

**COLUMBIA TENNIS LEAGUE (CTL)  
LOCAL LEAGUE REGULATIONS  
FOR THE 2011 USTA LEAGUE TENNIS PROGRAM**

**INTRODUCTION**

0.01 The following are the regulations for the USTA League Tennis Program in the Columbia Tennis League (CTL) of the South Carolina State of the Southern Section, and they apply to both the Adult League and the Senior League. These regulations augment the USTA League Tennis Regulations, the USTA Southern Sectional Regulations for USTA League Tennis, and the USTA South Carolina State Regulations for USTA League Tennis. For the most part, Local League Regulations do not repeat rules and regulations found in the other documents. In those instances where a regulation is repeated, it is repeated verbatim. For a person to understand the full set of regulations that apply to the Columbia Tennis League, it is necessary to have copies of all of the Regulations mentioned above, which can be accessed on the CTL website at [www.columbiatennisleague.org](http://www.columbiatennisleague.org)

0.02 USTA League Tennis, Southern Sectional, and South Carolina State regulations take precedence over the Columbia Tennis League Local League Regulations. If any conflicts occur, the Local League Regulations will be overruled by the other regulations.

0.03 It may be necessary to correct or change the Local League Regulations in order to react to changes in USTA League Tennis, Southern Sectional or South Carolina State regulations.

0.04 Paragraph numbering for the Columbia Tennis League Local League Regulations is done according to the numbering and lettering scheme for the USTA League Tennis Regulations, and topics addressed in specific paragraphs in these regulations relate to the same topics in the same paragraphs in the USTA League Tennis Regulations. As such, paragraph lettering and numbering in the Columbia Tennis League Local League Regulations may not be consecutive.

**1.00 GENERAL**

1.07 **TENNIS BALLS.** The home team must furnish one can of unopened yellow or white Ball Type 1 (fast-regular felt) or Ball Type 2 (medium-heavy duty felt) tennis balls for each individual match to be played. The Penn pink tennis balls are not approved by the USTA and thus cannot be used for League Tennis play.

1.18 SECTIONAL LEAGUE COORDINATORS. The Southern Section has appointed Holly Goddard as Sectional League Coordinator to implement and administer the USTA League Tennis Program in accordance with the USTA League Tennis Regulations.

1.19 STATE LEAGUE COORDINATOR (SLC).

- a. The following person has been appointed to implement and administer the South Carolina State USTA League Tennis Program: Mary Goins, P. O. Box 386, Easley, SC 29641, 864-855-0881, mngoins@charter.net.
- b. The following person has been appointed to implement and administer the South Carolina State USTA Senior League Tennis Program: Jimmy Sain, 213 Fort Drive. Simpsonville, SC 29681, 864-269-5419, rxtennis@att.net.

1.20 LOCAL LEAGUE COORDINATOR (LLC). The following person has been appointed to implement and administer the Columbia Tennis League USTA League Tennis Program, and to interpret the Columbia Tennis League Local League Regulations: Sandra Grooms, 18 Hillstone Court, Columbia, SC 29212; 803-781-0606; tnschick@sc.rr.com. The local league coordinator also has the authority to change the dates for registering a team and/or adding players to a team.

1.21 TEAM CAPTAIN. Each team shall appoint a team captain to handle administrative affairs and to represent the team in 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.

1.21 (a) CTL Captains have a list of duties they are responsible for, as referenced and attached in the CTL “Duties of Team Captain”, and herein incorporated into CTL Rules.

1.25 ASSIGNED TEAMS. If teams are assigned 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. Such assigned teams may, if they desire, establish home courts at one of the CTL facility sites, or may be assigned home courts at a CTL facility site by the CTL Local League Coordinator. The assigned team is responsible for any associated court fees.

1.26 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. The home team should identify which individual matches will be played on which surfaces prior to either team turning in the line-up for that match. The home team is responsible to have courts available and playable at match time.

#### 1.27 COACHING AND SPORTSMANSHIP.

A. There is no coaching allowed in the CTL League, once play has begun.

B. There are no linesmen or referees for CTL matches. 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, 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 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 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 or unsportsmanlike behavior is unacceptable. If a problem arises with a spectator, the player(s) or his/her opponent(s) should ask the spectator to refrain from the offensive behavior. If the behavior persists, the team captains should be summoned to handle the situation. If necessary, a grievance should be filed.

