

USA TEAM TENNIS SPONSORED BY GOWTL
2011/2012 SEASON

I. ORGANIZATION – The purpose of this organization is to provide a League system for promotion of competitive women's tennis. The by-laws of this organization should encourage maximum participation, improvement of skills, good competition, good sportsmanship, and enjoyment of the game of tennis. All clubs in the Gainesville-Ocala area are invited to join this organization upon compliance with all rules and regulations, and submission of a letter of application accompanied by league dues to be received by the secretary-treasurer of the League committee no later than August 1. A newly formed team must have the required minimum number of active players and be in compliance with all rules and regulations of this League in order to be accepted into membership. Teams whose applications have not been received by August 1 are not eligible to participate in match play that season. No numerical limit shall be used to halt the growth of this organization. Rather, expansion shall be planned and division shall automatically occur when the number of participating clubs reaches an agreed level. Clubs are encouraged to field teams of as high a level for which they have sufficient players. Effective with the 1994-95 seasons, this organization shall consist of divisions based on LEAGUE ratings.

A. League Committee – The league committee shall monitor the growth of the League as well as receive letters of application from new and existing clubs. Admission into the league is based on criteria set up under the eligibility rule established in the league by-laws. A prompt response should be made to the applicant if the application is not accepted. They shall also act as a representative body to solve problems within the divisions and to take action as necessary to promote the smooth operation of the entire League system. The league committee shall assess fees as required. Programs or tournaments, which would enhance tennis skills and encourage interest in and growth of tennis may be planned or promoted by this group.

The league committee shall consist of the division officers, facility representatives, league secretary-treasurer, and non-voting league president. The incumbent league committee shall elect the League president and secretary-treasurer from the current league committee members. If no nominations are forthcoming, the individual teams shall submit nominees from their rosters to fill these positions. In the event no league president has been elected in time to call the first meeting of the year, the chairwoman of the 4.5 division or chairwoman of the 4.0 division shall call the first meeting and preside until the committee elects its leader.

In the event that this situation occurs repeatedly, the 4.5 chairwoman and the 4.0 chairwoman would assume this role on an alternating rotation.

1. League President – The president of the League committee shall call and preside at league committee meetings and the annual April leagues meeting. She shall coordinate all the activities of the league and assure that the by-laws are being followed. She shall prepare the match schedules for each division as soon as all applications have been received in August, consulting with each division officer as necessary. The match schedules shall be distributed to each division so that the captains receive them no later than the fourth Friday in August. The league president shall serve no more than 2 consecutive years.
2. League Secretary-Treasurer – The secretary-treasurer shall handle all correspondence for the League committee and keep minutes of all League meetings. She will distribute the minutes to all League committee members within 3 days of the meeting. **The secretary-treasurer shall track all League dues payments on the GOWTL website and shall keep all financial records of the League. (5/11)** The newly elected secretary shall distribute copies of the revised by-laws, captain's duties and HCE to the division chairwomen prior to the first division meeting of the season. Division chairwomen shall distribute these copies to their captains. The league committee shall establish a by-laws subcommittee headed by the League secretary.
3. Division Chairwoman – Shall call and preside at all division meetings and assist the president in preparing the yearly match schedule. It shall be distributed by the fourth Friday of August. She shall be available to answer inquiries and help solve problems with the division. When necessary, she shall call division meetings and shall determine if a problem should be brought to the attention of the League committee. She shall view the results of all matches on **the GOWTL website. (5/11)** The chairwoman shall monitor score sheets, as necessary, to assure that all rules concerning stacking, substitutions, etc. are being strictly followed. If the chairwoman discovers stacking, she may declare a forfeit as long as it is discovered before the next match. Her records shall be the source of evidence to support or reject disputes relating to such matters.
4. Division Secretary-Treasurer – Shall collect dues, handle division correspondence, and keep minutes of all division meetings. She shall also mail or e-mail copies of league committee minutes and division minutes to all captains in the division within three days of the meeting or of receiving league minutes. She shall also mail or e-mail copies of league committee minutes and division minutes to all captains in the

division within three days of the meeting or of receiving league minutes. She shall receive copies of rosters via mail or e-mail from all team captains no later than one week prior to the opening match and shall distribute copies of rosters and schedules to team captains. She shall notify the captains and division officers of the next lower division of any name and address changes of her division's captains and officers. The secretary-treasurer shall act as division chairwoman when the chairwoman is absent.

a: Both Division Officers (division Chairwoman and Division Secretary-Treasurer) shall not be from the same team.

