

CHICAGO PARK DISTRICT TENNIS ASSOCIATION

By-laws + Rules
for Inter-club Play

Rulebook
2024

Revised & Issued
20MAY24

2024 CPDTA By-Laws and Rulebook

CHICAGO PARK DISTRICT TENNIS ASSOCIATION (CPDTA)

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HIGHLIGHTS OF KEY 2020–2024 RULE CHANGES

- Home team is responsible for bringing a can of balls; however, any player who would prefer to bring their own can of balls to play for health safety reasons, may do so.
- For the 2024 season, teams will play the third (3rd) set out unless both captains agree to play a super 10-point tiebreaker in lieu of the third set prior to the start of the match due to facilities not being open (i.e., a strictly timed match) or due to inclement weather or extreme heat. If there is no agreement, the original format (playing out the 3rd set) will be followed. *Reference Article X for Super tiebreaker format.*
- The warm up time, for both timed and untimed matches, will be ten (10) minutes in length.
- The USTA soft timed rules were adopted by the CPDTA Board.
- The \$7 fee applies to each team a player is rostered on.

DIVISION LEVELS

MEN'S DIVISIONS

Men's 55+ (Seniors)

Players ranked 3.5 & above / Age Restricted 55+.

Men's A / Open (4.5+)

Players ranked 4.5 and above.

Men's B (4.0)

Players ranked 4.0.

Men's 40+

Players ranked 3.5 & above / Age Restricted 40+.

Men's C (4.0)

Players ranked 4.0.

WOMEN'S DIVISIONS

Women's AA / Open (4.5+ Open Division)

Players ranked 4.5 and above.

Women's A (4.0)

The team should generally have a 4.0 USTA rating, 3.5 players can play up and one 4.5 player can play 1st singles or 1st doubles in a match per the 1-1-1 Rule.

Women's BB (3.5)

The team should generally have a 3.5 USTA rating, 3.0 players can play up and one 4.0 player can play 1st singles or 1st doubles in a match per the 1-1-1 Rule.

Women's B (3.0)

The team should generally have a 3.0 USTA rating, 2.5 players can play up and one 4.0 player can play 1st singles or 1st doubles in a match per the 1-1-1 Rule.

The Tournament Chairperson has the right to move teams or redefine the level of play in order to create the best parity of play or balance match schedules. (See Article III, Number 2)

Division Organization Notes

Men's B and 40+ divisions have been combined into **Men's B**.

There is not a Men's C division.

Women's BB and B divisions have been combined into **Women's BB**.

- For this division: **The team should generally have a 3.5 USTA rating, 3.0 (or 2.5) players can play up and one 4.0 player can play 1st singles or 1st doubles in a match per the 1-1-1 Rule.**

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By-Laws and Rules

The following rules and regulations must be followed, and no arbitrary changes are to be made by any of the Chairpersons.

ARTICLE I: REGISTRATION AND ENTRY FEES

- 1. Annual Fees:** The Annual Entry Fee for each team is \$85.00. In addition, each player must pay the \$7 annual membership/registration fee for each team they play on. All payments must be made through the website, www.cpdta.org in conjunction with www.matchtime.com. The CPDTA shall set the deadline for team entries and all fees.
- 2. Registration Information:** All players must register on the CPDTA website in conjunction with MatchTime, pay their fee, and provide their name, email address, cell phone number, and valid NTRP rating or estimated USTA rating. *(See Article III, No. 8.)*
- 3. CPDTA Board Contacts:** All captains will receive a list of these by-laws as well as the names, email addresses, and cell phone numbers of all CPDTA officers.

ARTICLE II: SCHEDULING

- 1. Drawing the Schedule:** The Tournament Committee (President, Vice President, Secretary, Treasurer, Tournament Chairperson, Webmaster, and Division Chairpersons) shall draw and list the schedule of inter-club matches, the Sectional Quarterfinals, Semifinals, and Final Playoffs.

The team entry fee must be submitted through the CPDTA website by the deadline determined by the Tournament Chairperson. Guidelines for submission of rosters and entry fees will be provided to team captains of record.

- 2. Roster Changes:** A team may make additions to its roster any time during the season. Changes to a team's roster must be updated on the CPDTA website. A player must be shown as added to the roster one hour prior to the scheduled match time (e.g., for an 8 am scheduled match the player must be registered and paid by 7 am).

If the player is not fully registered (name, email, cell phone number and USTA rating or self-rating), listed on the official roster and paid, 1 hour prior to the match, then they are deemed ineligible, and that court will be defaulted.

