

# MANHATTAN 2013

## Mixed Doubles Season Local Rules

All captains and players are responsible for following the rules and regulations

### Governing Rules

USTA Adult leagues are divided into layers of organization: National, Section (Eastern), Regional (Metro), District (Manhattan, Bronx, Brooklyn, Queens & Staten Island), and then Divisions. Three levels of rules apply: The USTA League Tennis Regulations (National), the USTA Eastern rules (Section), and the Local Rules (District). In addition, The Code (The Player's Guide to Un-Officiated Matches) applies. (Any players who use The Code to quote a rule during a match must be able to produce a copy of that rule.) The local rules are to be read in a manner consistent with the Section and National rules whenever possible and are not intended to supplant those rules. The local rules are intended to identify only the most essential portions of the National and Sectional rules and only depart from those rules as authorized by the USTA and whenever deemed necessary and advisable by local league administration.

### Captain's Responsibilities

**Captains are responsible for the administration of their team for the entire season.** Duties include: player recruitment; arranging match payments and refunds; reporting scores on TennisLink; sending points to their coordinator; arranging lineups and ensuring that team players are on-level, registered and fully informed of league rules. Captains are to show cooperation and courtesy to all players, captains and coordinators.

Captains are responsible for ensuring new players do not have a current computer rating from any other US state. Captains should check a players' level of play before the player "self rates".

Captains who wish to captain more than 1 team must have the approval of the Local League Coordinator.

### Player Registration

**Registration fees on TennisLink are \$33.** This is in addition to USTA Membership.

**Players must register before their match.** It is the captain's responsibility to confirm that their players have registered before they play a match or before the registration deadline (whichever comes first). Any team that plays an unregistered player will default the points for that court to the opposing team. The second time the team plays an unregistered player, they will forfeit all points earned for that match (the opposing team will only be awarded points for the court with the unregistered player). The third time will result in disciplinary action against the captain. If a team plays an unregistered player after the registration deadline, that court will be recorded as a default.

USTA computer ratings are valid for 3 years for players under 60 years old, and for 2 years for players 60 and over. Players must use their current **early start computer rating**. Computer rated players may appeal their year end rating on-line by using the automated process on TennisLink. NOTE: Championship benchmarks may not be appealed during the 1<sup>st</sup> year received.

Players who do not have a computer rating on file in TennisLink shall self-rate in accordance with the National Tennis Rating Program (NTRP) Guidelines and complete the self-rating process on TennisLink when registering. Omission of information regarding a player's tennis history will subject the player (and any captain and/or others who condoned inaccurate self-rating) to sanctions and disqualification. Players should self-rate at the level where they will be competitive, not at a level where they will dominate.

A captain who completes a player's self-rate questionnaire will be held responsible for the answers provided. Once a player has registered with a self-rating, any rating appeals must be filed through the Eastern Section office.

Register Online at <http://tennislink.usta.com/leagues> using your USTA membership # and 10 digit team code

**Registration deadline: 15 December 2012**

## **Team Match Fees (\$31 per player per match)**

**All fees must be paid in full by 25 November 2012.** Failure to pay team fees by the deadline will result in match cancellation and/or players being excluded from future Metrotennis CTA league play. **NOTE: Matches played prior to the deadline must be paid for by 3pm the day prior to the match date.**

Match fees are paid online: [www.metrotennis.com](http://www.metrotennis.com) → USTA League Tennis → Manhattan League → Pay for matches. Report any payment problems to your coordinator. **DO NOT** contact the USTA or Eastern offices.

## **Player Participation:**

**Roster Limits:** Team rosters are limited to 26 players.

### **Only the following pairings are allowed:**

**6.0** = 3.0/3.0 or 3.5/2.5 or 3.0/2.5

**7.0** = 3.5/3.5 or 4.0/3.0 or 3.5/3.0

**8.0** = 4.0/4.0 or 4.5/3.5 or 4.0/3.5

**9.0** = 4.5/4.5 or 5.0/4.0 or 4.5/4.0

If a team plays a pairing that is ineligible, any points earned for that court will be forfeited.

**A player may not play more than one level above their rating** (a 3.0 player can play at 6.0 & 7.0, but not 8.0). **A doubles pair cannot play more than .5 pt above their combined rating level** (3.5 & 3.0 partners can play at 7.0, but not at 8.0).

