

Towerpoint Tennis Club



Team Captain Guidelines



Team Captains Guidelines

Acknowledgements:

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- Revised by John Gunn, Dick Hawkins & Dick Toeppner - 2015
- Revised by Dave Demeter - 2017

PURPOSE:

The purpose of this article is to aid all of the members Towerpoint Tennis Club. The information provided is continually updated.

We welcome your comments, suggestions and especially solicit your help in identifying errors.

Team Captains Guidelines



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Team Captains Guidelines



1. Towerpoint Tennis Club

The club is run by tennis members who volunteer their time and energy to organize and administer the affairs of the club to provide tennis opportunities to as many TOWERPOINT residents as possible.

The President/Coordinator of the club presides at all meetings of the membership and of the Executive Committee, enforces the provisions of the by-laws, decides all questions of order and coordinates the activities of the various committees.

Each Team in the Club shall be headed by a Captain whose duties and activities are outlined in these guidelines. Captains are encouraged to consult with the club Coordinator, Asst. Coordinator or other club executives to aid in dealing with special situations that may not be covered in this guide. The use of the personal pronoun “he” in this guide refers to both genders.

In February of each year, team captains and the club Asst. Coordinator shall solicit volunteers for new captains for the next season. It is preferable that the team captain be a playing member of the team. Should there be more candidates for captain than teams, the players will then select by vote of all players present at the applicable level, the captains for that level for the following year. To foster fresh team management ideas, it is recommended that captains serve for no more than two years.

2. Captain Responsibilities

Administrator – Team captains should have complete familiarity with Towerpoint Tennis Club By-laws - **Page 23 - 30** and East Valley Seniors Tennis League (EVSTL) By-laws - **Page 13 for EVSTL link** which set requirements and responsibilities for all League teams and Team Captains. Tennis matches are to be played according to The Code - **Pages 31- 38** a summary of procedures and unwritten rules that custom and tradition dictate all players should follow, and USTA Rules - **Page 13 for USTA link**.

Team captains are the “key link” in the chain of league success. Knowledge of the rules, fairness, sportsmanship, flexibility and a cool head are the best tools of the Team Captain.

A team captain is responsible for a variety of on-court and off-court aspects of the team’s season including: organizing team line-ups, communicating with other league captains, maintaining player stats, advising the team of all pertinent club matters, dealing with all team player matters and team conduct.

Team Captains Guidelines



Strategist – The captain ascertains player objectives and arranges team partners to best achieve player and team goals. A team captain is expected to be an objective leader treating all players fairly.

Cheerleader - The team captain is enthusiastic and genuinely cares about the team's success. He cheers on team players, whether they are winning or losing. He is approachable, encourages players to ask questions and is open to discussion of all player and team concerns. Cheerful and open communication makes a happy team.

3. Co-Captain Responsibilities

The co-captain is selected by the captain. Consider selecting a co-captain of the opposite gender to facilitate representation of both men and women. The co-captain shall generally assist the captain in performing all the duties and responsibilities as assigned by the captain, and shall preside in the absence of the captain.

4. Captain Mentorship

Captains are responsible to mentor their replacement for a minimum of three weeks prior to the end of the regular season. New captains will shadow the current Captain and will be given a copy of the Towerpoint Team Captain Guidelines. Should the current captain be unavailable for this task, the Asst. Coordinator shall assume the responsibility to mentor the new captain.

5. New Team Formation

At the end of the final league season the new teams for the next league season shall be formed as follows: (Some procedures may not be applicable to single teams.)

1. The current captains shall arrange their players using the players Tencap number. The captain shall consult with their co-captain during the process. The captains will then meld the rankings into one list for each level of play. This list will then be given to the new captains for their use.
2. After the Executive Committee has decided the number of teams at each level and the move-ups/downs, the captains for the following season will adjust the melded list of each level.

Team Captains Guidelines



3. Towerpoint Tennis Executive, along with the Rating committee will assign players that have two teams.
4. Couples playing at the same level will be placed on the same team if they so request.
5. Should the captains be unable to agree on a particular issue, the Coordinator or the Asst. Coordinator may be requested to arbitrate a solution.

6. End-Of-Season/Start of New Season Activities

End-Of-Season

1. Organize an end-of-season get-together for your team.
2. Ask each player when they expect to return next season and give the results to the new Captains.
3. Distribute the final season-end stats to each player. All stats are personal confidential information.

Start of New Season

Captains should poll their team to determine who is going to be working on trying to earn their stats to move up to the next league level. This could be done by email before the season starts or by asking the players to complete a brief questionnaire at your first team practice meeting.

Example Questionnaire:

- 1) Are you interested in trying to earn the stats to move up?

Name _____ Yes _____ No _____

- 2) Self Assessment of your level of play (Court Position 1, 2, or 3) _____

Team Captains Guidelines



7. Player Ranking

1. The previous year's stats will help your initial ranking. Player ranking requires continual review and adjustment as the season progresses and the players' abilities become more obvious.

8. Contacting Opposing Captain

1. Determine how many men and women's teams you can field for the following week; ie: 4 men's and 4 women's teams. Always try to include all your players in the initial line-up, even if you have to pull up a player from a lower level or borrow from your sister team. Avoid sit-outs whenever possible.
2. Obtain your opposing team captain's name, email and telephone number from the Tencap website: <http://evstl.tencapsports.com/login.aspx> and review the opposing team roster. Contact your opposing team captain 5 to 6 days prior to the scheduled match date with a request for the number of men and women's teams you would like to field for the upcoming match. Be persistent in trying to play all your players. At times, you may have to be accommodating in bringing up players to meet your opponents' team request but try and ascertain the skill level of the players they will be meeting. Mutual friendly cooperation is the best guideline to a competitive and enjoyable match. Verify the match start time. Towerpoint Tennis match's start promptly at 9:00AM.
3. Once you know how many teams will be playing the next match, proceed to drafting your line-up. Three to four days before the match, line-up names and playing positions should be exchanged between captains. Expect some changes to the line-ups right up to the time of the match. This is due to injury and other unexpected interruptions in a senior's league.

