

# **CSRA WOMEN'S TENNIS LEAGUE BYLAWS**

(Amended January 2007)

## **I. PURPOSE**

The CSRA Women's Tennis League was formed for, and exists for, the purpose of providing a framework for organized play among member clubs or tennis facilities. While League records will be kept and League trophies will be awarded, the prime purpose of this organization is to promote friendly and sportsmanlike tennis within a structure of overall League play.

## **II. CLUB AFFILIATION**

A. Any club interested in joining the CSRA Women's Tennis League must meet the following requirements: (1) be able to field at least one full squad (6/5 teams) on any level; (2) obtain a 2/3 vote of the League Board Representatives; (3) enter the League at the beginning of a League season; and (4) provide a minimum of six (6) courts for play.

B. Any club or tennis facility may withdraw from League play at its own discretion. Once a club or tennis facility has withdrawn, it may re-enter the League by meeting new member requirements. If a club withdraws during a League year, no completed matches with the withdrawing club will be counted in League standings. Members' dues of the withdrawing club will remain with the League.

C. Each club/facility must notify the League President as to the number of teams they are fielding for a given season at least one week prior to the scheduling meeting. A club/facility may field more than one team at the same level.

## **III. LEAGUE STRUCTURE**

### **A. Club/Facility Representative**

Each club/facility having an even number of teams will have one (1) Club/Facility Representative to cast the deciding vote in the event of a tie vote. In order to maintain continuity in the League, each Representative should be willing to serve a minimum of two (2) years.

### **B. League President**

The League President is elected by a Club/Facility captain or their Representative. Her responsibilities are: (1) to direct League Board meetings; (2) to compile the League Directory; (3) to interpret League rules; (4) to call Board meetings when necessary; (5) to activate the Grievance Committee to settle a dispute; (6) to be Co-Director of League Tournaments, along with the club/facility Pro from hosting club/facility; (7) to cast the deciding vote in the event of a tie vote on matters concerning permanent rules, or procedural matters; and (8) to make all other necessary appointments, including the Pro-Advisor (not a League player).

### C. League Vice President

The League Vice President is elected by a Club/Facility Captain or their Representative. Her responsibilities are: (1) to assume the duties of the League President in her absence; (2) to assist the League President as necessary and mutually agreeable to the President and Vice President; (3) to retrieve last season's trophies, and order current season's trophy engravings and plaques; and (4) to serve as a member of the Grievance Committee.

### D. League Secretary

The League Secretary is elected by a Club/Facility Captain or their Representative. Her responsibilities are: (1) to maintain a record of League meetings; (2) to keep permanent records of all League meets for two years and make those results available to the Board, representatives and captains; and (3) to track all dues and make sure all player's dues are paid by the time they play a match; and (4) to track and enforce the 3-slot rule; and (5) to serve as a member of the Grievance Committee.

### E. League Treasurer

The League Treasurer is elected by a Club/Facility Captain or their Representative. Her responsibilities are: (1) to keep a permanent record of all League finances; and (2) to make disbursements; and (3) to serve as a member of the Grievance Committee.

F. The President, Vice President, Secretary and Treasurer will be elected at the first meeting of the year in late summer. One term will consist of two (2) years and will begin after the meeting for the Fall season. No club will be represented in either office for more than one (1) term consecutively. The immediate Past President will serve as an Ex-officio member of the Board for the following term.

### G. The Grievance Committee

The Grievance Committee will be composed of the League President, Vice President, Secretary and Treasurer, the Pro-Advisor, and the immediate Past President. The Pro-Advisor is a non-voting member, except in case of a tie. This committee meets when necessary to settle disputes arising out of protests. When a grievance involves a member of the committee or her club, she will abstain from voting.

### H. The Board

The Board will consist of the President, Vice-President, Secretaries, Treasurer, and the immediate Past President.

### I. Meetings

A minimum of two (2) meetings shall be held each year. To have a called meeting there must be a consensus of one-half of the clubs/facilities in agreement.

### J. Voting Procedures

In any voting matter, each club/facility has one (1) vote. If a voting matter concerns a particular Division, only one (1) Captain from that Division per club/facility can vote on that matter. Votes on procedural matters will be determined by a simple majority of those present. In the event of a tie vote, the President will cast the deciding vote. A change in permanent

rules requires a one (1) week written notification of change and a two-thirds (2/3) majority vote of clubs/facilities present.

#### **IV. TEAM MEMBERSHIP**

A. All team members and substitutes must be at least nineteen (19) years of age and are required to pay dues as determined by the Board.

