

2018 COLUMBIA TENNIS LEAGUE SINGLES LEAGUE LOCAL RULES

www.columbiatennisleague.org

GENERAL

1. USTA SC STATE DIRECTOR OF LEAGUES

- a. The following person has been appointed to implement and administer the USTA SC League Tennis Program.

Mary Goins

P. O. Box 386, Easley, SC 29641

864-855-0881 goins@sctennis.com

- b. The following person has been appointed to implement and administer the USTA SC Singles League Tennis Program.

Sam Hicks

P.O. Box 98

Drayton, SC 29333-0098

864-415-2351 samhicks@charter.net

- c. The following person has been appointed to implement and administer the Columbia Tennis League Singles League Tennis Program and to interpret the Columbia Tennis League Singles League Regulations.

Susan Turner

48 Upper Pond Rd., Columbia, SC 29223

803-201-1016 tennistogo@aol.com

The Columbia Tennis League (CTL) area encompasses tennis facilities located in Richland and Kershaw counties. The CTL Singles League Coordinator implements and administers the Columbia Singles League tennis programs and interprets the CTL Local Singles League Regulations. The CTL Singles League coordinator organizes, coordinates and supervises, in consultation with the CTL Local League Coordinator, all USTA Singles League tennis activities at the local league level.

2. TEAM CAPTAIN. Each team shall appoint a team captain to handle administrative affairs and to represent the team in the Columbia Tennis League matters. It is recommended that the team captain be a playing member of the team, but he/she can be a non-playing captain. The team captain or an acting team captain must be present at every match. Each team may also appoint a co-captain. CTL captains have a list of duties they are responsible for, as referenced and attached in the "Duties of Team Captain", which are herein incorporated into CTL Rules.
3. ASSIGNED TEAMS. If teams are moved from other leagues and/or tennis associations to play in the Columbia Singles League, those teams will have home and away matches on the same basis as regular member teams of the Columbia Singles League. Teams moved to play in the Columbia Singles League may be required by the CTL Singles League Coordinator to play its home matches at a CTL facility designated by the CTL Singles League Coordinator and to pay any associated court fees to the CTL facility for home matches.

4. COURT FACILITIES. Each team participating in the Columbia Singles League must guarantee the use of two courts at one location for all CTL regularly scheduled and make-up matches. Any approved USTA surface is permissible, including indoor and outdoor (clay or hard) surfaces. The choice of surfaces is the prerogative of the home team, and more than one surface may be used for a single team match. If more than one surface is available at the site of the match, the home team must identify which individual matches will be played on which surfaces prior to either team turning in the line-up for that day's play. The home team is responsible to have courts available and playable at match time.

5. COACHING AND SPORTSMANSHIP
 - a. No coaching will be permitted once the match has begun. This includes the warm up.
 - b. There are no linesmen or referees for CTL matches. Players are responsible for their own calls and should abide by "The Code". If a conflict occurs during match play over line calls that cannot be resolved, the players involved may request their captains to appoint a linesperson for the remainder of the match.
 - c. Foot faults are illegal. Constant and blatant foot faulting giving the server a definite advantage should be politely brought to the attention of the server. If the foot-faulting continues, the players involved may request the captains to appoint a linesperson for the remainder of the match.
 - d. Players should call the score after each point to avoid confusion.
 - e. Spectators may not aid players in making a line call or in determining the correct score. Spectators should not participate in the match in any way and should refrain from doing so even if asked by the players.
 - f. Spectators may quietly watch a match in progress. They should not sit or stand at the end of the court immediately behind the server or receiver if it is distracting to the players. Spectators may quietly clap for points well played. It should be remembered that the well-played point should be applauded regardless of who won the point. It is poor tennis etiquette to clap for unforced errors.
 - g. It is the responsibility of the team captain to control the noise and behavior of team spectators. Loud, boisterous and unsportsmanlike behavior is unacceptable. If a problem arises with a spectator, both players should ask the spectator to refrain from the offensive behavior. If the behavior persists, the team captains should be summoned to handle the situation.
 - h. Coaches and club professionals must not interfere in discussions or negotiations between players or captains unless specifically asked by both captains for advice. Even then, it is the responsibility of the two captains, not the coach or professional, to decide on the appropriate resolution.
 - i. Disputes should be settled between players as soon as they arise. All points played in good faith stand. Players should be able to resolve any dispute by themselves. If, however, they cannot, they should do the following:
 - (1) The player should inform the opponent of the problem and intention to leave the court to obtain assistance of the team captain. When leaving the court, the racket should be left on the court.