Team Captains Guidelines



9. Hosting Visiting Team

1. Arrange score keepers for home games. This task and other tasks may be delegated to your co-captain.
2. Set up the Match Play information board and score keeper chairs. With each Score Tally Sheet, provide a can of new tennis balls. Keep a new can of tennis balls on the score desk for use when balls go over the fence. Ensure the telephone, defibrillator, first aid kit and related emergency aids are readily available.
3. As the visiting team arrives, warmly greet the players and point out where the coffee, treats and rest rooms are located. Ensure that there are courts available for visitor warm-up.
4. Designate helpers to assist in court clean-up following match play. The captain is to collect the match play balls which will be used the following week during team practice.

10. Captains' Communication

1. Communication is paramount to being a good captain. You may want to email your team a meeting agenda including upcoming club events, tennis or player issues, and your match line-up as soon as you ascertain how many teams you will be fielding. Advise your team whose turn it is to sit out or stand by.
2. Ask to be advised as soon as possible of any injuries or planned absences. Always encourage an open line of communication with all team members.
3. Communicate with your sister team captain for intra-team player exchanges. Talk to your sister captain if you need a player to fill your line-up or if you have an extra player. Intra-team cooperation helps both teams and minimizes player sit-outs. Also, communicate each week with your sister captain before practice days to ensure that there are enough teams to fill the courts evenly. If not, get fill-in players for practice help.
4. If an intra-team player at the same playing level is not available to fill a line-up, contact the captain of the next lower level to borrow a player. Ascertain who will contact the player. The play-up player must be clearly identified on the Match Play Log. i.e. If this is a 3.0 match, following the players name should be the designation (2.5).
5. A request for a borrowed player **MUST** be made to the applicable team captain and he will decide who the loaned player will be. Borrowed players Tencap numbers must be taken into consideration.

Team Captains Guidelines



11. Record Keeping, Stats & Team Roster

1. Maintain a log of who played with whom. This will help you assign partners for future matches. The log will also help resolve questions about how many times two players have been partners and how often any player has sat out.
2. See sample **Match Player Log: Appendix "A", Page 20**. Excel computer templates are available on Towerpoint Tennis website.
3. Draft a Match Play Log as soon as line-ups are exchanged. Due to last minute changes, it is suggested that the Match Play Log not be formalized until the evening before the match day. See sample **Match Play Log: Appendix "A", Page 20**.
4. Draft **Score Tally Sheets: Appendix "B", Page 21**, for each match from the formalized Match Play Log.
5. Based on the Match Play Log signed by the opponent captain, enter the player stats into the **TENCAP Tennis System: <http://evstl.tencapsports.com/login.aspx>**, as instructed by the Club Tencap Coordinator.
6. On reviewing confidential player and team statistics, take particular note of good partnerships; players working on trying to earn their stats to move up; or players that are in danger of having to move down. Let players know if their stats are becoming borderline. Is your team strategy working? What adjustments are required? Ensure that you are on top of any concerns that a player may have. There should be no statistical surprises to anyone as the season end approaches.
7. The Team roster is an important document for Captains, players and EVSTL members. The roster should clearly reflect the active players of each Team. Please follow Tencap Guidelines for Active and Inactive players.

Team Captains Guidelines



8. The Team Captains are responsible for maintaining their team roster. If there are any changes, the Team Captain notifies the Club Coordinator and the Coordinator initiates action to have the roster changed and/or a notation made by the Club Statistician.

- 1) Please follow Tencap Guidelines for Active and Inactive players.
- 2) When the previously absent or injured player is ready to play or if a player is absent and is not expected to return to Towerpoint, the Captain is to advise the Coordinator.
- 3) New players are added to the roster on the instructions of the Coordinator.
- 4) Temporary player absences or incapacity may not warrant an asterisk(*) notation, at the discretion of the Captain.

12. Towerpoint & EVSTL Move-Up Criteria

At the end of a season, a player who has earned the Tencap rating for the next higher level with a confidence level of 80% or higher should move to the next higher level at the start of the next season. 2. Movement of players from the 1.5 level to the 2.0 level is determined by the rules of the member club. Movement of 1.5 player to a level other than 2.0 must be approved by the Tencap Advisory Committee (see Section IX.H.)

13. Towerpoint & EVSTL Move-Down Criteria

1. At the end of a season, a player who has earned the Tencap rating for the next lower level with confidence level of 80 % or higher should move to the next lower level at the start of the next season. Players at the 2.0 level shall not be required to move to the 1.5 level due to a Tencap rating, although players may be encouraged to do so if appropriate.

2. A club may not move a player down to a lower level of play for any reason other than long-term health issues, disabilities due to the aging process, or as noted in the "move-down criteria" section G.1. above.

*** EVSTL has guidelines in place to assist the Towerpoint Tennis Executive in maintaining appropriate teams sizes.**

Team Captains Guidelines



14. Rating Committee

The primary task of the Rating Committee is to ensure that all Towerpoint league players are playing at a level where their ability is fair to their partners and opponents.

1. When requested, captains will provide mid-level players for on court evaluations.
2. At the end of each season, the Rating Committee reviews all statistics and recommends the move-ups/downs to the Club Coordinator.

15. Sandbagging

Sandbagging is a general term used when a person deceives or tries to fool someone about his or her capabilities and deliberately circumvents any move-up criteria.

The club executive may take any appropriate action deemed necessary to address a captain's and/or a player's action which is clearly intended to avoid the EVSTL move-up or move-down criteria.

16. On Court Issues

Throughout the season there are various issues that arise during match play. This section will address some of the more prominent issues.

Foot Faults: In seniors tennis the strict observance of Rule #18 (Rules of Tennis Page #12) is often ignored. Captains should become thoroughly familiar with this rule as its lack of observance is often a contentious issue. Counsel your team in avoiding this annoying and disruptive controversy by ensuring that your team members service motion is compliant with the rules of tennis.