- 3. Women's & Men's Schedules:** Team matches in the Women's divisions will be scheduled on Saturdays. Team matches in the Men's divisions will be scheduled on Sundays. Team captains shall select a single starting time for home matches, subject to the approval of the local park supervisor, and in accordance with Article IV, Number 6. The starting time shall be designated on the initial team roster and will remain in effect throughout the season for all scheduled home matches, including the Quarterfinal and Semifinal Playoffs, unless a different time is needed to accommodate a park event, or two teams have scheduled matches at the same time. Other than the circumstances described above, the time can only be changed by mutual agreement of both the home and away team captains, and with notification to the Division Chairperson.

4. Parks with Multiple Teams

- a. Maximum Teams:** We do not allow more than three (3) teams to use the same park for the same day (Women's Saturday leagues or Men's Sunday leagues).
- b. Regular Season:** We use alternating start times for double-booked parks: 8 am timed and 10 am untimed matches.
- c. Playoffs:** When a park is double-booked for a quarter final or semi final match, the division chair will flip a coin for who plays at 8 am or 10 am.

- d. **Scoring for Staggered Matches:** The 8 am match will be a timed match, with the third set being a super match tiebreaker, first to 10, win by 2 points, using the Coman tiebreak format. The second, 10 am match is untimed.

ARTICLE III: ELIGIBILITY

1. **Age:** All team members must have reached the minimum age of 18 years, or the division specified age (i.e., 40+, 55+, etc.), prior to or during the calendar year in which the player's first league match is played.
2. **Placement:** The *Tournament Chairperson* shall have the authority to determine placement of teams or individuals within divisions. Discussion of appropriateness of placement regarding a team or individual within a division should be promptly brought to the Division Chairperson who will refer the matter to the Tournament Chairperson to provide a ruling.
3. **Team Division Promotion & Demotion:** The team that won the Final Tournament in its division may request to move up to the next higher division in the following season. The Tournament Chairperson and The Board reserve the right to determine the movement of teams to help ensure equanimity of players' skills and to facilitate optimum scheduling of matches. Teams must abide by the ruling of the Tournament Chairperson and the CPDTA Board.
4. **Playing on Two Teams:** A player may play on two teams, in two different divisions, if the player meets both divisions' requirements. If a player is inadvertently rostered on two teams in the same division, that player's official team shall be the one for which the first match was played.
5. **Playing an Ineligible Player:** If a team plays an ineligible player, the team will lose that court only.
6. **Ineligibility Based on Unsportsmanlike Conduct:** A player or captain may become ineligible for league play for conduct deemed

unsportsmanlike. Such conduct should be reported to the Division Chair and the Tournament Chairperson for review. *See Article VII Unsportsmanlike Conduct.*

- 7. Proof of Identification:** Players must provide ID upon request before a match begins. If a captain requests ID confirmation from any opposing player before the match, the ID must be provided. They have eight (8) hours to produce it via a texted or emailed photo to the opposing captain, otherwise the match is defaulted.

8. Ratings & Self-Rating:

- a. Players are required to complete their online profile in www.matchtime.com with their valid NTRP rating that is found on TennisLink at www.usta.com.
- b. Players who do not have a valid NTRP rating level on file in TennisLink shall self-rate in accordance with the *General & Experienced Player Guidelines—Supplement to the NTRP Guidelines* and complete the self-rating process on TennisLink when registering for a team. Players who allow someone else to complete the self-rating process for them will be ultimately responsible and held accountable for information submitted or omitted. Failure to self-rate in accordance with the *NTRP Guidelines*, or omission of information regarding a player's tennis history, will subject the player as well as the captain and/or others who completed, assisted, condoned and/or approved an inappropriate self-rating to penalties and suspension. Players whose self-ratings are determined to be inaccurate or inappropriate shall be disqualified. NTRP guidelines can be found at: https://www.usta.com/content/dam/usta/pdfs/10013_experience_player_ntrp_guidelines.pdf