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 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 to do so under protest. The score and who was serving at the time of the protest will be indicated on the scorecard with the annotation, "played under protest." At the conclusion of the match, 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 offended player or the player's captain should file a grievance. If no grievance is filed within the required time frame (see para. 3.01A), the match will be scored as a retirement by the offended player.

## 2.00 LOCAL LEAGUE REGULATIONS

### 2.01 LOCAL LEAGUE.

2.01A 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, the CTL may establish two or more flights within a division. The decision to establish two or more flights will be made by the Level Coordinator for that division in consultation with the Local League Coordinator.

#### 2.01B Team.

(1) An Adult League team in the 3.0, 3.5, 4.0, and 4.5 divisions shall consist of a minimum of eight players of the same sex eligible to compete at a specific level of competition.

(2) An Adult League team in the 2.5 and 5.0 divisions shall consist of a minimum of five players of the same sex eligible to compete at a specific level of competition.

- (3) A Senior League team shall consist of a minimum of six players of the same sex eligible to compete at a specific level of competition.
- (4) Team members may have an individual National Tennis Rating Program (NTRP) rating below but not higher than the maximum NTRP rating of the level in which they are competing.
- (5) 50 % RULE for CTL - 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-generated or self-generated) that is lower than the level of play. The Columbia Local League Coordinator has authority to determine exceptions to the 50% rule for a particular level of play, and will publish any exceptions prior to each season. 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 authorized number is not exceeded.
- (6) Each CTL team must maintain its roster with at least 60% of its players with South Carolina residence (the player’s primary residence is to be defined in USTA records as South Carolina).

2.01D Entry.

- (1) Players with a computer rating must play at that NTRP level or higher.
- (2) Players without a computer rating but who self-rated within the past year must play at that level or higher.
- (3) Players who do not have a 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 sanctions and disqualification. Important note: After a player self-rates, the player must play at that NTRP level or higher; i.e., the player may self-rate at a level lower than the level at which the player intends to play.

2.01E. Levels of Play. The Columbia Tennis League has determined that the following levels shall be available if there are at least two teams for the level.

- Adult Men: 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5, Open
- Adult Women: 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5, Open
- Senior Men: 2.5, 3.0, 3.5, 4.0, 4.5
- Senior Women: 2.5, 3.0, 3.5, 4.0, 4.5

2.01G Scoring and Rest.

- (1) All matches in the Adult or Senior League will be the best of three sets with a match tie break (i.e., first team to win at least 10 points and with at least a two point margin over the opponent) in lieu of the third set, and with set tie breaks (i.e., first team to win at least 7 points

and with at least a two point margin over the opponent) at 6-all in the first two sets. If either a set tiebreak or match tiebreak is needed, the Coman Tiebreak Procedure is used.

(2) There will be a 2-minute break at the end of each set.

(3) There will be a changeover, but no break, at the end of the first game of each set.

## 2.01H Competition Format.

### 2.01H(1) Schedule Format.

#### (a) Regular Season.

(i) Each division shall consist of one or more flights as discussed in paragraph 2.01A above.

(ii) Each flight in each division shall play at least one round robin competition wherein every team plays every other team.

(iii) Each team must play a minimum of three team matches.

#### (b) CTL City Championship Play-Offs.

##### (i) Single Flight for level of play.

There are will be no CTL city play-offs when the division consists of a single flight. The flight winner is the CTL city champion and the 2<sup>nd</sup> place team is CTL Runner-Up.

(ii) Two Flights for level of play. The top two teams from each Flight advance to city playoffs.

First Round: Flight 1 Winner vs. Flight 2 Runner-Up. Flight 2 Winner v Flight 1 Runner-up.  
Second Round: Winner v Winner from first round matches play to for CTL City Champion and Runner-up. The CTL playoff format is single elimination to determine a CTL Winner and Runner-up. However, CTL may playoff further to determine 3<sup>rd</sup>/4<sup>th</sup> teams, in the event a 3<sup>rd</sup>/4<sup>th</sup> place team is needed for advancement to state championships or CTL receives a wildcard.

(iii) Three or More Flights for level of play. The top two teams from each Flight advance to city playoffs. The Flight Winners and Flight Runner-Ups will be ranked for city playoffs in a seeding format competition in order of Flight winners first and then Flight runner-ups. 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. Rankings 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 a 7-0 record and a team with a 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. The CTL playoff format is single elimination to determine a CTL Winner and Runner-up. However, CTL may playoff further to determine 3<sup>rd</sup>/4<sup>th</sup> place teams, in the event a 3<sup>rd</sup>/4<sup>th</sup> place team is needed for advancement to state championships or CTL receives a wildcard.

