

# **RANCHO PENASQUITOS TENNIS CENTER**

## **STANDING RULES**

### **ARTICLE I Authority of Standing Rules**

Standing Rules will be instituted, revised, or modified only by the RPTC Board of Directors in accordance with RPTC Bylaws Section 5.9 (Dec 1996): ...*"The Board by affirmative vote of at least two-thirds of the members of the Board may establish, change or revise the Standing Rules of the Association. Standing Rules may be used to define the current policies and procedures decided upon by the Board. Standing Rules shall remain in effect until revoked or changed by the Board"*

### **ARTICLE II Membership Policies**

#### **A. Membership Fees**

1. The yearly dues entitle the member to the use of the facilities and all the advantages accorded to active members.
2. Those who join the club do so with the understanding that they pay a one-time Initiation Fee. This fee is not paid again unless the member allows his/her membership to lapse, in which case it will be due again.
3. The yearly Membership Fees are due when requested, as defined in RPTC's Bylaws. A 30 day grace period is allowed, however a Late Fee will be assessed in addition to the Membership Fee. Failure to pay will result in membership termination.
4. There is no refund of fees or dues, nor is there any credit allocated for time the member is unable to play.

#### **B. Change of Membership Status**

1. Current members may upgrade or downgrade their membership without having to go onto the waiting list. However, if the upgrading from a junior member membership to a family membership the original initiation fee of \$200.00 will need to be paid, in accordance with RPTC Bylaws. The amount of increased membership fees will be pro-rated to the renewal date of the original membership.
2. Junior members who turn 19 may upgrade to an adult single membership without paying an initiation fee. Secondly, junior members who are under a family membership may continue to be a part of the family membership as long as they are enrolled in school up to the age of 24. At 24, they may join as an adult member, without initiation fee. However, if they do not join within 60 days of their 24<sup>th</sup> birthday, they will be subject to all the rules/restrictions of new membership, including an initiation fee and waiting list if applicable.

#### **C. Membership Wait List**

1. RPTC accepts new memberships through the process of a waiting list.

Applications are taken in the order received. Individuals interested in applying for membership must complete a wait list application.

- a) An Applicant must complete the application for the wait list either by e-mail or in person. Wait list applications will not be taken by phone.
- b) A non-refundable \$50 deposit is required to be placed on the waitlist. That deposit will go toward the new member's initiation fee when/if he/she joins.
- c) The application will go into the wait list notebook in date order.
- d) On a weekly basis the office staff will:
  - Provide Membership Director with information as requested
  - Keep the wait list notebook on site and up to date
  - Provide Membership Director with names of individuals who have been contacted regarding membership acceptance.

2. Membership Director will:

- a) Oversee waitlist process
- b) Provide supervision for the number of names that may be called on the wait list
- c) Report new members and membership total to the Board of Directors each month

#### D. Board Members

Members of the RPTC Board of Directors who serve two full years on the Board while a full dues paying member, shall receive subsequently one free year of membership. The free membership will be the same as their current membership. No reduction in membership fees shall apply for partial terms of office.

#### E. Employees of RPTC

1. Free Single Membership is granted to Regular Employees, after a six month waiting period and payment of the membership initiation fee.
2. "Regular Employee" is an employee of RPTC who is regularly scheduled to work a minimum of 30 hours per month.
3. If employee wishes to include family members, he/she must pay the difference between a Single and Family membership. Valid only during the course of employment.
4. Employee junior memberships do not include a discount toward family memberships.
5. If an employee leaves RPTC employment, his/her membership will be pro-rated as of the date of resignation/termination from renewal date of membership.

F. Lead League Coordinators

1. Free membership privileges are granted to current lead Men’s and Women’s League Coordinators. The free membership will be the same as their current membership as of the date they started the position. Valid only while serving as League Coordinator.
2. If a League Coordinator resigns the position, his/her membership will be pro-rated as of the date of resignation from renewal date of membership.

