



## 2016 USTA/PNW Mixed 40 & Over Sectional Championship Handbook

### Contents

*(click on a topic below to go there directly)*

DATES.....	2
COURTS.....	2
TEAM FEES.....	2
LODGING.....	3
ELIGIBILITY.....	3
RULES, REGULATIONS, and SCORING.....	3-5
Tournament Regulations	
Players on Multiple Teams	
Scoring	
Championship Flight Set-Up	
Grievance and Appeal Procedures	
Coaching and Officials	
PLAYER and TOURNAMENT DETAILS.....	5-7
Captain Check-In	
Captains' Meeting	
Player Party	
Awards, T-Shirts, Photographer, Tennis Balls	
Inclement Weather & Schedule Adjustments	
Tips/Reminders for Players and Spectators	
Tournament Contact Information	
CAPTAIN TO-DO LIST.....	7

### DATES

- **Captain Check-In:** Friday, September 16, 6:00-6:30pm at Hilton Garden Inn- Seattle North/Everett
- **Captains' Meeting:** Friday, September 16, 6:30pm-7:15pm at Hilton Garden Inn- Seattle North/Everett
- **Player Party:** Saturday, September 17, 7:30-10:00pm at Future of Flight Aviation Center
- **Match Play:** Saturday, September 17 – Monday, September 19 (schedule to be posted on TennisLink by September 9)

### TENNIS COURTS

- **Match Courts:**
  - Glacier Peak High School - 7401 144th Pl SE, Snohomish, WA 98296
  - Jackson High School - 1508 136th St SE, Bothell, WA 98012
  - Kamiak High School - 10801 Harbour Pointe Blvd, Mukilteo, WA 98275
  - Mariner High School - 200 120th St SW, Everett, WA 98204
- **Practice Courts:**
  - Heatherwood Middle School (6 courts) - 419 Trillium Blvd SE, Mill Creek, WA 98012 (near Jackson, Glacier Peak, and Mariner)
  - Cascade High School (6 courts) - 801 East Casino Road, Everett, WA 98203 (near Kamiak, Mariner, and Jackson)
  - Lynnwood High School (5 courts) – 18218 North Road, Bothell, WA 98012 (near Jackson, Mariner and Glacier Peak)
  - Evergreen Middle School (6 courts) – 7621 Beverly Lane, Everett, WA 98203 (near Kamiak, Mariner, and Jackson)

### 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 August 26. Go to the [Mixed 40 & Over Sectional Registration Page](#) to sign up. Here is a visual guide for payment below:

The image shows a screenshot of the PayPal payment interface. On the left is the 'Your order summary' section, and on the right is the 'Choose a way to pay' section.

**Your order summary**

Descriptions	Amount
Team Registration	\$98.00
Item price: \$98.00	
Quantity: 1	
<b>Item total</b>	<b>\$98.00</b>
<b>Total \$98.00 USD</b>	

**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

Expiration date mm / yy  /

CSC

[What is this?](#)

### **LODGING**

- Visit <http://www.snohomish.org/misc/2016-USTA-PNW-Mixed-40-55-Over-Sectional-Championship> to view group rates and information for our other rental housing options. *Note: Each hotel offers a limited number of houses/rooms at the group rate listed. These are on a first-come, first-served basis.*
- Host Hotel: Hilton Garden Inn Seattle North/Everett

### **ELIGIBILITY**

- **Required Matches for Sectionals:** All players must have played a minimum of two matches (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.
- **Required Matches for Nationals:** As a reminder, all players must play three matches (with no defaults) through Sectionals in order to be eligible for the National Championships.
- **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 August 26 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 Championships if they are eligible. (PNW Regulation 2.0(b)).

#### **Scoring**

- **Format:** Best two out of three sets with a 10 pt., win by 2, match break 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 for USTA Leagues" 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:** Friday, September 16, 6:00-6:30pm

**Where:** Hilton Garden Inn- Seattle North/Everett – Clayton Scott & Ernest Gann Rm. (8401 Paine Field Blvd., Mukilteo 98275)

**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

#### **Captains' Meeting**

**When:** Friday, September 16, 6:30pm-7:15pm

**Where:** Hilton Garden Inn- Seattle North/Everett – Clayton Scott & Ernest Gann Rm. (8401 Paine Field Blvd., Mukilteo 98275)

**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.

#### **Player Party**

**When:** Saturday, September 17, 7:30-10:00pm

**Where:** Future of Flight Aviation Center & Boeing Tour - 8415 Paine Field Boulevard, Mukilteo, WA 98275

**Who:** Appetizers and non-alcoholic beverages will be provided. A no host bar will be available with beer and wine. There will be a chance to win prizes for all attendees. Each team will receive the total number of tickets listed on their roster. If more tickets are needed, then it's \$10.50 per ticket. If a team has extra tickets, they may be used for guests. **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 at Team Check-In on Friday, September 16. No change for cash will be available at Team Check-In, but credit and debit cards will be accepted. 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 do have 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 may not be any 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](mailto:ahutchinson@pnw.usta.com)

Office Number: 503-718-3329

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

**Jill Borgida**

Northwest Washington Area League Coordinator

Email: [JBorgida@pnw.usta.com](mailto:JBorgida@pnw.usta.com)

Cell Number: 425-531-5595

## **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 [Mixed 40 & Over Sectional Registration Page](#) by August 26
- ☐ Book your hotel rooms or rental houses for your team (or ask your teammates to book their own individually). For hotel group rates/discounts, visit <http://www.snohomish.org/misc/2016-USTA-PNW-Mixed-40-55-Over-Sectional-Championship>.
- ☐ Email the Tournament Organizer if you have a player participating in two different rating levels BEFORE August 26
- ☐ Make sure all players sign the [Player Publicity Release](#) for photos and turn it in at Captain Check-In