- (2) The captain should contact the opponent's captain and they should try to resolve the dispute. If the captains are involved in playing a match, the players may have to postpone their play until the captains are available to assist them.
- (3) If the captains and players cannot agree on a resolution to the conflict, the offended player(s) may either:
 - (a) Continue to play the match but do so under protest. The score and who was serving at the time of the protest should be indicated on the scorecard with the annotation, "played under protest. At the conclusion of the match, the captain of the offended player(s) may or may not file a grievance. If no grievance filed, the results of the match stand as completed.
 - (b) Stop play, ensuring both captains and the opponent know why, indicate on the scorecard that the match was stopped in protest and document the score and who was serving at the time the match was stopped. The captain of the offended player(s) may file a grievance. If no grievance is filed within the required time frame, the match will be scored as a retirement by the offended player.

6. **CELL PHONES** must be turned off. If a cell phone rings during a point, the opponent may stop play and claim the point based on a hindrance. **NOTE:** Sending or receiving texts during a match is also not allowed.

GRIEVANCE PROCEDURES

1. **GRIEVANCE COMPLAINTS.** Grievance complaint forms, procedures and rules are posted on the SC Tennis Association website and are incorporated herein by reference. There are specific time limits, procedures, and rules for filing a grievance. Grievance complaints may be filed not only for infractions of the regulations but also for failing to abide by good conduct, fair play, and good sportsmanship. Such grievances must be filed in writing by a captain with the CTL Singles League Coordinator prior to commencement of the next team match involving such player or team, or within 24 hours after the end of local league play, whichever occurs first, except a complaint based on ineligibility may be filed at any time after learning the person is ineligible.
2. The CTL Local League Coordinator appoints the members of the CTL Grievance Committee and CTL Grievance Appeals Committee with the approval of the USTA SC Director of Leagues. The CTL Local League Coordinator has the authority to substitute or replace members of the committees named below in the case of a conflict, absence or other inability to serve.

The Columbia Tennis League Grievance Committee is comprised of:

- Chairperson – Jerry Odom
- Bill Brannon
- Coleen Freeman
- Christy Britt
- Randy Watts

(Chairperson and 2 members appointed by the LLC will decide each grievance)

The decision of the CTL Grievance Committee may be appealed to the CTL Grievance Appeals Committee.

The Columbia Tennis League Appeals Committee is comprised of:

- Patti McVey – Chairperson
- Kenny Burton
- Clay Busto

The decision of the Grievance Appeals Committee is final and binding.

NTRP Grievance. Self-rated players who enter the USTA League Tennis Program by misrepresenting their actual skill level are considered to have violated the standards of good conduct, fair play, and good sportsmanship, and may be subject to a grievance complaint and possible disqualification. Grievances against such players may be filed by the Singles League Coordinator or a team captain. NTRP grievance complaints should be first delivered to the CTL Singles League Coordinator, who will forward to the SC State Singles League Coordinator, who will forward to the Southern Section Grievance Committee Chairman, as appropriate.

CTL SINGLES LOCAL LEAGUE REGULATIONS

LOCAL LEAGUE

1. Levels of Play

a. The CTL Singles League has determined that for the league year 2018, the following levels shall be available if there are at least two teams for the level:

18 & Over – men and women 2.5, 3.0, 3.5, 4.0, 4.5

40 & Over – men and women 2.5, 3.0, 3.5, 4.0, 4.5

2. Number of Teams.

The Columbia Singles League shall consist of a minimum of two teams in a specific level of competition or division. In order to accommodate scheduling considerations, the CTL Singles League may establish two or more flights within a division. If there are two or more flights within a division, the make-up of a flight will be the result of either a random selection or on the basis of geographical location, as determined by the CTL Singles League Coordinator.

3. Team

A team will consist of a minimum of three players (same gender) eligible to compete at a specific level of competition.

- a. 18 & Over – Player must reach at least 18 years of age during 2018.
- b. 40 & Over – Player must reach at least 40 years of age during 2018.
- c. 55 & Over – Player must reach at least 55 years of age during 2018.
- d. 65 & Over – Player must reach at least 65 years of age during 2018.