ARTICLE IV: MATCH PLAY

- 1. Park Fees:** The Home Team is fully responsible for paying all court fees charged by their home park. Every team must have a home court.
- 2. Playable Conditions:** The Home Team—*NOT the Chicago Park District or the CPDTA*—is responsible for having courts in playable condition as close to the start time as reasonably possible. Captains and Players should arrive early to prepare the courts for match play. Playable condition is defined as all conditions within the control of the individual team such as water and small debris. In the spirit of good sportsmanship, both teams are encouraged to participate in getting courts into playable condition. If courts are not playable because of inclement weather, the match may be rescheduled upon notice by the Home Team captain to the Visiting Team captain in accordance with Article IV.
- 3. Inter-Club Matches:** Inter-club matches shall be played at the direction of the Tournament Committee in each division. All players can only participate in one event, either Singles or Doubles in each team match. There will be five matches for each team match. Each division competition (except the Men's 55+ division and the Women's AA division) will consist of two (2) Singles and three (3) Doubles matches. A team must have eight (8) players for each competition; two (2) for the Singles and six (6) for the Doubles.
 - The Women's AA division and the Men's 55+ division must have seven (7) players for each competition; one (1) Singles and three (3) Doubles.
- 4. Exchanging Lineups:** A written list of all singles players and doubles pairings and their positions, in accordance with the provision of Article IV, shall be exchanged simultaneously by the captains at the top of the hour for the scheduled match. Members of the doubles teams must be determined prior to the commencement of any matches. After the exchange of the lineup, in the event of an unforeseen circumstance, a ONE-Player substitution will be allowed within the 10-minute warm-up period. A captain with an available alternate can make a one-player substitution, slotting the alternate player into the unavailable players

position and not a lineup reconfiguration. No extra warm-up time will be given.

Any player may be played in either of the Singles or Doubles matches; however, captains are behooved to play their most skilled players in the #1 and #2 matches to ensure fairness of play.

- 5. 1-1-1 Rule:** The following rule is a guideline of play for the women's division. You may ONLY play ONE player per match who is above the stated level, and they MUST PLAY 1st SINGLES OR 1st DOUBLES. This is called the 1-1-1 rule.

Players should be at the stated level of play. Furthermore, a player BELOW the level can play up one half (.5) level, and you may roster a player who has a half (.5) level ABOVE the stated level. The level of play is stated below for A and B levels.

Women's A (4.0)

The team should generally have a 4.0 USTA rating, 3.5 players can play up and one 4.5 player can play 1st singles or 1st doubles in a match.

Women's BB (3.5)

The team should generally have a 3.5 USTA rating, 3.0 (or 2.5) players can play up and one 4.0 player can play 1st singles or 1st doubles in a match.

1-1-1 Rule Defaults: If 2 higher rated players play a match—the court will be considered a default.

If there is no rating available on the USTA site, a player will be considered self-rated at the team's level. If players are clearly above that level and are self-rated, the following year they must transfer to a new higher-level team. Captains questioning players' self-ratings may file grievances with the Tournament Chair and Board for player review and placement.

- 6. Time of Play:** All team matches must be played on the weekend scheduled and shall start no earlier than 8 am and no later than 11 am on Saturday or Sunday, unless necessitated by circumstances or by mutual agreement of both team captains. Postponements shall be permitted in case of inclement weather, and shall be rescheduled in accordance with Article IV.
- 7. Late Arrivals:** All players participating in the match must be ready to play (not warm-up) within ten (10) minutes after the scheduled time of play. Any player not adhering to this rule shall be subject to default. Match play will be continuous as soon as courts become available. If home courts are not playable, the match can be played elsewhere on that day by mutual agreement.
- 8. Notification of Default:** When a team intends to default on any or all courts, immediate notice must be given to the opposing team captain by the team captain of the defaulting team. Captains must inform one another of any additional defaults prior to exchanging written line-ups. The written line-ups shall be considered official when simultaneously exchanged between captains at the beginning of match play. Failure to adhere to this may result in an unsportsmanlike conduct charge.
- 9. Winning Team:** The team winning the most individual matches will be awarded one point PER TEAM WIN. (For 4-court matches, if the team score is tied 2-2, then the team with more total sets won is the winner. If sets are tied, then the team with more total games won is the winner.)
- 10. Defaulting Process:**
 - a. *For Divisions that play (2) Singles and (3) Doubles format shall be defaulted in the following manner:*** If a team has seven (7) players, Second Singles shall be defaulted; if a team has six (6) players, Third Doubles shall be defaulted; if a team has four (4) players, Second and Third Doubles shall be defaulted.

At least four (4) members of a team must be present and ready to play as scheduled, or the entire team match is forfeited. A forfeited competition results in awarding one match win comprising all five (5) courts to the opposing team. A team that forfeits two complete matches (five points per match) may not be allowed to play the following year. The Tournament Committee will decide team and player eligibility.

b. *Double Defaults:* A double default will occur when both teams do not have enough players to play one or more courts and neither team will receive points for those individual court matches. Any situation not covered by the *order of default rule* will then be decided by the team with the **most** players for the competition. This team would then decide where to position the players. If it is decided to play #1 Singles, #2 Singles, #1 Doubles and #2 Doubles, both teams must default #3 Doubles. If it is decided to play all three (3) doubles matches, both teams' default #2 Singles, and the team with only six (6) players also defaults #1 Singles.

c. *Defaulting for Special Divisions (Men's 55+ / Seniors and Women's AA / 4.5+) that play (1) Singles and (3) Doubles format shall be defaulted in the following manner:* If a team has six (6) players, the Singles shall be defaulted; if a team has five (5) players, the Third (3rd) Doubles shall be defaulted.

