

USTA/WESTERN MICHIGAN DISTRICT LOCAL LEAGUE RULES
Additions or Changes to the 2017 Local League Rules are in RED/BOLD (rev. 7/6/16)

The USTA League Program and its policies shall be governed by the USTA/Midwest Section League Committee appointed by the President of the USTA/Midwest Section to Michigan Districts and subject to the control and direction of the USTA/Western Michigan District Board of Directors. The USTA gives the USTA/Midwest Section authority to delegate that authority to USTA/Western Michigan District as defined in the following rules and regulations. The USTA/Western Michigan District League Coordinator, under the employ of the USTA/Western Michigan District, shall be responsible for the day-to-day administration of the USTA League Program, including the interpretation of the USTA League Rules and Regulations. All decisions by the USTA/Western Michigan League Committees are final and binding. All players participating in the USTA League Program, as a condition of their participation, agree for themselves, their executors, administrators, heirs and personal representatives, that all claims of every kind, nature and description are waived, including past, present and future claims, if any, for injuries sustained in traveling to or from or from participating in the USTA League Program, against the USTA, its officers, committees and employees, the USTA/Midwest Section and USTA/District Associations, and all sponsors, coordinators, and members of all committees relevant to the USTA League Program. All players participating in the USTA League Program, as a condition of their participation, agree to abide by and be bound by the USTA League Rules and Regulations, the USTA/Midwest Section Standing Orders, the USTA/Western Michigan District Local League Rules and the standards of good conduct, fair play, and good sportsmanship.

I. LEAGUE SESSIONS

A. League Sessions

Fall/Winter League Session (Adult 18&Over, Adult 40&Over, Adult 55&Over, **Combo 18&Over**)

Spring/Summer League Session (Adult 18&Over, Adult 40&Over, Adult 55&Over, Mixed 18&Over, Mixed 40&Over)

Summer League Session (Adult 65&Over, Combo 18&Over)

B. League Session Dates

The Fall/Winter League Session may NOT begin play prior to **September 1**. The Spring/Summer League Session may NOT begin play prior to **February 1**. The Summer League Session may NOT begin play prior to **May 1**. The Spring/Summer League Session must have started play for Adult 18&Over, Adult 40&Over, Adult 55&Over, Mixed 18&Over, and Mixed 40&Over by **July 1** for teams to advance to the playoffs and/or the championships. The Summer League Session must have started play for Adult 65&Over and Combo 18&Over by **July 15** to advance to the playoffs and/or the championships. The Summer League Session must have completed play for Adult 65&Over and Combo 18&Over by **September 29** to advance to the playoffs and/or the championships. League sessions must be scheduled for a minimum of **3 weeks** from the first scheduled match to the last scheduled match. League Session Dates will be posted on the District League Calendar. The Player Registration Start Date is the first date that players can register for a team during a league session prior to the League Session Start Date. The Player Registration End Date is the last date that players can register for a team during a league session prior to the League Session End Date. The Team Registration Deadline is the last date that Captains can complete a **Team Entry Form**, a **Captain's Waiver Form**, and/or a **Captain's Questionnaire Form** prior to league session scheduling. The League Session Start Date is the first date that matches can be played during a league session. The League Session End Date is the last date that matches can be played during a league session. The Minimum Players Deadline is the last date that teams are REQUIRED to meet the minimum number of players for a team AND the minimum percentage of players at designated NTRP level of play requirements on their team roster AND the last date that Captains may enter a team prior to league session scheduling. The Facility Registration Deadline is the last date that Facility League Coordinators can complete a **Facility League Commitment Form** prior to league session scheduling. The Facility Schedule Edits Deadline is the last date that Facility League Coordinators can submit Facility Schedule Edits after the schedules are published in TennisLink.

II. LEAGUE TEAMS

A. Team Numbers, Team Names, and Team Format Requests

Team numbers will be emailed to the Captains and the Facility League Coordinators upon completion of ALL league session requirements. Once each Captain receives their team number, their players may begin registering for their team. Team names are created by using the following designation: Facility/Captain's Last Name/Session/Division/NTRP Level/Gender. Captains and Facility League Coordinators may submit any team format requests on their **Team Entry Form**. Team format requests are NOT guaranteed. Teams may request an alternate team format for a flight or sub-flight, provided that the MAJORITY of Captains in the flight or sub-flight vote in favor of the alternate team format. The standard team format is 8-player format (1S/2S/1D/2D/3D). The alternate team formats are 5-player format (1S/1D/2D) or 6-player format (1D/2D/3D). The District League Coordinator will notify the Captains in the flight or sub-flight and the Facility League Coordinators the decision result and any additional information by email.

B. Team Captains and Facility League Coordinators

Each team is REQUIRED to provide the USTA/Western Michigan District a Captain to contact by phone and email regarding all USTA League tennis concerns and interests. A list of Captain's Responsibilities and Requirements is available on the USTA/Western Michigan District website (www.westernmichigan.usta.com) under USTA League Tennis. Captains who repetitively fail to meet the Captain's Responsibilities and Requirements are subject to suspension and/or removal from the League session and/or League program upon approval of the USTA/Western Michigan League Committee. In the event that a Captain is suspended and/or removed from the League session and/or League program, the Facility League Coordinator will become the *Acting Captain* until a replacement is appointed by the Facility League Coordinator. Each Facility is REQUIRED to provide the USTA/Western Michigan District a Facility League Coordinator to contact by phone and email regarding all USTA League tennis concerns and interests. A list of Facility League Coordinator's Responsibilities and Requirements is available on the USTA/Western Michigan District website (www.westernmichigan.usta.com) under USTA League Tennis.