4. Playing on Multiple Teams

- a. A player may play at the same NTRP level in the same division (18 & Over and 40 & Over) on teams in separate Singles Leagues in South Carolina during the same season. If both teams in the same division advance to the Singles League State Championships, the player must choose to only play on one team at that same level.
- b. During the South Carolina Singles League Season, a player may participate in more than one NTRP level in the 18 & Over and 40 & Over divisions in the same Singles League during the same season.
- c. No accommodations will be made in the event of scheduling conflicts during the season or during championships.

5. Roster Registration

- a. Team roster with a minimum of 3 legal players must be submitted into TennisLink by April 26, 2018. Team rosters that do not meet this requirement will be deleted with **no refunds**.
- b. Once a player registers and pays fees on TennisLink, there are **no refunds**.
- c. Players may be added to a roster on TennisLink until midnight before the last match of the season. However, a player may not play for a team until the player has registered on the TennisLink roster. If he/she does play a match when not on the roster, the individual match will be considered a default.
- d. A player must have a current USTA membership valid through the league season and state playoffs.
- e. The fee for playing in the CTL Singles League is \$17 which includes the USTA/SC head tax, local league fee and Tennis Link fee. This fee will be collected via credit card when registering on TennisLink and is **not refundable**.

6. Rating Entry

- a. Players with a valid computer rating must play at that NTRP level or higher.
- b. Players without a valid computer rating but who have a self-rating within the past year on TennisLink, must play at that level or higher.
- c. Players who do not have a valid computer rating on file in TennisLink, shall self-rate in accordance with the National Tennis Rating Program (NTRP) Guidelines and complete the self-rating process on TennisLink when registering for a team. Failure to provide accurate information regarding a player's tennis history will subject the player, the captain and/or others who condoned inaccurate self-rating to possible sanctions and disqualification. After a player self-rates, the player must play at that NTRP level or higher.

7. Competition Format

- a. Each division shall consist of one or more flights with a minimum of two teams per flight.
- b. Each flight in each division shall play at least one round robin competition wherein every team plays every other team.
- c. Each team must play a minimum of three matches.
- d. All team matches will be the best of three sets with a 10 point match tiebreak played in lieu the third set. (i.e., first team to win at least 10 points and with at least a two point margin over

the opponent). Set tiebreaks (i.e. first team to win at least 7 points and with at least a two point margin over the opponent) are played at 6 games all in the 1st and 2nd set. The set tiebreaks, and the 10 point match tiebreak played in lieu of a third set, will use the Coman tiebreak system.

- e. There will be a changeover, but no break, at the end of the first game of each set.
- f. There will be a 2-minute break at the end of each set.

9. Team Match Format

- a. Each team match in the CTL Singles League shall consist of three singles courts.
- b. The team winning two out of three courts in a team match shall be awarded one team point.

10. Team Lineups

- a. The two team captains shall exchange their team lineups in writing simultaneously, prior to the beginning of the team match but no later than the scheduled start time of the match. No substitution may be made in an individual match after the lineup has been presented, except for injury, disqualification, or no-show of a player prior to the start of an individual match (once the lineup has been exchanged), a team may substitute a player in the affected position within the 15 minute default time, using a player not already listed in the lineup. If no substitution can be made, the affected position will be defaulted, except: if two players in the lineup, not playing with each other, do not show, then the two partners who did show will form a partnership, if it is an otherwise valid partnership, and play together in the higher lineup position.
- b. Starting Match Play. Warm should be limited to 10 minutes. All individual matches will begin (i.e., the first serve will be made) within 15 minutes of the scheduled start time.

11. Defaults and Forfeits

- a. A default occurs when a team captain cannot field all positions for a team match. Defaults must be given "from the bottom" except as provided for in paragraph 10(a) above. i.e., the No. 3 doubles must be defaulted first.
- b. To receive a win by default, the non-defaulting player or players must be present on court, ready to play; however, if a team captain advises his/her opponent in advance of the default, he/she, in effect, waives the requirement for the non-defaulting player(s) to be present in order to receive the default.
- c. If a captain is advised prior to the match that the opponent must default a position and that captain knows that he/she would also have had to default a position, it is incumbent upon that captain to demonstrate good sportsmanship and declare a double default rather than to accept the win.
- d. If a team defaults an individual match during or prior to the line-up exchange, and inclement weather forces the match to be postponed before a point is played in any individual match, the default is cancelled.
- e. If both teams default the same position, neither team will receive a win and the scorecard will indicate a double default.
- f. Each team will be allowed one individual match default per team match. For example, if a team has 7 matches on the schedule, they will be allowed no more than 7 individual match defaults. If a team exceeds the allowed number of defaults, the league may file a grievance against that

team. The situation will be assessed by the CTL Grievance Committee and sanctions imposed as appropriate. Penalties could include barring the team and/or its players from participating in future Columbia Tennis League tennis play for some specific period of time.