B. Dues fees for both team members and substitute players are ten dollars (\$10) per season. Monies are due and payable from players and substitutes on the first date that the player participates in a match. If a player's dues are not postmarked within three (3) days, and received within one (1) week from the date of the match she played, a match point will be deducted for each unpaid player.

C. A player may be listed on only one (1) club roster per season. Once a season has begun (after the first match is played), a player may not change to another club.

#### **V. CAPTAINS**

A. Each team must have a captain or an acting captain present at the beginning of every meet. Captains must exchange complete line-ups simultaneously prior to starting play. The captain must notify the League Secretary if the meet (or individual matches) has to be postponed. Captains will communicate with the opposing Captains on meet related matters.

B. Captains must record scores, sign the scorecard, and mail them to the CSRA Women's Tennis League, or e-mail the scores, team positions with team players' names, captain's name, and name of club/facility to the League Secretary for that Division. All rosters and dues **MUST** be mailed to the League Secretaries immediately following each match, and be postmarked within three (3) days, and received one (1) week from the date of the match. A penalty of a deduction of one (1) match point will be imposed if not received on time.

C. The League Board must supply copies of *Official Rules of Tennis* to each captain when there has been a revision(s). Captains are urged to encourage awareness of *The Code* among team members.

D. Captains and/or Club Pros must determine line-ups according to strength of players in order to make fair and competitive play for all. Sandbagging, scheduling stronger pairs below weaker pairs, is prohibited. A player must stay within a three-slot range. (See Appendix A for explanation.) (See also VI. LEAGUE RULES "B" for the only exception to the three-slot rule.) All six/five (6/5) positions will be forfeited if an infraction of these rules occurs.

#### **VI. LEAGUE RULES**

A. League meets will be held at A, B, and C Divisions with additional divisions added in the future, as adequate competition will allow. Each team consists of six/five (6/5) doubles partners (plus substitutes if needed). If unable to field six/five (6/5) doubles partners, the team

will forfeit the absent members and play their remaining teams in consecutive positions, starting with number one (1). All players listed on the team scorecard that are not forfeiting their positions MUST BE DUES PAID MEMBERS and staying within the three-slot range.

B. One (1) player, one (1) match per team can move UP ABOVE the three-slot range, but cannot play higher than a regular slotted team player. If ANY player plays BELOW the three-slot range, ALL positions will be forfeited. The captain MUST notify the League Secretary BEFORE the match when they will be using this rule.

C. Match starting times are 9:30AM. Individual matches may start at other times if agreed to by both captains. A Level will play on Tuesdays, B Level will play on Thursdays, and C Level will play on Fridays.

D. Each club or facility plays every other club at least once on a pre-arranged schedule during the League season. The calendar will be divided into Fall and Spring seasons and will include “rain dates.”

E. Any club/facility without a lower division team can pull substitutes from a club/facility having a lower division team, as long as that team does NOT have a higher division team.

F. There will be a designated home team for each scheduled meet. The home team captain will contact the visiting team captain 48-hours prior to the match to officially invite them to their club/facility and inform her of the number of teams being fielded. If either captain is waiting for confirmation from a player, she must inform the other captain of this. Also at that time, the home team captain will advise the visiting team captain if a lunch or refreshments will be provided.

G. If the home team is unable to provide its home courts for any scheduled meet, the visiting team has the first option of providing its home courts. If the visiting team does not wish to provide its home courts, the responsibility for providing courts reverts to the home team.

H. Home team furnishes one can of unopened USTA approved balls per match. CSRA Women’s Tennis League does not approve balls without imprinted numbers on them.

I. Warm up time should be limited to fifteen (15) minutes including practice serves. A 10-minute break may be taken after the second set; otherwise, play must be continuous throughout each match as specified in USTA rules. Coaching is permitted only during the 10-minute break between the second and third sets.

J. Complete team rosters for each member and substitute must be submitted to the CSRA League Secretaries at the time the players participate in their first match. Rosters and dues must be kept current. Substitute players may be added to the roster when necessary, along with their dues.

K. Substitutes may be drawn in three ways: (1) a substitute that is listed on the team’s roster and that has paid dues for the current season; (2) a member of a team playing actively on the

level below; and (3) a team from the level below. A team or member of a team from the level below may play less than half the total number of matches for the higher level team. For example, A Level plays eight (8) matches in one season. A substitute player on the B Level may play only three (3) matches on A Level. Substitutes must conform to the “sandbagging” rule. A substitute coming up from a lower level team cannot play higher than a regular team member. Substitutes being pulled from the level below are not required to conform to the three-slot rule.