**ARTICLE III Court Usage Policy**

A. Reservation Policy

1. One court has been established as the Public Court and is also available to members on a non-reserved basis for one-hour periods, in accordance with the Public Court Policy.
2. The Tennis courts may be reserved by members in good standing in accordance with the current court reservation policy. Members are responsible for the guest's behavior while playing on the courts at RPTC. Members may not invite a member who is under any type of suspension to play as a guest.
3. Membership Cards: All active members are issued a membership card that must be visibly available for the monitor to inspect. If a member has forgotten their card, they must contact monitor before taking their court. Membership cards are non-transferable and members will be charged a replacement fee for lost cards.
4. The Courts may be reserved for 2 hours for doubles; 1.5 hours for singles, league and tournament matches excepted; and one hour for ball machine and practice use. Court time may not be reserved back to back by the same players.
5. With the exception of inclement weather, it is the responsibility of each member to notify the club of cancellation or reduction of court reservations as soon as possible before the reservation time, to make the court available to other members. This may be accomplished within the court scheduling system or by calling the RPTC office. Cancellation of courts must take place at least 4 hours prior to scheduled reservation time. Failure to cancel a court within the 4-hour minimum time frame or not showing up to play at the scheduled reservation time will result in the following consequences:

INFRACTION	CONSEQUENCES
<b>No Show:</b> Member books court, fails to cancel and does not show up to play at the scheduled time.	Member will immediately lose all reservation privileges for sixty (60) days.
<b>Late Cancellation:</b> Member cancels the court reservation within 4-hours before scheduled court reservation time	<b>1<sup>st</sup> Offense:</b> Member will be blocked out of the on-line reservation system and must call the office to cancel the court.
	<b>2<sup>nd</sup> Offense:</b> If member fails to cancel a reservation twice within a 30-day period the member will lose all reservation privileges for thirty (30) days.

<b>Timely Cancellations:</b> Member cancels the reservation on-line or by phone prior to 4 hours before the reservation time.	No consequences
---	-----------------

6. Unauthorized Instruction: No member will engage in any form of instruction to those other than immediate family members without providing proof of adequate liability insurance and negotiating an independent teaching contract with the Board of Directors. Violators will be asked to stop on the first offense, and their club membership will be suspended if the practice continues.

#### B. Special Function Policy

1. RPTC member functions such as; Leagues, end of season League functions, Juniors Open Play, Sunday women's doubles without partners, Tuesday evening men's doubles, Friday evening mixed doubles and Saturday men's doubles, have been approved by the RPTC Board of Directors and are in place and will continue in their current form. The Board of Directors must approve changes to the current form and/or scheduling format of these functions.
2. Special Events and Club Functions must be approved by the Board of Directors. Special events and/or functions held will require membership to RPTC unless specifically designated as an event open to guests/non-members. Unless specifically designated as a Junior Event or Family Event, club sponsored functions are limited to members 16 years of age or older.
3. Members or Non-Members wishing to reserve the courts for parties, tournaments and/or round robin play may do so with the approval of the board.
  - a. Approval will be predicated upon court availability and overall impact on the general membership.
  - b. A fee schedule will be based on member and non-member participation.
  - c. Additionally, a court usage fee may be required.
  - d. Event application forms and fee schedules will be made available at the club office and on the RPTC Tennis web site.
  - e. All applications will be considered for approval at the monthly meeting of the Board of Directors.
  - f. To ensure consideration by the Board of Directors, the club must receive the application 60 days prior to the proposed date.
4. Men's/ Women's Open Doubles:
  - a. Players participating must be a member of RPTC to participate.
  - b. Players must be 16 years of age or older.
  - c. The matches will be no-add scoring whenever others are waiting.

- d. A regular 12-point tiebreaker should be played when a "5 all" score is reached.
  - e. Players are encouraged to play on courts designated for their particular level of play if so designated.
  - f. Men's open doubles will set court's 5-7 for AA, A and BB (USTA rank 4.0 to 5.5); Courts 8-10 will be for B, CC, and C players (USTA rank below 4.0).
- C. All members are held accountable for knowing and following the rules of Rancho Penasquitos Tennis Center. Monitors are expected to speak to any member who might have broken the rules and inform the member of club expectations. Failure to follow the rules will lead to the following consequences
- 1. 1st violation, member will be reminded or made aware of the rule broken by a staff member.
  - 2. 2nd violation, member will receive a verbal warning from either the Executive or Club Director.
  - 3. 3rd violation, up to a two week suspension of court use.
  - 4. 4th violation, issue will be taken to the Board of Directors for further actions.

**ARTICLE IV. Court Rules**

- A. Members may not use the courts before 7:00 a.m. or after 9:45 p.m. (City requirement). Violation of this rule may result in suspension of membership.
- B. Reserved court time will take precedence over "walk-on" play.
- C. Members will have their card visibly displayed for the monitor's inspection. Members who don't have their card must contact the monitor before beginning play.
- D. No gum, food, or glass is allowed on the courts.
- E. No pets allowed on the courts.
- F. Proper tennis attire must be worn at all times. Shirts/tops are required. Players' shoes must be non-damaging to courts (no dark soles, no heels, etc.)
- G. Members must lock gates when leaving during non-monitored court hours.
- H. Club activities have priority over all other play.
- I. Unsportsmanlike conduct, obscenities or inappropriate behavior are prohibited.
- J. Children are not allowed on courts unless playing tennis.
- K. Children on the patios and steps must be supervised at all times.
- L. Members must not give gate combinations, keys, etc. to non-members.

