

## **RIVER CITY RACQUET LEAGUE RULES 2011-2012**

Purpose of the Organization: The purpose of the River City Racquet League (RCRL hereinafter) is to provide a structure for socially competitive tennis.

### **I. RIVER CITY RACQUET LEAGUE ORGANIZATIONAL RULES:**

The following are the rules of the River City Racquet League. These rules shall remain in effect until changed by action of the Board of Directors (hereafter "Board"). No rule change shall take effect during a league year. No later than May 15 of each year, the Board shall make any amendment to these rules as they deem necessary. The Board shall take into account the recommendations of the Rules Committee. Any amendments shall be effective for the upcoming league year. In extenuating circumstances, a player or team may request a waiver of a rule for a designated situation or for a particular period of time. A waiver request must present a compelling case of unique circumstances making application of the rule patently unfair to a player or team or creating a hardship for the division as a whole.

### **A. RCRL Board**

1. The Board shall be responsible for enforcing all rules and the standard of conduct, fair play and good sportsmanship. Any violation or appeal of these rules shall be examined by the Board and ruled upon accordingly. The Board shall consist of the following:

- League President
- President-Elect
- Vice President
- Immediate Past President/ Treasurer
- Data Administrator
- Open A Division Director and Co-Director
- A1 Division Director and Co-Director
- A2 Division Director and Co-Director
- A3 Division Director and Co-Director
- B1 Division Director and Co-Director
- B2 Division Director and Co-Director
- B3 Division Director and Co-Director
- C1 Division Director and Co-Director
- C2 Division Director and Co-Director
- Masters I Division Director and Co-Director
- Masters II Division Director and Co-Director

2. Each Division Director has one vote representing the majority opinion of her teams. In the event of a tie, the League President shall vote. The League Vice President, the President-Elect, the Immediate League Past President and the Data Administrator shall have no vote. In the absence of the Division Director, the Co-Director may vote.

3. The President-Elect and the Vice President shall be elected by the current directors. The current league members of each division shall *be solicited for nominees for the next year's Co-Director and for any open Director positions* before the Awards/Meeting.

4. Terms of office are for one league year with the exception of Data Administrator. Should a League Co-Division Director be unable to serve as Division Director, the current Division Director may, with the approval of her team captains, be appointed to that position for a second term. Should the President-

Elect be unable to serve as President, the Vice-President may serve as President at the discretion of the Board. Otherwise, the Division Directors shall elect a new President from any qualified RCRL member.

5. New Board members shall serve a minimum of two (2) years. No Board member, with the exception of Data Administrator, may serve more than six (6) years consecutively. At the point of maximum service, a one-year rotation off the Board is required in order to reinstate eligibility to serve.

### **B. Board Meetings**

1. The Board shall have responsibility for the overall management of RCRL. By May 15th of each year, the outgoing Board will have established all major operating policies for the following league year. The newly elected Board will carry out those policies and then establish policies for the next league year. All Committees and Subcommittees shall be subordinate to and under the general supervision of the Board.

2. The Board shall form a Rules Committee composed of the President-Elect, its Co-Directors and any other interested RCRL members to draft proposed rule changes to present to the Board for its consideration.

3. A league year is defined as July 1 through June 30.

4. In order for the Board to conduct any business, a quorum (which is defined as 5 voting members) must be present.

5. Board meetings are to be held on the 2nd Monday of each month unless notified in advance. Exception- holidays.

### **C. Team Divisions**

The RCRL shall be composed of the following Divisions: Open A, A1, A2, A3, B1, B2, B3, C1, C2, Masters I and Masters II.

### **D. Expenses**

The following expenditures are the responsibility of the League:

1. Trophies
2. Board meetings and awards functions.
3. Cost of directories.
4. Fees for website maintenance.

## **II. DUTIES OF BOARD MEMBERS AND TEAM CAPTAINS**

### **A. League President**

1. She is responsible for calling meetings of the Board as specified in these rules as well as any special meetings deemed necessary.
2. Should an opening on the Board occur, she is responsible, with the Board's concurrence, for appointing a qualified replacement.
3. She is responsible for appointing Professional Consultants with approval of the Board.

### **B. President-Elect**

1. The President-Elect will assist and succeed the President and will be elected each year by the current directors.
2. She is responsible for conducting Board meetings in the absence of the League President.
3. She will be responsible for taking minutes during board meetings and will email a copy to Board members no later than 7 days before the next meeting.
4. She will be in charge of the Rules Committee.

### **C. Vice President**

1. The VP, along with the Treasurer and division Co-directors, is responsible for planning the annual meeting held following the last rotation of the league year and for purchasing awards for that meeting.
2. She, along with the Data Administrator, is responsible for assembling the League Directory.