L. Clubs/Facilities with two (2) or more C division teams may share substitutes, but each substitute can only play a combined total of half the scheduled matches. Each team is responsible for playing the substitute at a position that best fits the player’s individual skills and the overall skill makeup of the team. Additionally, the player **MUST** play within a three-slot range of the team they are subbing for. Example: A substitute may play at position 2 for Team A (a less experienced team) and position 5 for Team B (a more experienced team). The three-slot range for the substitute would be 2-3-4 for Team A, and 4-5-6 for Team B.

M. During inclement weather captains are encouraged to communicate with each other before departing for the match in order to eliminate unnecessary travel. In the event the match is to be held on clay courts which prove unplayable, the home captain should inform her opposing captain in adequate time. A match will be postponed if the temperature is not expected to be above 35 degrees at playing time.

N. If play is suspended due to rain, a reasonable delay will be in effect. If play cannot be resumed, captains should record game, set scores, positions of players, and which player serves when play is resumed, in order to continue where interrupted. No substitutes will be permitted if play has already begun.

O. All matches will be played to the best of three (3) sets (a team needs to win two (2) sets to win the match). The 12-point tiebreak, as specified by USTA, will be in effect at any time the score reaches 6-all in any set. In cases not specifically covered by CSRA Women’s Tennis League rules, USTA rules will govern play.

P. A fifteen (15) minute default rule is in effect. If someone is more than fifteen (15) minutes late, her match will be defaulted, unless player(s) have contacted the captain(s) and made other arrangements. Both captains and the team players must agree to any change.

Q. All protests should attempt to be resolved immediately at time of occurrence. If unable to resolve the protest, call League President explaining the protest. The League President will investigate and try to resolve the protest. If that fails, then an official protest must be submitted to the League President in writing within three (3) days after these steps failed to resolve the protest.

R. We strongly encourage all NTRP 4.0 and higher members play A Division; 3.5 play either B or A Division; 3.0 and 2.5 play either C or B Division. If there is no existing A Division or B Division, then those members who are rated 4.0 can play on B, and 3.5 can play on C. Anyone not rated must play according to their ability.

## **VII. LEAGUE CHAMPIONSHIP**

A. Scores will be maintained on an individual basis per level, per club or tennis facility. In the event of a tie, set scores will be used. The winner of the season is the team who has lost the least number of sets over the course of the season. In the event that teams are still tied after counting sets, then games will be counted. The team with the least number of games lost will be declared the winner. If a club/facility wins two seasons in a row, they will be strongly encouraged to move their top four players up a division if possible.

B. Traveling trophies will be awarded on a seasonal basis to the club/facility with the best overall League record on each level. The trophy remains in the possession of the winning club/facility until the following season. Permanent plaques will be awarded to the winners and finalists in each level each season.

## **VIII. CSRA TOURNAMENT**

The Board may arrange CSRA Closed Tournament at the end of the Spring season, first full week in May, for Levels AA, A, B and C. Players must have played in at least one CSRA team match per season. Players ranked 4.5 or higher on the NTRP scale must participate in the AA Level; 4.0 rating must play in either A or AA Level; 3.5 must play in either B or A Level; and 2.5 and 3.0 must play in either C or B Level.

## **IX. RULES OF ORDER**

The rules contained in the current edition of Robert's Rules of Order shall govern the CSRA Women's Tennis League in all cases that are not inconsistent with these bylaws and any special rules of order the CSRA Women's Tennis League may adopt.

Adopted: April 1992

Amended: November 1992  
May 1993  
January 1994  
July 1997  
August 1998  
January 1999  
January 2001  
July 2001  
January 2002  
January 2003  
August 2004  
January 2005  
July 2005  
August 2006  
January 2007

## APPENDIX A

A player must play within a 3-slot range of the position in which her name first appears in a season. That 3-slot range is in effect for the entire season.

### Example 1

(Illustrated on attached tracking sheet)

Week 1 Ann plays at #2 position.

Possibilities for the future include slots 1,2,3,4.

Week 2 Ann plays at #1 position.

Possibilities for the future include only slots 1,2,3 for the remainder of the season.

### Example 2

Week 1 Jane plays at #5 position.

Possibilities for the future include 3,4,5,6.

Week 2 Jane plays at #6 position.

Possibilities for the future include only slots 4,5,6 for the remainder of the season.

### Example 3

Week 1 Sue plays at #3 position.

Possibilities for the future include slots 1,2,3,4,5.

Week 2 Sue plays at #4 position.

Possibilities for the future include slots 2,3,4,5 for the remainder of the season.

Week 3 Sue plays at #2 position.

Possibilities for the future include only slots 2,3,4 for the remainder of the season.