- g. A singles league match cannot be reported with one team defaulting a court and the other team defaulting a court. At least 2 courts must actually be played in order for that match not to be considered an entire team forfeit. (See National and Southern regulation 2.01C(2))
- h. **An entire “team forfeit” is not permitted in CTL.** A “team forfeit occurs when a team defaults 2 or 3 individual matches in a 3 court team match. If a team defaults an entire team match for any reason during round robin play, then all matches of that team played, or to be played, shall be null and void when determining standings. If all teams in contention for the championships have already played the defaulting team in good faith, the matches stand as played. Every effort should be made to play the matches. Local leagues may impose further sanctions or penalties on said team.
- i. A team cannot force another team to forfeit an entire match. If the situation arises, the team captain(s) must contact the Singles League coordinator who, in consultation with the CTL Local League Coordinator, will make the final decision regarding the situation. The team that receives an entire team forfeit will not receive credit for the win. **It is in the best interest of both teams to work it out**, therefore, that at least two positions should be played.
- j. Teams are expected to play all matches on their schedule. A grievance will be filed against any team which defaults an entire match. The situation will be assessed by the Grievance Committee and sanctions imposed as appropriate. Penalties could include barring the team and/or its players from participating in future Columbia Tennis League tennis play for some specific period of time.

12. **Entry of Match Scores into TennisLink**

- a. Match scores are to be entered into TennisLink within 48 hours of the end of the match. While either team may enter the score, it is recommended that the home team captain enter the score.
- b. If match scores are not entered into TennisLink within 48 hours, a team may receive a warning. Any additional occurrences of not entering the score within 48 hours of match completion may result in the match being excluded when determining the division/flight standings and/or may result in the captain having a grievance filed by the CTL Singles League Coordinator for violation of this rule.
- c. The captain of the visiting team (or the team not entering the results in TennisLink) will verify that the scores have been entered correctly. The verifying captain will either confirm, through TennisLink, that the scores as reported are accurate, or will dispute the score if he/she believes an error has been made and that the reported score is incorrect. If disputed, the captain is to immediately notify the league coordinator by e-mail (and copy the opponent captain) of the basis for the dispute. Refer to the match number when reporting a dispute and provide specific information of the dispute.
- d. The verification of the match score must be completed within 48 hours of the score being entered into TennisLink. After 48 hours, the reported score will be assumed to be correct, and there will be no opportunity to correct a score even if it is wrong, unless authorized by the league coordinator.

- e. Captains are to sign each other's lineup/scorecard to confirm match scores at completion of the match. It is strongly recommended that the two captains compare notes and confirm scores with players at the end of the match in order to avoid incorrect scorecard information being entered into TennisLink.

13. Inclement Weather during Regular Season

- a. It is the responsibility of the home team captain to determine if weather conditions warrant the postponement of a regular season team match. If teams have assembled and have started to play or are waiting to start play, they should be prepared to wait one hour to determine if the courts are playable. It is recommended the home team captain consult with the visiting team captain prior to making the "play/no play" decision, especially if match play has already begun.
- b. If match play has not begun (i.e., no individual match has started), the team captains will arrange or have their individual players arrange, within 48 hours, on a mutually agreeable make-up date and inform the league coordinator by e-mail (copy e-mail to opponent captain). This make-up date must be within two weeks of the scheduled date of the postponed match. This allows both teams reasonable opportunity and flexibility to complete the matches. Once the make-up date is set and the level coordinator is informed, the make-up date is considered the official match date and may not be postponed unless there is inclement weather on such date, or unless approved by the level coordinator. If the two captains cannot mutually agree on a make-up date or if matches have not been reported in TennisLink within two weeks, the league coordinator will establish the make-up date and time. Team lineups on the make-up day do not have to be the same as they were on the day of the postponement even if the lineups had already been exchanged, and any defaults given during or prior to the line-up exchange are cancelled.
- c. If match play has begun (i.e., at least one point played in one individual match), completed matches will stand as played, incomplete matches must be resumed by the same players at the exact set, game and point score as when play was halted, but matches not started may change the players listed on the lineup. Defaults given prior or during the lineup exchange will stand. The incomplete matches or unstarted matches do not have to be played at the same time and date, but can be arranged by the individuals involved in each of the individual matches. The decision when individual matches will be resumed must be made within 48 hours and the matches played within 2 weeks. The captains are to notify the league coordinator of the make-up dates/times by e-mail (copy e-mail to the opponent captain). The league coordinator will establish the make-up date and time if the players cannot agree, or if the matches have not been reported on TennisLink within two weeks.
- d. All make-up matches must be completed by the Saturday following the last scheduled match of the regular local league season for each division. If there is a city play-off, the league coordinator may require an earlier time for completing make-up matches, and will set a date/time for completion which will be binding on the teams. Any matches not completed by the league deadline may be excluded in determining division/flight standings.