(iv). For CTL fall league city playoffs, only the Flight winners will advance to CTL city playoffs. The format will be single elimination, to determine a CTL City Champion, and CTL Fall city playoffs will otherwise follow the same procedures set forth above.

#### 2.01H(2) Team Match and Scoring.

(a) Each team match in CTL shall consist of:

(i) 2 individual singles matches and 3 individual doubles matches for men and women in the Adult League 3.0, 3.5, 4.0, and 4.5 flights.

(ii) 1 individual singles match and 2 individual doubles matches for men and women in the Adult League 2.5 and 5.0 flights.

(iii) 3 individual doubles matches for all flights in the Senior League.

(b) The team winning the majority of the individual matches in a team match shall be awarded one team point.

(c) Flight standings at the end of the regular season shall be in the order of the number of team points won, i.e., the winner of the flight competition shall be the team with the most team points at the end of the season, etc. 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) Loser of the fewest number of sets during the season.

(iii) Loser of the fewest number of games during the season.

(iv) Winner of head-to-head competition between the two teams who are tied.

(v) Toss of coin by LLC

#### (e) Recording and Reporting Scores.

(i) Each captain must have a written line-up and scorecard exchanged at each match (scorecards can be printed from TennisLink). Captains/teams should confirm scores and player names on scorecards at end of match, and sign each other's scorecard before leaving the match.

(ii) 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 captain or co-captain of the winning team enter the score.

(iii) If match scores are not entered into TennisLink within 48 hours, a team will 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.

(iv) The captain of the losing team (or the team not entering the results in TennisLink) will verify that the scores and player names have been entered correctly. The verifying captain will either confirm, through TennisLink, that the match score as reported is accurate, or will dispute

the score on TennisLink if he/she believes an error has been made and that the reported score is incorrect. If disputed, the captain is to notify the level coordinator by email or phone that the match has been disputed and specify the basis for the dispute, to include the match number, positions, names, scores, etc. that are in error.

(v) 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.

#### 2.01H(4) Team Lineups.

(a) Strength sheets will not be used in the Columbia Tennis League.

(b) 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 to, illness of, disqualification or no-show of a player. In the event of illness, injury, disqualification, or no-show of a player prior to the start of an individual match (once the lineup as been exchanged), a team may substitute a player in the affected position within the 15 minute default time, using a player not already listed on the lineup. If no substitution can be made, the affected position will be defaulted.

(c) Starting Match Play. All individual matches will begin (i.e., the first serve will be made) within fifteen minutes of the scheduled start time. All warm-ups, including service warm-ups, are limited to ten minutes. (Exception: All players will be allowed a five-minute warm-up even if this means starting the match after the mandatory start time.)

(d) Defaults.

(i) There will be a fifteen (15) minute default rule in effect.

(ii) A default occurs when a team captain cannot field all positions for a team match.

(iii) Defaults must be given "from the bottom" except as provided for in paragraph 2.01H(4)(b).

(aa) Singles. The No. 2 singles must be defaulted before the No. 1 singles may be defaulted.

(bb) Doubles. The No. 3 doubles must be defaulted before the No. 2 doubles, and the No. 2 doubles must be defaulted before the No. 1 doubles may be defaulted.

(iv) 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.

(v) If a captain is advised prior to the match that the opponent must default one or more positions 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.

- (vi) 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, then the default is cancelled.
- (vii) If both teams default the same position, neither team will receive a win and the scorecard will indicate a double default.
- (viii) By joining the Columbia Tennis League, a team is making a commitment to play every match. 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, however, circumstances dictate that a team cannot field at least three positions (two positions for 2.5 and 5.0 adults, and two positions for all seniors), then the entire match (i.e., all positions) must be defaulted in accordance with rules 2.01H(4) and 2.03L of the 2011 USTA League Tennis Regulations. This constitutes a 'team forfeit'. If it is determined by the Flight Coordinator in consultation with the Local League Coordinator, at any time during the season, that such a team default will affect the league standings in a material fashion (i.e., which team goes to the local league playoffs or the State Championships), then none of the team's individual matches for the entire season will count in the final standings except for determining computer ratings.
- (ix) A grievance may be filed against any team which defaults an excessive number of its individual matches or which defaults an entire team 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.