C. USTA Membership

League session participation requires a USTA membership paid (or current) through the end of each league session, which includes any playoffs and/or championships. Players are ENCOURAGED to check the expiration date of their USTA membership prior to registering for a team each league session. USTA memberships may be purchased or renewed online (<http://tennislink.usta.com/leagues> or <http://membership.usta.com>), by phone (800-990-8782), or by email (memberservices@usta.com). The USTA/Western Michigan District Office is NOT able to update USTA membership information.

D. Team Registration and Team Registration Fees

Players will need their USTA membership number and a valid team number to register for each team on which they plan to play. Team numbers may be obtained from Captains and/or Facility League Coordinators for each league session. Team registration must be completed in TennisLink. In the event of system problems with TennisLink, the District League Coordinator MAY allow a player with a current NTRP rating to play in a match prior to team registration. Approval from the District League Coordinator must be received prior to the scheduled match start time by phone and/or email. The District League Coordinator will notify the player and BOTH Captains by phone and/or email. Players are ENCOURAGED to complete team registration at least **24 hours** prior to the scheduled match start time to ensure that

the player has reasonable time to notify the District League Coordinator of any system problems AND to ensure that the District League Coordinator has reasonable time to notify the player and BOTH Captains prior to the scheduled match start time. A **\$30.00** team registration fee will be collected in TennisLink for each team a player registers for in TennisLink. The USTA/Western Michigan District Board of Directors has decided that the **\$3.00** TennisLink fee is **non-refundable** when requesting a team registration refund. Before a team registration refund can be given, the *preferred* options are to move the player to another team during the same league session OR to move the player to a *holding team* in order to then move the player to another team during a different league session within the same championship year. New players may be added to team rosters after the League Session Start Date. Players may be added to team rosters provided there are at least (2) matches remaining in the league session in order to be ELIGIBLE to participate in any playoffs and/or championships for that league session. The District League Coordinator has the option to allow a player with a current NTRP computer rating to register for a team with less than (2) matches remaining in the league session, however this player is NOT eligible to participate in any playoffs and/or championships for that league session. This option is offered to avoid individual court defaults or total team defaults. There is NO discounted team registration fee for late team registrations.

E. Ineligible Players and Willful Impersonation

Players are REQUIRED to register for a team prior to playing in any league match. Any team that uses an INELIGIBLE player (non-registered, discovered or undiscovered) will result in that team defaulting that individual court position (individual court default – round manual calculations). A second such occurrence will result in that team defaulting ALL court positions (total team default – round manual calculations). A third such occurrence will disqualify that team for the remainder of the league session (total session default – session manual calculations). Match scores will be entered in TennisLink as played for ratings purposes. Manual calculations will be necessary prior to declaring a winner of the flight or sub-flight with an ineligible player. Ineligible players who are removed from a team roster will NOT be granted a refund of USTA membership fees and/or team registration fees. Willful impersonation of a registered league player will result in that team defaulting ALL court positions (total team default – round manual calculations). A second such occurrence will disqualify that team for the remainder of the League session (total session default – session manual calculations). Any person(s) guilty of willful impersonation is subject to immediate suspension and/or removal from the league session and/or league program. Actions of willful impersonation will be submitted to the USTA/Western Michigan League Committee for further review and a decision. ALL involved parties to the willful impersonation will be notified the decision results, including any penalties and/or sanctions, by phone and/or email.

F. Minimum Number of Players and Minimum Percentage of Players

Each team is REQUIRED to maintain its team roster with no more than (**60%**) if its players as self-rated players. If another self-rated player registers for a team before a match and causes the team to be greater than the specified percentage, then that team is considered an ILLEGAL team resulting in ALL courts defaulted (total team default). Any teams and players participating in the USTA/Western Michigan District must consist of at least (**80%**) of players residing within the boundaries of the district. Any team found to be less than (**80%**) domiciled residency in the USTA/Western Michigan District cannot advance to any playoffs or championships held in the district. **Captains are ENCOURAGED not to count players with pending NTRP appeals towards the minimum number of players for a team AND the minimum percentage of players at designated NTRP level of play requirements on their team roster in order to meet the Minimum Players Deadline.**

Adult 18&Over or Adult 40&Over League: Any flight consisting of only (2) teams in a level of play, each team is REQUIRED to maintain its team roster with at least (**40%**) of its players at the designated NTRP level of play. If a lower NTRP level player registers for a team before a League match and causes the team to be greater than the specified percentage, then that team is considered an ILLEGAL team resulting in ALL courts defaulted (total team default).

Adult Division (3.0, 3.5, 4.0, 4.5, 4.5+): Each team is REQUIRED to have a minimum of (8) players registered in TennisLink by the Team Registration Deadline in order for the team to be ELIGIBLE to advance to any playoffs or championships for that league session. The standard team format is 8-player format (1S/2S/1D/2D/3D). All 5-player format teams (1S/1D/2D) and 6-player format teams (1D/2D/3D) are REQUIRED to play 8-player format (1S/2S/1D/2D/3D) when advancing to any playoffs or championships.

Adult Division (2.5 and 5.0): Each team is REQUIRED to have a minimum of (5) players registered in TennisLink by the Team Registration Deadline in order for the team to advance to any playoffs or championships for that league session. The standard team format is 5-player format (1S/1D/2D).

Adult 55&Over or Adult 65&Over League: Each team is REQUIRED to have a minimum of (6) players registered on TennisLink by the Team Registration Deadline in order for the team to advance to any playoffs or championships for that league session. The standard team format is 6-player format (1D/2D/3D).

Mixed 18&Over or Mixed 40&Over League: Each team is REQUIRED to have a minimum of (3) men and (3) women registered in TennisLink by the Team Registration Deadline in order for the team to advance to any playoffs or championships for that league session. The standard team format is 6-player format (1D/2D/3D).