5. Facility Representatives – If a facility does not have a division officer among its members, it shall elect a facility representative to attend league committee meetings to be a voting member of that body. This representative shall not be a team captain. Any facility sponsoring teams that equal 30% or more of the total teams participating in the league may have at least one facility representative in addition to other members who may be serving on the League committee in other capacities. If a facility has at least two (2) members serving on the league committee in other capacities, no additional representative will be appointed.
 6. League or Division Replacement – Should a League or division officer find it necessary to resign her position, she is responsible for finding a replacement before submitting her resignation.
- B. Division Committee – Shall consist of the division chairwoman, division secretary-treasurer and the captain or co-captain of each team. The division chairwoman and division secretary-treasurer shall be elected by the incumbent team captains at the annual division meeting in April of each year. No division officer may serve as captain of a team. Captains and/or co-captains must be elected prior to the pre-season division meetings. However, all teams are encouraged to elect officers in the spring so that the league secretary-treasurer and division officers will have a current correspondence list before the summer break. The division committee shall meet as necessary to handle division and league business and to solve problems. Each team has one vote.

II. MEETING OF THE LEAGUE AND ITS DIVISIONS

- A. Annual League Meeting – The League committee shall hold a meeting in April to vote on proposed by-law and captain's duty revisions. The incumbent team captains shall attend and vote along with the League Committee (excluding the non-voting president). The new captains and all incoming and outgoing co-captains are invited but may not vote unless

the incumbent captain is absent.

B. Annual Division Meeting – Each division shall hold a meeting at least one week prior to the annual league meeting in April, to elect division officers and to review the proposed by-law revisions. All incumbent team captains shall attend and vote (one vote per team).

III. ELIGIBILITY – Facility team members, who have attained the age of 19, or older, by December 31st of the year that starts the season, shall be eligible for play in this league. A league player will be allowed on a roster for two different level teams during the regular league season. All other rules must apply including the "no team shall carry more than two lower level players at a time." Players may play in more than one League, provided the Leagues do not compete against each other. Each team that wishes to join the League must be able to provide a minimum of five courts for each match. If a facility wishes to field more than one team in the same division, it must be able to provide at least five courts for each team. If a team does not have a lower division, at its facility, from which it can draw substitutes, the team may exceed the maximum number on their roster by 2 players. Players at a facility that does not have a higher division may be allowed to "sub" for another facility's higher division if requested.

A. At the beginning of the season, each division shall determine whether only doubles will be played or a combination of doubles and singles. The roster limits are as follows:

	<u>Minimum</u>	<u>Maximum</u>
5 doubles matches	10	19
4 doubles matches	8	16
3 doubles matches	6	12
3 doubles and 2 singles matches	8	16
2 doubles and 1 singles match	5	10

1. At the beginning of the season, each division will decide how their champion will be determined.
Option A. Using the existing format (see V. Match play p.4).
Option B. A playoff format determined by a majority vote of that division.

B. Each division shall consist of players rated at the following LEAGUE levels:

1. 4.5 Level - Players rated between 4.01 and 5.0 shall play at this level. Players with a 5.0 rating shall only play in the #1 position.
2. 4.0 Level – Players rated between 3.51 and 4.0 shall play at

this level.

3. 3.5 Level – Players rated between 3.01 and 3.5 shall play at this level.
4. 3.0 Level – Players rated between 2.5 and 3.0 shall play at this level.
 - 4.a. At facilities without a 2.5 division, players rated at 3.0 and below shall play at this level.
5. 2.5 Level – Players rated at 2.50 and below shall play at this level.

C. League Ratings – Each player must have a current LEAGUE rating from one of the following:

(1) Issued by the USTA computer rating (2) established from a rating clinic or (3) established by match history from the day League. A USTA computer rating or GOWTL clinic rating will be recognized only if a day league rating has not been established. A "self-rated" USTA rating will not be recognized as a valid rating for the GOWTL.

