

# CHICAGO PARK DISTRICT TENNIS ASSOCIATION

## By-laws + Rules for Inter-club Play

Rulebook  
**2026**

Revised & Issued

20MAY26

**UPDATED**

## **2026 CPDTA By-Laws and Rulebook**

### **CHICAGO PARK DISTRICT TENNIS ASSOCIATION (CPDTA)**

[www.cpdta.org](http://www.cpdta.org) | [cpdta10s@gmail.com](mailto:cpdta10s@gmail.com) | 708-669-4938

**CPDTA Board:** The governing body of the Chicago Park District Tennis Association responsible for league administration, rules enforcement, and grievance review.

#### **OFFICERS**

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Russ Needler  
Jennifer Nemec  
Suzanne Demirjian  
Michelle Charles  
George Skalsky  
Anne Gallagher

## HIGHLIGHTS OF KEY 2026 RULE CHANGES AND CLARIFICATIONS

2026:

- New Grievance System: Online <https://forms.gle/2jqMePX5NMYh6wiz7>
- Captains must submit copies of Park Permit

2025:

- Men's 50+ Division (3.5 & 4.0 over 50 years of age)
- Men's B NTRP 4.0 will follow 1-1-1 Rule
- A player is NOT allowed to play up 2 levels in any division.  
(For example: no 3.0 can play in the 4.0 level division, etc. this will be an automatic default.)

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## DIVISION LEVELS

### MEN'S DIVISIONS

#### **Men's 50+ (Seniors)**

Players ranked 3.5 & 4.0 / Age Restricted 50+

#### **Men's A / Open (4.5+)**

Players ranked 4.5 and above.

#### **Men's B (4.0 with the 1-1-1 Rule)\*\***

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 DIVISIONS

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

Players ranked 4.5 and above.

#### **Women's A (4.0 with the 1-1-1 Rule)**

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 with the 1-1-1 Rule)**

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.

*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**

Since many divisions are using the 1-1-1 rule. It is important to use the official score sheet your matches; this will enable you to check the opponent's level of play to confirm validity.

*\*\*\*We encourage captains to review their opponents levels early in the season and file a grievance if any players do not have a rating, their level seems to be incorrectly stated or they are not at the correct level of play for their stated level.\*\*\**

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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](http://www.cpdta.org) in conjunction with [www.matchtime.com](http://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 Communication Chairperson) shall draw and list the schedule of 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 Tournament 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 Tournament 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 of 50+, prior to or during the calendar year in which the player's first league match is played.

**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 Tournament Chairperson, who will review the matter and provide a ruling.

**2. .**

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 Tournament 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](http://www.matchtime.com) with their valid NTRP rating that is found on TennisLink at [www.usta.com](http://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](https://www.usta.com/content/dam/usta/pdfs/10013_experience_player_NTRP_guidelines.pdf)

- c. A captain can confirm a USTA rating for an opposing teams players.

### **How To Check The NTRP Rating Of A League Player**

Go To: [www.usta.com](http://www.usta.com)