Combo 18&Over League: Each team is REQUIRED to have a minimum of (6) players registered in TennisLink by the Team Registration Deadline in order for the team to advance to any playoffs or championships for that league session. The standard team format is 6-player format (1D/2D/3D).

G. Team Fees and Penalty Fees

Facilities are financially responsible for any team fees and/or penalty fees that their teams may owe because of any defaulted court(s) during the League session, including the Flight Playoffs and the District, State, and/or Sectional Championships. The District will invoice a Facility directly for any team fees and/or penalty fees due. Non-payment of team fees and/or penalty fees will result with the USTA/Western Michigan League Committee to review eligibility for future participation of the defaulting team and/or defaulting Facility in the next league session and/or league program.

III. LEAGUE MATCH SCHEDULES

A. Flights and Sub-flights

Flights with (10) or more teams will be separated into sub-flights. Travel distance is NOT to exceed **90 minutes** of travel time under normal circumstances (one way) unless the travel distance is agreed upon by the MAJORITY of Captains in that flight or sub-flight. New teams may be added to a flight or sub-flight after the Team Registration Deadline and before League session scheduling for that flight or sub-flight has begun by notifying your Facility League Coordinator by phone and/or email and then requesting a team waiver from the District League Coordinator. A team waiver request is NOT a guarantee that your team will be allowed to participate in the League session. The District League Coordinator will notify ALL Captains within the flight or sub-flight to request a vote to allow or not allow the new team to enter the flight or sub-flight. The vote results and any additional information will then be submitted to the USTA/Western Michigan League Committee for review and a decision. The District League Coordinator will notify the Captain and the Facility League Coordinator the decision result and any additional information by phone and/or email. If the new team is approved, you and your Facility League Coordinator are REQUIRED to meet ALL league session requirements within **24 hours** of approval notice from the District League Coordinator in order to participate in the league session.

B. Team Scheduling and Team Scheduling Requests

Team matches for each league session are scheduled on days/times (and alternate days/times) as agreed upon by the Facility League Coordinators, the Captains, the USTA/Western Michigan League Committee, and the USTA/Western Michigan Scheduling Committee. The number of matches each flight or sub-flight is scheduled is determined by the USTA/Western Michigan Scheduling Committee. **Teams are guaranteed at least (6) matches per league session unless fewer matches are agreed upon by the MAJORITY of Captains in that flight or sub-flight.** HOME and AWAY matches are determined by reviewing the previous league session HOME and AWAY matches. Previous league session HOME matches will be AWAY matches for the next league session and previous league session AWAY matches will be HOME

matches for the next league session. Reasonable efforts will be made to schedule teams an equal number of HOME and AWAY matches whenever possible. The USTA/Western Michigan Scheduling Committee reserves the right to make decisions in placing teams to match dates/times/sites within a flight or sub-flight. No weekday matches will be scheduled to begin prior to **10AM** unless agreed upon by BOTH Captains and the host Facility League Coordinator. No weekday matches will be scheduled to begin after **7PM** unless agreed upon by BOTH Captains and the host Facility League Coordinator. No weekend matches will be scheduled to begin prior to **10AM** unless agreed upon by BOTH Captains and the host Facility League Coordinator. No weekend matches will be scheduled to begin after **7PM** on Saturday or **5PM** on Sunday unless agreed upon by BOTH Captains and the host Facility League Coordinator. Teams are REQUIRED to meet the minimum number of players for a team AND the minimum percentage of players at designated NTRP level of play requirements on their team roster before a team can be scheduled for the league session. Teams that are unable meet the minimum number of players for a team AND the minimum percentage of players at designated NTRP level of play requirements on their team roster by the Minimum Players Deadline will be removed from team scheduling for the league session. Any players that have already registered for a team that is removed from team scheduling for the league session will be moved to a *holding team* in order to then move the player to another team during a different League session within the same championship year. Captains and Facility League Coordinators may submit any team scheduling requests on their **Team Entry Form**. Team scheduling requests are NOT guaranteed. The USTA/Western Michigan Scheduling Committee will do their best to accommodate any team scheduling requests, though sometimes scheduling conflicts cannot be avoided due to court availability, the number of teams in each league session, the number of schedulable weeks in each league session, conflicting team schedule requests, players participating on multiple teams, etc. **Teams may request to be scheduled additional matches for a flight or sub-flight, provided that the MAJORITY of Captains in the flight or sub-flight vote in favor of these additional matches AND there is court availability to accommodate these additional matches.** The District League Coordinator will notify the Captains in the flight or sub-flight and the Facility League Coordinators the decision result and any additional information by email. Additional matches may be an additional round robin or cross sub-flight matches. The number and type of additional matches each flight or sub-flight is scheduled is determined by the USTA/Western Michigan Scheduling Committee.

C. Court Availability

All host Facilities are REQUIRED to have an adequate number of courts available for matches unless approved by the USTA/Western Michigan League Committee in advance, in order to provide for the number of matches required for each of their teams. All host Facilities are REQUIRED to provide a 2-hour time slot to complete each scheduled match. It is important for Facility League Coordinators to provide as much court availability information as possible when completing your **Facility League Commitment Form** in order to ensure that the USTA/Western Michigan Scheduling Committee can accommodate your teams for each League session. **All scheduled matches (including rescheduled matches) are expected to be played at the scheduled host Facility unless approval is given by the host Facility League Coordinator OR the District League Coordinator to move the scheduled match to an alternate site in the event that court time is not reasonably available at the host Facility.**