- M. There is a 15 minute grace period for previously reserved courts. If court is not in use as reserved it will be released to the office. If there are members waiting to play they will be given the court for the time slot.
- P. All non members, including those playing with members, must pay the appropriate use (or guest) fee. When bringing guest(s) to the club during *non-monitored hours*, the member is expected to pay the guest fee when a monitor arrives or during his/her next visit to the club.

#### **ARTICLE V                    Use of Public Court by Members**

- A. Per City of San Diego contractual requirement, one court has been established as the one-hour public court. Any RPTC member wishing to use this court must sign in at the office during monitored hours. No reservations may be made for this court and it may not be held back for specific individuals to use, except during specific club functions. It is a first come first served court and may only be used for one hour. If a member is using the court and a non-member requests a court, the court becomes immediately available to the non-member unless the member pays the current guest fee for the court to continue using the court.
- B. If both members and non-members have signed in on the same day, members must pay the guest fee. Otherwise, non-members will be moved to the front of the list.

#### **ARTICLE VI                    Tennis Professional Court Usage Policy**

- A. Tennis Professionals utilizing the Tennis Courts are responsible to notify the club at least 24 hours prior to their intent not to use their allocated courts or as early as possible if due to late lesson cancellation. Failure to do so could result in loss of court usage privileges at the discretion of the Board of Directors. Exceptions include failure of scheduled lesson to notify the Tennis Professional of their inability to attend lessons, and inclement weather.
- B. A maximum of 4 courts may be reserved by Tennis Professionals, collectively, at any one time. A Tennis Professional may not pre-reserve more than two courts for use at the same time. If at the time of the lesson/clinic, a third court is not being used by members, the Tennis Professional may expand his/her clinic to three courts.

#### **ARTICLE VII                    Insurance Coverage**

- A. In addition to General Liability insurance, RPTC will carry Directors and Officers insurance.
- B. RPTC will carry all required Workman's Compensation insurance
- C. All tennis instructors who have independent contracts with RPTC will be required to carry and show proof of their own liability insurance.
- D. The RPTC Board will review insurance coverage annually.

#### **ARTICLE VIII    Inspection / Publication of Records**

The books of account and minutes will not be published through any media in compliance with RPTC Bylaws Article IX, Section 9.4. However, the minutes and financial statements are located in the Club Office and are available for review upon request by any member of RPTC.

## **ARTICLE IX            Leagues**

### **A. Objective for Fielding competitive teams**

1. League play is, by definition, a competitive team sport. Decisions regarding placement on teams will be made for the benefit of the team as a whole. To accomplish this, players will be placed at a level where they will most likely achieve success, which will best benefit the teams.
2. Since most RPTC league teams do not depend on challenge matches to set rosters, it is necessary to follow a fair and reasonable process to field our teams. These guidelines are to determine at what team level a player should be placed. See attachments for specific details for this process.
3. Once a player is on a team roster, the weekly line-ups are determined by the Captain. It is each captain's responsibility to set line-ups that will give the team the best chance of winning league matches, and if possible, the team's flight, local league championship and/or sectional/divisional playoffs while also making every effort to insure all players on the team play their "fair share" of matches with a suggested minimum of three (individual schedules permitting). This will require continuous adjustments throughout the season to accommodate absences, opponent defaults, injuries, etc.

### **B. League Coordinator Positions**

The positions of Men's and Women's League Coordinator are appointed by the Board of Directors and will be opened for applicants every 4 (four) years. The position holder(s) at the time may re-apply. Applicants may be members of the Board of Directors, but it is not required.

The League Coordinators will report directly to the Board of Directors. League Coordinators are responsible for forming and over-seeing the operation of all leagues according to the rules laid out in this document. The Board of Directors by majority vote, are the only persons that are allowed to change league policy or issue orders directly to the League Coordinators.