At least three (3) lines of a team must be present and ready to play as scheduled, or the entire team match is forfeited. This applies to both four-line and five-line team matches.

A forfeited competition results in awarding one match win comprising all five (5) courts to the opposing team. A team that forfeits two complete matches (five points per match) may not be allowed to play the following year. The Tournament Committee will decide team and player eligibility.

d. Double Defaults 55+ Division: A double default will occur when both teams do not have enough players to play one or more courts and neither team will receive points for those individual court matches. Any situation not covered by the *order of default rule* will be decided by the team with the **most** players for the competition. This team would then decide where to position the players.

11. **Set Tiebreaker Protocol:** Players must win two of three sets to win a match. The 12-point tiebreaker (see Article X) will apply to each set when the score is tied at 6-6 in both singles and doubles. In extenuating circumstances, the Home Team may decide before the match begins that a regulation Third Set may be replaced by a Super Tiebreak—first to ten (10) wins by two (2). **(Note: If the captains agree to play a third set super tiebreaker in lieu of the third set, they can do so.)** The team winning the most matches (courts) wins the inter-club play match for that day. A ten-minute rest period following the Second Set will be allowed in all untimed matches. In extreme weather conditions, such as rain or extreme heat, the captains may mutually agree after the second set to play a super tiebreaker in lieu of a third set.
12. **Tennis Balls:** The Home team shall select and provide one new, sealed can of three championship balls for tournament play for each match in each inter-club competition. The Home team pays for all the match balls and keeps them. If three new balls are not provided, that match will be defaulted. New balls will NOT be provided for a third set, and the balls will not be changed unless by mutual agreement and availability.
13. **Injuries:** If a player is injured, s/he shall retire. A time limit of **15 MINUTES TOTAL PER MATCH** will be allowed for an injured player who wishes to continue. The injured player must tell his or her opponent about the injury immediately upon ceasing play. If an injured player neglects to inform the opponent about the injury, USTA rules apply to the allowable time between points, games, and sets.

14. Inclement Weather: In case of inclement weather, it is not necessary to meet at the match site. Captains are to follow the options below, **listed in the order of prioritization:** If indoor courts can be secured for the day of the match, the match can be relocated and played as scheduled, with both teams splitting the court costs. Both captains must agree upon this and are responsible for informing their team of the new location no later than 45 minutes prior to the match start time.

- a. If indoor courts cannot be secured for the day of the match and a rain date is available in the schedule, the match must be moved to that date.
- b. If a rain date is NOT available, captains will electronically send their lineups for that match, complete with players phone numbers and emails, to their Division Chair no later than NOON (12pm) on the match date. Within 24 hours, the Division Chair will send an email, with both lineups to said Captains, who are responsible for distributing it out to their players within 24 hours of receiving it from the Division Chair. Note: if the Division Chair is unavailable that weekend, Captains are to send their complete lineups and contact information to the Tournament Chairperson to carry out.

After captains enter lineups in MatchTime, they will then hit "Reschedule match" below each line once each match is rescheduled. When you "Enter/edit Scores," select "Not Played" for the matches which have no scores yet so that you can enter each line score individually. (This was previously called Rain Mode in.)

- i. Players in the lineups are responsible for scheduling the match against their opponent via text, phone call or email. You have one (1) week to establish your rain makeup date and inform the team captains. The players are then responsible for rescheduling their individual matches. They can be played inside or outside. The home court advantage is not in effect and the location should be centrally located. The objective is to play

the match at any agreed upon location, inside or outside.
Communicate the scheduled date to both captains. **Failure to do so will result in a court default.**

- ii. If a player was scheduled for a rain makeup and cannot play for any reason once the date is set, it will be considered a default.
- iii. All matches must be completed, at the latest, one week before the Playoffs.
- iv. However, if the postponed match occurs the week before the Playoffs, then the players and teams will have until Tuesday at midnight to make up the match. A minimum of three (3) courts must be played. Any courts not played will be considered a default; the recipient of the default receives the credit towards eligibility for playoffs.
- v. Once your makeup has been scheduled (date/time/place), any cancellation will be considered a default. Players are to notify both captains of the agreed upon scheduled date, time, and location and then the scores once the match has been played. If the rain date is rained out, you have until one week before any Playoff to complete the match.
- vi. In cases of inclement weather, either Captain can enter the scores for any court that has been played.