D. Outdoor Matches

Matches may be played on host Facility outdoor courts (weather permitting) provided that BOTH Captains agree to playing the match on outdoor courts. However, if EITHER Captain disagrees with playing the match on outdoor courts, the match will remain on indoor courts as scheduled. All teams playing outdoor matches are RECOMMENDED to have indoor Facilities backup in case of inclement weather. In the event that an outdoor match needs to be cancelled (rescheduled) due to inclement weather and no indoor Facility backup is available, the HOME Captain is REQUIRED to call the opposing Captain no less than **2 hours** before the scheduled match start time (notification period). To reschedule a cancelled match, BOTH Captains must agree to the reschedule date/time/site and complete a **Reschedule Request Form** as confirmation between ALL parties, once the reschedule request is agreed upon. It will be the HOME Captain's responsibility to provide a reschedule date/time/site to the AWAY Captain within **7 days** of the cancelled match date. Reschedule Request Forms are REQUIRED to be completed within **10 days** of the cancelled match date. The District League Coordinator will notify BOTH Captains by email in the event that a match is unreported. Any matches that are NOT reported by the League Session End Date will be entered as a **Double Default** in TennisLink with NEITHER team winning the match. The Double Default will be entered at the end of each League session before manual calculations are completed to declare final team standings.

E. Published Schedules, Facility Schedule Edits, and Published Schedule Penalty

Facility League Coordinators will receive published schedules to review prior to each League Session Start Date. Published schedules must be reviewed by Facility League Coordinators and any HOME Facility Schedule Edits must be submitted to the District League Coordinator by the Facility Schedule Edits Deadline. Facility Schedule Edits are schedule edits involving court availability issues. Facility League Coordinators will be notified by email after their Facility Schedule Edits have been updated in TennisLink. The Facility Schedule Edits Deadline is **5 days** after the schedules are published in TennisLink. The Facility Schedule Edits Deadline will be emailed to the Facility League Coordinators each league session and posted on the District League Calendar. Any team that enters a commitment provided on their **Team Entry Form** to participate in the league session and then withdraws their team after the schedules are published in TennisLink will be in violation of their commitment to the league session and will be disqualified from any playoffs and/or championships in conjunction with that league session. Any Facility with a team that commits to the league session and then withdraws from the league session after the schedules are published in TennisLink will be subject to a **\$100.00** team re-entry fee to participate in the next league session.

F. Updated Published Schedules

After Facility Schedule Edits Deadline, Captains will be able to view the updated published schedules in TennisLink. Captains will be notified by email after the Facility Schedule Edits Deadline once the published schedules have been updated in TennisLink. Updated published schedules must be reviewed by Captains and any match reschedules must be requested with the opposing Captain and the host Facility League Coordinator. Captains may NOT request match reschedules with opposing Captains and host Facility League Coordinators until after the Facility Schedule Edits Deadline once the published schedules have been updated in TennisLink.

G. Rescheduling Matches and Match Cancellations

It is expected that teams should make ALL reasonable efforts to play their matches as originally scheduled whenever possible. Reschedule requests MAY or MAY NOT be honored by the opposing Captain and the host Facility League Coordinator. **Captains and Facility League Coordinators are ENCOURAGED to honor reschedule requests when the opposing Captain provides reasonable notice prior to the scheduled match.** Captains and Facility League Coordinators are NOT obligated to reschedule any matches, except for **extenuating circumstances**, and teams should NOT automatically expect to receive the opportunity to reschedule a match. The District League Coordinator will notify BOTH Captains by email in the event that a match is unreported. Any matches that are NOT reported by the League Session End Date will be entered as a **Double Default** in TennisLink with NEITHER team winning the match. The Double Default will be entered at the end of each league session before manual calculations are completed to declare final team standings.

1. Agree to the Reschedule Request: To reschedule a match, BOTH Captains and the host Facility League Coordinator must agree to the reschedule date/time/site and complete a **Reschedule Request Form** as confirmation between ALL parties, once the reschedule request is agreed upon. It will be the HOME Captain's

responsibility to provide a reschedule date/time/site to the AWAY Captain within **7 days** of the scheduled match date. A **Reschedule Request Form** must be completed within **10 days** of the scheduled match date.

2. **Decline the Reschedule Request:** The match must be played as scheduled. If the Captain requesting the reschedule cannot field an individual court position on their team for the scheduled match date/time/site, their team will lose that individual court position by individual court default. If the Captain requesting the reschedule cannot field a team for the scheduled match date/time/site, their team will lose the match by total team default.

Special consideration MAY be given for match cancellations (reschedule requests) due to **extenuating circumstances** such as inclement weather and/or service interruptions. The Captain requesting a match cancellation is REQUIRED to call the opposing Captain AND the host Facility no less than **2 hours** before the scheduled match start time (notification period). To reschedule a cancelled match, BOTH Captains and the host Facility League Coordinator must agree to the reschedule date/time/site and complete a **Reschedule Request Form** as confirmation between ALL parties, once the reschedule request is agreed upon. It will be the HOME Captain's responsibility to provide a reschedule date/time/site to the AWAY Captain within **7 days** of the cancelled match date. A **Reschedule Request Form** must be completed within **10 days** of the cancelled match date. The District League Coordinator will notify BOTH Captains by email in the event that a match is unreported. Any matches that are NOT reported by the League Session End Date will be entered as a **Double Default** in TennisLink with NEITHER team winning the match. The Double Default will be entered at the end of each league session before manual calculations are completed to declare final team standings.

IV. LEAGUE MATCHES

A. Format of Play

Each flight or sub-flight will play (1) complete ROUND ROBIN competition in which each team will play every other team in their flight or sub-flight. If the host Facility has no court availability for matches, then that team will play all matches at the opposing Facility provided that the opposing Facility has court availability. An alternate Facility/site will be designated by USTA/Western Michigan Scheduling Committee if NEITHER Facility has court availability. All flights or sub-flights are REQUIRED to play a minimum of (3) matches each League session.