### **C. Grievances: Escalation Process**

1. Team Captain
2. League Coordinator
3. RPTC Board

### **D. League Attachments for Specific League Standing Rules**

1. Women's league - Attachment A
2. Men's league - Attachment B
3. Mixed league - Attachment C
4. Flex league - Attachment D

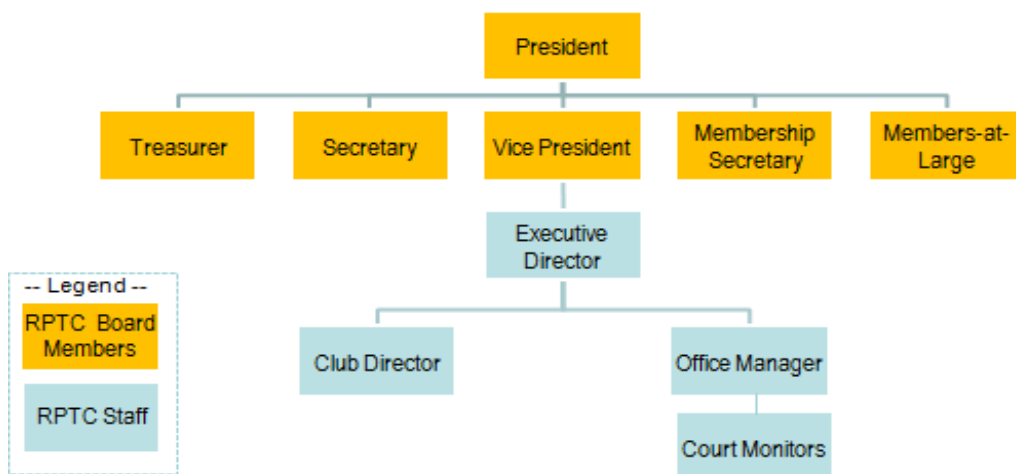
5. Captains Responsibilities - Attachment E

**ARTICLE X Personnel Chain of Command**

When problems arise the court monitors will report to the Office Manager who reports to the Executive Director who reports to the President, unless it is a personnel problem then it will be reported first to the Vice President and then all issues will be presented at a Board Meeting. When time is of the essence and the Executive Director, Vice-President and President are not immediately available for consultation, then the contact will be made in the following order until one of the Officers of the Association is reached, the Treasurer, the Recording Secretary and the Membership Director.

The chain of command is shown in the following chart.

## RPTC Chain of Command



**A. Court Monitors**

Court Monitors will report to and be supervised by the RPTC Office Manager. Members of RPTC, including Board Members, may not issue orders to Court Monitors. RPTC members may make requests to Court Monitors for RPTC related activities, such as requests for assistance in regard to club tournaments or league matches or for non-scheduled cleaning of a court. Court Monitors generally will honor such requests unless they conflict with the official duties of the Court Monitors.

**B. Office Manager**

The RPTC Office Manager will report to the Executive Director, RPTC Vice-President and indirectly to the President. The Executive Director, President and Vice-President may issue orders directly to the Office Manager, with the President's orders taking precedence. Members of RPTC, including individual Board Members other than the Executive Director, Vice-President and President, may not issue orders to the Office Manager. The Board of Directors, by majority vote, may require the Executive Director, Vice-President or President to issue specific orders to the Office Manager. The Office Manager will be directly responsible for managing the court monitors and any activity related to their duties.



### C. Club Director

The RPTC Club Director will report to the RPTC Executive Director, Vice-President and indirectly to the President. The Executive Director, President and Vice-President may issue orders directly to the Club Director, with the President's orders taking precedence. Members of RPTC, including individual Board Members other than the Vice-President and President, may not issue orders to the Club Director. The Board of Directors, by majority vote, may require the Executive Director, Vice-President or President to issue specific orders to the Club Director. RPTC members may make requests to the Club Director for RPTC related activities, such as requests for assistance in regard to club events, tournaments, or league matches or for non-scheduled cleaning of a court. The Club Director generally will honor such requests unless they conflict with the official duties of the Club Director.

### D. Executive Director

The RPTC Executive Director will report to the RPTC Vice-President and indirectly to the President. The President and Vice-President may issue orders directly to the Executive Director, with the President's orders taking precedence. Members of RPTC, including individual Board Members other than the Vice-President and President, may not issue orders to the Executive Director. The Board of Directors, by majority vote, may require the Vice-President or President to issue specific orders to the Executive Director. RPTC members may make requests to the Executive Director for RPTC any and all club related activities, such as requests for assistance in regard to club events, tournaments, or league matches or for non-scheduled cleaning of a court. The Executive Director generally will honor such requests unless they conflict with the official duties of the Executive Director.