#### **D. Immediate Past President/Treasurer**

1. The Immediate Past President shall be the treasurer of the Board following her term as President.
2. She is responsible for all funds belonging to the League and the disbursement thereof. She must make a formal accounting of all monies at each regular board meeting.
3. She is responsible along with the Vice President for planning the Awards Meeting.
4. She is responsible to prepare an annual budget to be adopted by the Board no later than the August Board meeting each year.
5. In the event a C2 Division Director cannot be obtained, she or her designee will act as the C2 Division Director.

#### **E. Data Administrator**

1. The data administrator is appointed by the League President and approved by the board.
2. The data administrator is responsible for:
  - a. Overseeing schedule development,
  - b. Administering the website,
  - c. She is also, along with the Vice President, responsible for the directory,
  - d. Other duties as assigned by the Board.

#### **F. Division Directors**

1. The Division Director will represent the teams in her Division on a fair and equal basis at all meetings called by the League President. She is entitled to one vote representing the majority of her Division.
2. She is disqualified from voting upon issues of rule infractions involving the team of which she is a member. She and her Co-Director should be rostered on different teams in the division they represent.
3. She will hold a *mandatory* captain's meeting at least two weeks prior to the beginning of the first rotation. *At that meeting, she shall review any rule changes from the prior year. She shall also carry out any additional training of captains that the Board may require.*
4. She is responsible for facilitating the elections of a new Co-director for the following year.
5. She will have necessary computer skills (especially e-mail capabilities).
6. If a captain does not send in a Letter of Intent by June 15th, the current Director should contact her.
7. Include the RCRL President when sending communications to captains.
8. Division Director and Co-Director positions will be filled by:
  - a. Volunteer,
  - b. If no member volunteers, a blind draw from all teams in the division, with the teams of the previous year's director and co-director being withheld, will occur. The team drawn will select a member to serve for the year. If both positions are open, a second draw, to determine co-director, will be held, excluding the team providing the director.

#### **G. Division Co-Directors**

1. The division Co-director will assist and succeed the Division Director. The change of office will occur on July 1.
2. She is responsible for addressing any division issues in the absence of the division director.
3. She will become a member of the Rules Committee.
4. She will specifically be responsible, with the Vice President, for planning the annual meeting held at the end of the last rotation.

5. She *should* attend all board meetings and may vote in the absence of the division director.

#### **H. Team Captains for All Divisions except C2**

A Team Captain is that individual chosen by her team to handle its affairs within the Division for the League year. If she has any problems or questions, she must first contact her Division Director for advice.

1. All captains must submit a Letter of Intent to *the current Division Director of the division in which they intend to play* by June 15th. The team captain shall submit her team's roster according to the rules in IV A. Team Roster.

2. RATINGS: Each captain shall confirm the ratings for each member of her team. *See the Appendix A for ratings information.*

3. The Team Captain must register her team on or before July 1 of each year by signing up the team on [www.LeaguesForFun.com](http://www.LeaguesForFun.com). She will then obtain a registration code that she may either use to roster players herself or give to her players to use. Roster fees will be paid via credit card on [www.LeaguesForFun.com](http://www.LeaguesForFun.com) for the league year (July 1-June 30). If a player is unable to participate in the RCRL league year, registration may be reimbursed, less an administrative fee. Refunds will only be granted to a player before the first scheduled match for her division.

4. *It is the responsibility of the captain to assure that all her players are familiar with the rules of tennis, the Code, and the rules of RCRL. It is also the responsibility of the captain to assure that all players understand the expected standard of conduct of players.*

5. *In those circumstances in which the captain cannot be present at a match, it is the responsibility of the captain to arrange for a co-captain or acting captain to serve as captain. That substitute must be thoroughly familiar with the rules and prepared to make decisions on behalf of the team if necessary. Captains are encouraged to advise the opposing captain in advance of the name and contact information for any acting captain.*

6. Match Score Sheets. Both Captains must print out the official score sheet for each match. *Within 24 hours of the completion of the match, either the host or the visiting captain shall enter the results online, and the other captain shall confirm the match scores.*

7. Team Captains and/or Team Co-Captains shall attend all meetings called by her Division Director and report all information to her teammates. *In those situations in which it is absolutely impossible for either the captain or co-captain to attend a called division meeting, the captain shall arrange for another member of the team to attend.*

8. She will discuss any grievances made by her team with the Division Director as indicated by RCRL Rule IV-Match Play, F-Grievances.

9. When hosting a dual meeting, she will contact the visiting team captain if there is a change from the established time.

10. The forfeiting captain is responsible for canceling any court(s). If there is not sufficient time to cancel a court without a payment penalty, the forfeiting team will be responsible for all court costs.