Minor infractions of Rule #18 can generally be overlooked, however, flagrant violation of this rule may need to be addressed in a gentlemanly manner. The receiver or the receiver's partner may call foot faults only after all efforts such as warning the server and attempting to contact a captain have failed and the foot faulting is so flagrant as to be clearly perceptible from the receiver's side.

Team Captains Guidelines



Out Calls:

Bring this unwritten law to the attention of your team: Any doubts about a line call must be resolved in favor of the opponent. A player in attempting to be scrupulously honest on line calls frequently will find himself keeping a ball in play that might have been out or that the player discovers too late was out. *Even so, the game is much better played this way.* When a player genuinely doubts an opponent's call, the player may ask: "Are you sure of your call?" If the opponent reaffirms that the ball was out, the call shall be accepted. There shall be no further delay or discussion.

Scorekeeper Interference: It has been noted that a few league scorekeepers seem to be taking on the role of umpire. The scorekeeper is just a **recorder** and not a linesperson, judge or referee. Line calls, lets, etc. and speed of play are strictly the player's responsibility. If there are rule questions, it is up to the players and not the scorekeeper to interpret. Any questions that can't be resolved on the court should be referred to the team captain. Captains need to emphasize that team members should bring any questions or concerns to their captain's attention as soon as possible.

17. Emergency Medical Preparedness

On court occurrences have clearly demonstrated the need for good basic emergency medical preparedness.

1. Each club member is supplied with a red backed luggage tag holder for attachment to their tennis bag. Folded inside this bag tag should be the members completed Emergency Medical & Contact Information form.
2. Encourage each player to attend at least one session on the proper use of the AED machine. AED training sessions are to be scheduled during the season.
3. Captains should request to be informed of any players special medical condition such as epilepsy or severe allergic reactions that may require an EpiPen.
4. The Club First Aid Coordinator will be providing further emergency preparedness information to all Team Captains and Co-Captains including an emergency response plan that should be reviewed with the team at least twice a year.

Team Captains Guidelines



18. The Code, EVSTL By-Laws & USTA Website Link

Captains should be knowledgeable on items covered in

The Code: **Page 31- 38**

The Tennis Code is a summary of procedures and unwritten rules that custom and tradition dictate all players should follow. It was meant to be used as a guide for matches without officials.

The purpose of the East Valley Seniors Tennis League (EVSTL) is to provide recreation and fellowship through organized league tennis matches between “member clubs”.

EVSTL Constitution & By-Laws - website link: <http://evstl.net/>

EVSTL League tennis matches are to be played according to USTA Rules.



The United States Tennis Association - (USTA) Handbook - website link:

https://assets-ssl.usta.com/assets/1/15/2016fac_full.pdf

Team Captains Guidelines

CAPTAINS' PROCEDURES FOR USING THE TENCAP RATING SYSTEM

Team captains are the most important factor in providing tennis matches that are fair and fun by allowing for competition between opponents who are equally skilled. Captains should be familiar with the EVSTL bylaws and, in particular, Section X Team Captain responsibilities.

The captain's top priorities include:

- Keeping matches fair and fun;
- Keeping individual team pairings competitively balanced;
- Encouraging individuals to play with multiple partners;
- Working with the opposing captain to develop match-ups that will produce most-balanced matches.
- Working to ensure a minimum of player sit-outs by bringing up players and utilizing the Opportunity Match program to ensure each player has the opportunity to play every week.

The benefits of using the Tencap system include:

- Captains have access to information that identifies the players' abilities as well as the opponents' abilities
- a simple and efficient method to enter and verify match scores, and
- a comprehensive and consistent rating system for all clubs to follow.

The goals of the EVSTL are to have fair and competitive matches throughout the league and to give all players the opportunity to play league matches every week. In the Tencap system, information is available to help the EVSTL captains plan for fair and competitive matches between players. The emphasis is on fair play between individuals and not winning the overall match between clubs.

Each EVSTL club must ensure sufficient orientation and training of team captains to achieve these goals and priorities. Training of first-time captains is essential for the successful implementation of league match play. This training should be provided prior to the start of each season.

Team Captains Guidelines

The Tencap Coordinators of each club are an important resource to the Team captains, and they should be available throughout the season to assist team captains in arranging fair and competitive matches. The Tencap Coordinators are encouraged to review matches at each level periodically to ensure the captains have a good grasp on the guidelines and procedures herein.

The Opportunity Match program is an important and integral part of the EVSTL and is to be supported by all teams and players. Captains are to utilize this program to help them minimize any player sit-outs.

To achieve the above goals and priorities, the team captains are to follow the Captains' Procedures listed below in arranging for and conducting EVSTL tennis matches. Consistency throughout the league in following these procedures is essential to provide for fair, fun, and competitive matches for all players.

Team Captains Guidelines

CAPTAINS' PROCEDURES

Section 1: Contacting the opposing captain and arranging matches:

1. Matches should be initiated 6 days prior to actual match.
2. Home team captain initiates contact with the visiting team captain via email, or telephone (email is preferred) to determine number of lines of men and women for the upcoming match.
3. Home team captain is first to put pairings in Tencap 5 days prior to the match.
4. Visiting team captain then responds to home team captain by entering their pairings in Tencap on the same day, 5 days prior to the match.
5. Captains should talk by email (or telephone) as necessary to arrange a fair and balanced match. If either captain wishes to make a change to the lineup after the initial entry, this should be brought to the attention by telephone or email of the opposing captain as to the reason for the change.
6. No changes are to be made to the rosters in Tencap less than 3 days prior to a match except for injuries, absences, etc. Captains must communicate about these changes.
7. Captains sign up players online for Opportunity Matches 3 days from the day of the matches.
8. A minimum of 4 men's and 3 women's matches should be scheduled. Captains should try to accommodate teams that have more than 4 and 3 lines by using play-up players, borrowed players, and players from the Opportunity Match pool.
9. More than 4 men's and 3 women's matches are suggested, but no more than two rounds should be played.
10. Captains are to list in ascending order the men's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.

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11. Captains then list in ascending order the women's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.