#### 2.01H(5) Player Participation

- (a) During the Local League Season a player **may** play on more than one NTRP level in Adult and/or Senior divisions in the **same** Local League during the **same** season.
- (b) A player **may not** play at the **same** NTRP level in the same division (Adult or Senior) on teams in the **same** local league.
- (c) A player may play on both an Adult team and a Senior team at the same level of play.
- (d) A player **may** play at the **same** NTRP level in the same division (Adult or Senior) on teams in **separate** Local Leagues in South Carolina during the **same** season.
- (e) No accommodations will be made for players on multiple teams in the event of scheduling conflicts during the season or during championships.
- (f) If a player is on two or more teams at the same level in South Carolina, and two or more of those teams qualify for the State Championships, the player must select, before the Championships, the team which he/she will play on during the Championships, and the player may play on only that team during the Championships.

## 2.01J Inclement Weather.

### 2.01J(1) Inclement Weather During Regular Season.

(a) It is the responsibility of the home team captain to determine whether weather conditions warrant the postponement of a regular season team match. If teams have assembled and have started 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 decide, within 48 hours, on a mutually agreeable make-up date and inform the level coordinator. This make-up date must be within two weeks of the scheduled date of the postponed match (within 72 hours if at the end of the season and it affects who will participate in the local league playoffs). If the two captains cannot mutually agree on a make-up date, that will be within the 14 days, or if the matches have not been reported on TennisLink within two weeks, the level coordinator will establish the make-up date and time, that will be binding on both teams. 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 lineup exchange are cancelled. Once the make-up dates are established and the level coordinator is informed, those are considered to be the official match dates and they are not postponable unless there is inclement weather on those dates, or unless approved by the level coordinator. If one team shows for a team or an individual match and the other does not, the match will be recorded as a default by the team that did not show. If neither team shows for the agreed upon make up date or the league set date, the match will be scored a double forfeit.

(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, and matches not started may change the players listed on the lineup. Defaults given prior or during the line-up 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 14 days (within 72 hours if at the end of the season and it affects who will participate in the local league playoffs) and the level coordinator must be notified. If the players cannot mutually agree on a make-up date, that will be within the 14 days, or if the matches have not been reported on TennisLink within two weeks, the level coordinator will establish the make-up date and time, that will be binding on both teams. Once the make-up dates are established and the level coordinator is informed, those are considered to be the official match date and are not postponable unless there is inclement weather on those dates, or unless approved by the level coordinator. If one or both teams in an individual match do not

show to play on the agreed upon or league established make-up date, there are three possible outcomes:

- If an individual match had started prior to the inclement weather and if one team shows for the make-up match and the other does not, that position will be recorded as a retirement by the team that did not show, with the score being entered as it was when play was interrupted;
- If an individual match had not started prior to the inclement weather and if one team shows for the make-up match and the other does not, that position will be recorded as a default by the team that did not show;
- If neither team shows for the match, the individual match will be scored as a double forfeit.

## (2) Inclement Weather During 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, but it is at the discretion of the level coordinator to decide when players should be released.

(b) Make-up times and dates for postponed playoff matches will be determined by the level coordinator. 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; and matches not started must be played using the same players as listed on the line-up at the time of the line-up exchange. In the event that postponement begins prior to the start (playing at least one point) of an individual match, the 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 make-up no later than the following day, subject to court availability. (It may be necessary to shift playoff sites and court surfaces.) All postponed individual matches whether in progress or not at the time of postponement will recommence at the same time.

## 2.01K Registration.

(1) Team roster with the required minimum number of legal players for the level of play must be submitted into Tennis Link by the deadline published by the CTL League Coordinator.

(2) Players may be added to a roster on TennisLink until the deadline published by the CTL Coordinator. However, a player may not play in a team match 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.

(3) The CTL Coordinator has the authority to change the dates for registering a team and/or adding players to a team.

(4) A player must have current USTA membership valid through the league season.

(5) Fees for playing in the CTL League will be collected via credit card when registering on TennisLink. Once a player registers and pays fees on TennisLink, there will be NO REFUNDS of any fees paid..

(6) In order for a roster to be considered valid, it must have at least eight players if the team will be competing in the Adult 3.0, 3.5, 4.0 or 4.5 flights; five players if competing in the Adult 2.5 or 5.0 flights; and six players if competing in the Senior League.

#### 2.01L Rescheduling Due to Conflicting Events.

(1) Scheduling Accomodation is required of a CTL local league regular season match for CTL teams advancing to State, Sectional, or National Championships in Adult, Senior, Super Senior, Mixed Doubles, Mixed Doubles Super Senior, Combo Doubles, and Singles Leagues. The team captain affected by the conflict may request accommodation of the opponent captain and must notify the level coordinator. The accommodation must be granted. When that occurs, 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 procedure must follow the inclement weather guidelines for a match that is totally postponed due to rain, and the level coordinator must be notified of agreements.