B. Match Line-ups/Scorecards

Captains are REQUIRED to exchange line-ups/scorecards SIMULTANEOUSLY with the opposing Captain and ALL players present no less than **15 minutes** before the scheduled match start time. Captains are REQUIRED to announce court assignments with the opposing Captain and ALL players present no less than **10 minutes** before the scheduled match start time. **Captains are REQUIRED to announce whether or not the match will be a timed match with the opposing Captain and ALL players present no less than 10 minutes before the scheduled match start time.** It is RECOMMENDED that Captains have their players arrive at the host Facility at least **20 minutes** before the scheduled match start time. Captains are NOT allowed to make line-up changes once line-ups/scorecards have been exchanged with the opposing Captain, except for player substitutions due to player injury/illness (during the warm-up time), player disqualification (prior to the scheduled match start time), player late arrivals (prior to a court default), or player no-shows (prior to a court default). Captains are REQUIRED to review line-ups/scorecards with the opposing Captain upon completion of the match to ensure that the players and scores are recorded correctly on BOTH line-ups/scorecards before reporting match scores in TennisLink. Captains are responsible for either reporting or confirming/disputing each match score following each completed match. Captains are REQUIRED to keep hard copies for all line-ups/scorecards through the end of the championship year. Captains are REQUIRED to check line-ups/scorecards to make sure that BOTH teams have players that are ELIGIBLE to play in the local match, playoffs match, or championships match.

C. Match Scoring

Matches consist of (2) sets of regular scoring and a SET tiebreak at 6-6. The first court position to reach (7) points by a margin of (2) points wins the SET tiebreak. In the event of split sets, a MATCH tiebreak will be used in lieu of the 3rd set being played. The first court position to reach (10) points by a margin of (2) points wins the MATCH tiebreak. The Coman Tiebreak Procedure will be used for the SET tiebreak and the MATCH tiebreak. When using this procedure, players exchange ends after the 1st point and then every (4) points thereafter. A **90-second** rest period may be taken when players exchange ends (except after the 1st game of each set or during any tiebreak); otherwise, play is continuous. If requested by any player on the court, a **2-minute** break may be taken between any set; otherwise, play is continuous. New balls are furnished by the HOME team at the start of the match only, new balls are NOT provided for the MATCH tiebreak. The team winning the most individual matches earns (1) TEAM point.

D. Timed Matches

Whenever a match needs to be a timed match, there must be an announcement of a timed match prior to the scheduled match start time. It is the HOME Captain's responsibility to check with the host Facility to determine whether or not a match is a timed match and then announce whether or not a match is a timed match with the opposing Captain and ALL players present no less than 10 minutes before the scheduled match start time. Match time is REQUIRED to remain consistent on ALL courts during the timed match by indicating which clock will be used as the official clock when an audible device is not available. The end of a timed match must be called SIMULTANEOUSLY on ALL courts **10 minutes** prior to the scheduled match end time (**110 minutes** from the scheduled match start time). This is intended to provide timely completion of matches within the scheduled 2-hour time slot. When time is called, players will finish the game they are on. If players are in a tiebreak when time is called, the tiebreak will be played to conclusion to determine a winner. If a timed match is still in the 2nd set OR at the end of the 2nd set (prior to the 3rd set MATCH tiebreak starting) when time is called, then the winner is the team that has the most total games in BOTH sets. If this situation still results in a tie, a SET tiebreak must be played to determine the winner. This situation MAY cause the timed match to run over its scheduled 2-hour time slot. Notify the host Facility immediately if the timed match is going to run over its scheduled 2-hour time slot. To enter the scores in TennisLink, input the score as a **Timed Match** instead of **Completed**. Facilities using less than (5) courts for 8-player format timed matches will provide **110 minutes** for the 1st group of players to complete their timed match and then provide the 2nd group of players **110 minutes** to complete their timed match.

E. Match Scores and Match Disputes

Captains are REQUIRED to report or confirm/dispute each match score following each completed match. BOTH Captains are responsible for reporting or confirming/disputing match scores. The 1st Captain in TennisLink will report the match scores; the 2nd Captain in TennisLink will confirm or dispute the match scores. All match scores are REQUIRED to be reported and then confirmed or disputed within **48 hours** of the scheduled match end time. If your team has a match dispute, please resolve the match dispute with the opposing Captain and complete a **Disputed Match Form** as confirmation between BOTH Captains, once the match dispute resolution is agreed upon. If BOTH Captains are unable to resolve the match dispute, the USTA/Western Michigan League Committee will review and then resolve the match dispute. The District League Coordinator will notify BOTH Captains by email in the event that a match score is unreported. Any match scores that are NOT reported by the League Session End Date due to an unreported match will be entered as a **Double Default** in TennisLink with NEITHER team winning the match. The Double Default will be entered at the end of each league session before manual calculations are completed to declare final team standings.

F. Order of Play

When only (3) courts or (4) courts are available at the scheduled match start time, the order in which individual courts will start are as follows: 1S, 1D, and 2D will start first, followed by 2S, then further followed by 3D. Captains may request an alternate line-up order by contacting the opposing Captain to request a line-up order

change. If BOTH Captains agree to the line-up order change prior to the start of the match, the alternate line-up order will be played as agreed upon. However, if EITHER Captain disagrees with the line-up order change, the line-up order will remain as originally provided.