15. Interrupting Play (Rescheduling Matches): When an Inter-club match cannot be finished (e.g., rain begins), at the point of interruption, the scores will be held and recorded for completed games only until the players can reschedule their individual matches themselves and finish playing from where they left off. They can be played inside or outside. The home court advantage is not in effect and the location should not be central. The objective is to play the match at any agreed upon location, inside or outside. If there are court fees, they will be split between the players.

All continued matches must be completed, at the latest, one week before the Playoffs. If, however, the postponed match occurs the week before the Playoffs, then the players and teams will have until Tuesday at midnight to make up the match.

Once your makeup has been scheduled (date, time, and place), any cancellation will be considered a default. Players are to notify both captains of the agreed upon scheduled date, time, and location once decided. Players are responsible for sending both Captains their final scores. If the Rain date is rained out, you have until one week before any Playoff to complete the match.

- 16. Line Judge:** A line judge satisfactory to both team captains shall be furnished at the request of any player of either team. Alternatively, each team can provide a line judge to stand at diagonal corners of the court to be responsible for two of the four lines plus the service boxes on their side of the net. Line judges can only confirm calls when asked by a player.
- 17. Score Sheet:** Official Score Sheets showing the date of each match, the total points won and lost, the score of each match, and all defaults shall be filled out on the date play is scheduled and kept by both captains until end of the season for verification of results. The Score Sheets must be legibly written and signed by both captains. It is recommended you take a picture of your opponent's final Score Sheet. Official Score Sheets are available through the www.matchtime.com website and will include your roster.
- 18. Posting Results:** The winning captain must post the complete results of the match, including players' names and scores of individual matches on the website within 48 hours of the end of the match. Any discrepancies or failure to promptly post the score should be reported to the Division Chair and Webmaster.

19. **Scoring Defaults:** If a team defaults a court, the winner receives the default win and records their player's name, and one default win may count toward playoff eligibility. The score should be recorded as 6-0, 6-0 so that the winning team gets credit for the sets and games. (See playoff eligibility in Article V.)
20. **Player Retirement:** Should a player become injured once a match has begun, the win goes to the opponent despite the score. All players receive match credit towards playoff eligibility.

ARTICLE V: PLAYOFFS

1. **Format:** In divisions with ONE SECTION, there will be a playoff between the first and fourth place teams and the second and third place teams.

If applicable, in divisions with TWO SECTIONS, the first-place team in each session will play the second-place team in the opposing section. Winners of these matches will play each other for the championship.

2. **Standings:** Team standings are determined by team matches won. Procedures in the event of a tie between teams with the same amount of total team wins for determining final standings for playoffs. The tie shall be broken by the first of the following procedures that does so:
 - a. Individual Matches (individual lines, in other words, each court).
 - b. Head-to-Head: winner of the head-to-head team match between the tied teams.
 - c. Sets: loser of the fewest number of team sets.
 - d. Games: loser of the fewest number of team games.
 - e. A coin toss by the Tournament Chairperson.

- 3. Ties:** If there is a TIE for the standings in any division between playoff teams, the Tournament Chairperson will flip a coin either in person or by video/FaceTime with the captains of the respective teams, or their representatives, to decide the order of the playoff draw.
- 4. Eligibility:** A player is eligible to play in the Division Semi Final Playoffs and Championship match if he or she has played at least two prior matches during the regular season. One default win may count toward eligibility. Quarterfinal matches may also be credited as the 2nd match prior to the Divisional Semifinal match.

If a team drops out of a division after the team has played any matches, the points won against that team will be removed from the final scoring. However, players who participated in the match will get credit toward playoff eligibility.

- 5. Championship Matches:** For the championship matches, a photo ID is required at check-in prior to playing.

Teams must turn in their lineup by the match start time. Otherwise each court is penalized under the following rule. If the lineup is turned in on time and one or more court is late, then just those courts are penalized.

- a. 1–5 minutes: Loss of toss plus one game.
- b. 6–10 minutes: Loss of toss plus two games.
- c. 11–15 minutes: Loss of toss plus three games.
- d. More than 15 minutes: Match default.

ARTICLE VI: DISPUTES

- 1. Deadlines:** All disputes or protests concerning inter-club matches shall be filed to the respective Division Chairperson by a team captain or acting captain within two (2) days of the match. The Division Chairperson shall make their best efforts to resolve the dispute informally and strictly in

accordance with the rules. The Division Chairperson shall submit their original written decision regarding the dispute to The Board to approve it for format and professionalism. The Board shall have no authority to change the substance of the decision of the Division Chairperson at the first level of appeal.