12. Captains are to keep a hard copy of a Match Play Log for reference when entering match results. Each captain is to sign off on the Match Play Log of the other captain.

Section 2: Putting together balanced partner pairings and match pairings

1. Captains are encouraged to schedule players to play with multiple partners.

2. Captains are to keep partner pairings as close as possible, within 6 rating points if possible. Compute the rating average for the partner pairing.

3. Captains should try to match the opponents' Tencap rating average within 6 rating points. If this cannot be done, the two captains should discuss possible options.

4. The Tencap system will not count matches that have an average team rating between opponents greater than 10 points; the player Tencap rating number will not be calculated for that match.

5. Captains must indicate in the "Notes" box on the Tencap match page the names of players who may be playing up from a lower level.

6. Captains should designate borrowed players or play-up players as "substitutes" on the roster, and remove the "substitutes" following the match to maintain the team roster as accurate as possible unless certain players have the opportunity to play up often.

Section 3: Entering, verifying, and correcting scores

1. Home captain enters the match scores within 24 hours of the end of the match.

2. Visiting captain verifies scores as soon as possible but within 48 hours of the end of the match.

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3. Home captain must enter the score for the first set and the second set. If a match tiebreak is played, the home captain enters a '1' for the winner of the tiebreak, and a '0' for the loser of the tiebreak. When the pop up window opens, the actual match tiebreak score is entered.
4. Home and visiting captain should both verify the respective team's match results, checking names, scores, and tie breaks against the Match Play Log prior to entering or verifying scores in Tencap.
5. Captains must not verify scores without checking all data fields. If a substitute has been used, ensure the name has been changed prior to verification. Once verified in the Tencap system, ratings are calculated and cannot be changed.
6. Each captain retains a hard copy of the Match Play Log.
7. If an incorrect score is entered and then verified, the captain should contact the club's Tencap Coordinator for assistance.
8. In the event that a match is suspended or cancelled due to weather, no scores are entered into Tencap. (See bylaw VIII.G.)
9. In the event that a match is stopped due to a "retirement" all games completed are entered into Tencap. The Tencap system will ask for the winner of the match that ends by a retirement.

Section 4: Other considerations:

1. Captains should encourage players to play-up to the next level whenever appropriate. A player should not be required to have permission of his/her captain to play up, although the sending captain and the borrowing captain should communicate as to which players have the best probability of playing a fair and competitive match at the next level. Tencap ratings must be considered and other factors also to indicate the probability of a fair and competitive match at the next level.
2. Lower Tencap rating numbers are indicative of higher skilled players; higher Tencap rating numbers are indicative of less skilled players. See Appendix B for Tencap rating categories.
3. Players who have Tencap ratings that are significantly lower (better) than the player's rating level should be scheduled to play-up to the next level when possible. The use of Opportunity Matches at the next level should be considered if a play-up opportunity is not possible at a regularly scheduled club match.

Team Captains Guidelines

4. Players with high Tencap rating numbers at their level should not be requested to play up due to the low probability of playing a competitive match at the next level.

5. Captains who have difficulty matching up partners and matches should consult with the club Tencap Coordinator for assistance and guidance.

6. Captains should communicate with captains by either telephone or email. All captains must provide a telephone number and email address. In order to differentiate between the captain and co-captains and coordinators that are listed in the Tencap rosters, note in the telephone section who is captain, co-captain and coordinator for the team. To retrieve telephone numbers, use "Captains Corner."

End

Team Captains Guidelines



Week # 1		EAST VALLEY SENIORS TENNIS LEAGUE MATCH PLAY LOG						
HOME Team: Towerpoint - Blue		VISITING Team: Mesa Regal - Blue						
Captain: Rudy Wolski		Captain: Tom Etter						
Phone: 480-807-5317		Phone: 602-206-1038						
LEVEL: 3.0		DATE: Nov 9/11						
Round/Court		Home Team	Position	Opponent	Sets		Points	
R	C				HT	V	HT	V
2		Dick Hawkins	1A	Tom Etter	1	6 4	2	1
	1	Joel Dumouchelle		Jerry Johnson	2	4 6		
					3	1 4		
1		Rod Shade	1B	Jim Colosimo	1	6 2	2	X
	1	Joe Stastny		Dale Brooks	2	7 5		
					3			
2		John Bernritter	2	David White	1	4 6	X	2
	3	Terry Valente		Richard Sabourin	2	4 6		
					3			
2		Geoff Owen	3	Chuck Chiarella	1	6 2	2	X
	4	Brian Wilde		Tim Patrick	2	6 1		
					3			
1		Larry Amiot	4	Yogi Yoggert (2.5)	1	6 4	2	X
	3	Mike Lines		Rod Soomann (2.5)	2	6 4		
					3			
					1		✓	
					2			
					3			
2		Maureen Johnson	W1	Rosemary Delaney	1	6 4	2	X
	2	Shirley Metz		Barb Stagg	2	6 3		
					3			
1		Margaret Waterhouse	W2	Carol Brooks	1	6 3	2	X
	2	Rita Amiot		Cindy Farmer	2	7 5		
					3			
1		Diana Echert	W3	Eleanor Courchesne	1	6 3	2	X
	4	Fawnie Guenther		Lenore Colosimo	2	6 2		
					3			
					1		✓	✓
					2			
					3			
COMMENTS					TOTAL POINTS		14	3
VISITING Captain:								
HOME Captain:								

Team Captains Guidelines



Appendix "B" - Score Tally Sheet

TP Score Tally Sheet						Round	Court
Ball		First Server		End			
		Park		Park			
Tower Point							
Players		D-A		Players		D-A	
G A M E	S E R V E R	SET # 1		G A M E	S E R V E R	SET # 2	
		TP				TP	
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			

Set Score

--	--

Set Score

--	--

Date

--

Home

--

Visitors

VS

--

SCOREKEEPER

--

Set Score Tally Sheet

Team Captains Guidelines

EVSTL Tencap Rating Chart

Appendix "C"



