

MANHATTAN 2014
18 & Over 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), Region (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 (Region/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 Section 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 player's level of play and background 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 \$35. 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 offense will result in the forfeiture of all points earned for that match (the opposing team will only be awarded points for the court with the unregistered player). The third offence 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 or computer rating**. Computer rated players may appeal their year end rating on-line by using the automated process on TennisLink.

Players who do not have a computer rating on file in TennisLink shall self-rate in accordance with the NTRP Guidelines and complete the self-rating process on TennisLink. Failure to self-rate in accordance with the Guidelines or omission of information will subject players as well as captains and/or others who condone and/or approve an inappropriate self-rate to penalties and suspension. Players should self-rate at the level where they will be competitive, not at a level where they will dominate. Once a player has registered with a self-rating, any rating appeals must be filed through the Eastern Section.

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

Registration deadline: 5 December 2013

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

All fees must be paid in full by 29 November 2013. Failure to pay team fees by the deadline may 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 → USTA League Tennis → 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

10.0 = 5.5/5.0 or 5.5/4.5 or 5.0/4.5

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 compensation (gifts, fee, money, incentives) for playing in a match from **anyone**, including captains.

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.

Cancelling Courts: ONLY COORDINATORS MAY CANCEL COURTS. The cancelling 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 or the Metrotennis office. *****In order to receive a refund, the court must be cancelled before 3pm the day prior to the match. If these procedures are not followed, teams will not be eligible for a refund.**

Re-scheduling 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 one court - submitted before 1 December 2013.

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, 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.

SNOW CLAUSE: If the weather is extremely bad, and your match will be re-scheduled, you will be contacted by the league. Captains may not decide on their own to cancel the match.

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 Cancelling Courts). The forfeit takes place at 3rd doubles.

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 cause an illegal match to occur, will not be allowed to advance to playoffs. 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 2013 USTA and Eastern Regulations, Manhattan 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 in the club waiting area. 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. Captains MUST notify the opposing captain if a player has not yet arrived at the club.

****Defaults MUST occur from the bottom up.** If a doubles player has not arrived on court by the end of the warm-up, the line-up MUST be adjusted and that team put into the 3rd doubles position. The 2nd and 3rd doubles teams will be moved up 1 position – no other changes in either team’s 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. Scorecards should be kept and be available to send to the coordinator in the case of a discrepancy.

Match Play

Match play is 1.5 hours, with a 3rd set tie-breaker in lieu of 3rd set.

Each team fields 6 players per match (3 men/3 women). Order of strength is encouraged to ensure competitive play.

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 3rd set.** The first team to 7 (regular tie-break) or 10 (tie-break in lieu of a 3rd 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 4th point (after 1st, 5th, 9th 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. ****If there is no visible clock, and players do not have a wristwatch, a captain may notify the players that there is less than 5 minutes remaining in the match and the match is over.**

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 1st and 2nd set only. Play is continuous between the 2nd set and the 3rd 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 ball they can clearly see. (NOTE: This is different from officiated matches)

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:

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

- o **The 3rd set tiebreak is entered as 1-0.**
- o **Ties cannot be entered:** Enter the scores from the home team's perspective and select the home team the winner.
- o **Unfinished matches:** Select "timed match" if TennisLink will let you; otherwise select "retired". Declare the winner.
- o **Defaults/Forfeits:** Enter the players names who were available, declare them the winner and select "default".
- o **Double defaults:** Do not enter any player names; select "double default".
- o **Rescheduled courts:** Select "**double default**" for the re-scheduled court(s). After the re-scheduled 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

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.

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

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 a 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.
- **May not sit on a match court. They may only view the match from designated viewing areas.**

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 (info@metrotennis.com) within 48 hours of the match that precipitated the complaint. For full grievance procedures, see the Rules section on www.metrotennis.com.

Local Playoffs

Points are cumulative throughout the season; the team and posted on 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 fee for all playoff matches in advance. Failure to pay the fee before the deadline 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.

Leagues with Six teams Advancing

7.0 Mixed: The top two teams from each division will advance to playoffs. The top two teams will receive a bye.

8.0 Mixed. The top team in each division will receive a bye.

The balance of the seeding is done by percentage. The 3rd place team will play the 6th place team. The 4th place team will play the 5th place team.

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.

If players participate in more than one team at the same NTRP level an age group, the player must declare which team they will represent for playoffs. In the Metro Region, players are declaring the Metro Region as their playoff team and may NOT participate in playoffs in any other Region until ALL of the Metro teams they are participating on at that NTRP level and age group are eliminated from playoffs.

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: tbd (National Tennis Center)**
- **Regional Playoffs: May (National Tennis Center)**
- **Eastern Section Championships : tbd**
- **National Mixed Doubles: tbd**

Metrotennis League Information

Metrotennis CTA office: (212) 244-2845

Local League Coordinator -Metro: Deb Andrews - (917) 576-7926

Metrotennis CTA Treasurer: Pam Glick ~ pamglick@aol.com – (917) 453-1859

Level Coordinators

6.0 Mixed: Joe Miano, joemiano@metrotennis.com ~ (347) 393-3904

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