## **ARTICLE XI                    CODE OF CONDUCT**

- A. Tennis players shall observe the traditional rules of tennis etiquette. Good sportsmanship and common courtesy on the courts and in all League Matches and Tournaments are required of all members. RPTC League and Tournament players represent the Rancho Penasquitos Tennis Club in the community and as such, should at all time, represent our club in a positive manner.
- B. Those persons not displaying acceptable behavior and/or proper tennis etiquette may be suspended from using the tennis courts or from playing on a League Team for a time period to be decided by the Board of Directors.
- C. Complaints of poor behavior should be referred to someone in the RPTC office as soon as possible. Examples of poor etiquette include rude behavior, loud and/or abusive language, throwing rackets, failure to follow monitor instruction etc.
- D. Based on the severity of the incident, the following system of progressive discipline will be utilized to deal with the situation:
  - 1. If the incident occurs during league play the League Coordinator or Team Captain will speak with the offender about correcting or preventing the problem from repeating.
  - 2. If the incident happens at any time other than League Play the Executive or Club Director will speak with the offender about the problem.

3. If inappropriate behavior is repeated after the conversation with either the Executive or Club Director or the League Coordinator or Team Captain has spoken with the offender, then the President or Vice President of the Board will be informed. The offender will be sent a letter from the President or Vice President addressing the problem with potential solutions or consequences.
  4. If the problem continues it will be brought to the attention of the Board of Directors, who will determine the appropriate consequences.
- E. In cases where conduct is of an inflammatory, rude or violent nature or in cases of conduct previously documented, the individual will be subject to suspension or termination of club membership privileges.
1. The member will be given due notice and an opportunity to be heard before the Board of Directors.
  2. Determination of suspension or termination will be made by the Board based on the severity of the actions of the offender.
- F. Suspension of membership
1. The member will be informed in writing of the reasons for the suspension, the date from which the suspension will commence and the length of suspension. The member may invoke an Appeal to the Board of Directors.
  2. During the period of suspension, the member is suspended from all activities at, or on behalf of the Rancho Penasquitos Tennis Center and therefore will be ineligible to participate as a member, in the affairs of the Club.
  3. The member is not entitled to any refund of dues already paid and is required to pay renewal dues as usual.
  4. The Board of Directors has the power to re-instate the suspended member if the appeal finds in favor of the member.

**RPTC Policy for fielding Women's league teams**

League play is, by definition, a competitive TEAM sport. Decisions regarding placement on teams will be made for the *benefit of the team as a whole*. To accomplish this, players will be placed at a level where they will most likely achieve success, which will best benefit the teams. The League Coordinator, with input from the players, will determine criteria for the composition of the teams.

**A. Criteria for determining a Player's Team Level:**

1. Player statistics. (Win/loss record) An ongoing statistical record will be used in gauging a player's ability and success. The club will keep track of recent win-loss records, keeping track also, of positions played.
2. Captains' recommendations. Outgoing Captains will meet and provide a report of player's performance and any extenuating circumstances that might have impacted the player during the season.
3. Which team level has the greatest need for that player? There will be seasons when players are needed at a certain level in order to field a complete team at that level. Additionally, there must be enough strength at each playing level in order to field *competitive* teams. The Captains Committee is responsible for making sure all levels have enough players and enough strength to form competitive teams.
4. Player's preference. A player's preference will be taken into consideration as part of the equation.
5. New members, current members becoming active league players, and players who develop new partnerships will be given individual consideration by the Captains Committee and the League Coordinator, regarding placement at appropriate levels.

**B. Assignment of Players to a Team Level:**

1. First Criterion is player statistics or USTA rating. The goal is to follow uniform methods of measurement to ensure the fairness to everyone while keeping personalities, politics and friendships out of the decision.
  - a. **75% or higher wins** playing primarily **in positions 1 or 2 throughout the season**, generally makes a player eligible to be considered for moving up a level if there is room at that level (keeping in mind the other criteria listed above)
  - b. 50%-70% wins indicates that player is currently playing at her correct level
  - c. Less than 50% wins playing primarily **in positions 5 or 6** indicates that player's stats should be watched for an additional season before determining whether she would be more successful playing a level down.
  - d. USTA ratings written guidelines
2. Captains Committee decision.

A committee made up of outgoing captains meets at the end of each season to rank players at their levels of play (AA, A, BB, B, CC) in an effort to make sure there are enough players and enough strength at each level. This ensures all teams will be competitive. The Committee does not field the actual teams. When re-drafting is necessary, team drafts are conducted by incoming captains.