NTRP	EVSTL	Tencap
1.5	1.5 Weak	77
		76
		75
		74
	1.5 Average	73
		72
		71
2.0	2.0 Weak	70
		69
		68
		67
	2.0 Average	66
		65
		64
2.5	2.5 Weak	63
		62
		61
		60
	2.5 Average	59
		58
		57
3.0	3.0 Weak	56
		55
		54
		53
	3.0 Average	52
		51
		50
3.5	3.5 Weak	49
		48
		47
		46
	3.5 Average	45
		44
		43
4.0	4.0 Weak	42
		41
		40
		39
	4.0 Average	38
		37
		36
4.5	4.5 Weak	35
		34
		40
		39
	4.5 Average	38
		37
		36
5.0	5.0 Weak	35
		34
		33
		32
	5.0 Average	31
		30
		29
5.5	5.5 Weak	28
		27
		26
		25
	5.5 Average	24
		23
		22

Towerpoint Tennis Club By-Laws

*The Purpose of these By-Laws is to serve as a guide for conducting the affairs of the **Towerpoint Tennis Club**.*

Amended – April 2017

ARTICLE 1 – RIGHTS AND OBLIGATIONS

Section 1

The main purpose of this club is to provide tennis opportunities to as many **Towerpoint** residents as possible.

Section 2

Members in good standing shall have the right to vote at all meetings of the club membership, to hold office, and to participate in all club activities.

Section 3

Members have the duty and obligation to conduct themselves in a manner consistent with good taste, manners and established conduct of tennis play.

Section 4

Membership is non-transferable.

Section 5

Membership shall be open to all residents of **Towerpoint**. A resident is defined as a person who pays annual rental fees to the park, or who pays seasonal rental fees and/or guest fees.

Section 6

Members who participate in League play shall require at least six (6) weeks residency per year. League Participants must be Club members, with the exception of the 4.0 level (EVSTL By-Laws Section VII K. 3 & 5). Exceptions to this residency requirement shall require approval of the Executive Committee and team Captain affected.

Section 7

Each Team in the Club shall be headed by a Captain, whose duties shall include the scheduling of players, securing of score keepers, appointing of Committees within the Team and other such duties associated with Team Play. Each team shall elect such Captains.

Towerpoint Tennis Club By-Laws

ARTICLE II – DUES AND FEES

Section 1

Annual membership dues of the club shall be determined by the Executive Committee and shall be payable to the Treasurer on or before November 1, or by the first meeting after arrival in the park. Any member who has not paid annual dues by such deadline shall be dropped from the club rolls. Delinquent members shall be reinstated upon payment of dues for the current year.

Section 2

Fees for participation in tournaments, clinics, instruction and other activities shall be determined by the committees in charge of such events and shall be the responsibility of the participant.

ARTICLE III – MEETINGS

Section 1

Regular meetings shall be held each month beginning in November and ending in March (the Tuesday after the Towerpoint Open Tournament). Yearly team hosting of the dinner meeting dates will be posted.

Section 2

Special meetings may be called by the Executive Committee or upon petition signed by ten (10) bona fide members and submitted to the Secretary with the agenda items to be discussed. Such notice must be posted at the courts no later than ten (10) days from the time the secretary receives such notice.

Section 3

All meeting shall be conducted in accordance with Roberts Rules of Order, with whatever exception the club may determine by proper Resolution.

Towerpoint Tennis Club By-Laws

ARTICLE IV – QUORUM

Section 1

Official Business may be conducted at any membership meeting for which proper notification has been issued and at least 50 members are present. Motions shall be considered enacted upon by the affirmative vote by a majority of the members present or upon affirmative vote by a majority of the Executive Committee during meeting of such committee.

ARTICLE V – FUNDS

Section 1

The regular funds of the Club shall be maintained by the Treasurer in a separate Tennis Club account and shall be deposited in a timely manner.

Section 2

A petty cash fund of fifty dollars (\$50.00) shall be maintained for purchase and payment of small items that may be needed for Club activities from time to time. The fund shall be under the control of the President.

Section 3

Disbursement of funds exceeding fifty dollars (\$50.00) shall require Executive Committee approval.

Section 4

Disbursement of funds totaling five hundred dollars (\$500.00) or more shall require approval of the majority at a membership meeting as defined in Article III.

Towerpoint Tennis Club By-Laws

ARTICLE VI – DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the membership and of the Executive Committee and shall enforce the provisions of the by-laws, decide all questions of order, sign all official documents for the Club, submit an annual budget to the membership, appoint standing and special committees, perform liaison between the Club and Park Activity Office, provide team roster to the League, coordinate the activities of the standing committees and perform other duties customary to the office.

Section 2

The Vice-President shall generally assist the President in performing all the duties of the office as assigned by the President, shall preside in the absence of the President and shall be chairman of the Social Committee.

Section 3

The Secretary shall keep minutes of Club proceedings and of all Executive Committee meetings and shall keep the roll, conduct correspondence and issue notices to members. The Secretary shall annually compile a list of motions approved by the membership.

Section 4

The Treasurer shall collect dues and fees, notify delinquent members, make authorized expenditures, and maintain financial records and report, as requested by the President, on Club finances.

Towerpoint Tennis Club By-Laws

ARTICLE VII – STANDING COMMITTEES

Section 1

The Executive committee shall be comprised of the duly elected officers for the current year and the immediate Past President. It is their collective duty to act as the governing board of the Club.

A. The Executive Committee will appoint a member of the Club to the position of Website Content Manager. The period of appointment to be two (2) years.

The Website Content Manager shall manage the website consistent with Club philosophy and act as or direct the technical webmaster. Create, develop and manage the Club's web presence and update Club information, By-Law revisions and maintain all other website aspects pertaining to Club events and activities.

B. The Executive Committee will appoint a member of the Club to the position of On-Line Reservation Administrator. The period of appointment to be two (2) years.

The On-Line Reservation Administrator shall administer the use of the approved On-Line reservation system consistent with Club philosophy and guidelines of the Executive Committee; will work closely with the Club Coordinator to ensure that all court use activities of the Club are updated and posted on the reservation system; monitor the use of the system and report any misuse to the Executive Committee.