14. Team Standings

- a. Team standings at the end of the regular season shall be in the order of the number of team points won. In the event that two or more teams in a flight have the same number of team points at the end of the season, the tie shall be broken in the following manner:

- (i) Winner of the most individual matches during the season
 - (ii) Winner of head-to-head match
 - (iii) Loser of the fewest number of sets during the season
 - (iv) Loser of the fewest number of games during the season
 - (v) Toss of coin by Mixed Doubles Coordinator
- b. The same format as above will be used to break a tie in CTL Championship Play.

15. CTL City Championship Format

- (a) Single Flight for level of play

There is no CTL championship playoff when there is a single flight for the level of play. The flight winner is the CTL city champion. The finalist team is the CTL runner up.

- (b) Two Flights for level of play:

There will be a CTL playoff as follows:

Flight 1 Winner vs. Flight 2 Winner to determine CTL Winner and runner up.

- (c) Three or More Flights for a level of play:

There will be a round robin playoff between the Flight Winners only to determine the CTL winner and runner up. Team standings at the end of the round robin will determine the CTL winner. In the event of a tie, the same format used in league play to determine the winner in the event of a tie will be used. See 14a.

16. Scheduling Accommodation for teams advancing to State, Sectionals or Nationals.

Should a CTL team progress to a State, Sectional or National Tennis Championship that conflict with a CTL regular local league match, team captains shall make accommodations in CTL match play – upon request of the team advancing to championships with notification to the league coordinator. The captains should make every effort to reschedule the match to a date prior to the originally scheduled date. If that is not possible, rescheduling procedures are the same as the inclement weather guidelines and the team captains must notify the league coordinator of agreements by e-mail (copy e-mail to opponent captain). The league coordinator will set a date/time for completion of the match if captains do not agree or do not report scores on TennisLink within two weeks.

2018 SINGLES LEAGUE STATE CHAMPIONSHIP - November 10-12, 2018, Aiken SC

DUTIES OF A TEAM CAPTAIN

- 1. Secure at least 3 players for a team roster, preferably more to allow for substitutes. Be sure your players meet the eligibility requirements as listed in the regulations.**
- 2. Secure permission from facility for home courts and pay any court fees to facility.**
- 3. Register your team in TennisLink. Type your team name on TennisLink to include your team codes. (captain code-team name-home court code). Ensure you have a “legal team” roster by the registration deadline.**

4. Complete a team information form on CTL website for contact info and submit it to the CTL league at www.columbiatennisleague.org. This must be done every season for every team you captain.
5. Report scores through TennisLink immediately after the match. Home Captain enters scores within 48 hours and visiting captain confirms scores within 48 hours. Confirm player names and match scores with opposing captain/players at time of the match to avoid mistakes!! If disputing scores on TennisLink, captain must notify level coordinator by email of basis for dispute and copy opponent captain with email.
6. Be sure each team member is notified of the schedule posted on TennisLink. Copies of USTA, STA, SCTA and CTL League rules should be available to team members if requested. Rules are posted on the CTL website.
7. Home captain should contact Visiting captain by email or phone at least three (3) days prior to the match date to confirm match time, court location, and number of courts. Home captain is responsible to confirm with home facility the number of courts given to start the match. Some facilities have multiple teams playing; some facilities give less than 3 courts. Home captain must communicate to the Visiting captain the number of courts given at match time and the plans to start any matches early or start any matches late.
8. Home captain should convey to visiting team, at time of match and before exchanging lineups, if he/she is using multiple surfaces and which positions are on particular surfaces. If the home captain neglects to do so and the visiting captain desires to know the surfaces being used, he/she should make a request to the home captain prior to exchanging the line ups.
9. Team captain is responsible for representing his/her team at all League meetings. Team captain is responsible for notification/communication to each team member all needed information from the League.
10. Be sure you, as a captain, and your team practice good sportsmanship.