass option.
 - c) Additional openings will be filled from the list in the same manner. The Board will call all clubs on the waiting list to confirm that their club would like to remain on the waiting list. In order to have that information by the June Board meeting; this action will be completed no later than the May Board meeting.
2. New clubs and tennis centers opening in the area may request City League Tennis teams by the commitment deadline. When a new club/tennis center has been on the wait list for 3 years, the next available team spot will be granted to the new facility. Only one (1) team spot will be granted.
3. 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 will 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 will be offered the position until a candidate is confirmed.
2. No response will 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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