C. The Executive Committee will appoint a member of the Club to the position of Tencap Coordinator. The period of appointment to be two (2) years.

The Tencap Coordinator shall oversee and review the use of the Tencap Information System, consistent with Club philosophy and guidelines of the Executive Committee. They will work closely with the Club Coordinator to ensure that all data is updated and posted on the Tencap website. Monitor the use of the system and report any misuse to the Executive Committee and act as the clubs liaison with the EVSTL Tencap Advisory Committee.

Towerpoint Tennis Club By-Laws

Section 2

Annually the President shall appoint the following standing committees:

A. Social and Special Events. This committee shall plan and organize all social events of the Club and shall plan and conduct activities such as tennis clinics, exhibitions, practices and workshops for rules and ethics.

B. Courts and Facilities...This committee shall see that the courts and all the Club's facilities and equipment are in good useable condition.

C. Rating...This committee shall assign a rating for each Club member in accordance with the guidelines developed by the East Valley Senior Tennis League. Members may be re-rated from time to time by such committee.

D. Planning ...This committee shall meet and discuss the Club's objectives each Season. They will consider, among other things, the long-term treatment of Club funds and will present findings to the Executive Committee and the Membership by the January meeting.

E. Nominating...This committee shall be appointed each year to offer names of nominees at the January meeting for Executive Officers for the coming year. The committee's recommendations shall not preclude nominations from the Membership during the meeting at which officers are elected.

F. Beginners and 1.5 Coordinator... This committee or individual shall be appointed each year by the President for the purpose of coordinating the organization and scheduling of the 1.5 tennis team and the recruitment and training of beginning tennis players.

Towerpoint Tennis Club By-Laws

Section 3

A league Committee consisting of Team Captains, Co-Captains or designees, chaired by the President shall meet during the season as required to address the needs and issues related to team play.

Section 4

The President may appoint other committees as needed.

ARTICLE VIII – MISCELLANEOUS

Section 1

All Club sanctioned tennis play shall be in accordance with the rules of the U.S. Tennis Association and the East Valley Senior Tennis League.

Section 2

As members of the East Valley Senior Tennis League all members must comply with the League's age and eligibility requirements (for rated players 50 years old and older).

Section 3

The President or his appointee shall be Club representative to the League with all duties, rights and responsibilities attendant. Team Captains and others are encouraged to attend League meetings but may not vote.

Section 4

The Nominating Committee shall make nominations for the Executive Committee each year at the January meeting. Nominations from the floor may also be made at the January or February meetings and the elections will be held at the February meeting. The newly elected officers shall assume their duties on the 1st of April following their election.

Towerpoint Tennis Club By-Laws

Amendment Notes:

March 2014 – Article VII, Section 1 – A. Appointment of Website Content Manager and duty outline.

March 2015 – Article VII, Section 1 – B. Appointment of On-Line Reservation Administrator and duty outline.

April 2017 – Article VII, Section 1 – C. Appointment of Tencap Coordinator and duty outline.

The Code

The Tennis Code of Conduct

When your serve hits your partner stationed at the net, is it a let, fault, or loss of point? Likewise, what is the ruling when your serve, before touching the ground, hits an opponent who is standing back of the baseline. The answers to these questions are obvious to anyone who knows the fundamentals of tennis, but it is surprising the number of players who don't know these fundamentals. All players have a responsibility to be familiar with the basic rules and customs of tennis. Further, it can be distressing when a player makes a decision in accordance with a rule and the opponent protests with the remark "Well, I never heard of that rule before!" Ignorance of the rules constitutes a delinquency on the part of a player and often spoils an otherwise good match.

The Tennis Code is a summary of procedures and unwritten rules that custom and tradition dictate all players should follow. No system of rules will cover every specific problem or situation that may arise. If players of good will follow the principles of The Code, they should always be able to reach an agreement, while at the same time making tennis more fun and a better game for all. The principles set forth in The Code shall apply in cases not specifically covered by the ITF Rules of Tennis and USTA Regulations.

The Code -The Player's Guide For Unofficial Matches

Before reading this you might well ask yourself: Since we have a book that contains all the rules of tennis, why do we need a code? Isn't it sufficient to know and understand all the rules? There are a number of things not specifically set forth in the rules that are covered by custom and tradition only. For example, if you have a doubt on a line call, your opponent gets the benefit of the doubt. Can you find that in the rules? Further, custom dictates the standard procedures that players will use in reaching decisions. These are the reasons we need a code.

Note: The Code is not part of the official ITF Rules of Tennis. It was meant to be used as a guide for unofficial matches. This edition of The Code is an adaptation of the original, which was written by Colonel Nicolas E. Powel.

Principles

1. Courtesy. Tennis is a game that requires cooperation and courtesy from all participants. Make tennis a fun game by praising your opponents' good shots and by not:

- conducting loud postmortems after points;
- complaining about shots like lobs and drop shots;
- embarrassing a weak opponent by being overly gracious or condescending;
- losing your temper, using vile language, throwing your racket, or slamming a ball in anger; or
- sulking when you are losing.

The Code

2. Counting points played in good faith. All points played in good faith stand. For example, if after losing a point, a player discovers that the net was four inches too high, the point stands. If a point is played from the wrong court, there is no replay. If during a point, a player realizes that a mistake was made at the beginning (for example, service from the wrong court), the player shall continue playing the point. Corrective action may be taken only after a point has been completed.

The Warm-Up

3. Warm-up is not practice. A player should provide the opponent a 5-minute warm-up (ten minutes if there are no ball persons). If a player refuses to warm-up the opponent, the player forfeits the right to a warm-up. Some players confuse warm-up and practice. A player should make a special effort to hit shots directly to the opponent. (If partners want to warm each other up while their opponents are warming up, they may do so.)

4. Warm-up serves. Take all your warm-up serves before the first serve of the match. Courtesy dictates that you not practice your service return when your opponent practices serving. If a player has completed the player's warm-up serves, the player shall return warm-up serves directly to the opponent.