11. She shall be responsible for collecting all match fees from her teammates to submit as one sum to the host club.

12. She will present in writing, names and court assignments of her team for dual meetings to the opposing captains in strict accordance with RCRL Rule V. Match Play.

#### **I. C2 Team Captain**

1. The C2 team captains will be supplied by each club. A club professional will serve as team captain until such time as a player captain is appointed.

2. The club professional/captain must submit a letter of intent to the RCRL Board no later than August 1<sup>st</sup>. The letter must list a minimum of 8 qualified players.

### III. SUPPORT STAFF

#### A. Pro-Consultant

1. A pro-consultant is a non-voting, non-policy making position.
2. The responsibilities are:
  - a. To attend RCRL board meetings when requested to help interpret rules.
  - b. To advise the RCRL board of any changes to existing USTA rules.
  - c. To advise the RCRL board of new USTA rules.

#### B. Club Liaison

1. This position is appointed by the board with approval of club/managers and/or owners at a meeting to be held among themselves, a non-voting, non-policy making position.
2. The responsibility of the club liaison is to communicate business from the clubs to RCRL and include RCRL in discussions regarding items such as court costs.

### IV. PLAYER ELIGIBILITY

#### A. Team Roster for all Divisions except C2. (See Appendix B for C2 Team Roster)

1. A team's roster will be in effect for the league year, becoming void at the conclusion of the last rotation. An initial roster of eleven (11) players must be registered online by the July 1 deadline. Additional names of eligible new players may be added to the roster up to *midnight the night before the first scheduled match for the division in the league year and the first scheduled match after January 1.*
2. *A player who has moved into the area from a distance of more than 100 miles during the league year may be added to a roster at any time during the league year.*
3. A team may carry a maximum of eighteen (18) players, with the exception of Masters I and Masters II which may carry 22 players. Should a team player wish her name deleted from the team roster, she may do so and be replaced with a new player if done within the roster deadlines previously stated, and if this does not cause the team to exceed player limit.

#### B. Individual Players

1. RCRL requires players to be 21 years of age or older. If a player will be 21 during the current RCRL year, she may play that year, the current year being July 1-June 30.
2. An individual player may represent only one team within the RCRL year (July 1 – June 30), except that a qualified player may play on one Masters team and one other team. No player may move from one team to another during the RCRL year. If a player chooses to be removed from her team's roster for any reason before the first match of the RCRL year for that division, she may roster with another team with the consent of both team captains in accordance with the existing RCRL rules.
3. Individuals with a 5.0 NTRP rating and above are eligible to play in the Open A Division only. Teaching pros are subject to individual evaluations.
4. All Masters Divisions require players to be 50 years of age or older. If a player will be 50 during the current RCRL year, she may play that year, the current year being July 1 - June 30.
5. Each player's name must appear on her team's official roster to be eligible to participate in match play.
6. *See Appendix A regarding player ratings.*

### V. MATCH PLAY

#### A. Rules Governing Match Play

1. RCRL Rules govern play. In cases not specifically covered by these rules, USTA Rules govern play. Also, Rules of Tennis and Cases and Decisions and The Code as a handbook of ethics and fair play should

be understood and followed by every RCRL player. One copy of The Code and Rules of Tennis and Cases and Decisions should be available for consultation along with the league rules at all dual meets.

2. Electronic devices (cell phones, PDAs, pagers) are not allowed to be used on the court during matches except to determine official court time. The first time there is an electronic interference, the opponent will get the point. If there is second interference, the opponent takes the game being played. A third interference gives the opponent the match. Any surrounding courts affected by the electronic device may call a "let". *Players may not make or receive phone calls or text messages and may not check voicemail messages or email from the beginning of warmup through the completion of the match, including during breaks of any kind, except with the agreement of all players on the court.*

3. RCRL encourages courtesy and cooperation between captains, and recognizes that there are occasions that captains (or acting captains) agree to go forward with a match under circumstances in which, without that agreement, there would be a violation of these rules (for instance, accommodating a player running slightly late due to an unusual traffic situation, allowing the opposing captain to correct an unintended error in a lineup after the lineup is exchanged but before play has begun). In those cases, neither captain can later complain or file a grievance over the accommodation. Matches played in good faith will stand.

## **B. Dual Meet**

Each Division will hold a dual meet as indicated on its schedule. Each team will play every other team at least once in each rotation. (Additional matches may be played depending on the league size).

## **C. Matches**

Definitions:

1. "Match Tiebreak" is defined as first team to win 10 points by a margin of at least 2 points.
2. "Set Tiebreak" is defined as first team to win 7 points by a margin of at least 2 points.