G. Warm-Up Time, Warm-Up Courts, and Buffer Courts

Each individual match is REQUIRED to include a **10-minute** warm-up (except for **late arrival players**), which will be taken during the first **10 minutes** of the scheduled match start time. All practice serves must be taken during the **10-minute** warm-up. If a player arrives late, but during the warm-up time, he/she is entitled to only the time remaining in the initial **10-minute** warm-up time, though no less than **5 minutes**. All players are entitled to a **5-minute** warm-up. Facilities are NOT obligated to offer warm-up courts to HOME or AWAY teams, and teams should NOT automatically expect to receive the opportunity to warm-up prior to the scheduled match start time. Warm-up courts are NOT available prior to the scheduled match start time while on-court teams are still playing their match during their scheduled 2-hour time slot unless there are buffer courts. If warm-up courts are available prior to the scheduled match start time, the HOME team is ENCOURAGED to share warm-up courts equally with the AWAY team. Buffer courts are available while on-court teams are still playing their match during their scheduled 2-hour time slot. Oncoming teams are REQUIRED to provide on-court teams with an adjacent court(s) buffer while on-court teams are still playing their match during their scheduled 2-hour time slot. Buffer courts are NOT available while on-court teams are still playing their match after their scheduled 2-hour time slot. Oncoming teams are NOT REQUIRED to provide on-court teams with an adjacent court(s) buffer while on-court teams are still playing their match after their scheduled 2-hour time slot.

H. Court Etiquette

Proper tennis attire, acceptable language, and appropriate behavior is REQUIRED by ALL league players (including Facility League Coordinators and Captains) in the USTA/Western Michigan District. Personal injury to others and property damage, accidental or deliberate, will NOT be tolerated. Players who repetitively fail to meet Court Etiquette requirements are subject to suspension and/or removal from the league session and/or league program upon approval of the USTA/Western Michigan League Committee.

I. Injuries and Illness

During matches, a period of **10 minutes** will be allowed for player injuries/illness and treatment, after which the injured player shall EITHER continue play or retire from play. If the injured player chooses to retire, the individual match shall be awarded to their opponent. Enter match scores in TennisLink as they stood at the time of the retirement. To enter match scores in TennisLink, input the match score as **Retired** instead of **Completed**.

J. Electronic Devices

All electronic devices including, but NOT limited to, tablets, cell phones, pagers, and smart watches must be turned OFF before the warm-up time. If a player's electronic device is activated during match play, the opponent(s) may claim the point based on a deliberate hindrance and players on adjacent courts may call a let.

K. Court Defaults

- 1. Late Arrivals/No Shows:** Any player arriving more than **10 minutes** after the match is placed on the court is subject to a loss of (2) games, loss of spin, and is entitled to only a **5-minute** warm-up (late arrival penalty). Any player arriving more than **15 minutes** after the match is placed on court is subject to a court default. Court defaults are those where a player arrives late (more than **15 minutes** after the match is placed on the court), or a player injury/illness (during the warm-up time), or a player disqualification (prior to the scheduled match start time), or a player no-show (prior to the scheduled match start time) and no substitute player on the team roster is available to fill the court position (prior to a court default). NO late arrival penalty and/or court default will be incurred and the substituted player is entitled to a **5-minute** warm-up. Special consideration MAY be given for late arrivals due to **extenuating circumstances** such as inclement weather and/or travel delays. The late player is REQUIRED to call their Captain and/or the opposing Captain and/or the host Facility prior to the scheduled match start time (notification period). BOTH Captains must agree to allow the late player to play in the match. If BOTH Captains agree to allow the late player to play in the match, NO late arrival penalty and/or court default will be incurred and the late player is entitled to a **5-minute** warm-up. However, if EITHER Captain disagrees with allowing the late player to play in the match, the late player is subject to the late arrival penalty and/or court default. Court defaults must be noted on the scorecard. To enter match scores in TennisLink, input the match score as a **Default** instead of **Completed**.
- 2. Individual Courts Defaulted (individual court default):** When a team is short player(s) and must default court(s) before a match, the defaulting Captain is REQUIRED to call BOTH the opposing Captain AND the host Facility by **5PM** the day before the scheduled match start time (notification period). Calling by **5PM** the day before the scheduled match start time relieves the defaulting Facility of being financial responsible to pay team fees for the defaulted court(s). If the defaulting Captain fails to call the opposing Captain AND the host Facility by **5PM** the day before the scheduled match start time, the defaulting Facility will be financially responsible for BOTH team fees for any defaulted courts. To enter match scores in TennisLink, input the match score as **Default** instead of **Completed**. Individual court defaults are NOT counted in the year-end ratings calculations and do NOT count as part of the player's (2) match requirement to receive a year-end computer rating. **The defaulting team is REQUIRED to default the lowest court position(s) such as the lowest singles court position (2S), or the lowest doubles court position (3D), or both singles court positions (1S and 2S), or the lowest doubles court positions (2D and 3D), or the lowest singles court position and the lowest doubles court position (2S and 3D) depending on the team format (8-player, 6-player, or 5-player) without exceeding the maximum individual court defaults.**
- 3. ALL Courts Defaulted (total team default):** When a team is short multiple players and must default ALL courts before a match, the defaulting Captain is REQUIRED to call BOTH the opposing Captain AND the host Facility by **5PM** the day before the scheduled match start time. The defaulting Facility will be financially responsible for BOTH team fees for ALL defaulted courts. If the defaulting Captain fails to call the opposing Captain AND the host Facility by **5PM** the day before the scheduled match start time, additional sanctions may be imposed on the defaulting Captain and/or the defaulting Facility by the USTA/Western Michigan League Committee. To enter match scores in TennisLink, input the match score as **Default** instead of **Completed**.
- 4. Courts Defaulted by BOTH Teams:** Team A defaults a doubles court within the notification period and then Team B decides they must default an additional court of singles within the notification period. Each team will have to enter an individual court default for each court defaulted when entering the match scores in TennisLink. To enter match scores in TennisLink, input the match score as **Default** instead of **Completed**. Since this scenario is within the notification period, NEITHER team's Facility will be financially responsible to pay team fees for the defaulted courts. However, if one of these teams fails to call the opposing Captain AND the host Facility by **5PM** the day before the scheduled match start time, then that team's Facility will be financially responsible to pay BOTH team fees for any defaulted courts.
- 5. Rescheduled Match Individual Court Defaults:** When rescheduling a cancelled match due to **extenuating circumstances** and having made prior arrangements with the opposing Captain and the host Facility to default any individual courts, the rescheduled match must be played with the agreed upon defaulted court(s) from the prior arrangements.
- 6. Maximum Individual Court Defaults:** An 8-player format team is REQUIRED to field a minimum of (3) court positions and may default (2) court positions (2S/3D or 1S/2S or 2D/3D), otherwise the ENTIRE match is scored as a total team default to the opposing team. A 6-player format team is REQUIRED to field a minimum of (2) court positions and may default (1) court position (3D), otherwise the ENTIRE match is scored as a total team default to the opposing team. A 5-player format team is REQUIRED to field a minimum of (2) court positions and may default (1) court position (1S or 2D), otherwise the ENTIRE match is scored as a total team default to the