**Players may play on more than one team per season BUT NOT at the same league level in the same district.**

For example: A 3.5 player may play on a Manhattan 7.0 team. S/he may also play in another district and/or region at that level. **Players/teams that choose to play in more than one district or region will not be given any special consideration in the scheduling of matches.**

This is an amateur, recreational league. Players may not accept any gifts, money or incentives for playing in a match from **anyone**, including captains. Assistance with the payment of match fees, registration and/or USTA membership is allowed.

## **Pre-Match Preparation and Court Cancellation**

### **Captains:**

- 1. Contact your players a few days prior to the match** to confirm they know the correct date, time and location for the match. Players should be told to arrive at least 15 minutes prior to their match time.
- 2. Call the club a few days prior to the match.** Verify the team level, team number, number of courts needed and match time. Errors do occur. If there is a discrepancy, contact your coordinator immediately. **If you do not confirm with the club in advance, Metro will not be responsible for errors.**
- 3. Contact the opposing team captain at least 48 hours prior to the match.** Verify the time, place and potential forfeits.

**Canceling Courts: ONLY COORDINATORS MAY CANCEL COURTS.** The canceling captain must phone AND email, the coordinator and opposing captain indicating which court they are cancelling. The coordinator will confirm by email when the court has been cancelled. If you cannot reach your coordinator, contact another coordinator (see list at the end of these rules) or the Metrotennis office.

***\*\*\*In order to receive a refund, the court must be cancelled before 3pm the day prior to the match. Any captain who does not follow these procedures will not be eligible for a refund.***

**Rescheduling Courts:** Re-schedules are reserved for teams who can not field players for a match, not for teams wanting to field their best team. We will accept 1 request to re-schedule a court - submitted before 5 November 2012.

Any further re-schedule requests will only be considered due to extenuating circumstances where an illegal match will occur. Captains must submit a detailed explanation at least 1 week in advance to the level and local league coordinator for consideration.

**If a re-schedule is granted, teams will be given one date for the re-schedule and date by when they must confirm. If either team can not make the re-schedule date, the requesting team must forfeit. Once the re-schedule is confirmed by both teams, the date is firm. If one of the teams must later cancel, they will receive the forfeit.**

NOTE: Teams who represent Metro at a playoff **may** be allowed to re-schedule courts. The captain must submit their request at least 2 weeks in advance and indicate which players will be competing at playoffs.

## Pre-Match Preparation and Court Cancellation - continued

**SNOW CLAUSE:** All matches are indoors. Matches are not cancelled because it might snow. If the weather is extremely bad, and the club decides to close early, the league will notify you.

The Local League Coordinator has final discretion in re-scheduling matches.

### Players:

1. **Return calls/emails to your captain** to confirm your attendance at your upcoming match.
2. If you are delayed getting to a match due to traffic, **call your captain/co-captain/acting captain as soon as possible.**
3. **Plan to arrive at the club at least 15 minutes prior to the match start time.**

### Forfeits + Defaults

**Forfeits:** when a captain knows in advance that they are short a player(s) for the match. Always notify the opposing captain and your coordinator immediately and ensure the court has been cancelled. (See Canceling Courts). The forfeit takes place at 3<sup>rd</sup> doubles.

**Suggestion:** At the beginning of the season, captains should decide on a team policy regarding the amount of notice a scheduled player must give in order to be reimbursed by a substitute player for their match.

**Legal Match:** Teams must field two courts for the match to be considered an eligible match. A team that forfeits an entire match without “due cause”, or caused an illegal match to occur, will not be allowed to advance to playoff’s. The entire team, at the discretion of the Local League Coordinator, may not be permitted to play next season.

**Default:** when player listed on the scorecard fails to show within 15 minutes after the match time.\* Players arriving onto the assigned court more than 15 minutes after the match start time may be defaulted at the discretion of the opposing captain (having been so advised before the start of match play on that court.) If players from both teams arrive 15 minutes or later onto the same court, neither or both teams will be defaulted, depending on the circumstances.

