

Columbia Tennis League
League Coordinator – Sandra Grooms tnschick@sc.rr.com
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www.columbiatennisleague.org

To: Team Captains
From: Sandra Grooms, Local League Coordinator
Date: December 12, 2012

Team registration for Spring 2012 CTL league is open in TennisLink and closes Friday, January 13, 2011 at midnight. **Once a player registers on TennisLink, there are no refunds.** To register, go to CTL web site at www.columbiatennisleague.org and click on the Tennis Link icon. League Fees are \$17 for adult and \$12 for seniors, plus \$3 TennisLink fee. These fees DO NOT cover the cost of court fees for home matches for teams. **Captains are required to pay court fees if their facility requires court fees.** The team fee for courts at county and city public facilities that are listed below is \$200 per Adult team for NTRP levels 3.0, 3.5, 4.0 and 4.5; \$120 per Adult team for NTRP 2.5 and 5.0 levels; and \$100 per Senior team. (Instructions for payment of court fees to public facilities is listed below.)
**** SPECIAL NOTE FOR 2012 SPRING: CTC WILL NOT BE OPEN FOR LEAGUE PLAY DUE TO COURT CONSTRUCTION.**

Captain responsibility for team registration by JANUARY 13, 2011:

- 1 - **PRIOR to registering team on TennisLink, the captain must obtain approval directly from your facility for home courts.** The league will verify which teams are on the facility approval list. Teams without approval will be re-assigned or deleted. **No refunds.**
2. **Captain must submit the team form to CTL league to provide email and phone contact numbers for captain directory via CTL website www.columbiatennisleague.org.**
3. **Captain must register the team on TennisLink and include your team code and home court code as part of your team name.** TL does not prompt you to enter the codes – you must type codes in your team name! (See instructions to captains for team codes at end of this letter.)
4. **Captain must make sure there is a legal team roster on TennisLink containing the minimum number of registered players listed below by JANUARY 13 DEADLINE! If you do not meet this deadline, your team WILL NOT BE PLACED ON A SCHEDULE and WILL BE DELETED. No extensions! No exceptions! No refunds!**

Adult team levels 3.0, 3.5, 4.0 and 4.5:	8 players
Adult team levels 2.5 and 5.0:	5 players
Senior teams	6 players

***CTL will shut down all registrations at midnight January 13 on Tennis Link. We will check team rosters and delete teams that are not legal. CTL will re-open Tennis Link registration January 21, and additional players can register on existing teams until March 31, 2011.**

The 50% rule is in effect. Your team must have at least 50% of players on the team roster rated at the level the team is playing. For Spring 2012, this rule does not apply to Senior teams, and Adult 4.5 Women. A player without a rating on TennisLink must self-rate by completing the self-rate form on TennisLink. A team that does not meet the 50% rule by January 13 will be deleted with no refund. Also, teams must maintain compliance with 50% rule on team roster during entire season.

CTL will use the COMAN TIEBREAK procedure for ALL tiebreaks (set & match). Ends are exchanged after the first point, then after every four points (5th, 9th, 13th, 17th, etc.), and at the end of the tiebreak.

- Coman tiebreak will be used at all state, sectional, and national championships.

Players may play on multiple teams in CTL as long as the teams are at **different** NTRP levels. Seniors may play on two teams in CTL at the same level as long as one is adult and one is senior team. Players may play in different local leagues at the same level. (i.e. player may play 3.5 in CTL & LATA). No scheduling accommodations will be made for playoff conflicts.

CTL Spring 2012 will start matches week of February 6 or February 12. Schedules will be published on Tennis Link. If applicable to your division, a list of practice matches and/or city playoff schedule will be posted on CTL website, and emailed to Captains along with a Captain Directory.

2012 LEAGUE RULES – each captain/player is responsible for reading and complying with the 2012 CTL local league rules, state rules, sectional rules and national rules. These will be published in the League Rules area at columbiatennisleague.org. READ THEM!

SPECIAL INSTRUCTIONS FOR TEAMS TO OBTAIN APPROVAL FOR HOME COURTS FROM COUNTY AND CITY PARKS and PAYMENT OF TEAM COURT FEES: These facilities are: SouthEast Park, Greenview Park, Parklane (a/k/a Richland County Tennis Center), Caughman Road Park, Trenholm Park, St. Andrews Park, and NorthSprings Park. (CTC is NOT open for league play for spring 2012.)