opposing team. **In the event that a match is played with more than the maximum individual court defaults, match scores will be entered in TennisLink as played for ratings purposes.**

7. **Listed Individual Court Defaults:** After the line-ups/scorecards are exchanged, if BOTH teams have different defaulted court positions, those defaulted court positions may NOT be changed unless BOTH Captains agree to make court position adjustments to best utilize all players present. However, if EITHER Captain disagrees with making court position adjustments, ALL listed defaulted court positions will remain as originally provided.

L. Total Team Defaults and Total Session Defaults

If a total team default occurs during the league session (reported or unreported), the defaulting Facility will be financially responsible to pay BOTH team fees for ALL court fees lost by the host Facility. The Captain AND the Facility League Coordinator receiving the total team default is REQUIRED to notify the District League Coordinator by phone and/or email within **24 hours** of the scheduled match start time. Any team committing a total team default cannot advance to the playoffs and/or championships during that league session. If a team total team defaults an AWAY match, the defaulting team automatically loses the right to host the next HOME match against that same team. The defaulting team's scheduled HOME match will then be played at the opposing team's Facility/site. It is the responsibility of the Captains (or Facility League Coordinators) to indicate any total team defaults on their **Team Entry Form** prior to the start of league scheduling the next league session. If a team total team defaults (2) or more matches during the league session (no matter when notification is received), the defaulting Facility will be financially responsible to pay BOTH team fees for ALL court fees lost by the host Facility AND there will be an automatic disqualification of the ENTIRE defaulting team for the remainder of that league session (total session default). The USTA/Western Michigan District League Committee will review and evaluate whether the defaulting team and/or defaulting Facility will be eligible for entry into the next league session. If any team defaults affect the team standings, matches will be manually calculated by removing ALL defaulted match scores to determine the flight or sub-flight winner at the end of the league session. For rating purposes, ALL TennisLink match results will be still be used to generate player ratings. ALL matches played by the team that commits a total team default will be manually removed from the ROUND in which the total team default occurs. ALL matches played by the team that commits a second total team default will be manually removed from the SESSION in which the second total team default occurs.

M. Coaching and On-Court Disputes

Coaching is NOT permitted at any time during matches. Coaches (including Facility League Coordinators), teammates (including Captains), and/or spectators may NOT coach on-court players. Only "words of encouragement" are permitted during matches. If a player(s) is coached during match play, the opponent(s) may issue a verbal warning to the coached player(s). If a player(s) is coached a second time during match play, the opponent(s) may claim the point based on a coaching violation. Matches are UNOFFICIATED matches, therefore players may NOT solicit outside help from coaches (including Facility League Coordinators), teammates (including Captains), and/or spectators to call lines and/or foot faults. In addition, only the players on-court may resolve on-court disputes. Players may solicit their Captains and/or Facility League Coordinators to assist with rules clarifications for on-court disputes, however their Captains and/or Facility League Coordinators are NOT allowed to resolve on-court disputes. If their Captains and/or Facility League Coordinators are unavailable to assist with rules clarifications for on-court disputes, players should resolve on-court disputes in good faith.

N. On-Court Viewing

Only match activated players are permitted on-court during matches. **Match activated players are allowed to remain on-court upon completion of their match to continue non-match play with their opponents provided that the non-match play doesn't interfere with adjacent court match play. Match activated players are allowed to remain on-court upon completion of their match as spectators provided that their presence doesn't interfere with adjacent court match play. Match activated players are REQUIRED to discontinue non-match play and/or on-court spectating at the request of match activated players during match play.** Match deactivated players and/or spectators are REQUIRED to remain off-court during matches.

O. Unwelcomed Players

Each Facility League Coordinator is REQUIRED to notify the District League Coordinator of any unwelcomed players on their **Facility League Commitment Form** prior to the League Session Start Date. Each Facility League Coordinator is REQUIRED to notify the District League Coordinator by phone and/or email within **48 hours** of a player being deemed UNWELCOME during the championship year. This necessary to ensure that an unwelcomed player is NOT permitted to participate in matches during the league session (including local matches, playoffs matches, and/or championships matches) at said Facility. Each unwelcomed player and/or their Captain is REQUIRED to notify the District League Coordinator by phone and/or email within **48 hours** of a player being deemed UNWELCOME during the championship year. Special consideration MAY be given for an unwelcomed player to participate in playoffs matches and/or championships matches hosted at said Facility upon approval by said Facility League Coordinator. If said Facility League Coordinator is unwilling to allow an unwelcomed player to participate in playoffs matches and/or championships matches hosted at said Facility, then the USTA/Western Michigan League Committee will review and decide whether or not said playoffs matches and/or championships matches hosted at said Facility will need to be played at a neutral Facility/site. The USTA/Western Michigan League Committee ENCOURAGES Facility League Coordinators to only deem a player UNWELCOME for WARRANTED reasons such as unacceptable language, inappropriate behavior, personal injury, and/or property damage (court etiquette). Deeming a player UNWELCOME based on UNWARRANTED reasons will result with the USTA/Western Michigan League Committee to review eligibility for future participation of said Facility in the next league session and/or league program.