Making Calls

5. Player makes calls on own side of the net. A player calls all shots landing on, or aimed at, the player's side of the net.

6. Opponent gets benefit of doubt. When a match is played without officials, the players are responsible for making decisions, particularly for line calls. There is a subtle difference between player decisions and those of an on-court official. An official impartially resolves a problem involving a call, whereas a player is guided by the unwritten law that any doubt must be resolved in favor of the opponent. A player in attempting to be scrupulously honest on line calls frequently will find himself keeping a ball in play that might have been out or that the player discovers too late was out. Even so, the game is much better played this way.

7. Ball touching any part of line is good. If any part of the ball touches the line, the ball is good. A ball 99% out is still 100% good.

8. Ball that cannot be called out is good. Any ball that cannot be called out is considered to have been good. A player may not claim a let on the basis of not seeing a ball. One of tennis' most infuriating moments occurs after a long hard rally when a player makes a clean placement and the opponent says: "I'm not sure if it was good or out. Let's play a let." Remember, it is each player's responsibility to call all balls landing on, or aimed at, the player's side of the net.

The Code

If a ball can't be called out with certainty, it is good. When you say your opponent's shot was really out but you offer to replay the point to give your opponent a break, you are deluding yourself because you must have had some doubt.

9. Calls when looking across a line or when far away. The call of a player looking down a line is much more likely to be accurate than that of a player looking across a line. When you are looking across a line, don't call a ball out unless you can clearly see part of the court between where the ball hit and the line. It is difficult for a player who stands on one baseline to question a call on a ball that landed near the other baseline.

10. Treat all points the same regardless of their importance. All points in a match should be treated the same. There is no justification for considering a match point differently than the first point.

11. Requesting opponent's help. When an opponent's opinion is requested and the opponent gives a positive opinion, it must be accepted. If neither player has an opinion, the ball is considered good. Aid from an opponent is available only on a call that ends a point.

12. Out calls corrected. If a player mistakenly calls a ball "out" and then realizes it was good, the point shall be replayed if the player returned the ball within the proper court. Nonetheless, if the player's return of the ball results in a "weak sitter," the player should give the opponent the point. If the player failed to make the return, the opponent wins the point. If the mistake was made on the second serve, the server is entitled to two serves.

13. Player calls own shots out. With the exception of the first serve, a player should call against himself or herself any ball the player clearly sees out regardless of whether requested to do so by the opponent. The prime objective in making calls is accuracy. All players should cooperate to attain this objective.

14. Partners' disagreement on calls. If doubles partners disagree about whether their opponents' ball was out, they shall call it good. It is more important to give your opponents the benefit of the doubt than to avoid possibly hurting your partner's feelings by not overruling. The tactful way to achieve the desired result is to tell your partner quietly of the mistake and then let your partner concede the point. If a call is changed from out to good, the point is replayed only if the out ball was put back in play.

15. Audible or visible calls. No matter how obvious it is to a player that the opponent's ball is out, the opponent is entitled to a prompt audible or visible out call.

16. Opponent's calls questioned. When a player genuinely doubts an opponent's call, the player may ask: "Are you sure of your call?" If the opponent reaffirms that the ball was out, the call shall be accepted. If the opponent acknowledges uncertainty, the opponent loses the point. There shall be no further delay or discussion.

17. Spectators never to make calls. A player shall not enlist the aid of a spectator in making a call. No spectator has a part in the match.

The Code

18. Prompt calls eliminate two chance option. A player shall make all calls promptly after the ball has hit the court. A call shall be made either before the player's return shot has gone out of play or before the opponent has had the opportunity to play the return shot. Prompt calls will quickly eliminate the "two chances to win the point" option that some players practice. To illustrate, a player is advancing to the net for an easy put away and sees a ball from an adjoining court rolling toward the court. The player continues to advance and hits the shot, only to have the supposed easy put away fly over the baseline. The player then claims a let. The claim is not valid because the player forfeited the right to call a let by choosing instead to play the ball. The player took a chance to win or lose and is not entitled to a second chance.

19. Lets called when balls roll on the court. When a ball from an adjacent court enters the playing area, any player shall call a let as soon as the player becomes aware of the ball. The player loses the right to call a let if the player unreasonably delays in making the call.

20. Touches, hitting ball before it crosses net, invasion of opponent's court, double hits, and double bounces. A player shall promptly acknowledge if:

- a ball touches the player;
- the player touches the net;
- the player touches the player's opponent's court;
- the player hits a ball before it crosses the net;
- the player deliberately carries or double hits the ball; or
- the ball bounces more than once in the player's court.

21. Balls hit through the net or into the ground. A player shall make the ruling on a ball that the player's opponent hits:

- through the net; or
- into the ground before it goes over the net.

22. Calling balls on clay courts. If any part of the ball mark touches the line on a clay court, the ball shall be called good. If you can see only part of the mark on the court, this means that the missing part is on the line or tape. A player should take a careful second look at any point-ending placement that is close to a line on a clay court. Occasionally a ball will strike the tape, jump, and then leave a full mark behind the line. The player should listen for the sound of the ball striking the tape and look for a clean spot on the tape near the mark. If these conditions exist, the player should give the point to the opponent.

Serving

23. Server's request for third ball. When a server requests three balls, the receiver shall comply when the third ball is readily available. Distant balls shall be retrieved at the end of a game.

The Code

24. Foot Faults. A player may warn an opponent that the opponent has committed a flagrant foot fault. If the foot faulting continues, the player may attempt to locate an official. If no official is available, the player may call flagrant foot faults. Compliance with the foot fault rule is very much a function of a player's personal honor system. The plea that a Server should not be penalized because the Server only just touched the line and did not rush the net is not acceptable. Habitual foot faulting, whether intentional or careless, is just as surely cheating as is making a deliberate bad line call.

25. Service calls in doubles. In doubles the Receiver's partner should call the service line, and the Receiver should call the sideline and the center service line. Nonetheless, either partner may call a ball that either clearly sees.

