

COLUMBIA TENNIS LEAGUE (CTL)

CTL LOCAL LEAGUE RULES – 2019 ADULT SPRING AND FALL LEAGUES

www.columbiatennisleague.org

***USTA League Tennis National Regulations, Southern Regulations and USTA/SC Regulations shall apply to USTA Leagues and take precedence over CTL League Rules, if a conflict arises. The purpose of the Rules and Regulations is to assure that fair play and good conduct is maintained at all times and to assist the tennis league in rendering equity to all teams and players.

GENERAL

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

1. **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 CTL “Duties of Team Captain”, which are herein incorporated into CTL Rules.
2. **OUT OF AREA TEAMS.** If teams are moved from other leagues and/or tennis associations to play in the Columbia Tennis League, those teams will have home and away matches on the same basis as regular member teams of the Columbia Tennis League. Teams that are moved to play in CTL must obtain home courts at one of the CTL facility sites, or will be assigned home courts at a CTL facility site by the CTL Local League Coordinator and must pay any associated court fees to the CTL facility for its home matches.

3. COURT FACILITIES. Each team participating in the Columbia Tennis League must guarantee the use of three courts at one location for all CTL regularly scheduled and make-up matches that consist of five individual matches per team match. Each team must guarantee the use of two courts at one location for all CTL regularly scheduled and make-up matches that consist of three individual matches per team match. 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 exchanging the line-up for the team match. Home team is responsible to have courts available & playable at match time.
4. COACHING AND SPORTSMANSHIP
 - a. No coaching will be permitted once play has begun.
 - b. There are no linesmen or referees for CTL matches. Players are responsible for their own calls and should abide by "The Code". Every player is expected to call shots on his side, as he would expect his shots to be called on the other side and loud enough for the opponent to hear. 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. If there is disagreement over the score, players should go back to the last agreed upon point.
 - e. Spectators may not aid players in making a line call or 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 servers or receivers 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 each team to control the noise and behavior of its spectators. Also, respect players on neighboring courts. Loud, boisterous and unsportsmanlike behavior is unacceptable. If a problem arises with a spectator, the player(s) should confer with his/her opponent(s), and they 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 the assistance of the team captain. When leaving the court, the racket should be left on 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 is 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 indicate 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.

GRIEVANCE PROCEDURES

1. **GRIEVANCE COMPLAINTS.** Grievance complaint forms, procedures and rules are posted on the SC Tennis Association website and CTL 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 by the captain in writing and emailed or delivered to the CTL 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 player is ineligible.
2. The CTL League Coordinator appoints the members of the CTL Grievance Committee and CTL Grievance Appeals Committee with the approval of the State League Coordinator. The CTL 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 committee members appointed by LLC will decide each grievance)

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

The Columbia Tennis League Grievance Appeals Committee is comprised of:

Chairperson – Patti McVey; Kenny Burton, Clay Busto

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

3. **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 self-rated players may be filed by a team captain or the Local League Coordinator. NTRP grievance complaints against a self-rated player must be filed in writing by email or delivery to the CTL League Coordinator, who will forward it to the State League Coordinator, who will review and forward it to the Southern Section NTRP Grievance Committee Chairman, as appropriate.

CTL LOCAL LEAGUE REGULATIONS

LOCAL LEAGUE - League Types:

18 & Over – Player must reach at least 18 years of age during calendar year

40 & Over – Player must reach at least 40 years of age during calendar year

55 & Over – Player must reach at least 55 years of age during calendar year

65 & Over – Player must reach at least 65 years of age during calendar year

70 & Over – Player must reach at least 70 years of age during calendar year

75 & Over – Player must reach at least 75 years of age during calendar year

(* 65&Over and 75&Over leagues - offered in fall league— SC state championships in November)

1. Levels of Play: The CTL League has determined that the following levels shall be available if there are at least two teams for the level:

18 & Over Men and Women - 3.0, 3.5, 4.0, 4.5 – roster must have at least eight (8) players

- Team match for these levels consist of 2S and 3D courts.

18 & over Men and Women – 2.5; 5.0+* - roster must have at least 5 players

- Team match for these levels consist of 1S and 2D courts.

- *Two (2) 5.5 players are allowed on the team roster for 5.0+ division. Only one (1) 5.5 player is allowed to compete in a team match for the 5.0+ division in the #1 position, either 1S or 1D.