1. Rating changings will occur for the following reasons:

a. (Average playing position = the sum of all positions played divided by the number of times played. Round off to nearest whole number. Averages must be based on 4 or more matches.)

If record shows 80% or above winning percentage, then:

At average position #1 – player's rating increases 0.5

At average position #2 – review zone

At average position #3, 4, or 5 – player keeps same rating.

If record shows 20% or below winning percentage, then:

At average position #1, 2, or 3 – player keeps same rating.

At average position #4 – review zone

At average position #5 – players rating decreases 0.5.

For divisions with less than 5 positions, the same categories apply to #2 and the second from the bottom position.

b. For players playing up a division who have earned above a 50% winning percentage in that division, their rating will increase 0.5. If such a player has a lower than 80% winning percentage at a lower division for the same year, then she shall enter the review zone. (5/11)

c. Review Committee Decisions-

A Review Committee (comprised of a League committee member from each of the divisions (2.5, 3.0 3.5, 4.0 and 4.5)

and pros from at least five facilities will meet after the season has ended. The Review Committee will evaluate each Request for Rating Change. The committee will use USTA match history, input from the player's pro, input from the player, match history from the day league and any other information available in establishing the player's LEAGUE rating. A majority vote will determine the player's rating; however, the Review Committee could request an on-court rating by three qualified verifiers if necessary. The Review Committee will evaluate the following:

- i. A Request for Rating Change, which can be submitted by anyone.
- ii. Review zone players as established above in 1 a and b**
- iii. Players who begin the season with a current LEAGUE rating and who play less than four matches will be flagged for review only at the request of the review committee. If a player has played less than four matches each season for two seasons their rating drops out of the League Rating and that player must go to a rating clinic to start the next season.
- iv. New players who were added the last half of the season and played fewer than four matches. (These players have not established a GOWTL rating through match history.)**
- d. Upon notification of a ratings change, a player may submit a written request to the League Committee for a year-long grace period in which she may continue to play in her pervious division. The League Committee may grant or deny a grace period based on consideration of circumstances. After that year she must change divisions if her record still produces a rating change. (5/11)**

- 2. All new players to the GOWTL who need a facility pro (FP) rating must be rated by a FP at a location different from where she will be playing.
- 3. The LEAGUE rating, as established by the Gainesville/Ocala Women's Tennis League, is valid for a two-year period that begins at the completion of the season in which a player last participated.

D. A maximum of two players from a lower division may be placed on a team's roster; otherwise, each division must consist of players rated at the defined parameters. A player who is rated 2.9 cannot play in the 3.5

division; a player who is rated 3.5 cannot play in the 4.0 division, etc., except as stated above.

1. A "lower" division player on the roster of a higher division, who loses 80% or more of her matches, will not be allowed to remain in that division the following season. (Please note that this will not affect 2.5 players playing in the 3.0 division at facilities where there is no 2.5 division; at facilities where there is a 2.5 division, this rule will not affect 2.0 players playing in the 2.5 division, but will affect 2.5 players playing in the 3.0 division).

E. All movement between divisions (either up or down) may only be done between seasons and only after the player has been re-rated.

IV. SUBSTITUTIONS –If a division's contest is five doubles matches, a lower division player from the same facility may substitute through the #4 doubles position. If the contest is three doubles matches, a lower division player from the same facility may substitute through the #2 doubles position. Substitutions may play higher in the roster only in the unlikely event that more than four players from a lower division are needed to avoid forfeiting positions. At facilities where there is no 2.5 division, lateral substitution (a player from the same facility and the same division) is allowed at any court position in the 3.0 division. At facilities where there is a 2.5 division, lateral substitution is only allowed in the 2.5 division and these substitutions may be at any court position. "See Captain's Duties, #17. Forfeit".

A. At the beginning of the season, a player may not change from one roster to another once rosters have been exchanged at the Division meeting.