2. **Appeals:** The decision of the Division Chairperson may be appealed to the Board in writing within seven (7) days of receipt of that decision. Copies of the appeal shall be sent to all CPDTA Officers.

ARTICLE VII: UNSPORTSMANLIKE CONDUCT

1. **Players, Coaches, and Spectators:** Players, coaches, and spectators affiliated with any team or player are expected to conduct themselves in the spirit of good sportsmanship. Any alleged unsportsmanlike conduct should be raised in the first instance at the time of the alleged conduct, by raising the issue with the opposing team captain. Team captains are required to make a good faith effort to resolve the issue peacefully upon notification of such instances.
2. **Resolution:** If the issue is not resolved to the satisfaction of one team or the other, it may be reported to the Division Chairperson within two (2) days of the match. The Division Chairperson shall make their best efforts to resolve the issue within ten (10) days. If the Division Chairperson cannot resolve the issue, or believes the issue is sufficiently severe as to warrant discipline or Board review, they shall refer the matter to the Board.
3. **Appeals:** If, ten (10) days from the date the alleged conduct was reported, the Division Chairperson is unable to resolve the issue to the satisfaction of one team or the other, a team captain may appeal to The Board. The Board shall conduct an in-person hearing at which time both sides may be heard.
4. **Discipline:** Discipline shall be at the discretion of The Board and shall be proportionate with the offense and commensurate with the history of

disciplining others. The Board shall keep all records of discipline handed down from past issues of unsportsmanlike conduct or gross misconduct. Any player or captain receiving three (3) formal unsportsmanlike conduct violations shall be permanently expelled from the league. All records will be permanent and will be considered in the event of future alleged infractions.

5. **Gross Misconduct:** Gross misconduct shall include physical acts of violence against another person or any physical contact with another player or coach, threats of physical violence or use of a weapon, brandishing a weapon and similar acts that jeopardize the safety of players, coaches, and persons in the vicinity. A player, captain, coach, or spectator associated with a team who engages in such conduct shall be asked to leave the park immediately and such conduct should be reported to the Board immediately after the match but in any event within two days of the match.

ARTICLE VIII: AWARDS

1. **Award Numbers:** The team that wins its Division's Finals shall be the Chicago Park District Tennis Association Champion. The losing team is the runner-up for that year. Both teams are entitled to not more than sixteen (16) individual awards. The awards shall be granted by the CPDTA upon verification by the Tournament Committee and approval by the CPDTA.
2. **Overall Winners & Finalists:** The overall winners will receive Championship awards. Finalists will receive Finalist awards.
3. **Divisions:** Awards will be awarded to the winners in all divisions and awards similar in kind or cost will be awarded to all Finalists in all divisions.
4. **Additional Awards:** Additional awards requested by the winning teams will be provided at a cost of \$8 per award, charged to the team when ordered.

ARTICLE IX: DIVISION CHAIRS', CAPTAINS', & PLAYERS' RESPONSIBILITIES

1. Division Chairpersons' Responsibilities:

- a.** The Division Chair must be a player from a different division unless all teams from a division agree otherwise.
- b.** Division Chairs must be present to assist at the end of the season tournament.
- c.** Read and understand the CPDTA Rule Book.
- d.** Attend the Captains' Meeting to meet all your captains.
- e.** Ensure that your team captains have entered their rosters on the MatchTime website.
- f.** Ensure that winning captains enter match results on the website within 48 hours.
- g.** Ensure that all captains keep the original or photograph of the match score sheets until after the Final Tournament.
- h.** Resolve disputes according to Article VI.
- i.** In the event there is no rain date available, and individual courts need to be played, the Division Chairpersons are required to collect opposing teams' rosters by noon on the rain date and reissue the match lineups to the opposing captains within 24 hours.

2. Captains' Responsibilities:

- a.** LOCATE A PARK with quality tennis courts. Contact the park supervisor and obtain a permit to play at that park.