40 & Over Men and Women – 3.0, 3.5, 4.0, 4.5+* - roster must have at least eight (8) players

- Team match for these levels consist of 2S and 3D courts.

- *Three (3) 5.0 players are allowed on the team roster for 4.5+ division. Only two (2) 5.0 players are allowed to compete in a team match for the 4.5+ division in the #1 position, either 1S and/or 1D.

55 & Over Men and Women – 3.0, 3.5, 4.0, and 9.0 combined – roster must have six (6) players

- Team match consists of 3D courts.

65 & Over Men and Women – 3.0, 3.5, 4.0 – roster must have six (6) players

-Team match consists of 3D courts.

70 & Over Men and Women – 3.0, 3.5, 4.0 – roster must have six (6) players

-Team match consists of 3D courts. (SC league only – teams will progress to SC state chps.)

2. Number of Teams.

The Columbia Tennis League shall consist of a minimum of two teams in a specific level of competition or division. In order to accommodate scheduling considerations, CTL may establish two or more flights within a division, as determined by the Level Coordinator in consultation with the CTL League Coordinator. 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. CTL Local League Coordinator may also schedule alternate match dates, as needed, to accommodate scheduling conflicts.

3. 50% Rule for CTL

Team members may have an individual NTRP rating below but not higher than the maximum NTRP rating of the level in which they are competing. Teams in the Columbia Tennis League are limited to no more than 50% of players on the roster who have an NTRP rating (whether computer rating or self-rating) that is lower than the level of play. The CTL LLC has authority to determine exceptions to the 50% rule for a particular level of play, and will publish any exceptions prior to season registration. Teams with more than the authorized number of players “playing up” will be required to remove one or more players from the team until the allowed number is not exceeded. Matches played in violation of the 50% rule will be disqualified by the LLC in determining team standings.

4. Playing on Multiple Teams
 - a. A player may play at the same NTRP level in the same division (18 & Over, 40 & Over, 55 & Over, 65 & Over, 70 & Over) on teams in separate Leagues in South Carolina during the same season. If both teams in the same division advance to the State Championships, the player must choose to only play on one team at that same level.
 - b. During the SC League Season, a player may participate in more than one NTRP level in the 18 & Over, 40 & Over, 55 & Over, 65 & Over, and 70 & Over divisions in the same League during the same season.
 - c. NO accommodations will be made for scheduling conflicts during the local season or during any championships for players on multiple teams.

5. Roster Registration
 - a. Once a player registers and pays fees on TennisLink, there are **no refunds**.
 - b. Team roster with a minimum number of legal players must be submitted into TennisLink by the deadline date published by the CTL Local League Coordinator. Team rosters that do not meet this requirement will be deleted with **no refunds**.
 - c. Players may be added to a roster on TennisLink until midnight of the add-on deadline date published by the CTL Local League Coordinator. 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. Player must have a USTA membership valid through the local season and SC state championships.
 - e. The fee for playing in the CTL League is \$20 for 18 & Over and 40 & Over; and \$15 for 55 & Over, 65 & Over, 70 & Over, 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 on TennisLink must play at that NTRP level or higher.
 - b. Players with a valid self-rating on TennisLink, must play at that level or higher.
 - c. Players who do not have a valid computer rating or self-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.
 - d. Players may appeal their year-end rating on TennisLink once at any time during the league year.

8. 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 team matches.
 - d. All team matches will be the best of three sets with a 10 point match tiebreak played in lieu of 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 tiebreak, 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 CTL shall consist of:
 1. 2 individual singles matches and 3 individual doubles matches for men and women in the 3.0, 3.5, 4.0 and 4.5 flights in League Types 18 & Over and 40 & Over.
 2. 1 individual singles match and 2 individual doubles matches for men and women in the 2.5 and 5.0 flights in League Types 18 & Over and 40 & Over.
 3. 3 individual doubles matches for all flights in League Types 55, 65, and 70 & Over