B. If a player wishes to change facility affiliation during the season, a written request to the League president will be taken under consideration only at the regularly scheduled League meetings. Generally, such changes will be permitted only under the conditions of hardship,

C. Such as the case of a team that drops below the minimum number and has no team from which to draw substitutions.

D. No lateral movement within a facility will be allowed unless a team becomes defunct and players wish to move laterally to fill remaining team(s) roster(s). A written request to the League president will be required.

E. A team must use players on their current roster, if they are available, over substitutes.

V. MATCH PLAY

- A. Play shall begin in September and the length of the season will be determined by the number of teams in each division. Every effort shall be made to avoid scheduling matches during the month of December. No matches will be scheduled on days of religious observances or on scheduled school holidays as per the school calendars of Alachua and Marion County. Each team shall alternate play of matches so that all teams play the same number of matches against each team in the division. Each team should play an equal number of games at home and away, within the limits of scheduling. The home team shall be the host team and shall provide refreshments and unopened USTA approved yellow balls appropriate for the court surface.
- B. USTA rules will be used as the guideline for match play. A copy of the current by-laws, "Rules of Tennis" and "The Code" shall be available for consultation at each match.
- C. **Matches shall consist of the best two out of three sets. If all four players involved in a third set situation agree then they may elect to play a Coman Match Tiebreaker (first to 10 by 2). (5/11)** A 12 point (first to 7 by 2) Tiebreak shall be played at 6-all in each set.
- D. The total team wins for the season will determine each team's standing in its division. If two teams are tied for team wins, then the court win record will be consulted to determine standings, and the team with the higher court win record will be the winner; the other team will be runner-up. Trophies will be awarded to first and second place teams in each division.
1. Team Wins – The team, which has the majority of court wins in a contest, will be awarded one team win.
 2. Individual Court Wins – The number of individual court matches won by each team in a contest, regardless of which team has the majority, shall be accumulated throughout the season to determine each team's standing in the individual court wins category.
- E. Playoffs, if required, will be played as soon as possible after the last scheduled match. The division chairwoman should notify the League President of the time and place of each playoff.
- F. The Women's Tennis League permits QUIET, UNOBTRUSIVE coaching by the team's professional coach between sets, provided there is no delay in the match. For 2.5 Teams, **Quiet Unobtrusive** coaching will be allowed during play for 2.5 team players as a "trial run" without hindering

or delaying the match to encourage beginning players and provide a positive experience. There may be a 10-minute break between the second and third sets with coaching allowed.

VI. CLOSING FESTIVITIES

- A. At the conclusion of play in the spring, the LEAGUE officers under the direction of the president shall arrange a luncheon or other appropriate affair for the presentation of awards. The pro from each facility may be invited to attend at the expense of her/his facility.
- B. The awards shall be purchased by a person designated by the League President.

VII. BY-LAW REVISIONS – The by-laws and captain's duties may be revised in the following manner. The League committee shall establish a by-laws sub-committee headed by the league secretary. They shall solicit revisions from the team captains. Revisions must be received by the League secretary at least one month prior to the annual meeting. These revisions shall be presented at the annual meeting to be held in April. Changes may be made by 2/3 vote of voting members present. No proxy votes may be made, except that a team may send a team member other than their captain to represent and vote for that team.

VIII. RULES OF ORDER – Any rule of order not stated in the by-laws shall follow Robert's Rules of Order

BY-LAW ADDENDUM #8 CAPTAIN'S DUTIES. (Revised 7/05)

1. Meetings – The team captain or her designated representative shall attend all division meetings and the annual April league meeting.
2. Rules – The team captain shall see that each team member is provided with or has a thorough knowledge of the latest copies of the by-laws. "The Code" and "Rules of Tennis". The expense for these materials will be covered by team dues or treasury as decided yearly by the league committee.
3. Application – The team captain shall submit a **team application and a team roster** to the league secretary-treasurer no later than August 8. (Teams whose applications are not postmarked by August 8 will not be eligible to play for that season from September thru following May). A fee set by the league committee shall accompany applications.
4. Rosters – The team captain shall submit to the division secretary-treasurer no later than one week prior to the first match, a copy of her