(2) 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 Family Circle, 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. If the other team does not agree to accomodate, 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 the match to a date prior to the originally scheduled 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.

#### 2.03 AREA, SECTIONAL, AND NATIONAL LEAGUE CHAMPIONSHIPS.

2.03A(2) Eligibility. Players need not have participated in any minimum number of matches to play in CTL division play-off competition. By contrast, players must have participated in at least two league matches, including play-off matches and retirements, in order to participate in the state or sectional level championships. One of these matches can be a default received, but

defaults given do not count towards meeting this requirement. In order for a player to participate in the National Championships, he/she must have played (does not include defaults received or defaults given, but does include retirements) in at least three matches, including the state and sectional championships.

## 2.04 LEAGUE NTRP DISQUALIFICATION AND APPEAL PROCEDURES

2.04A NTRP Disqualification Procedures. During local league competition and at every level of championship competition below national championships, computer ratings will be calculated for all players to determine if any players have reached the disqualification criteria using the USTA NTRP Computer Methodology Procedures. Players will be NTRP disqualified if they reach the disqualification level three times based on all matches reported in the national database for Adult and Senior Divisions. There will not, however, be any disqualification of a player with a B (benchmark) or C (year-end computer rating not including a rating resulting only from play in mixed doubles) rating.

(1) Local League NTRP Disqualification. Any player that reaches the NTRP disqualification level three times shall be disqualified and will not progress to championship competition at that level of play. These players will be immediately notified and have the right to appeal in accordance with procedures in 2.04B(1) of the USTA League Tennis Regulations.

### 2.04B NTRP Appeal Procedures.

(1) If the player or the team captain of a player disqualified in the local league desires to appeal the NTRP disqualification, he/she must file an appeal, in writing, to the Southern Tennis Association within 48 hours of notification of the disqualification.

### 2.04D Scoring Procedures

If a self-rated player or a player with a granted medical appeal is disqualified for that particular level of play, all matches played by that individual player at that level shall be considered losses and scored (6-0, 6-0). All players who have computer rated appeals (A), dynamic ratings (D), mixed exclusive (M) or tournament ratings (T) who are subject to disqualification, will not be subject to match reversal if disqualified. Players not disqualified by conclusion of local league round robin play will be eligible to compete in entire local playoff. Dynamic ratings will be calculated at the end of the local playoff to inform any disqualified players that they may not advance to the state championships. Points earned by disqualified players will stand. Local play occurring at the State Championships: Players will be permitted to play in the entire event but, if a disqualification occurs when the ratings are run at the conclusion of the tournament, those matches will be handled in the following manner: If the play is a Round Robin, matches

for the DQ'd players are reversed. Matches played during a playoff, by winners advancing from multiple Round Robins are not reversed.

### 3.00 GRIEVANCE PROCEDURES

#### 3.01 GRIEVANCE COMPLAINTS.

##### 3.01 A GRIEVANCE COMPLAINTS DURING CTL REGULAR SEASON PLAY.

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 Columbia Tennis 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. Grievance Complaint forms can be obtained from the CTL website.

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 authority to substitute or replace members of the committees named below in the case of conflict, absence, or other inability to serve.

The CTL Grievance Committee is comprised of: Chairperson- Bill Brannon - 787-0315 - wbrannonjr@sc.rr.com, standing member Coleen Freeman, and a CTL Level Coordinator. The CTL Grievance Committee will meet to decide any grievance submitted to the Committee. The decisions of the CTL Grievance Committee may be appealed to the CTL Grievance Appeals Committee.

The CTL Grievance Appeals Committee is comprised of: Chairperson- Mary Anna Scott – 783-0954 – mascott@sc.rr.com, Twanda Mickle, Clay Busto. The decisions of the CTL Grievance Appeals Committee are final and binding, except with regard to suspensions of individuals or teams for a period of 12 months or more.

##### 3.02 GRIEVANCE COMPLAINTS CONCERNING CTL LEAGUE ADMINISTRATION.

All grievances against the Columbia Tennis League administration of the USTA League Tennis Program wherein the complaint alleges that a coordinator or committee has violated National, Sectional, State or Local Regulations will be handled by the USTA Southern Section Leagues Grievance and Grievance Appeal Committees.