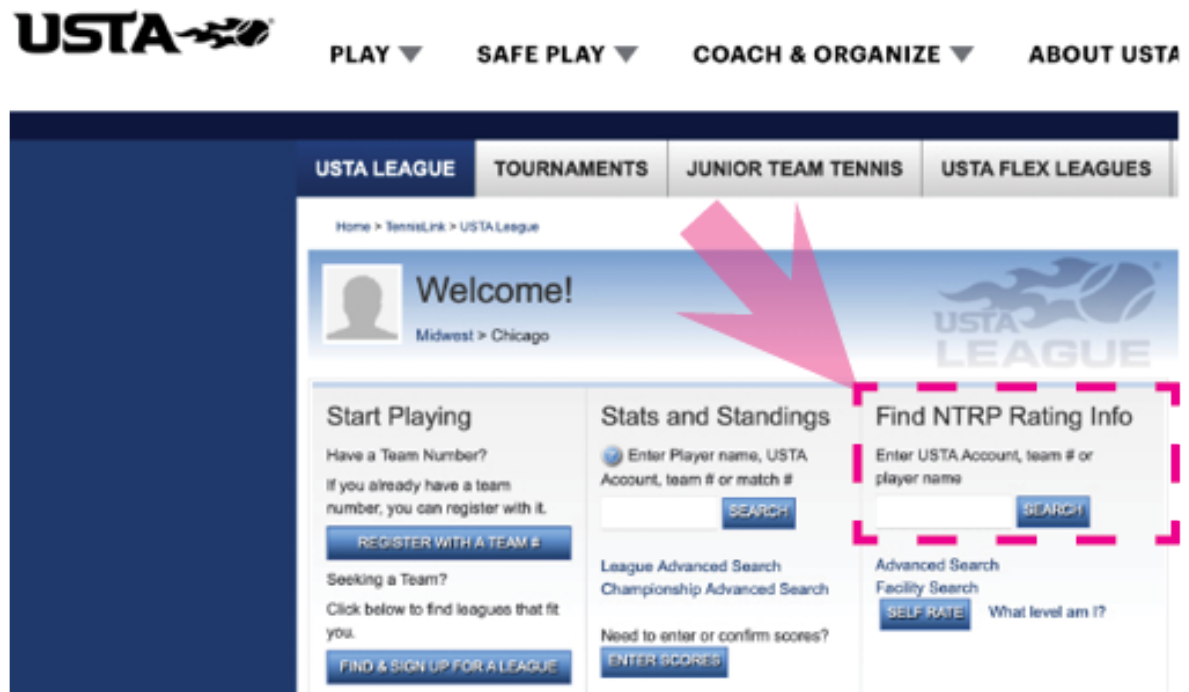
Go To The "Play" Drop Down Menu

Choose "Usta Leagues"

Go To The "Usta League" Drop Down Menu

Type In The Player's Name In The "Find NTRP Rating" Section

This Will Show The Player's NTRP Rating



## **ARTICLE IV: MATCH PLAY**

1. **Park Permit & Fees:** Every team must have a home court. The Home Team is fully responsible for obtaining a permit for all home matches at their park and paying all associated court fees charged by their home park. Captains are required to submit a copy of their permit sent to [CPDTA10s@gmail.com](mailto:CPDTA10s@gmail.com) by the deadline.
  - **2026 Permit Deadline:** May 15<sup>th</sup>, 2026
  - **Teams may not host home matches until their park permit has been submitted.**
  - Captains must post the Schedule of Home matches, clearly communicating dates and times at all court entrances.
  
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. **Matches:** 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 50+ 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 50+ 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 double's 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 encouraged 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 select men's and women's divisions. 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) & Men's B (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 players can play up and one 4.0 player can play 1st singles or 1st doubles in a match.

**1-1-1 Rule — Default Clarifications** *Updated 20MAY26 for greater clarity.*

**1-1-1 Rule Default Notice:**

Only one player rated above the stated level of play is permitted per team match and may compete either at 1st Singles or 1st Doubles.

Default Clarifications

**1. Two Higher-Rated Players on the Same Court**

If two higher-rated players compete together on the same court, that court shall be recorded as a default.

**2. Two Higher-Rated Players on Different Courts**

If two higher-rated players compete on different courts within the same team match (for example, one at 1st Singles and one at 1st Doubles), the 1st Singles court shall be recorded as a default.

**3. Player Two Levels Above or Below Division Level**

Any player participating who is two levels above or two levels below the stated division level shall result in an automatic default of that court.

*If there is no NTRP rating available on the USTA site, a player must self-rate using the free USTA rating system. (Note: you do not need to be a USTA member to play in this league or to self-rate on the USTA site.) Captains questioning players' self-ratings may file grievances within 48 hours of the match to the Tournament Chair for player review.*

- 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.

*If the match is rained out prior to official exchange of line-ups, and the match is rescheduled with on a new date or court-by-court, no prior defaults carry over.*

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 50+ / 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 50+ 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.
- e. **For divisions subject to the 1-1-1 rule:** If 2 players are playing above level as defined by the 1-1-1 rule, 1 player at #1 singles and 1 player at #1 doubles, the #1 singles match will be defaulted.

**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 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

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 a rain date is available in the schedule, the match should be moved to that date, or if captains agree the match can be played on indoor courts, that same day.
- b. The board will issue any notifications the day prior to matches regarding any extreme weather situations that are being monitored, including air quality, excessive heat conditions that may affect play, or any other potential hazard. An email notification will be issued to captains with information and instructions.
- c. 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 Tournament Chair to CPDTA10S@gmail.com no later than NOON (12pm) on the match date. Within 24 hours, the Tournament 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 Tournament Chair. Note: if the Tournament Chair is unavailable that weekend, Captains are to send their complete lineups and contact information to the CPDTA Vice President at CPDTA10S@gmail.com 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 MatchTime.)

- 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 a 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 be centrally located. 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](http://www.matchtime.com) website and will include your roster. The official score sheet shows the ratings of all players, it is important to use this sheet to validate players ratings as they apply to the 1-1-1 rule.