1. All matches will be the best two out of three sets. The 7-Point Set Tiebreak will be in effect any time that the score reaches "6-6" in any set. Each division may decide under what circumstances a 10-point match tiebreak will be played in lieu of a third set. At the Captain's meeting, each division shall choose one of the following options, which decision shall remain in effect for the entire league year. The options are:

- a) 10-point tiebreak in all cases,
- b) 10-point tiebreak if there are 20 minutes or less of court time available,
- c) 10-point tiebreak if there are 30 minutes or less of court time available.

Tiebreaks played in good faith shall stand and an objection to the form of tiebreak cannot be a basis for a grievance.

2. The HOME Team must provide an unopened can of first quality yellow championship balls for each court played. Oversized and titanium balls are discouraged but not prohibited if all four players are in agreement.

3. Outdoor play is discouraged but not prohibited if mutually agreeable to both captains.

4. For all Divisions except Open A, A-1, *Masters II* and C-2, a total of 20 match points will be awarded as follows:

- a. Court 1 – the winning team receives 6 points
- b. Court 2 – the winning team receives 5 points
- c. Court 3 – the winning team receives 4 points
- d. Court 4 – the winning team receives 3 points

c. Bonus Points – total the number of **games** won by each team. If a team wins by 10 or more games, that team receives 2 bonus points. If the difference in games won is 9 or less, each team receives 1 bonus point.

5. THIRD SET SCORING: If a third set is decided by a Match Tiebreak, the set score shall be recorded 1-0. If a third set is played out to “6-6” and then decided by the Set Tiebreak, the set score shall be recorded “7-6”.
6. FORFEIT: A forfeited court will result in match points for that court (See E-Forfeitures below).
7. EXCEPTION: Open A, A1, and C2 Divisions award 1 point per court for a total of 4 or 3 points per match. No bonus points are awarded. *For Masters II only, 2 points will be awarded for each court won, plus the bonus points described above will be awarded, for a total of 10 points per match.* For C2 only, points will be awarded for matches completed after the first rotation. The first rotation will be designated a “preseason”.
8. If neither team can field a court, the points for that court are lost to each team.
9. C2 Division will play three courts for each match.

#### **D. Exchange of Lineups for Dual Meets**

1. The Team Captains will present, in writing, names and court assignments of her team before each match. Numbers 1-2-3-4 will play numbers 1-2-3-4, respectively.
2. Teams should determine their lineups based on the relative strength of the players in order to ensure fair and competitive play for all.
3. In addition, Open A, A1, and Masters II Division teams must determine lineups according to the *specific rules in Appendix B for those divisions.*
4. Lineups must be exchanged promptly at the scheduled match time. The match is deemed to have begun at the time of exchange of lineups. Failure to exchange lineups at match time will result in forfeiture. In the event of illness, injury or no-show of a player prior to the start of an individual match (once the lineup has been exchanged), a team may substitute a player in the affected position within the **10 minute** default time, using a player not already listed on the lineup. If no such substitution can be made, the affected position will be forfeited. Open A, A1, and Masters II strength rosters remain in effect. (Once on the court, the substitute cannot put another player in her place.)
5. If it is found within **48 hours** of the conclusion of the match that a player played a court out of her proper position (not on the court to which she was assigned on the official score sheet *or in violation of the strength roster rules*) that team will automatically be penalized by **defaulting** that court and whatever other courts that may have been affected. *If the captains of both teams agree on the violation and the penalty, they shall report this to the division director for information, and to the Data Administrator to correct the score. If the captains do not agree on the facts or the penalty, the matter must be handled under the Grievance Procedure set out in Section VII. Player position errors not brought up within 48 hours are waived.*

#### **E. Forfeitures**

1. Prior Knowledge. The forfeiting captain is responsible for canceling any court(s). If there is not sufficient time to cancel a court without a payment penalty, the forfeiting team will be responsible for all court costs. Court position 4 will automatically be forfeited followed by Courts 3, 2 and 1 in that order.
2. Match Time. If a pair or a member of a pair arrives on court more than 10 minutes late, her team captain shall graciously forfeit that court immediately, and that team will be responsible for the entire court fee for all four players (if no tennis is played). The official clock for match play shall be a cell phone on the affected court.

3. Court Costs-Match Time. Any forfeiting team shall be responsible for the fee for the entire court for all 4 players. However, if the players choose to use the court and play a non-counting match, all four players shall share the fee. The forfeiting team is responsible for payment of court fees if the cancellation notice is less than 7 hours (as deemed by the Club Liaison).
4. Injury. If a player is injured during match play and cannot continue play after a five (5) minute injury time-out, her court must default.
5. Scoring Forfeitures (All Divisions Except Open A).
  - a. Forfeits before matches begin will be recorded as a win for *the affected court, with the* court value plus game count of 6-0, 6-0 awarded to the non-forfeiting team.
  - b. Injury / Emergency / Retirement - *The actual score of the completed games shall be awarded to each team, and the non-forfeiting team shall be awarded the court value* (See Note below).

