



2016 USTA/PNW Adult 65 & Over Sectional Championship Handbook

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DATES

- **Captain Check-In:** Saturday, June 25, 6:30-7:00pm at PCC Rock Creek (Bldg. 5, Room 211)
- **Captains' Meeting:** Saturday, June 25, 7:00-7:45pm at PCC Rock Creek (Bldg. 5, Room 211)
- **Player Party:** Monday, June 27, 5:00-7:30pm at Tualatin Hills Stadium Court
- **Match Play:** Sunday, June 26 – Wednesday, June 29 (schedule to be posted on TennisLink by June 17)

TENNIS COURTS

- **Match Courts:**
 - Tualatin Hills Tennis Center - 15707 SW Walker Rd, Beaverton, OR 97006
 - PCC Rock Creek (Sunday, June 26, only)– 17705 NW Springville Rd. Portland, OR 97229
 - Westview High School - 4200 NW 185th Ave, Portland, OR 97229
- **Practice Courts:**
 - You may contact Tualatin Hills Tennis Center at (503) 629-6331 to reserve one of their outdoor courts. You will have to create an account with them before reserving, but reservations must be made on the day of play only. If you are considering reserving a practice court there, Tualatin Hills recommends calling in advance to create an account. Cost is \$11.50 per court per hour. Courts will not be available for practice Thursday-Wednesday (June 23-29), as that is during match play.
 - Westview High School has 8 outdoor courts in good condition. PCC Rock Creek has 6 outdoor courts in good condition. Courts are on a first-come, first-serve basis. If the courts are listed in the schedule as being used for match play, they are not available for practice courts that day.
 - Any Tualatin Hills Parks and Recreation courts are open on a first-come, first-serve basis. Go to <http://www.thprd.org/facilities/sports/tennis-center/outdoor-courts> for a listing of all the courts and their locations.

TEAM FEES

- \$225 per team + \$5 processing fee = \$230. Entire entry fee is non-refundable once the schedule is posted.
- You must pay online **by June 12**. Go to the [Adult 65 Sectional Registration Page](#) to register.

The image shows a screenshot of the PayPal payment interface. On the left is the 'Your order summary' table, and on the right is the 'Choose a way to pay' section with arrows pointing to the 'Pay with a debit or credit card, or PayPal Credit' option and the 'Debit or Prepaid Gift Card' tab.

Descriptions	Amount
Team Registration	\$98.00
Item price: \$98.00	
Quantity: 1	
Item total	\$98.00
Total \$98.00 USD	

Choose a way to pay

Pay with my PayPal account
Log in to your account to complete the purchase

Pay with a debit or credit card, or PayPal Credit
(Optional) Join PayPal for faster future checkout

Country: United States

Select the correct tab
(debit/pre-paid gift card or credit)

Debit or Prepaid Gift Card Credit Card

The secure way to use your debit card online
\$0 liability on unauthorized PayPal transactions.

Debit or Prepaid gift card number

Payment types: VISA, MasterCard, DISCOVER, AMERICAN EXPRESS

Expiration date: mm / yy

CSC

What is this?

LODGING

- **Hotels:** Visit http://www.pnw.usta.com/USTA-League/sectional_hotels/ to view hotel group rates and information. *Note: Each hotel offers a limited number of rooms at the group rate listed. These rooms are on a first-come, first-served basis.*
- **Other:** Looking for an alternative to hotel rooms? Give the following vacation rental sites a try!
 - Airbnb: www.airbnb.com
 - VRBO: <https://www.vrbo.com>
 - Vacation Rentals: www.vacationrentals.com

ELIGIBILITY

- **Required Matches for Sectionals:** All players must have played a minimum of one match (one can be a default) prior to playing in Sectionals. Any player who does not meet this minimum is not eligible to participate in Sectionals. This does not apply to single teams leagues (PNW Regulation 2.0d and 2.0e).
- **Required Matches for National Invitational:** As a reminder, all players must play two matches (one can be a default) by the end of Sectionals in order to be eligible for the Adult 65 & Over National Invitational. The Adult 65 & Over Invitational details will be available at the end of the summer.
- **Membership:** All players must have a current USTA Membership through the end of Sectionals. If a membership has expired, it must be renewed prior to playing a match. If a player plays a match with an expired membership, that player will be deemed ineligible.

RULES, REGULATIONS, and SCORING

Tournament Regulations

- **Regulations:** National and USTA/PNW League Regulations will be enforced during the Sectional Championships. Visit <http://www.pnw.usta.com/USTA-League> under “Rules and Regulations”
- **Match Line-Ups Due:** All match line-ups must be submitted to the tournament desk by the team captain at least 30 minutes prior to the start of the scheduled match time. Penalties may be enforced at the Tournament Director or Referee’s discretion. Matches may go on early. Double check all line-up cards and make sure the names are correct (i.e. no double entries) and they match TennisLink before handing it into tournament staff.