- a. The Committee ranks all players each season. The win/loss statistics that are studied by the Committee are those from the **current season**. However, the committee will look at the immediate previous season statistics on a player if they feel they still need more information on that player. Additionally, players' individual requests are addressed by committee whenever possible.
- b. If a player's stats are unusually low, her Captain can point out if the problem was due to an injury or a "partner issue" or that she was "sacrificed" several times or some other reason why her stats may not tell the whole story. If a player is recovering from an injury, the committee will generally not be inclined to drop that player down a level, but rather give the player a reasonable amount of time to recover and get back to her normal stats.
  - Consideration will be given to players requesting to "play up" a level. At a minimum the upper-level team must have an available slot (after the sign-up deadline) and the team captain's input will be given consideration.
  - USTA policy is that at least 50% of the players must hold the level rating prior to the league start.
3. If there is more than one team being fielded at one level (e.g. two 4.0 teams) a Highly Competitive team (HCT) might be used one time a year (see section G below). If the HCT approach is not being used, player assignment will be at the discretion of the League Coordinator, in collaboration with the captains, who will consider the following factors:
  - a. Team balance
  - b. Player preference
  - c. Player availability (e.g. some players may be available only every other week)

#### C. The Captains Committee's make-up

1. The captain's committee changes every season and it is determined by the current season. Committees are made up of outgoing captains as described below:
  - a. Fall Committee: Leah's League Captains and Fall Tennis Competitors Captains rank players for Winter League
  - b. Winter Committee: Winter League Captains rank players for Spring League
  - c. Spring Committee: Spring Tennis Competitor's Captains and Spring USTA Captains rank players for Fall Leagues
2. It is the responsibility of the committee to address any problems that have arisen during the seasons and if necessary, the League Coordinator will present the issue and possible recommendations to the Board of Directors.

#### D. Partnerships

1. **Players may choose to sign-up with partners and will be allowed to play with each other unless, one is absent then the other player might be assigned to play with another player.**
2. **Players who sign up without a partner must be willing to play with whomever the captain places her, which will typically be *other* players who do not have a partner. If a player feels strongly about whom she partners with, it is *her* responsibility to find a partner to sign up with *before the season begins*.**

#### E. Substitutes

*Players listed as “regular players” shall have priority in the line-ups over players who are listed as “subs.” Exception: If a Line 1 or 2 regular player is not available to play the Captain may use a sub to fill that position.*

*Subs with the same ranking as the team level shall have priority in the line-ups over subs from lower level teams.*

#### F. Line-up Positions

1. Line-ups are set solely at the discretion of the team captain, whose job is to set a strong line-up in order to earn the most points for the team. Each team member is expected to respect her captain’s decisions.
2. A player who is only available to play the early position must be listed as a sub so that the captain may use her at the team’s convenience. Alternatively, that player can sign up for a lower level team to have more opportunities in the 9:00 a.m. slot.
3. Club members who wish to compete with players *above* their level, have several options:
  - a. Independently arranged social games with more advanced club members
  - b. open round robin opportunities
  - c. several advanced clinics offered by pros within the club

#### G. Highly Competitive Team (HCT) vs. Balanced Team

1. When RPTC has enough players to field more than one team at a level (e.g. two 4.0 teams), the League Coordinator may decide to field one of the teams as a Highly Competitive Team (“HCT”).
2. HCT may be used once per year, at the discretion of the League Coordinator and based on input from players.
3. Selection of players for an HCT will be as summarized below:
  - a. League Coordinator announces the HCT season and solicits self-nominations.

- b. Interested players self-nominate for either singles player or doubles team.
- c. League Coordinator, in collaboration with recent Captains, determines the initial HCT roster.
- d. League Coordinator then directs a challenge period during which other players may attempt to play their way onto the HCT.
- e. At the end of the challenge period the roster is final.

H. Grievances: Escalation Process

- 1. Team Captain
- 2. League Coordinator
- 3. RPTC Board

These policies are intended to meet the needs of a large, diverse group of women and interest levels, while continuing to keep our league teams competitive.

## **ATTACHMENT B    RPTC STANDING RULES:**

### **RPTC Policy for fielding Men's League Teams**

League play is, by definition, a competitive TEAM sport. Decisions regarding placement on teams will be made for the *benefit of the team as a whole*. To accomplish this, players will be placed at a level where they will most likely achieve success, which will best benefit the teams. The League Coordinator, with input from the players, will determine criteria for the composition of the teams.

#### **A. Team Captain Selection:**

Prior to the beginning of each tennis league/season, the League Coordinator (LC) selects the Captains for each team, with consideration of inputs from past captains and from the players. He may use a different selection process for different leagues/teams, e.g. rotation for one, solicitation and election for another, and solicitation and appointment for yet another.