Example: Team A forfeits in the second set at 3-3 to Team B after winning the first set (on court 3) : *The score is recorded as 6-4, 3-3, the match status is recorded as retired, and Team A is awarded 3 points.*

6. Any team forfeiting 25% of its courts during the league year is ineligible to be declared the league winner and will not be allowed to play as a team or to form a new team during the following league year.

#### **F. Warm-Up Time**

*Warm-ups shall be completed by ten (10) minutes after the scheduled start time for the match.* No additional warm-up time will be allowed after this time expires. All warm-up serves shall be completed before the first serve of the match. A player shall not practice return of serves on her opponent's warm-up serves.

#### **G. Continuous Play/Breaks**

1. When changing ends, a maximum of one minute thirty seconds shall elapse from the moment the ball goes out of play at the end of the game to the time the ball is struck for the first point of the next game. During play, the time, which shall elapse from the moment the ball goes out of play at the end of the point to the time the ball is struck, shall not exceed 25 seconds.
2. *A two (2) minute break is allowed between sets or before a match tiebreak.*
3. *Once play begins, it shall be continuous, and players may leave the court only for the reasons and time limits listed below. In case of disagreement, every attempt should be made to resolve the issue with the players on their court.*
  - a. *Bona fide bathroom breaks should be taken at changeovers or set breaks. They are limited to five (5) minutes, which may be combined with the changeover time for a total of 6-1/2 minutes or the set break, for a total of 7 minutes.*
  - b. *Equipment malfunction (including shoes, contact lenses): Limited to five (5) minutes.*
  - c. *Medical timeout (for instance, gastrointestinal problems, blood sugar testing): Limited to five (5) minutes, and only one medical timeout for the same medical problem in a match. A medical timeout can be used as a bathroom break but cannot be combined with a bathroom break for a longer time limit. A medical timeout can be combined with the changeover time for a total of 6-1/2 minutes or the set break, for a total of 7 minutes.*
  - d. *Injury timeout – limited to five (5) minutes.*

#### **H. Postponement and/or snow/inclement weather.**

1. In case of postponement during match play due to weather or having to yield the court, the previous score and occupancy of the court will hold. If a court, on site, is available within 30 minutes, then the

match must be played or be forfeited. If teams have to wait more than 30 minutes for a court, then rescheduling will be allowed, the match must be completed within six (6) days or be forfeited. Changing surfaces or going outside does not warrant an acceptable reason not to continue play unless the players and captains determine the weather is too severe. A 10-minute warm-up is allowed when the match resumes unless there is a court available immediately, in which case no warm-up is allowed.

(EXCEPTION: with a change of surface, i.e. outdoor from indoor, a 10-minute warm-up is allowed). Every effort should be made to complete the match on match day. If the match resumes on another day, then the four players should share the court costs involved.

2. Snow/inclement weather. *At the beginning of the league year, the Board will announce a deadline for completion of any matches that must be rescheduled for any reason, including weather.* Match play will be postponed if the Jefferson County Public Schools are canceled or delayed unless both teams agree to play. The host team must notify the club. If this occurs, then it is the Captains' responsibility within *fourteen (14) days* to reschedule the match which must be played prior to the *announced deadline*. The Captains must notify the Division Director of a rescheduling. *If the teams fail to agree within 14 days on a new date, the division director may refer the matter to the Grievance Committee to set the date and/or determine an appropriate penalty.*

3. If all four (4) courts cannot be re-scheduled for the same start time, then the entire lineup must be exchanged before the beginning of the first match start time. *If a player in such a split match lineup becomes unavailable to play when scheduled, the team may substitute a player who was not already listed in the full lineup, but may not switch the player with another listed in a different court position.*

4. In case of severe weather, it is up to the discretion of the captains of the dual meet to determine match play. If either team cannot field four (4) courts, match play shall be rescheduled *in accordance with the rules above.*

## I. Division Match Days and Times

### 1. Division Match Day

|                 |                    |
|-----------------|--------------------|
| Open A Thursday | B3 Friday          |
| A1 Thursday     | C1 Friday          |
| A2 Tuesday      | C2 Thursday        |
| A3 Tuesday      |                    |
| B1 Monday       | Masters II Tuesday |
| B2 Wednesday    | Masters I Thursday |

2. Scheduled matches are to begin no earlier than 9:00 a.m. and no later than 12:00 p.m. with the exception of the Masters I and Masters II whose matches begin at 12:00 p.m. or 1:00 p.m. Matches will follow the scheduled time established on the first team roster submitted in July. Both captains must agree upon any schedule change, and all default rules apply to the new start time.