### 3.03 NTRP ELIGIBILITY GRIEVANCE COMPLAINT.

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.

NTRP Grievances against such players shall come under the jurisdiction of the USTA Southern Section Grievance and Grievance Appeals Committees. A team captain may file an NTRP grievance. These complaints should be first delivered to the CTL Local League Coordinator, who will forward them to the State League Coordinator, who will forward them to the Section League Coordinator who, in turn, will forward them to the Southern NTRP Eligibility Grievance Committee Chairman.

## DUTIES OF TEAM CAPTAIN

### Columbia Tennis League

1. Secure at least eight players for Adult League team (five for 2.5, 5.0, Open levels), and six for Seniors, Super Seniors, Mixed Doubles, Combo and Singles League teams, preferably more to allow for substitutes. Be sure you will have enough players for a legal team before you create your team on TennisLink. Teams that do not have a legal team roster on TennisLink by registration deadline will be deleted. There are NO refunds once a player has registered on TennisLink.
2. Be sure your players meet the eligibility requirements as listed in the USTA Regulations. (also, remember the 50% rule must be met and maintained during the season in CTL spring and fall league.)
3. Secure permission from a home facility for your team to play out of PRIOR TO REGISTERING A TEAM ON TENNISLINK, and pay any court fees to facility.
4. Register your team through TennisLink. You MUST TYPE YOUR TEAM CODES in your team name on TennisLink (captain code – team name – home court code. The code instructions are in the captain letter.) Designate your home court on TennisLink – if your facility is not in the drop-down box, follow instructions on TennisLink to search for it and then click the facility to register your home facility. Check your team roster before registration deadline and be sure all members have registered or at least minimum number (see Item 1 above).
5. Complete a 'Team Form' on CTL website at [www.columbiatennisleague.org](http://www.columbiatennisleague.org) to submit your captain contact info to CTL league. This must be done every season for every team you captain. If you do not submit this form, you will not be listed on the captain directory and will not be on the CTL distribution list to receive email notices from CTL .
6. Be sure each member of the team is notified of the schedule. Copies of USTA, STA, SCTA and CTL League rules should be available to team members if requested. Rules are available on the web.
7. Home captain should confirm number of courts with facility, and contact visiting captain three (3) days prior to scheduled match to confirm the match-site, match-time and number of courts available to begin at match time. This is especially important when a match is set at a different home site or match time, or when all courts will not start play at match time. Captains should coordinate, prior to the match, which matches will start early or late, when courts are limited. (Remember the golden rule!)
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.
9. Captain must field a sufficient number of players at each scheduled match so that the winner of the team match is decided by matches actually played. Failure to do so constitutes a 'team forfeit'. (For adult leagues consisting of 5 positions per team match, a team is not permitted to forfeit more than 2 courts per team match. For leagues consisting of 3 positions per team match, a team is not permitted to forfeit more than 1 court per team match.) CTL rules prohibit a 'team forfeit'. Any team committing a team forfeit will have all matches for the whole season disqualified from affecting team standings. The league will file a grievance against the captain and all players on the team roster for violation, and the CTL Grievance Committee will determine sanctions.

10. Exchange a WRITTEN line-up/scorecard with opponent captain at match time. Score cards can be printed from Tennis Link. Confirm scores with captain/players at match completion and settle any score discrepancies prior to leaving the match site. Each captain should sign both score cards.
11. Report scores on TennisLink promptly after the match. Winning captain enters scores and opponent captain confirms scores within 48 hours. Check names and scores before exiting to avoid mistakes!!! Notify your level coordinator if match scores or player names are disputed on TennisLink. Scores that are not disputed within 48 hours are automatically confirmed by TennisLink.
12. RAIN-OUTS – Captain must reach mutual agreement for rescheduling matches with opponent captain within 48 hours of a rained-out match AND notify his/her level coordinator by email, specifying the time/date of rescheduled matches. Emails sent to level coordinator should show that it is also copied to opponent captain to confirm agreements. Matches must be completed within two weeks of original match date. If the captains cannot agree, or if the match scores are not reported on TennisLink within two (2) weeks of the original match date, the level coordinator will set a date/time for the match that is binding on both teams. Please keep your level coordinator informed on rain-outs and complete matches promptly!
13. Team captain is responsible for notification and communication to each team member, all information needed from the League.
14. Team captain is responsible for representing his/her team at all League meetings.
15. **Be sure you, as a captain, and your team practice good sportsmanship.**