Players on Multiple Teams

- **Different NTRP Level:** Players who qualify on more than one team for the Sectional Championships may compete on one or all teams provided they are at different NTRP levels. We will do our best to accommodate these players in the schedule—captains must email the Tournament Organizer, Adam Hutchinson (ahutchinson@pnw.usta.com), BEFORE June 12 to have any schedule requests considered.
- **Same NTRP Level:** Players who qualify on more than one team for the Sectional Championships at the same NTRP level must declare which team they will play on through the entire Sectional Championships. This must be done prior to any teams’ first match at the Sectional Championships. The player is allowed to join any of the other teams at the conclusion of the Sectional Championships to compete in the National Invitational if they are eligible. (PNW Regulation 2.0(b)).

Scoring

- **Format:** Best two out of three sets with a match tie-break (first to 10 points, win by 2) in lieu of a third set. Regular Scoring will be used (play out the ads).
- **Tiebreak Procedure:** Coman Tie Break procedure used for all tiebreakers.
- **Scoring Modification:** The Tournament Director reserves the right to modify the scoring if needed due to weather or other delays beyond our control.

Championship Flight Set-Up

- Round Robin, non-elimination format. Two sub-flights per division. The winner of each flight will play each other in the Finals. *Note: if there are five teams or less in a division, there will be one flight with no finals.*
- The winner of each flight will be determined by team matches won. In the event of a tie in the standings, the following procedure will be used to break the tie (in order):
 1. Winner of the most individual matches
 2. Winner of head-to-head match
 3. Winner of the fewest number of sets lost
 4. Winner of the fewest number of games lost
 5. Procedure to be determined by Championship Committee

Grievance and Appeal Procedures

The following guidelines and procedures will be used during the Sectional Championships. Please review them carefully. Download grievance forms and information by visiting the PNW Grievance website at <http://www.pnw.usta.com/USTA-League/grievance/>. Any tournament staff member will be glad to assist you with the forms and answer any questions or procedures.

- **General Grievances (National Regulation 3.03C(1)):** Any grievance alleging a violation during championship competition shall be in writing and delivered to the duly appointed Site Director or designee prior to whichever occurs first: (a) within 30 minutes of the completion of the involved team's match or (b) the commencement of the involved team's next match, whether or not the involved player participates.
- **Eligibility Grievances (National Regulation 3.03B(3)):** Any grievance regarding failure to meet eligibility requirements may be filed by a team captain, league coordinator, or member of a Championship Committee at any time.
 - National Regulation 3.03B(3)a – For eligibility matters of simple fact (e.g., age, USTA Membership, Tennis Link Registration) a USTA league coordinator may declare a player ineligible and disqualify that player without filing a grievance.
- **NTRP Grievances:** Any self-rated player (or Early Start League player at an NTRP level lower than his/her current year-end rating, or a player with granted Medical Appeal) who is playing at an NTRP level lower than his/her actual skill level is subject to an NTRP Grievance. NTRP Grievances may be filed against a player at any time up to 48 hours after the conclusion of the Sectional Championship of the player's team, whether or not the player participated. View the "PNW Grievance Procedure" on the [Grievance Webpage](#). This will be sent to all captains and also available at each Tournament Desk. Also refer to National Regulation 3.03E.
- **Grievance Appeals:** Refer to National Regulation 3.04. If necessary, this can be found on the National USTA website and also available at the Tournament Desk.

Coaching and Officials

- **Coaching:** No coaching is allowed. Cell phone and other electronic devices are not allowed on court without permission from the Tournament Director or Referee.
- **Tournament Referee:** USTA/PNW intends on having a Certified USTA Official as the Head Referee.
- **Roving Officials:** We will not utilize USTA Roving Officials during the Sectional Championships. Captains and Players will be expected to utilize PNW Regulation 2.03E(a) (Line Call Help) as well as The Code. Copies of both will be given to captains ahead of time. Any issues that cannot be rectified should be brought to the attention of the Tournament Desk, Head Referee, or Tournament Director.

PLAYER AND TOURNAMENT DETAILS

Captain Check-In

When: Saturday, June 25, 6:30-7:00pm

Where: PCC Rock Creek - 17705 NW Springville Rd. Portland, OR 97229– Bldg. 5, Room 211 ([see campus map](#))

What: Captain or team designee will...

- Check-in with tournament staff
- Review roster for ineligible players
- Turn in Player Publicity Release Form for photos
- Verify contact numbers
- Pick up Captain Packet
- Pick up T-shirts
- Pick up Player Party tickets

Captains' Meeting

When: Saturday, June 25, 7:00-7:45 pm

Where: PCC Rock Creek - 17705 NW Springville Rd. Portland, OR 97229 – Bldg. 5, Room 211 ([see campus map](#))

What: Details about the tournament, important reminders, and an opportunity to have questions answered will be at this meeting, so please plan on attending. It immediately follows the Team Check-In. This is also your last chance to purchase any extra Player Party Guest Tickets, as **no** tickets may be purchased the night of the Player Party. There will also be raffle prizes, so don't miss out!