- b. REGISTER YOUR TEAM** by paying the \$85 ENTRY FEE by the date stated on the website or any official communication from the CPDTA.
- c. SELECT YOUR TEAM!** Make sure your players are only rostered on one CPDTA team in your division. Select a co-captain (if desired). Complete a roster on www.cpdta.org in conjunction with www.matchtime.com
- d. ATTEND THE CAPTAINS' MEETING:** As soon as possible after the meeting:
 - i.** If the captain can not attend the Captains Meeting, a team representative can stand in. Should a team captain want to allow the team representative to have voting capability during the meeting, an email of voting proxy stating so should be sent to the CPDTA Board Secretary, currently Stephanie Thompson (stanne32@gmail.com).
 - ii.** Inform the park supervisor of the home matches as required for permit. Advise of practice schedule if appropriate. Please note that reserved practice times will also require a permit.
- e. Post schedules:**
 - i.** Post your home schedule on the bulletin board at your home park.
 - ii.** Post multiple laminated copies on your home match schedule on the fence of tennis courts.
 - iii.** Replace these postings during the summer as needed.
- f. Familiarize yourself with the CPDTA Rule Book.**

- g. Make sure players are rostered on only one CPDTA team per division. Be sure your team members have paid their \$7 annual membership fee. Players who have not paid their \$7 fee prior to one hour of their scheduled match time are considered ineligible and will default their court.
- h. Note: Continue to update your roster on the website, as necessary.
- i. ***Captains' responsibility for MATCH PLAY***

Weekly Confirmation—Contact the opposing team captain early in the week to verify the time and location of the scheduled match. Discuss rain procedures.

What to Have at Each Match

- Bring the Official Score sheet with the team roster to verify players.
 - Provide proper identification, if asked for verification by the opposing team.
 - Provide new tennis balls for all home matches.
 - **The CPDTA Rule Book** and official score sheets (fill out match results and both captains sign and retain a copy).
 - Have a broom & squeegee available in case of inclement weather.
- j. **Scoring:** Winning captains must post match results on the website within 48 hours. Losing captains have 24 hours after the posting deadline to verify the results and email both the opposing captain and the division chair if there is disagreement. No communication assumes agreement. After 72 hours of the match, the score entered will be considered final. Any disputes should be brought up to their Division Chairperson and Webmaster.

- k. **Scoring for Rain Dates:** Captains should keep records for any interrupted, rescheduled or individually played courts for the match and enter once the entire match is complete.

If a match is rained out, and no rain date is available then courts will be played individually. In the morning for the designated match the line-ups must be sent to the division chair with cell phones and emails for all players (and positions in the lineup where they are slated to play) by NOON that day. **Failure to do so will result in a match default.**

- l. Note that captains, co-captains, or a designated, acting game-day captains

3. Players' Responsibilities:

- a. All players must register on the CPDTA website and pay their \$7 annual membership/registration fee as well as provide their name, email address, cell phone number, and actual or estimated USTA rating. If players do not have a USTA rating they must self-rate using the USTA self-rating guidelines.
- b. In the event a match is interrupted or rescheduled where individual courts are played, players are responsible for rescheduling the match against their opponent via text, call or email, following the guidelines for the rain date. You have 1 week to establish your rain make-up date. Communicate your scheduled date to both captains. **Failure to do so will result in a court default.**
- c. If inclement weather occurred recently before a match is played, all players should plan to arrive early to assist in any water and/or debris removal from the courts so the match can begin the scheduled time or as soon as possible thereafter.

ARTICLE X: USTA RULES & TIMED MATCHES

- 1. USTA Rules:** The rules of the United States Tennis Association shall apply in all cases not covered by the by-laws, stated in this rulebook.
- 2. Timing Decision:** Before the start of a match, the home captain shall advise the visiting captain if the match is Untimed or Soft-timed or Hard-stop. If the match is Soft-timed or Hard-stop, both captains need to agree on when Timed Match Procedures shall begin. The home captain shall advise the visiting captain if a buzzer or a clock will signify the end of a Hard-stop match. Both captains should share all information with their players. Captains and acting captains may have other leadership roles during the course of a team match.
- 3. Hard-Stop & Soft-Timed:** There are two types of Timed Matches: Hard-stop and Soft-Timed. Both types of Timed Matches have the Timed Procedures beginning at 20 minutes before the designated end time. A Hard-stop Match ends immediately at the designated time and/or at the sound of the buzzer. A Soft-timed Match follows all the Timed Match Procedures. However, any tie-breaks should be played to completion. Prior to the start of a match, the home captain should advise the visiting captain and all participants if the match will be Untimed, Hard-Stop or Soft-Timed. If a match is Hard-stop, the home captain should advise the visiting captain and all participants, what signifies the end of the match, i.e., specific clock or buzzer. The home team clock, timer, watch or cell phone can be used to track the official time.