26 . Service calls by serving team. Neither the Server nor Server's partner shall make a fault call on the first service even if they think it is out because the Receiver may be giving the Server the benefit of the doubt. But the Server and the Server's partner shall call out any second serve that either clearly sees out.

27. Service let calls. Any player may call a service let. The call shall be made before the return of serve goes out of play or is hit by the Server or the Server's partner. If the serve is an apparent or near ace, any let shall be called promptly.

28. Obvious faults. A player shall not put into play or hit over the net an obvious fault. To do so constitutes rudeness and may even be a form of gamesmanship. On the other hand, if a player does not call a serve a fault and gives the opponent the benefit of a close call, the Server is not entitled to replay the point.

29. Receiver readiness. The Receiver shall play to the reasonable pace of the Server. The Receiver should make no effort to return a serve when the Receiver is not ready. If a player attempts to return a serve (even if it is a "quick" serve), then the Receiver (or Receiving team) is presumed to be ready.

30. Delays during service. When the Server's second service motion is interrupted by a ball coming onto the court, the Server is entitled to two serves. When there is a delay between the first and second serves:

- the Server gets one serve if the Server was the cause of the delay;
- the Server gets two serves if the delay was caused by the Receiver or if there was outside interference.

The time it takes to clear a ball that comes onto the court between the first and second serves is not considered sufficient time to warrant the Server receiving two serves unless this time is so prolonged as to constitute an interruption. The Receiver is the judge of whether the delay is sufficiently prolonged to justify giving the Server two serves.

The Code

Scoring

31. Server announces score. The Server shall announce the game score before the first point of the game and the point score before each subsequent point of the game.

32. Disputes. Disputes over the score shall be resolved by using one of the following methods, which are listed in the order of preference:

- count all points and games agreed upon by the players and replay only the disputed points or games;
- play from a score mutually agreeable to all players;
- spin a racket or toss a coin.

Hindrance Issues

33. Talking during a point. A player shall not talk while the ball is moving toward the opponent's side of the court. If the player's talking interferes with an opponent's ability to play the ball, the player loses the point. Consider the situation where a player hits a weak lob and loudly yells at his or her partner to get back. If the shout is loud enough to distract an opponent, then the opponent may claim the point based on a deliberate hindrance. If the opponent chooses to hit the lob and misses it, the opponent loses the point because the opponent did not make a timely claim of hindrance.

34. Feinting with the body. A player may feint with the body while the ball is in play. A player may change position at any time, including while the Server is tossing the ball. Any movement or sound that is made solely to distract an opponent, including, but not limited to, waving the arms or racket or stamping the feet, is not allowed.

35. Lets due to hindrance. A let is not automatically granted because of hindrance. A let is authorized only if the player could have made the shot had the player not been hindered. A let is also not authorized for a hindrance caused by something within a player's control. For example, a request for a let because the player tripped over the player's own hat should be denied.

36. Grunting. A player should avoid grunting and making other loud noises. Grunting and other loud noises may bother not only opponents but also players on adjacent courts. In an extreme case, an opponent or a player on an adjacent court may seek the assistance of the Referee or a Roving Umpire. The Referee or official may treat grunting and the making of loud noises as a hindrance. Depending upon the circumstance, this could result in a let or loss of point.

The Code

37. Injury caused by a player. When a player accidentally injures an opponent, the opponent suffers the consequences. Consider the situation where the Server's racket accidentally strikes the Receiver and incapacitates the Receiver. The Receiver is unable to resume play within the time limit. Even though the Server caused the injury, the Server wins the match by retirement. On the other hand, when a player deliberately injures an opponent and affects the opponent's ability to play, then the opponent wins the match by default. Hitting a ball or throwing a racket in anger is considered a deliberate act.

When To Contact An Official

38. Withdrawing from a match or tournament. A player shall not enter a tournament and then withdraw when the player discovers that tough opponents have also entered. A player may withdraw from a match or tournament only because of injury, illness, or personal emergency. A player who cannot play a match shall notify the Referee at once so that the opponent may be saved a trip. A player who withdraws from a tournament is not entitled to the return of the entry fee unless the player withdrew more than six days before the start of the tournament.

39. Stalling. The following actions constitute stalling :

- warming up longer than the allotted time;
- playing at about one-third a player's normal pace;
- taking more than 90 seconds on the odd-game changeover; or more than 120 seconds on the Set Break.
- taking longer than the authorized 10 minutes during a rest period;
- starting a discussion or argument in order for a player to catch his or her breath;
- clearing a missed first service that doesn't need to be cleared; and
- excessive bouncing of the ball before any serve.

A player who encounters a problem with stalling should contact an official. Stalling is subject to penalty under the Point Penalty System.

40. Requesting an official. While normally a player may not leave the playing area, the player may contact the Referee or a Roving Umpire to request assistance. Some reasons for visiting the Referee include:

- stalling;
- chronic flagrant foot faults;
- a Medical Time-Out
- a scoring dispute; and
- a pattern of bad calls.

A player may refuse to play until an official responds.

The Code

Ball Issues

41. Retrieving stray balls. Each player is responsible for removing stray balls and other objects from the player's end of the court. A player's request to remove a ball from the opponent's court must be honored. A player shall not go behind an adjacent court to retrieve a ball, nor ask a player for return of a ball from players on an adjacent court until their point is over. When a player returns a ball that comes from an adjacent court, the player shall wait until their point is over and then return it directly to one of the players, preferably the server.

42. Catching a ball. If a player catches a ball before it bounces, the player loses the point regardless of where the player is standing.

43. New balls for a third set. When a tournament specifies new balls for a third set, new balls shall be used unless all players agree otherwise.

Miscellaneous

44. Clothing and equipment malfunction. If clothing or equipment, other than a racket, becomes unusable through circumstances outside the control of the player, play may be suspended for a reasonable period. The player may leave the court after the point is over to correct the problem. If a racket or string is broken, the player may leave the court to get a replacement, but the player is subject to code violations under the Point Penalty System.

45. Placement of towels. Place towels on the ground outside the net post or at the back fence. Clothing and towels should never be placed on the net.

Have Fun