#### **B. Team Player Selection:**

1. League Coordinator sends sign-up notice (with deadline) via email to the membership (from RPTC office) and to recent league players.
2. At the sign-up deadline, if more players than available slots signed up, the League Coordinator and the team captain will establish an initial roster and a challenge process for players left off the roster to play their way onto the roster. Team Captains are exempt from the challenge process and receive an automatic place on their respective teams.
3. After the sign-up deadline if there are open slots remaining selection is on a first-come/first-serve basis.
4. The League Coordinator will have the flexibility to place non-members on a team roster only if RPTC does not have enough member players to adequately fill the team and will report those names to the Office Manager. Non-members may play in team matches at no cost; non-members may play in team practices by paying the club's standard guest fee, with no other privileges of membership. League Coordinator must approve any non-members placed on a roster.

#### **C. Assignment of Players to a Team Level**

- 1 First criterion is USTA rating. For NCDL, 4.5 = A, 4.0 = BB, 3.5 =B.
  - a. For new players without a current USTA rating, the League Coordinator shall use any of the following methods to assess the appropriate team level and team for the new player:
  - b. USTA ratings written guidelines
  - c. Constructive observation of the player rallying and/or playing games
  - d. Input garnered from an experienced team captain

- Individual consideration will be given to players requesting to “play up” a level. At a minimum, the upper-level team must have an available slot (after the sign-up deadline) and the team captain’s input will be given consideration. Final decision is at discretion of the LC. Note that per USTA policy at least 50% of players on a roster must hold a rating consistent with the level of the league (e.g. on a 4.0 league team at least 50% of the players must hold 4.0 ratings).
- 2 If there is more than one team being fielded at one level (e.g. two 4.0 teams) and the HCT approach (see section F below) is not being used, player assignment will be at the discretion of the League Coordinator, in collaboration with the captains, who will consider the following factors:
    - a. Team balance
    - b. Player preference
    - c. Player availability (e.g. some players may be available only every other week)
  - 3 If a highly competitive team format is being used, player assignment will be made per procedures defined below in section F.

#### E. Playing time/weekly line-up determination

1. Match line-ups and partner assignments are at discretion of the Captain.
2. Captain shall make every effort to insure all players on the team play their "fair share" of matches with a suggested minimum of three (individual schedules permitting). This will require continuous adjustments throughout the season to accommodate absences, opponent defaults, injuries, etc.

#### F. Highly Competitive Team (HCT) vs. Balanced Team

1. When RPTC has enough players to field more than one team at a level (e.g. two 4.0 teams), the League Coordinator may decide to field one of the teams as a Highly Competitive Team (“HCT”).
2. HCT may be used once or twice per year, at the discretion of the League Coordinator and based on input from players.
3. Selection of players for an HCT will be as summarized below:
  - a. League Coordinator announces the HCT season and solicits self-nominations.
  - b. Interested players self-nominate for either singles player or doubles team.
  - c. League Coordinator, in collaboration with recent Captains, determines the initial HCT roster.
  - d. League Coordinator then directs a challenge period during which other players may attempt to play their way onto the HCT.
  - e. At the end of the challenge period the roster is final.



#### H. Grievances: Escalation Process

1. Team Captain
2. League Coordinator
3. RPTC Board

These policies are intended to meet the needs of a large, diverse group of men and interest levels, while continuing to keep our league teams competitive.

## **ATTACHMENT C    RPTC STANDING RULES:**

### **RPTC Policy for fielding Mixed League Teams**

League play is, by definition, a competitive TEAM sport. Decisions regarding placement on teams will be made for the *benefit of the team as a whole*. To accomplish this, players will be placed at a level where they will most likely achieve success, which will best benefit the teams. The League Coordinator, with input from the players, will determine criteria for the composition of the teams.

#### **A. Team Captain Selection:**

Prior to the beginning of each tennis league/season, the League Coordinator sends out announcements to all members of RPTC. Once the registration is closed the League Coordinator selects a captain for each team. The League Coordination will select the captains with consideration of inputs from past captains and from the players.

#### **B. Team Player Selection:**

1. League Coordinator sends sign-up notice (with deadline) via email to the membership (from RPTC office).
2. At the sign-up deadline, if more players than available slots signed up, the League Coordinator and the team captains will establish rosters based on need, order of sign-up, and general fairness.
3. After the sign-up deadline if there are open slots remaining selection is on a first-come/first-serve basis.
4. The League Coordinator will have the flexibility to place non-members on a team roster only if RPTC does not have enough member players to adequately fill the team and will report those names to the Office Manager. Non-members may play in team matches at no cost, with no other privileges of membership. League Coordinator must approve any non-members placed on a roster.