Two-Hour Rule: In the event the home courts must be vacated after two hours of play, it must be made known when team captains confirm match play. Due to the two-hour playing time limit, it is necessary to keep match play continuous. You may not leave the court at any time during the match. After the first game of each set, play is continuous. A 90-second break is allowed, according to USTA rule when changing ends for all other games. However, you may not leave the court. Players should plan to take water

with them on the court before play begins at 10 minutes after the hour. Time between points and games is 20 seconds. **You are allowed a two minute break after each set up until the last 20 minutes of the match. During the last 20 minutes of play, there are no breaks, including the two minute set break. Play is continuous; you will continue to change sides with no stopping.**

Procedure for timed matches—The 20 Minute Rule

These rules will apply to any match that requires a time limitation. All matches must be scheduled for a minimum of 2 hours in length. The Timed Match Procedure would begin 20 minutes prior to the end of match time. All time-restricted Matches will consist of best of three sets with a 10-point tiebreak played in lieu of a third set.

First set game in progress, at the designated time:

- Complete using no-ad scoring (see Note 1 below).
- Team with a 2 game lead wins the first set.
- If games are tied, play a set tiebreak (first to 7 by a margin of 2); winner of tiebreak wins the first set.
- If neither Team is ahead by 2 games, play 1 additional game using no-ad scoring.
- If, after the additional game is played, both Teams are tied, play a set tiebreak (first to 7 by a margin of 2) to determine the first set winner.
- Play a set tiebreak (first to 7 by a margin of 2) to determine the second set winner.
- Upon completion of the second set, if each team has won a set, play a match tiebreak (first to 10 by a margin of 2) to determine the Match winner.

Second set game in progress, at the designated time:

- Complete using no-ad scoring.
- Team with a 2 game lead wins the second set.
- If games are tied, play a set tiebreak (first to 7 by a margin of 2); winner of tiebreak wins the second set.

- If neither Team is ahead by 2 games, play 1 additional game using no-ad scoring.
- If, after the additional game is played, both Teams are tied, play a set tiebreak (first to 7 by a margin of 2) to determine the second set winner. (Enter the score in this case counting the tiebreak as a game. For example the set score could be 4-3 or 5-4 in this case.)
- If the result of this is that each Team has won a set, then play a Match tiebreak (first to 10 by a margin of 2) to determine the Match winner.

If the time should run out during any tiebreak, the team ahead by 1 or more points shall win the set. If the tiebreak score is tied, one more point will be played in service order, RECEIVERS' CHOICE.

4. Tie Breakers (And Coman Tiebreak Procedure): The tiebreaker goes into effect when the set score reaches 6-all.

SINGLES: A player who first wins seven points shall win the game and the set provided he or she leads by a margin of two points. If the score reaches 6 points all, the game shall be extended until this margin has been achieved. Numerical scoring shall be used throughout the tiebreaker.

The player whose turn it is to serve shall serve the 1st point from the deuce court. Their opponent shall serve the 2nd and 3rd points (from the ad court, then the deuce court), and thereafter each player shall serve alternately for two consecutive points (ad court, deuce court) until the winner is decided.

DOUBLES: In Doubles, the procedure for Singles shall apply. The player whose turn it is to serve shall serve the first point. Thereafter, each player shall serve in rotation for two points; in the same order as previously in that set, until the winner is decided.

- A **SET** tiebreaker is first to 7 ahead by 2 points.
- A **SUPER** tiebreaker in lieu of a third set is first to 10 ahead by 2.

- All tiebreakers, whether in doubles and singles, must be played in Coman style.
- Enter third set super tiebreaker scores as 1-0 (not 10-8, 10-7, etc.)
- The system can't also record a parenthetical for 10-8, 10-7, etc. or for 7-6 set tiebreakers 7-5, 7-4, etc.
- Entering a super tiebreaker in MatchTime as 10-8, for example, records it as ten games won and 8 games lost, which throws off the tiebreaker for games won / lost if a match or division standings comes down to that.
- Super tiebreaker scores of 1-0 do count as one set won, same as if you play it out to 6-4, 6-3, etc.

*The **Coman Tiebreak Procedure** is the same except that ends are changed after the first point, then after every four points (i.e., after the 5th, 9th, 13th, 17th points, etc.), and at the conclusion of the tiebreak. The scoring in Coman Tiebreaks is the same as traditional tiebreaks.*

The player who served first in the set that ended in a tiebreaker shall receive service in the first game of the following set.

CPDTA PRESIDENTS

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1964–1966	PAUL HARTRICH
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1954	JOE SACKS
1953	MYRON B. FISTER
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1948	HAL KERBER
1946–1947	W. ALBERS
1945	RAY KIMBER
1943–1944	S. R. NIEMAN