10. Team Lineups

- a. The two team captains shall exchange their team lineups in writing simultaneously, prior to the beginning of the team match - 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-ups are 10 minutes! All individual matches must begin match play (i.e., the first serve will be made) within 15 minutes of the scheduled match 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 or the No. 2 singles must be defaulted before the No. 2 doubles or No. 1 singles.
- b. To receive a win by default, the non-defaulting player(s) must be present on court, ready to play; however, if a team captain advises his/her opponent in advance of the default, he/she 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 a 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 an average of 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 for the season. 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. **An entire 'team forfeit' is not permitted in CTL.** A 'team forfeit' occurs when a team defaults 3 or more individual matches in a 5-court team match, or a team defaults 2 or more individual matches in a 3-court team match. If a team commits a 'team forfeit' 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. However, if all teams in contention for the championships have already played the defaulting team in good faith during a round robin, the matches stand as played.

- h. A team cannot force a 'team forfeit' against another team. If a 'team forfeit' situation arises, the team captain(s) must contact the level coordinator who, in consultation with the CTL League Coordinator, will make the final decision about whether to assess a team forfeit or require the teams to play the match. The team that receives an entire team forfeit does **not** receive credit for the win as the match will be null and void. It is in the best interest of both teams to work it out to play at least the minimum number of positions.
 - i. Teams are expected to play all matches on their schedule. A grievance will be filed against any team that commits a 'team forfeit'. 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.
12. Entry of Match Scores into TennisLink
- a. **Home Team Captain is responsible for entering match scores into TennisLink within 48 hours of the completion of the match.** However, either captain may enter the scores.
 - b. If match scores are not entered into TennisLink within 48 hours, a team may receive a warning. Any additional occurrences of not entering scores 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 League Coordinator for violation of this rule.
 - c. The captain of the visiting team (or the team not entering the results in TennisLink) must either confirm, through TennisLink, that the scores and player(s) as reported are accurate, or must dispute the score if he/she believes an error has been made or that the reported score is incorrect. If disputed, the captain is to immediately notify the level 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 scorecard to confirm match scores and player names at completion of the match. Captains should 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. However, 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, the mutually agreeable make-up date(s). ALSO, within 48 hours of the original match date, Home captain MUST NOTIFY the level coordinator by e-mail of the rain-out status and the make-up date(s) for completion of the team match (e-mail must also be copied to visiting captain). The make-up date(s) must be within two weeks (14 calendar days) of the original match date. 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. 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.

(1). If the two captains cannot mutually agree on a make-up date that will be within 14 calendar days OR **if matches have not been reported on TennisLink within 14 calendar days of the original match date, CTL league has established a standard make-up date/time that will automatically apply to any matches not completed at the end of 14 calendar days. This date/time is set by CTL league as 2:00 p.m. on the Saturday immediately following the 14-day deadline, and is binding on both teams. The Home team is responsible for obtaining courts.**

- c. If match play has begun (i.e., at least one point played in one individual match), completed matches stand as played, incomplete matches must be resumed by the same players at the exact set, game and point as when play halted, and matches not started may change the players listed on the lineup. Defaults given prior to or during the lineup exchange will stand. The matches do not have to be played at the same time and date, and can be mutually arranged by the individuals involved in each match. HOWEVER, the decision when to resume matches must be made and relayed to the team captain(s) within 48 hours, and matches must be played within 14 calendar days of the original match date. ALSO, within 48 hours of the original match date, the home captain must notify the level coordinator of the rain-out make-up dates/times by e-mail (e-mail must also be copied to visiting captain). 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.

(1). If the players or captains cannot agree on a make-up date that will be within 14 calendar days, OR **if the matches have not been reported on TennisLink within 14 calendar days of the original match date, the CTL league standard make-up date/time will automatically apply to any matches not completed at the end of 14 calendar days. This date/time is set by CTL league as 2:00 p.m. on the Saturday immediately following the 14-day deadline, and is binding on both teams. The Home team is responsible for obtaining courts.**

- d. If there is a city play-off or if match results are needed to determine an advancing team to state championships, the level 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 deadline set by the league may be excluded in determining standings.