team's roster via an e-mail attachment to supply to each captain and officer listed in #5. Notification. The rosters are to be submitted on the official roster form and shall be typewritten in the prescribed manner. All information must be included and the roster signed by the captain and coach. Any team, which fails to submit dues and rosters by the designated deadlines, shall forfeit the first match. Teams may add new players at any time during the season to bring their rosters to the maximum number as long as #5. Notification is followed. Send copies via mail or e-mail of the revised roster to the captains and officers listed in #5. Notification. When a player is added to a roster, the player's rating and the source of her rating (i.e. USTA, day or on-court rating) must be listed on the roster. **All players must be listed on a team roster on the GOWTL website before they are eligible to play in a GOWTL match. Subs must be indicated as "Subs" on the website roster and every player must list their current rating. All players, including subs, must be registered with GOWTL.com at least 24 hours before the match. Subs must be registered as players on a lower level team or qualified lateral team, prior to match time, however due to the status of "subs" are not required to be listed as a "sub" prior to match time. (5/11)**

5. Notification – The team captain shall notify each captain in her division, the officers of her division, and her facility's team captain in the next higher division, the officers of that division and the league president of each addition to her roster on a dated, typewritten, signed copy of the original roster form. A new player is ineligible for match play until (1) she has established her LEAGUE rating and (2) the opposing team involved and the division chairwoman have been given notice at least 24 hours prior to the match by phone, in writing or announced at a division meeting. The typed roster change must be mailed or e-mailed within 3 days.

For the deletion of a player, only 1 line should be drawn through the name (so the name can still be seen) and the line should be dated. The captain may wait until the next division meeting to notify the other captains of the deletion, then the division secretary/treasurer will notify the appropriate people. The above rules assure there is a complete record of each team's members for the entire year. The division chairwoman's official records are used for evidence in disputes.

6. Two Rounds – The captain of the host team shall telephone the captain of the visiting team 48 hours prior to the scheduled match to confirm the date and order of play if two rounds are to be played. Team members should be notified of the order of play, and the 10:15 deadline for being at the courts for the second round. (Second round may begin before 10:15 if courts are available and players are

present.) In case of disagreement on order of play, the visiting team shall decide.

7. Courts – In case of disagreement on court assignment (hard vs. soft), the host team shall decide.
8. USTA Balls & Scoring - All match results shall be reported using **the GOWTL website online scoring system**. An extra can of balls should be on hand in case one is defective. Match results must be reported **on the GOWTL website (5/11)** within 24 hours of the match having been played.
9. Begin Play – Warm up is allowed; however, match play must begin no later than 9:40 am Rosters must be exchanged no later than 9:30 with warm ups completed and match play to begin by 9:40 am (Match play may begin earlier if both captains agree.) If a player is not on the court at 9:40 am, there will be a mandatory forfeit. (This is because line-ups have already been exchanged and cannot be revised). See #17. Forfeit for an explanation of which courts to forfeit. (if two rounds are played, the mandatory start and forfeit time is 10:25 am) NOTE: There can be only one exception to this rule. When travel to and from Ocala is involved, the home captain may allow a later start time.

At Ft. King Facility: Match play must begin by 9:40 with incomplete matches being moved to hard courts at 11:00 am when the match/clay court is reserved at 11:00 am
10. Temperature – If there is a reasonable expectation of temperatures of 35 degrees or below at match time, the match shall be postponed. The home captain shall determine the projected forecast and notify the visiting captain no later than 7:30 am on the day of the match.
11. Rain out – If it is raining at home court at 7:30 am and there is a reasonable expectation that the courts will not be playable at match time, or if other severe weather conditions or warnings exist, the home captain shall notify the visiting captain that a postponement is warranted. The decision of the home captain is binding as she is in the best position to know the condition of the courts. Once a make up match date is set, this is an official match date and must be played on that day unless weather interruption.
12. Match Delay – If teams have assembled to play and the beginning of the match is delayed by rain or wet courts, teams should be prepared to wait 30 minutes to determine if the courts are playable. If courts are still not playable after 30 minutes, teams are free to leave and reschedule unless both teams agree to wait longer.