- 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 Tournament 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 section 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 Won (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.
6. **Championship Rain protocol:** For the championship matches,
    - a. If Saturday is rained out it moves to Sunday
    - b. If the **entire weekend is rained out**, lineups are submitted to the tournament Chairperson for official exchange. You have 15 days to complete matches at a mutually agreeable date, time, and location. There are NO substitutions once the official line-up has been exchanged.
    - c. If it rains **after play has begun**, players exchange contact information, have 15 days to complete matches at a mutually agreeable date, time, and location.
    - d. A stipend of \$20/per court will be reimbursed, any additional cost should be split evenly between teams.

## **ARTICLE VI: DISPUTES**

1. **Deadlines:** All disputes or protests concerning matches shall be filed to the Tournament Chairperson by a team captain or acting captain within two (2) days of the match.
2. All grievances must be submitted using the **official CPDTA grievance form:**  
<https://forms.gle/2jqMePX5NMYh6wiz7>

This form is intended for the submission of **formal grievances** related to CPDTA Summer League play, including concerns regarding player eligibility, rule violations, sportsmanship, or administrative matters.

The grievance process exists to promote fair play, consistency, and respectful competition across all CPDTA leagues.

### **3. Process Overview**

- All grievances must be submitted using this official form.
- Grievances should be submitted in a timely manner and must be based on factual information. There is a 48-hour deadline after the event has occurred.
- Submissions are reviewed by the Grievance Committee which is comprised of representative of each division which includes the CPDTA Board and a volunteer from any division not represented, in accordance with league rules and procedures.
- Individuals submitting a grievance may be contacted if clarification or additional information is required.
- The opponent has 48 hours to respond to the grievance.
- Once all the information is received the Board has 48 hours for additional research, if required.
- Grievances are reviewed weekly, at the following Monday's Board meeting, unless there is an impact for timing or Holiday.
- Decisions issued by the CPDTA Board are considered final for league play.

### **Important Notes**

- This form is not intended for general feedback, informal complaints, or emergencies.

- Submitting a grievance does not guarantee a specific outcome or ruling. CPDTA reserves the right to determine whether a submission qualifies as a formal grievance under league rules.
- Emergency rulings may be issued by the Tournament Chairperson if the grievance affects an upcoming match.

## **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. 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.
- 3. 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: CAPTAINS' & PLAYERS' RESPONSIBILITIES**

### **1. Captains' Responsibilities:**

- a.** LOCATE A PARK with quality tennis courts. Contact the park supervisor and obtain a permit to play at that park. Submit the permit to CPDTA by the assigned deadline.
- 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](http://www.cpdta.org) in conjunction with [www.matchtime.com](http://www.matchtime.com)
- d.** ATTEND THE MANDATORY CAPTAINS' MEETING: The meeting may be held in-person or on-line as determined by the board. The captain or a representative from the team must be in attendance at the meeting.
  - i.** If the captain cannot 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 George Skalsky (gskalsky@yahoo.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 Team 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. Use the official score sheet your matches, this will enable you to check the opponents level of play to confirm eligibility for level of play.
- j. ***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.
- k. 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 Tournament 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 Tournament Chairperson and Webmaster.
- l. 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 Tournament 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.**
- m.** Captains, co-captains, or a designated game-day acting captain may represent the team for all match administration responsibilities.

## **2. 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. Tiebreakers (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/MATCH** 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/MATCH** 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/MATCH** 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/MATCH** 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**

2017–2026	SHEILA SPADE
2007–2017	NEFERTARI CUTLER
2003–2006	MARSHA FISCHL
2001–2002	CATHY COIN
1998–2000	DAVE FONG
1994–1997	JIM FORST
1993	LYN M. BRUNER
1990–1992	JULIA STEELE
1988–1989	MAURICE CARNEY
1987	RICHARD BRADLEY
1985–1986	RON TREASEH
1978–1984	BOB GOSSAGE
1973–1977	TOM JUR
1969–1972	GORDON WEAD
1967–1968	ABRAHAM ZYLBERMAN
1964–1966	PAUL HARTRICH
1962–1963	DORIS HENDERSON
1961	JOE SACKS
1959–1960	FRANK A. BUCHLER
1956–1958	HARRY LASER, JR
1955	ROBERT DUNAWAY
1954	JOE SACKS
1953	MYRON B. FISTER
1950–1952	LYLE H. HENDERSON
1949	RAY KIMBER
1948	HAL KERBER
1946–1947	W. ALBERS
1945	RAY KIMBER
1943–1944	S. R. NIEMAN