#### **C. Assignment of Players to a Team Level**

- 1 First criterion is USTA rating.
  - a. For new players without a current USTA rating, the League Coordinator shall use any of the following methods to assess the appropriate team level and team for the new player:
    - b. USTA ratings written guidelines
    - c. Constructive observation of the player rallying and/or playing games
    - d. Input garnered from an experienced team captain
      - Individual consideration will be given to players requesting to “play up” a level. At a minimum, the upper-level team must have an available slot

(after the sign-up deadline) and the team captain's input will be given consideration. Final decision is at discretion of the LC.

2. If there is more than one team being fielded at one level (e.g. two 4.0 teams), player assignment will be at the discretion of the League Coordinator, in collaboration with the captains, who will consider the following factors:

- d. Team need/balance
- e. Player preference
- f. Player availability

#### D. Playing time/weekly line-up determination

1. Match line-ups and partner assignments are at discretion of the Captain.
2. Captain shall make every effort to insure all players on the team play their "fair share" of matches with a suggested minimum of three (individual schedules permitting). This will require continuous adjustments throughout the season to accommodate absences, opponent defaults, injuries, etc.

#### E. Highly Competitive Team (HCT) vs. Balanced Team

1. When RPTC has enough players to field more than one team at a level (e.g. two 8.0 teams), the League Coordinator may decide to field one of the teams as a Highly Competitive Team ("HCT").
2. HCT may be used once per year, at the discretion of the League Coordinator and based on input from players.
3. Selection of players for an HCT will be as summarized below:
  - a. League Coordinator announces the HCT season and solicits self-nominations.
  - b. Interested players self-nominate.
  - c. League Coordinator, in collaboration with recent Captains, determines the initial HCT roster.
  - d. League Coordinator then directs a challenge period during which teams may attempt to play their way onto the HCT.
  - e. At the end of the challenge period the roster is final.

#### H. Grievances: Escalation Process

1. Team Captain
2. League Coordinator
3. RPTC Board

These policies are intended to meet the needs of a large, diverse group of women/men and interest levels, while continuing to keep our league teams competitive.

**ATTACHMENT D**

**RPTC STANDING RULES:**

**RPTC Policy for fielding Flex League Teams**

- A. Any member playing on a flex league must turn in their roster to the office prior to begin of play.
- B. A Flex league player will be required to pay a one-time per league fee equivalent to one guest fee (subject to change but currently \$7.00); this covers up to ten matches for a three month season.
- C. A Flex league player may reserve up to two (2) hours for the match and must identify "league match" in the event window.

## **ATTACHMENT E     RPTC STANDING RULES:**

### **Policies for Ladies Team Captains**

A. Captains must use the following guidelines for the season success:

1. The Club Director needs a copy of your schedule as soon as you obtain it to confirm home courts.
2. Once the Club Director has your schedule, the courts will be booked and you will be sent confirmation of the home match dates via e-mail.
3. Please check the online court scheduler to confirm your courts have been properly reserved for all home dates as soon as possible after you receive confirmation that they have been booked. It is also good practice to confirm your courts are reserved at least one week before your next scheduled match. If there are any problems, please notify the Club Director as soon as possible.
4. The storage bin is for the use of League Captains and social organizers. Only captains and co-captains should know the lock combination to the storage bin.
5. The storage bin will be cleaned out at the start of each new season. Water is provided on the patio. The Park's ice machine is available all days except Sundays and holidays. RPTC also supplies paper products for home league matches. Captains are welcomed to use the unmarked supplies in the storage bin.
- .6. The monitors will make every effort to assure your courts are swept, dried and made ready for play. However, please remember, particularly during questionable weather – they are only one person and may not be able to get to all courts prior to match time, so please ask your team mates to come early and assist in readying the courts.

B. Due to the high volume of use for our courts during prime times, the following policy has been established regarding pre-reservations by teams:

1. Reservations for League Games: Teams may only pre-reserve courts for the actual home matches, making sure the Club Director has a copy of the league schedule. Teams may not use individual team member's names to reserve an extra court during home matches. A Manager must approve use of extra courts for home matches. On match day, the scheduled monitor may assign an extra court to a team; only after it has been determined other club members do not wish to use the court.
2. Scheduling Make-up matches: Make up matches need to be scheduled through the Club Director.
3. Team Practices: League teams receive no special reservation privileges for practices.