13. Weather Interruption – If a match is interrupted by weather, the same teams must continue their play. (Record on paper the point at which the match was interrupted with the complete score, who is serving order to serve, side of net with both teams initialing.) If courts are still not playable after 30 minutes, the teams may leave and reschedule, unless both agree to wait longer.
14. The home captain shall call the division chairwoman within 24 hours to notify her of any delay or postponement of any match and its subsequent rescheduling.
15. Rescheduling The two captains involved will agree on a make-up date (preferably set on the normal day of match play) within two weeks of the cancelled match. The home team captain will notify the Division Chair of the date of the reschedule match **before the match is played. The Division Chair will edit the match on the GOWTL website so that the schedule on the website reflects the rescheduled date. (5/11)** The make-up match must be played before May 1.
Any pair or singles court unable to play that day may reschedule their match anytime within the next two weeks on any court and at any time agreed upon by all players on that court. In the event a match is postponed before play has begun (i.e., during 10 minute warm-up it rains), but after line-ups have been exchanged, any player on the official roster as of the day of the scheduled match is eligible to play the rescheduled match. If one court begins play, then the line-ups for the other courts cannot be changed.
16. Stacking – Stacking will not be tolerated. Pairs and singles players shall be played in order of their ability on the day of their match. To do otherwise is cheating. The grossest form of stacking is to play a weak pair in a match that your team decides to "give up" in order for the stronger pair who should have played in that position to be stacked against a weaker pair in order to win the match. (This also applies to a singles player.) A player may not play more than two positions higher or lower than she played in her previous match. Any team found stacking will forfeit the position that the offending player played. If a team is accused of stacking, and it is determined that the team is stacking, the team will receive a warning. If the team is found to be stacking again, the team must withdraw from the match. Either the opposing team or a committee member may register the complaint, using the guidelines under #18. Match Violation.
17. Forfeit – If a player is not on the court at 9:40 am (or 10:25 am if two rounds are played), there will be a mandatory forfeit, and the partner of

the player who is not present is also defaulted and cannot play with any other partner. The pairs on the defaulting team will move up one court to fill the gap left by the pair that defaulted and the bottom court is defaulted. For example, if 5 doubles courts are being played and a player in court 2 is not on the court at 9:40 am, the pair that was assigned to court 3 moves to play the #2 court, the court 4 pair moves to play the #3 court and the court 5 pair moves to play the #4 court. Court number 5 is defaulted. When 3 doubles courts are played, court 3 becomes the default court.

When 3 doubles and 2 singles courts are played, the doubles default court becomes court 3 and the singles default court becomes court 2.

If a full team cannot be assembled on the day of a match, the line-up shall reflect the strength the team can assemble on that day. The bottom position shall be the first to be forfeited as indicated above. (For example, if one, or both, of your #3 doubles players cannot play, then the #4 and #5 players move up to the position above their usual one, and the #5 match is forfeited.) NOTE; Forfeiture of an entire match should never be considered. Teams should assemble as many players as possible, drawing from one of their lower divisions when necessary, in order that a match or partial match may be played. If there is a forfeiture of an entire match, then the results of all prior (and future, if applicable) matches of the forfeiting team will be purged from the records of all teams in the division. The league committee, as to the circumstances of the forfeiture may disband the team pending review.

18. Match Violation – Should a team captain feel a violation of any rule is being committed by the opposing team, she should apprise the opposing team captain of the alleged violation before leaving the courts that day, if both are present at the conclusion of the match, or she shall call the opposing captain within 24 hours and inform her of the protest. The protesting captain shall call the division chairwoman within the same 24 hour period to register her complaint and the chairwoman shall so note it. The plaintiff captain then submits in writing and within one week a detailed description of the protest to the division chairwoman. The chairwoman, in consultation with the division committee, if she so desires, shall resolve the dispute and invoke the necessary penalty. The decision of the division chairwoman is final, unless the dispute involves other divisions, in which case the league president and league committee shall make the final decision. If a division has 4 teams or less, all formal protests must go before the league committee for resolution.

19. Revisions – Revisions to the list of "Captain's Duties" shall be handled the same way as by-law revisions, which is discussed in Section VII of the by-laws.
20. Cell phones – please refer to USTA Rules concerning this matter.
21. Practice Courts – A minimum of 2 practice courts, of match style surface, must be made available to the visiting team at least 30 minutes prior to match time.