## J. Coaching/Spectators

1. No coaching will be permitted *from the start of the warmup through the conclusion of the match, including during any* break by anyone including a team's coach, *a captain*, another player, or an observer.

2. If coaching does occur, a warning will be issued by the Team Captain concerned. If the offense is repeated, the offending team will forfeit the match.

3. Good sportsmanship and conduct are expected by the players and spectators.

*4. Spectators (including infants or children) are not allowed on the court during warm-ups or play.*

## K. Spring Break Week

There will be no matches scheduled during the Jefferson County spring break week.

## VI. AWARDS

### A. Final Standings

1. The teams finishing first and second in each Division except C2 will be awarded trophies.
2. Team standings in their division will be determined according to the procedure listed below. In the event of a tie, the tie shall be broken by the first of the following procedures that does so:
  - a. total points won,
  - b. total matches won,
  - c. total courts won,
  - d. fewest sets lost,
  - e. fewest games lost.
3. Awards Function. The RCRL Board will organize an awards function at the end of the spring season. This function, including invitations and program, will be the responsibility of the Vice President and the Treasurer of the RCRL in conjunction with the Division Co-Directors.
3. Trophies. The RCRL Board will determine the type of trophy to be awarded and will provide **up to 18** trophies for each of the first and second place teams (**up to 22 for Masters**) in each Division except C2. If a team wishes additional trophies, that team will be responsible for payment.

## VII. GRIEVANCES

### A. Grievance Committee.

1. *At its first meeting of the League Year, the Board will appoint a Grievance Committee comprised of five (5) current or former Board members, no two of whom shall play in the same division. The Grievance Committee shall serve for one league year but members may be reappointed. The Board shall appoint a chair from among the committee members.*
2. *A committee member who plays in the division in which the grievance is filed shall abstain from the vote.*
3. *In any instance in which a committee member cannot serve, or must abstain, the immediate past president will serve in her place. If any additional substitutes be required, they shall be appointed by the League President.*

**B. Official Score Sheet.** The official score sheet shall be the host team's score sheet. *Both captains (or acting captains) shall sign the official sheet. Captains shall note on the official sheet any potential grievance of which they are aware at the time of signing the sheet (other than pertaining to player misconduct or sportsmanship). Failure to note that grievance shall be considered a waiver of the issue.*

### C. Procedure

1. *Chain of command for rules interpretations is team captain, division director, and as a last resort, Grievance Committee. Every effort should be made to resolve disputes or protests without resort to filing of a grievance.*
2. *Within 48 hours of the conclusion of match play, any protests shall be filed in writing (email is acceptable) on the Grievance Form. The protest shall be submitted to the League President, the Division Director and all teams involved.*
3. *The responding team shall have 48 hours from the receipt of the grievance to respond, likewise in writing to the League President, the Division Director and the other teams involved.*
4. *Grievances or responses filed after the deadlines will not be considered.*
5. *The League President will forward the grievance and any response to the Grievance Committee within one week of the original filing.*

6. The Grievance Committee will make any additional investigation it deems necessary and may request additional information from the parties or witnesses. It may consult with the Division Director.
7. The Grievance Committee will render its decision, including a decision on any penalty, in writing within 30 days of the original filing of the grievance. The decision will be submitted promptly to the parties to the grievance, to the Division Director and to the Board.

#### **D. Sportsmanship and Appropriate Behavior.**

1. RCRL expects teams, captains and players to recognize USTA Rules (where not inconsistent with these rules), USTA Code of Conduct and appropriate tennis etiquette. Players are expected to maintain control of their emotions and resulting behavior throughout the match. Gamesmanship or intentional distractions that interfere with an opponent's concentration or effort to play the ball are prohibited.
2. If a player feels that an opponent failed to conduct herself in accordance with these standards and has committed a violation under the Code of Conduct, her captain or acting captain may file a grievance, following the procedures set out in this section VII.
3. If the Grievance Committee determines that an infraction has occurred, the Committee shall consider the severity of the infraction and the player's history of previous reported incidences and shall impose one of the following penalties:
  - a. Level 1 (first offense in a one year period): Written warning.
  - b. Level 2 (second offense in a one year period): Written reprimand.
  - c. Level 3 (third offense in a one year period): Suspension of the player from play on the affected team for the four matches immediately following the date of final decision.
  - d. Level 4 (fourth offense in a one year period): Suspension of the player from play on the affected team for one year from the date of final decision.In addition, in the event of a Level 3 or Level 4 penalty, the court on which the offending player played will be scored as a default for her team.
4. This is intended as a progressive discipline system, with the levels followed in most cases. However, should the severity of the conduct warrant it, the Grievance Committee may skip one or more levels of penalty.
5. The decision shall be communicated to the parties, to the player, to the Division Director and to the Board in accordance with the procedures above.