14. Inclement Weather During City Playoffs.

- a. During playoffs, it is the responsibility of the level coordinator to decide when a match must be postponed due to inclement weather. There is no maximum wait time, and it is at the discretion of the level coordinator to decide when players should be released.
- b. Make-up times and dates will be determined by the level coordinator, in consultation with the CTL League Coordinator. Completed matches stand as played; incomplete matches must be resumed by the same players at the exact set, game and point as when play halted; Matches not started must be played using the same players listed on the line-up at the time of the line-up exchange. If postponement begins prior to the start (playing at least one point) of an individual match, line-ups may be changed and defaults given during or prior to the line-up exchange are cancelled. Every effort will be made to play the match no later than the following day, or as soon thereafter as the league can arrange for courts. (It may be necessary to shift playoff sites and court surfaces.)

15. Team Standings

The team winning the majority of the individual matches in a team match shall be awarded one team point. 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 League Coordinator

16. CTL City Championship Format

a. Single Flight for level of play:

There are no CTL championship playoffs when there is a single flight for the level of play. The flight winner is the CTL city champion. The 2nd place team in the flight is the CTL runner-up team.

b. Two Flights for level of play*:

There will be a CTL city championship 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*:

(1) When there are 3 or more flights for a level of play, the winner from each flight will advance to the city playoffs. The flight winners will be ranked for city playoffs in a seeding format draw.

(2) When the flights do not contain the same number of teams, the teams will be ranked by best season records, based first on number of team matches lost. Ranking and ties will then be broken by calculating winning percentage of individual matches played, sets lost and then games lost. By way of example, a team with 7-0 record and a team with 6-0 record would be tied on team matches lost, and the tie would be broken by calculating best winning percentage of individual matches played.

(3) The format will be single elimination to determine a CTL Winner and Runner-up.

Players must participate in a minimum of two (2) CTL regular local season matches in order to qualify to play in a CTL city championship. (A default received may count as one match towards this requirement.)

*If CTL is notified of a state championship wildcard prior to city championship playoffs, the CTL LLC may alter the format and schedule to include the top 2 teams from each division in the CTL city championships.

17. Advancement to State Championships

The winning team from each specific NTRP level in each age division in CTL local league competition shall be entitled to advance to the S.C. State Championship. If the winning team is unable to attend, an alternate team, preferably the 2nd place team, can be asked to advance. Any NTRP level with at least 4 teams will be eligible for a state championship wildcard if one is needed for championship draws.

Players must have played in at least two CTL local league matches to play in city, state or sectional championships in the 18&Over, 40&Over and 55&Over leagues. Players must have played in at least one CTL local match in the 65&Over and 70&Over leagues. One match can be a default received, but defaults given do not count for meeting this requirement. A retirement counts as a match for this requirement.

18. Scheduling Accommodation of CTL local match for teams at State, Sect'l or Nat'l Championships

Should a CTL team progress to a State, Sectional or National Tennis Championship that conflicts with a CTL regular local league match, team captains shall make accommodations in CTL match play – upon request of the team advancing to championships, and with notification to the level 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, then the rescheduling procedures are the same as the inclement weather guidelines and the team captains must notify the level coordinator of agreements by e-mail (e-mails sent to level coordinator must be copied to opponent captain).

19. Match Conflicts with other events.

All other matches scheduled by CTL league are expected to be played as scheduled, unless inclement weather forces postponement. During the season, it is quite possible that a team will have a scheduled match that conflicts with **other events that do NOT require accommodation**. These might include events such as the Volvo Car Open, school holidays or spring breaks, extending weekends of a holiday, etc. Requests for accommodation for such other reasons should only be made by a captain if a team has a problem fielding a complete team for a match. The team requesting to reschedule a match for other reasons should do so at the beginning of the season and give the other team several dates prior to the match date. **If the other team does not agree to an accommodation, the match must be played at the original scheduled time.** If both captains agree to an accommodation, the captains should make every effort to reschedule that match to a date prior to the original match date. Further, the level coordinator must be notified of any agreement, and will make the decision whether to grant or deny the request. If denied, the match must be played at the original scheduled time.

DUTIES OF TEAM CAPTAIN

1. Secure at least eight players for team roster for 18 & Over, 40 & Over divisions (five players for 2.5, 5.0 levels), six players for 55 & Over, 65 & Over, 70 & Over, 75 & Over divisions, 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 registration deadline.
4. **Complete a team form on CTL website** for contact info and submit it to 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 match to avoid mistakes!!! If disputing scores on Tennis Link, 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 must contact Visiting captain by email, text or phone three (3) days prior to 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 five 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 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 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.**