Player Party

When: Monday, June 27, 5:00-7:30pm

Where: Tualatin Hills Tennis Center Stadium Court - 15707 SW Walker Rd, Beaverton, OR 97006

Who: Food will be provided. A no host bar will be available with beer and wine. There will be a chance to win raffle prizes for all attendees. Each team will receive the total number of tickets listed on their roster. If a team has extra tickets, they may be used for guests. If more tickets are needed, then it's \$10.50 per ticket.

Please indicate the total number of players and guests attending upon online registration so we can have an accurate food count. Additional guest tickets may be purchased online [here](#), or in cash only at Team Check-In on Saturday, June 25. NO TICKETS WILL BE SOLD THE NIGHT OF THE PLAYER PARTY.

Awards, T-Shirts, Photographer, Tennis Balls

Awards: Champions and Finalists each will receive awards for all rostered players. Champions will also receive a USTA/PNW Section Champion banner. 10 awards will be given on site. If you have more than 10 players, the rest will be mailed to the captain afterwards at no charge.

T-Shirts: Teams can request T-shirts for all rostered players. Captains will pick up all T-shirts for their team at Team Check-In. **Please indicate the total number of T-shirts in each size for all players upon online registration.** We offer men's and women's sizes. This year's T-shirt was designed by Amy Neuburger of Seattle, WA, in our 2016 Sectional Championship T-shirt Design Contest!

Photographer: We will have a professional photographer on site. He/she will be taking photos throughout the tournament as well as photos of the champions. Captains must have all players sign our Player Publicity Release Form to have photos taken. This form will be sent to captains and they need to have **all players sign it prior to the tournament.**

Balls: Penn Extra Duty balls will be used.

Inclement Weather & Schedule Adjustments

Format Change: Please note that the tournament format, number of matches, scoring, and match length may change due to a team not showing up or circumstances beyond our control such as weather. Rain or extreme heat could cause delays, modifications to the format and scoring, or other changes which deviate from the announced scheduled. In the event of a lengthy delay due to rain or heat, it will be at the discretion of the Tournament Director to use an alternative-playing format. We anticipate having back-up indoor courts for this event.

Schedule Change Update: In the event of suspension of play caused by inclement weather, please keep your cell phones handy as updates will be texted to you as soon as possible using our texting service and updated on our website at <http://www.pnw.usta.com/USTA-League/weather>. **Please list all your players' cell phone numbers and email addresses upon online registration so we can keep them updated as well.** Unless you hear otherwise, all players should plan on reporting to their scheduled match 30 minutes ahead of time.

Tips/Reminders for Players and Spectators

- **Bring Water Container:** Players and spectators must bring their own water container. Water will be available for refilling a container, but there will be no bottles or cups available on site.
- **Bring Umbrella/Tent:** We recommend players and spectators bring an umbrella or a pop-up tent for protection from the sun, as we will have limited tents/shade on and off the tennis court.
- **Bring Chairs:** each court will have enough benches/chairs for players to sit, but spectators are encouraged to bring a portable chair as not all venues will have adequate seating.
- **Wear Sunscreen:** Don't forget to bring sunscreen and a visor or hat!
- **Follow Host Site Rules:** We are all guests of these facilities. Please pick up all trash and be respectful of management or staff. They also have their own rules in place as to what is acceptable at their facility so please obey any posted rules. Please also be advised of the following:
 - Alcohol is **strictly** prohibited at all facilities.

Tournament Contact

Tournament Organizer: For all inquiries or questions leading up to the Sectional Championships, please contact...

Adam Hutchinson

Section League Coordinator

Email: ahutchinson@pnw.usta.com

Office Number: (503) 718-3329

Tournament Director: For questions during the Sectional Championships, please contact...

Jana Hirst

USTA/PNW Northern Oregon Area League Coordinator

E-mail: hirst@pnw.usta.com

Cell Number: (503) 887-9798

CAPTAIN TO-DO LIST

- ☐ Find out each player's cell phone, email, and T-shirt size (men's and women's sizes offered)
- ☐ Determine how many total people (players and guests) will be attending the Player Party
- ☐ Register your team online- go to the [Adult 65 Sectional Registration Page](#) by June 12
- ☐ Book your hotel rooms or rental houses for your team (or ask your teammates to book their own individually). For group rates/discounts, visit http://www.pnw.usta.com/USTA-League/sectional_hotels.
- ☐ Email the Tournament Organizer if you have a player participating in two different rating levels BEFORE June 12
- ☐ Make sure all players sign the Player Publicity Release Form and turn it in at Captain Check-In