#### **E. Finality of Decision.**

1. Except as provided immediately below, the decision of the Grievance Committee is final and may not be appealed, including to the full Board.
2. The decision of the Grievance Committee shall be final for any Level 1 or Level 2 penalty. Any decision of the Grievance Committee imposing a player suspension (Level 3 or 4) under section D, above, may be appealed by the suspended player to the full Board, by filing an appeal in writing (email is acceptable) addressed to the League President. The League President will present the appeal to the Board at its next regularly scheduled meeting. The Grievance Committee Chair, if not a Board member, will be invited to attend the Board meeting, as will the parties to the grievance. The Board will render a decision at that meeting, which will be final and non-appealable.

### VIII. DIVISION PLACEMENT

#### **A. Letter of Intent.**

1. A letter of intent must be filed by any team, existing or new, proposing to play RCRL in the upcoming year. The deadline for filing is June 15. The letter of intent must include a roster of at least 11 players, indicating their ratings, and must indicate at which level the team proposes to participate. The letter of

*intent must be submitted within the deadline to the current (outgoing) Division Director of the division in which the team proposes to play.*

2. *With its letter of intent* each team must have proof of two (2) hours indoor court availability for its home matches. (See Rule III A.1.)

### **B. Division Placement and Movement (Percentage System)**

1. The Masters I, Masters II, and C2 Divisions are not subject to these rules pertaining to movement up or down. *In addition, the winning team of the A1 division may elect to move up to Open A, but is not required to do so.*

2. *Nothing in this rule regarding team placement supersedes the rules in the Appendix pertaining to individual ratings and individual placement.*

3. *Definitions:*

a. *“Winning Percentage” is calculated from match points.*

b. *Mandatory Move Up Team – a team which is returning a majority of its players from the previous year and which won its division or achieved a 75% winning percentage in the previous year.*

c. *Qualified Move Up Team – a team which is returning a majority of its players from the previous year and which achieved a 70% or higher, but less than 75%, winning percentage in the previous year.*

d. *Mandatory Move Down Team – a team which is returning a majority of its players from the previous year and which has achieved less than a 25% winning percentage for two consecutive years.*

e. *Status Quo team – a team which is returning at least 6 players from the previous year but does not meet any definition listed in b-d, above.*

4. *Rules for Division Placement of Teams:*

a. *Mandatory Move Up Teams ARE REQUIRED TO move up one division from the previous year.*

b. *Qualified Move Up Teams ARE PERMITTED TO move up one division from the previous year.*

c. *Mandatory Move Down Teams ARE REQUIRED TO move down one division from the previous year.*

d. *Status quo teams ARE PERMITTED TO continue to play in same division as the prior year, but must receive permission from the Board to play at any other level.*

e. *Any other team must receive permission from the Board to play at its requested level. This includes combinations of new players, mergers of previously existing teams, teams seeking to move by more than one level and any team seeking to avoid mandatory movement.*

5. *Considerations.* In determining division placement, the Board may consider, without limitation:

a. individual ratings of players,

b. individual records of players in RCRL, including division level and court placement,

c. prior team records,

d. individual records in other leagues and,

e. division sizes and court availability.

### **C. Number of Teams**

The RCRL board reserves the right to take appropriate action if the number of teams within a division exceeds the number of available playing weeks.

## **APPENDIX A**

### **PLAYER RATINGS**

Beginning with the 2011-2012 season, RCRL will utilize the TopDog dynamic rating program as the primary determinant for player placement in the league and for court placement in those divisions utilizing strength rosters.

**1. Rating Determination.** At the time of rostering on a team, a rating will be entered for each player, which will be determined as follows:

- a. For any player who has a history of at least 8 matches reported in TopDog (since the inception of TopDog's tracking of RCRL), the rating will be her current TopDog dynamic rating at the time she rosters. That is, her dynamic rating at the end of a season will become the rating at which she rosters at the beginning of the next season.
- b. For those players who do not have that 8 match experience in TopDog, her rating will be her current USTA rating.
- c. Any player who has neither the TopDog rating based on at least 8 matches or a current USTA rating must be verified by an independent tennis professional (that is, not the pro who coaches her team or who regularly gives her lessons). RCRL will designate which pros will participate in the verification program. Players with prior RCRL or USTA experience must provide their records to the pros at verification.
- d. All players who played in the C2 division in 2010-2011 must obtain a pro verification for the 2011-2012 league year, notwithstanding the number of matches they may have played. RCRL will arrange verification clinics for C2 players separate from those for the rest of the league.
- e. Players who have a TopDog rating and choose to sit out for a season must, on their return, roster at the TopDog rating they last achieved at the time they left the league and may not choose to seek pro verification instead.