**Double defaults:** Neither team will be awarded points for the defaulted court.

**\*Extenuating circumstances** including, but not limited to, extreme weather/travel conditions (i.e. snowstorms, bridge or tunnel closings, fires, tornadoes and major street closings). A coordinator has the power to extend the default time. **If you can not reach any of the coordinators, play the match in good faith and deal with the legalities later.**

### Line Ups + Scorecards

If the captain, or co-captain, is not present at the match, an acting captain must be assigned. The acting captain must be on the team roster, **be familiar with the Eastern and Manhattan Mixed Doubles Rules, and have the local rules document with them at the match.**

Print a blank scorecard from TennisLink using your match number. **Clearly print the first and last names** of your players on the scorecard and notate the court number. Order of strength is advised to ensure competitive play.

**Scorecards must be exchanged simultaneously between captains AT LEAST 5 minutes prior to the match start time.** Teams must present a line up at this time, even if all players are not yet present\*\*. It is strongly recommended that in addition to the captain, another player on the team know the line-up for the match.

**\*\*Defaults MUST occur from the bottom up.** If a doubles player is missing at the end of the warm-up, the line-up MUST be adjusted and that team put into the 3<sup>rd</sup> doubles position. The 2<sup>nd</sup> and 3<sup>rd</sup> doubles teams will be moved up 1 position – no other changes in either teams’ line-up are allowed. **3rd doubles MUST be the court defaulted.**

**If clocks are not present on the court, the captains must clearly define the match ending device for each court (i.e. buzzer, watches, etc) at the time of scorecard exchange.**

It is the responsibility of the players to make sure they are on the correct court with the proper opponents. Captains should give their players the names of their opponents when sending them to their court. **All matches stand as played.**

**Players must report their scores to the captain. Captains will enter the scores on the scorecard and circle the winner’s names.** Scores should be written from the winners’ perspective, e.g., 6-0, 6-3. **Do not write 0-6, 3-6**

**Both captains must sign the scorecards and keep a copy to submit in case of a discrepancy.**

## **Match Play**

**Match play is 1.5 hours, with a 3<sup>rd</sup> set tie-breaker in lieu of 3<sup>rd</sup> set.**

Each team fields 6 players per match (3 men/3 women). The points awarded are: 1D = 6pts, 2D = 4pts, 3D = 3pts

Games are regular scoring, with a 7-point tie-break when 6-6 in games is reached during the first 2 sets. **If you split sets, a 10-point tiebreak will be played in lieu of the 3<sup>rd</sup> set.** The first team to 7 (regular tie-break) or 10 (tie-break in lieu of a 3<sup>rd</sup> set), by a 2 point lead, wins. Play continues until the 2 point lead is reached. Coman rotation is used for all tie-breaks: teams switch sides after the first point, and then after every 4<sup>th</sup> point (after 1<sup>st</sup>, 5<sup>th</sup>, 9<sup>th</sup> point, etc.)

**Timing Matches:** If a clock is visible from the courts, then players must go by the time on that clock. If a clock is not visible, players must use the match ending device determined by their captains.

**Warm ups may take no more than fifteen minutes, including service practice. ("A player who returns serves should return them at a moderate pace in a manner that does not disrupt the server." ...*The Code*). If a player arrives on court prior to the default time, they are only entitled to a 5 minute warm-up. Unless the extenuating circumstances rule is in effect, matches may not start more than 20 minutes past the match start time.**

**A 2 min break** is permitted between the 1<sup>st</sup> and 2<sup>nd</sup> set only. Play is continuous between the 2<sup>nd</sup> set and the 3<sup>rd</sup> set tie break unless there is a changeover (when the usual 90 second changeover applies). 90 seconds on changeovers. 20 seconds between points. Coaching is NOT allowed at any time.

**All cell phones and electronic devices must be turned off during matches.**

**Line calls:** If line calls become an issue, the players on court can ask one person from each team, or can agree on a single person, to assist with calls. The observer(s) will overrule or confirm, upon appeal, any balls they can clearly see. (NOTE This is different from officiated matches where the official will immediately overrule calls).