- Each facility maintains a master list of teams that are approved for home courts. Courts are limited and home teams are approved on a first-come/first-serve basis. CTL contacts the facility to verify approved teams before placing the team on a schedule. If your team is not on the approved list, the team will NOT be scheduled and will be re-assigned or deleted from TL with no refund.
- Do NOT register your team on Tennis Link until you have obtained home court approval! AFTER you obtain approval for home courts, register your team on TennisLink and email your team form via the CTL website.
- Pay your team fee for courts! This fee must be paid at the time your team is approved by the facility. Your team fee covers court costs for all your home matches and make-up matches at county and city parks. The fee is \$200 per adult team for levels 3.0, 3.5, 4.0 and 4.5; \$120 per adult team for levels 2.5 and 5.0; and \$100 per senior team. The team captain must pay this fee directly to the facility – ONE CHECK ONLY for the total amount – to secure home court approval. Failure to pay the team fee will result in your team being denied courts.

SOUTHEAST PARK – Team captain must report in person to Columbia Tennis Center to obtain home court approval for SEP from Bill or Jeff, and must pay the team fee at that time. Captain must furnish team name, NTRP level, match play date, plus captain phone and email, along with team fee. You may call 733-8440 to inquire if courts are available, but NO Phone calls will be accepted for court approval and team will not be approved without team fee payment at time of request. Submit ONE CHECK for team fee, payable to “Columbia Parks and Recreation”, and deliver to CTC.

GREENVIEW PARK – Contact Greenview at 754-5223. Team captain must submit a written request in order to secure home courts at Greenview. Make ONE CHECK for team fee, payable to “Columbia Parks and Recreation”, and submit to Greenview Park.

PARKLANE, CAUGHMAN ROAD, TRENHOLM PARK, ST. ANDREWS PARK AND NORTHSRINGS PARK – To obtain approval to play at the above county facilities – you must submit a written request by email to Cliff or Carolyn at RCTC@rcrc.state.sc.us. Specify the facility requested for home courts, with team name, NTRP level/date, and captain name/contact for phone/email. RCTC will keep a master list of teams approved for each county facility and will notify each facility. The phone number for inquires is 788-3001. Make ONE CHECK for team fee, payable

to “RCRC”, and deliver it to: Attn: Cliff Toms, Richland County Tennis Center, 7500 Parklane Road, Columbia, SC 29223.

If you need help registering a team or have questions concerning TennisLink, contact:

Nan R. Smith 736-3488 scauburn79@sc.rr.com
Teresa Donelan 790-4020 tdonelan@gmail.com

TEAM CODE INSTRUCTIONS FOR CAPTAINS REGISTERING TEAM ON TL:

You must name your team as follows when registering on TennisLink:

TEAM NAME: Team Code first – team name second –home court code.

(Team Code for adult league teams = “C” followed by Captain’s first name initial and first two letters of last name. Team Code for senior league teams = “CZ” + the first initial of captain’s first and last names. See list below for home court facility codes.) For example, Adult league Captain Jane Doe of the “Lobsters” with St. Andrews home courts would enter team name of CJDO – Lobsters - SA. Senior team captain Jane Doe would enter a team name of ‘CZJD – Lobsters - SA.

CTL FACILITY

“TENNIS LINK” COURT CODE

Camden Country Club	CCC
Caughman Road	CR
Chestnut Hill Plantation	CHP
Columbia Tennis Center	CTC
Cobblestone Park	CSP
Greenview Park	GV
Harbison Rec Ctr	HB
Jeep Rogers YMCA	YMCA
Kershaw County West Complex	KCWC
Longcreek Plantation Club	LP
North Springs Park	NS
Parklane Tennis Center	PK
Rockbridge Club	RK
Scott Park	SP
SouthEast Park	SEP
Spring Valley Club	SV
St. Andrews Park	SA
Trenholm Park	TP
Wildewood Club	WWD
Woodcreek Farms	WF
Woodlands Club	WLD

CTL TEAM CONTACT FORM: This form is posted on columbiatennisleague.org website and MUST be submitted when you register your team on Tennis Link. Simply fill out the form on the website and it will automatically be sent to CTL. We need this form so that we can obtain pertinent info for your team for the schedules and captain directory. We will email a captain directory to each captain so you can contact other captains in your division, when needed.

CTL 2012 SPRING LEAGUE REGISTRATION FORM

Captain:	Home #:
Address:	Work #:
E-Mail: (required)	Cell phone #: (optional)
Home Courts: (captain must get pre-approval from facility)	Level: (Circle one) 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5
Team Name:	Adult , Senior , Super Senior (Circle one)