P. Fraudulent Manipulation

Fraudulent manipulation of the USTA/Western Michigan District Local League Rules and/or TennisLink will NOT be tolerated. Any person(s) guilty of fraudulent manipulation, which include but are NOT limited to the reporting of fraudulent match scores, is subject to immediate suspension and/or removal from the league session and/or league program. Actions of fraudulent manipulation will be submitted to the USTA/Western Michigan League Committee for further review and a decision. ALL involved parties to the fraudulent manipulation will be notified the decision results, including any penalties and/or sanctions, by phone and/or email.

Q. Special Situations

Any special situations coming to the attention of the USTA/Western Michigan District that are NOT covered by the current USTA/National League Rules and Regulations or USTA/Midwest League Rules and Regulations or the USTA/Western Michigan League Rules and Regulations will be submitted to the USTA/Western Michigan League Committee for review and a decision. ALL involved parties to the special situation will be notified the decision results by phone and/or email.

V. APPEALS, PROMOTIONS, DISQUALIFICATIONS, AND GRIEVANCES

A. NTRP Appeals

Players who wish to appeal their NTRP rating must do so in TennisLink. Players must be logged into TennisLink in order to appeal their NTRP rating. Players may appeal their NTRP rating by clicking 'Appeal Rating Level' in their Player Dashboard in TennisLink OR by registering for a team in TennisLink using a team number and then clicking 'Appeal the Rating' when prompted using the automated appeal process. Players will NOT be allowed to continue with the team registration process for that team number if their NTRP rating appeal is denied by the automated appeal process. Appeals may be submitted at any time, but an appeal must be granted

prior to participation in a League match at a lower NTRP level. Players who wish to appeal their self-rating must do so in TennisLink following the completion of their Player History Form and assignment of their initial NTRP rating. Instructions regarding completion and submission of their Player History Form are available in TennisLink. Decisions regarding appeals may take up to 3 weeks; however, every reasonable effort will be made by the USTA/Western Michigan District Appeals Committee and/or the USTA/Midwest Section Appeals Committee to reach a decision prior to this deadline. Players who are granted or denied an appeal will be notified by email. All appeals are granted or denied based upon USTA Computer Methodology National Guidelines. The USTA Data Usage Policy prevents the USTA/Western Michigan District Office from discussing a player's NTRP rating specifics with anyone other than the player.

B. NTRP Promotion and NTRP Disqualification

The District League Coordinator will notify a player and their Captain by email when there is a NTRP Promotion or NTRP Disqualification. Players who wish to appeal their NTRP Promotion or NTRP Disqualification must complete a **Player Review Form** by the Player Review Form Deadline. The Player Review Form Deadline will be emailed to the player and their Captain. Matches played at the lower NTRP level prior to the NTRP Disqualification will be reversed. Matches played in Mixed Doubles prior to the NTRP Disqualification are EXEMPT from being reversed. All future Mixed Doubles matches must be played at the new higher NTRP level. Any Mixed Doubles matches played after the NTRP Disqualification will be reversed if the NTRP rating combination makes the partnership of the court position played INELIGIBLE for participation.

C. Grievances and Grievance Appeals

Any grievances alleging a violation of USTA organizational matters, policies or procedures, the rules of tennis, league regulations, local league rules (including court etiquette issues), standards or conduct, fair play, and good sportsmanship must be filed on an official **USTA Grievance Form** posted on the USTA/Western Michigan District website (www.westernmichigan.usta.com) within **3 days** of the alleged violation. A **\$50.00** filing fee is REQUIRED for all grievances and grievance appeals filed. Payment is made on the USTA/Western Michigan District website (www.westernmichigan.usta.com) under About Us>District Payments. Only a Captain of a disputed match, the District League Coordinator, or the USTA/Western Michigan League Committee may file a grievance. There are very specific regulations concerning filing a grievance, including time restrictions on filing. All grievances shall follow USTA/National League Rules and Regulations. All grievances will be forwarded to the USTA Grievance Committee. Additional information may be requested by the USTA Grievance Committee. ALL involved parties to the grievance have **24 hours** to comply with any USTA Grievance Committee inquiries and/or requests. Any party to the grievance may appeal the decision of the USTA Grievance Committee within the time fixed by the USTA Grievance Committee. All grievance appeals will be forwarded to the USTA Grievance Appeal Committee. Additional information may be requested by the USTA Grievance Appeal Committee. ALL involved parties to the grievance appeal have **24 hours** to comply with any USTA Grievance Appeal Committee inquiries and/or requests. ALL involved parties to the grievance and/or grievance appeal will be notified the decision results by email.

D. NTRP Grievances and NTRP Grievance Appeals

All NTRP Grievances must be filed on an official **USTA Grievance Form** posted on the USTA/Western Michigan District website (www.westernmichigan.usta.com). A **\$50.00** filing fee (during league sessions, no later than **July 15** for the Spring/Summer League Session) or a **\$100.00** filing fee (during the championships) is REQUIRED for all NTRP Grievances and NTRP Grievance Appeals filed. Payment is made on the USTA/Western Michigan District website (www.westernmichigan.usta.com) under About Us>District Payments. Players with the following NTRP rating types cannot be grieved for NTRP purposes: C – Computer or A – Appeal. All other NTRP rating types may be subject to an NTRP Grievance.