**Matches cannot be extended over the 1.5 hour time period. Please do not try to talk club staff into letting you play on. This will jeopardize the league being able to use the clubs.**

**Unfinished Matches** (matches not completed within 1.5 hours)

**FIVE MINUTE RULE: if 5 minutes or more remain before the end of the match, you MUST start and attempt to complete the next game. If less than 5 minutes remain, do NOT start a new game.**

**A game in progress at the end of the time period is stopped and not counted. A tie-break in progress should be completed unless circumstances make it impossible to do so (players are waiting to use the courts, club maintenance staff is waiting for the courts or the club turns off the lights).**

For **Unfinished Matches**, if the match ends under the following circumstances, the scoring is as follows:

- **In the 3<sup>rd</sup> set 10 pt tiebreak (also counts as a game and a set): Every attempt should be made to finish the 3<sup>rd</sup> set tie break unless impractical (see above). If the tiebreak is not completed, then the match is a tie with split sets. An **incomplete** 3<sup>rd</sup> set tie break does not count.**
- **Split sets, with no time left to start the 3<sup>rd</sup> set tiebreak:** The points for that court are split.
- **If the 2<sup>nd</sup> set is unfinished:** Only completed games count.
  - The team that won the first set, and the score is a tie or on serve in 2<sup>nd</sup> set, wins all the points.
  - The team that won the first set and is ahead in the 2<sup>nd</sup> set by 1 break or more, wins all the points.
  - The team that won the first set but is losing the 2<sup>nd</sup> set by 1 break or more, points are split.
- **A game in progress at the end of the time period is not counted.**

## **Score Reporting (two steps for captains)**

### **1. TennisLink Match Results Entry (within 24 hrs of the match)**

**Both captains (or a player on the roster) must enter and/or confirm the match results on TennisLink within 24 hours.** <http://tennislink.usta.com/leagues> → enter your USTA member # → record a score → enter your match code # → enter scores → Click Finish. Any team that fails to confirm scores within 48 hours loses the right to dispute those scores. Repeated failure to enter match scores will result in captain sanctions.

**When entering scores into TennisLink, please observe the following:**

- **The 3<sup>rd</sup> set tiebreak is entered as 1-0.**
- **Ties cannot be entered:** Enter the scores from the home team's perspective and declare the home team the winner.
- **Unfinished matches:** Enter as "timed match" if TennisLink will let you; otherwise select "retired". Declare the winner.
- **Defaults/Forfeits:** Enter the players names who were available for the defaulted court, the score as 6-0, 6-0, and declare a default.
- **Double defaults:** Do not enter any player names; use "double default" option.
- **Rescheduled courts:** Enter "**double default**" for the rescheduled court(s). After the rescheduled match has been played, email the result (match number, names and scores) to your coordinator for TennisLink entry.

### **2. Team points/standings – posted on [www.metrotennis.com](http://www.metrotennis.com)**

**Both teams must email the following information to their coordinator within 24 hours after the match: Match code, date of match, team A = \* pts + team B = \* pts. No other information is necessary.**

**Please do not expect your coordinator to search TennisLink to find the match results.** TennisLink does not use the Metro points system and will not upload the points to the Scores & Results page.

## **Player and Spectator Etiquette**

**A warning and consequently a penalty may apply as a result of any player, captain or spectator interfering with match play and abusing the code of conduct. This includes disruptive behavior on or off the court.**

### **Players:**

**Warm ups.** Some players confuse warm ups and practices. Players should make an effort to hit shots directly to their opponent. If players prefer to warm up their partners, they may do so. A player who returns serves should return them at a moderate pace in a manner that does not disrupt the server.

**The server should call the score loudly and clearly before each serve.** All players are responsible for making sure they have heard and understood the score. If all players on a court forget the score, go back to the point that everyone agrees on.

**All line calls must be made clearly and immediately.** If there is any doubt, the ball is good. (A ball that is 99% out, is still 100% in). When an out call is corrected, the point is given to the opposing team. Unless invited by the opposing team, players may not cross to their opponent's side of the court to check a mark.

### **Spectators (including players and captains) watching matches:**

- **May not** talk to players on the court.
- **May not coach, either verbally or visually**
- **May not** comment or make visual signals on line calls.
- **May not** cause any distractions to the players from a viewing position off the court.
- **May not** get involved with any dispute between the players on the court. A captain may offer clarification on a match rule **only if asked by a player.**
- **May not** interrupt a match in progress for any reason.
- **May not sit on the court. All courts have a viewing area for spectators.**

## **Protocol At Clubs**

**League players are guests at the clubs** and should adhere to club policy at all times.

**Players must not go to their courts until their match start time. Do not 'bump' members off of their courts at match time.** Politely inform the players that it is "time", and allow them to finish one or two points. If they choose not to finish in a timely manner, speak to the front desk staff.

**Players are expected to dress in proper tennis attire.** Cut off shirts, shorts, aerobic outfits and sports bras (in lieu of a top) are not allowed. Clubs require that all players use TENNIS sneakers on the courts (no cross trainers, running shoes or other sports shoes allowed).