**2. Player Placement.** Player placement shall be as follows:

- A player whose rating equals or exceeds **2.6** shall roster at the **C1** level or higher.
- A player whose rating equals or exceeds **3.1** shall roster at the **B3** level or higher.
- A player whose rating equals or exceeds **3.3** shall roster at the **B2** level or higher.
- A player whose rating equals or exceeds **3.6** shall roster at the **B1** level or higher.
- A player whose rating equals or exceeds **3.9** shall roster at the **A3** level or higher.
- A player whose rating equals or exceeds **4.2** shall roster at the **A2** level or higher.
- A player whose rating equals or exceeds **4.4** shall roster at the **A1** level or higher.
- A player whose rating equals or exceeds **4.5** shall roster at the **Open A** division.
- A player whose rating equals or exceeds **3.9** may not roster at **Masters II**. No player in the A division may roster at **Masters II**.

The Board may vary these division cutoffs from year to year, based on experience under the rating system and the needs of the league.

### **3. Transitional Rules for the 2011-2012 Season.**

a. Notwithstanding the foregoing, no player will be required by the new rating system to move up more than one division in rostering for the 2011-2012 league year.

b. Notwithstanding the foregoing, no player will be permitted by the new rating system to move down more than one division in rostering for the 2011-2012 league year. In addition, no player who competed in the Open A division in 2010-2011 will be allowed to move down to any other division in 2011-2012.

c. Before the first match in January, the Board shall review the operation of the ratings system for those divisions which have strength rosters, to determine whether any mid-year adjustments in the rules are warranted for the benefit of the division as a whole.

**4. Captains' Responsibility.** Captains have the primary responsibility to assure that their players are rostered at the proper rating and in a division in which they are eligible to play.

### **5. Ratings Changes During the League Year.**

a. No player is required or permitted to change divisions during the league year based on movement in the dynamic ratings.

b. "Posted ratings" for strength roster divisions: For purposes of court placement and strength roster considerations (see Appendix B), each player in those divisions which have such a system will have a "posted rating" which will be available on the RCRL website. That posted rating will be the rating at the time she rosters at the beginning of the league year, unadjusted by dynamic changes through the last match of the calendar year. After the last match of the calendar year, the "posted ratings" will be adjusted to reflect each player's current dynamic rating, and that will be the "posted rating" used beginning in the first match after January 1 through the end of the league year.

## **APPENDIX B**

### **SPECIAL RULES FOR PARTICULAR DIVISIONS**

**Open A and A1:** Players whose posted rating equals or exceeds 5.0 may only play on Courts 1 and 2 in Open A. To determine court placement in either division, add the partner's posted ratings together. Courts will then be placed in numerical order with the partners with the highest total on first court, second highest on second court, and so on for third and fourth courts. Should there be partnerships whose point totals are equal, the courts must be played with the highest individual numbered player on first court, the second highest on second court, etc. Posted ratings will be updated after the last match of the calendar year for the second half of the season. Court value is 1 point per court, with no bonus points.

**Masters I and Masters II:** Players may not play in both Masters Divisions.

**Masters I:** Anyone rostered on an Open A team who plans to play in the Masters Division, may only play on court 1. Any inactive Open A player who last competed on an Open A RCRL team or a 4.5 USTA team, must play on Courts 1 or 2 (for the first 2 years of Masters play). All active A1 players must play courts 1 and 2.

**Masters II:** *Players may not roster for Masters II if at the time of rostering their rating would require them to play in the A division. Further, current A division players may not roster in Masters II. Players whose posted rating equals or exceeds 3.3 may only play on Courts 1 or 2. Posted ratings will be updated after the last match of the calendar year for the second half of the season. Court value is 2 points per court, with 2 bonus points available.*

**C2:**

1. *C2 teams will be formed by a qualified professional at each club.* A team may form with a minimum of 8 players. There is no roster limit. Letters of intent are due by August 1.
2. Qualified beginner players may roster at any time during the RCRL year.
3. The first rotation of the Division will be designated a “preseason” where no points are awarded for courts won.
4. C2 teams will play three courts for each match. Courts are worth one (1) point each.
5. There will be no requirement for winning teams to move up regardless of the win percentage achieved by said team.
6. Matches will be played on Thursdays.
7. Club professionals will act as team captains or may designate a player on the team as captain.
8. Although there will be no requirement for players to move up after a certain time period, club professionals are strongly encouraged to move players to the appropriate division when the player’s skill level sufficiently to warrant such movement.
9. Players on the winning C2 team will be recognized by the RCRL Board.
10. The Immediate Past President/Treasurer or her designee will act as Division Director for C2 *until such time as another director can be identified.*