**Do not jeopardize the league/club relationships by arguing or berating the staff at the clubs.** Try to resolve issues in an orderly manner and treat staff with courtesy at all times.

## **Grievances**

If a player/captain wishes to file a complaint against another person in the league, the team captain must submit the complaint to Deb-Rose Andrews (Debrose@metrotennis.com) within 48 hours of the match that precipitated the complaint. For full grievance procedures, see the Rules section on [www.metrotennis.com](http://www.metrotennis.com)

## **Local Playoffs**

Points are cumulative throughout the season; the team with the most points at the end of the season wins. These points are posted on [metrotennis.com](http://metrotennis.com) on the Scores & Results page. In the event of a tie in points at the end of the season, USTA National regulations will be used to break the tie.

The playoff schedule is determined at the sole discretion of the league coordinator, and matches may be scheduled at any time during the designated playoff period. Teams will pay a \$150 per match fee for all District playoff matches before the match time. Failure to pay the fee before match time may result in the team's forfeiture.

Divisions of 4-7 teams (each team plays every other team in their flight a minimum of two times during the regular season) will send the top two teams to playoffs.

Divisions of 8 or more teams (each team plays every other team in their flight only one time during the regular season) will send the top four teams in each division to playoffs.

6.0 Mixed	The top 4 teams will advance to District Championships
7.0 Mixed	The top 2 teams in each division, and 2 "wildcard" teams will advance to District Championships. The wildcard spots will be awarded to the top 2 teams (by averaged points) amongst the 3rd place teams in each division.
8.0 Mixed	The top 2 teams in each division will advance to District Championships.
9.0 Mixed	The top 2 teams in each division will advance to District Championship.
10.0 Mixed	The top 2 teams will advance to District Championships.

## **Team Qualification for Playoffs**

Players must have 2 matches recorded (only 1 may be a default) in order to participate in playoff's.

Teams eligible for playoffs must have all scores up to date in TennisLink in order to advance. Teams that forfeit an entire match, or caused an illegal match to occur, will not be allowed to participate.

If two teams are scheduled for regional championship and those teams share more than 30% of their eligible players, the teams must choose which district they will represent. The remaining team must concede their playoff spot to the second place team. The league coordinator must be notified no later than 48 hours following the conclusion of the deciding match.

Requests to reschedule championship matches to accommodate players on multiple teams will not be accepted.

Players must declare which team they will represent for playoff's. In the Metro Region, players are declaring the Metro Region as their playoff team and may NOT participate in playoff in any other Region until ALL of their Metro teams they are participating on are eliminated from playoff's.

## **Tentative Playoff Dates**

**The playoff schedule is determined at the sole discretion of the league coordinator and may be altered. Teams will be notified of the exact dates once they are finalized.**

- **District playoffs: March 2013**
- **Regional Playoffs: mid-May 2013**
- **Eastern Section Championships : May 31 - June 2, 2013 - Schenectady NY**
- **National Mixed Doubles:**

## **Metrotennis League Information**

**Metrotennis CTA office: (718) 639-8936**

**Local League Coordinator -Metro: Deborah-Rose Andrews - (917) 576-7926**

**Metrotennis CTA Treasurer: Pam Glick ~ pamglick@aol.com**

## **Level Coordinators**

**6.0 Mixed:** Lauren Kende, laurenkende@yahoo.com ~ (646) 285-4806

**7.0 Mixed:** Robin Gutterman, rgutterman@elliman.com ~ (917) 403-7309

**8.0 Mixed:** Jen Seltzer, jenbseltzer@yahoo.com ~ (718) 344-3981

**9.0 Mixed:** Elaine Bauer, swinging\_volley@yahoo.com ~ (917) 861-9265

**10.0 Mixed:** Deborah-Rose Andrews, info@metrotennis.com ~ (917) 576-7926

## **Additional Information:**

**Please visit <http://www.metrotennis.com> for the following information:**

National, Eastern and Metro Rules

Paying For Matches

Scores & Results

Directions to clubs

Refund Policy

Grievance Policy

**PLEASE NOTE: THIS RULES DOCUMENT MAY BE SUBJECT TO AMENDMENT TO COMPLY WITH THE FINAL RELEASE OF THE 2013 EASTERN REGULATIONS.**