



## 2022 CHICAGO DISTRICT LEAGUE RULES AND PROCEDURES – CAPTAIN'S INFORMATION

*Current USTA League regulations, Friend at Court, The Code, USTA Midwest Standing Orders, and the following Local League rules and procedures apply. Complete rules and procedures for USTA Adult League Play in the Chicago District consist of 4 parts: League Overview, Captain's Information, Team Match Information, and Timed Match Procedure.*

*Note: Comments in red reflect changes/clarifications to 2021 rules.*

### II. CAPTAIN'S INFORMATION

#### A. General

- a. Each Team must have a designated Captain and/or a Co-captain. If the Captain is not a registered Player on the Team, he/she must designate a Co-captain who is. Club pros/staff may be Team Captains but must name a Co-captain that is a registered Player on the Team.
- b. Captains must:
  - i. Have access to the internet to register their Teams and to input Match scores through TennisLink.
  - ii. Provide the DLC with a current e-mail address and contact phone number.
  - iii. Communicate regularly with other Captains and Co-captains about Matches.
  - iv. Read and understand CDTA League Rules and Procedures.

#### B. Acceptance of Facilities and Teams

- a. Host facilities MUST be located within CDTA's geographic boundaries (Cook, Lake, and DuPage counties).
- b. A Facility hosting USTA League matches shall have courts in good, playable, and safe condition and may be verified by the District League Coordinator (DLC).
- c. Team Eligibility Requirements for Non-combined NTRP Leagues
  - i. A Team shall consist of Players eligible to compete at a specific NTRP level of competition. See USTA League Regulation 1.04D(4).
  - ii. The required minimum number of Players on a roster must be at the League NTRP level. See Table 2 in Chicago District League Rules and Procedures-League Overview.
  - iii. If the Team does not meet the above requirements by the start date of the Season as reflected on TennisLink, it will be removed from the League.

#### C. Deadlines

- a. The Team application deadline for each Season is as shown on the CDTA website. A late Team application is subject to review and acceptance by the DLC who may seek input from the ALC as he/she sees fit. In most cases, late Team applications will not be accepted after Flights have been created. Flights are typically determined within 3-5 days of the Team application deadline.

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- b. The deadline for the minimum number of Players on a roster is the League start date shown on the Team page of TennisLink. See Rule II (B)(c) (i-iii) for additional rules related to Team eligibility requirements.
  - i. If a Match is rescheduled from the original date in the schedule published by CDTA to be played in advance of the Season start date, Teams participating in that Match must have the minimum number of Players registered by Match start time in order for the Match to be valid.
- c. The Player registration deadline for self-rated and appeal-rated Players is 2 weeks before the League end date shown on the Team page of TennisLink (see Midwest Standing Order 1.04D(3)d). Computer-rated Players should contact the DLC to register after the registration deadline (a message that registration is closed will be received when attempting to register).

### **D. Team Dropping Out**

- a. If a Team withdraws from the League or is determined to be ineligible to play by the DLC, it is the responsibility of the DLC to notify each Captain affected.
- b. It is the responsibility of each Captain affected to notify their Club regarding resulting court cancellations.
- c. It is the responsibility of each Captain to inform their Players of the withdrawal.
- d. Once the local League schedule has been made, a Team dropping out may be subject to a disciplinary review and action by the ALC including the potential for exclusion from future League play.

### **E. Local League Team Match Format**

- a. Team Match format at the local level is determined by CDTA.
- b. Local Team Match format may vary from the format required at District, State, Sectional, and National Championships.
- c. State, Section, and National Championships are progression beyond Local League. For those Championships, the format is defined by USTA League Regulations 1.04A.
- d. Team Match format in the Chicago District is described in Table 2, Chicago District League Rules and Procedures-League Overview.

### **F. Playoff Eligibility Requirements**

- a. Local League Playoffs (Flight Playoff) is considered a form of Championship.
- b. Applying USTA League Regulation 2.03A(3), to be eligible for a Local League Playoff, an individual must have participated in a minimum of 2 Matches during round-robin competition in that Local League; a retired Match counts and a maximum of 1 win by default counts.

### **G. Home Match Day and Start Time**

- a. Match times by Season and League are included in Table 1, Chicago District League Rules and Procedures-League Overview.
- b. Captains and Players intending to play CDTA Leagues should be prepared to play during the times indicated.

### **H. Captain-to-Captain Communication**

- a. No later than 48 hours prior to the scheduled Match start time, BOTH Visiting and Home Team Captains are to confirm and acknowledge confirmation of the upcoming Match by email.

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- i. Captain-to-Captain confirmation for the Match shall begin at least 5 days prior to the scheduled Match.
  - ii. Either Home or Visiting Captain may initiate confirmation.
  - iii. In the confirmation email, Captains should include the location, day and time of the Match, and/or split start time Matches (see II(J)(a) below). The Home Captain is encouraged to advise the Visiting captain of considerations specific to the Home Facility, especially during the Summer Season advising if play will be outdoors.
  - iv. Notification of defaults shall be made by a Team Captain to the opposing Captain no later than 48 hours prior to the scheduled Match start time.
  - v. If a Team Match is played at a Facility which will use different surfaces, for example, hard and clay courts, the Visiting Captain will decide the placement of the Teams on the courts.
  - vi. The opposing Captain shall be advised prior to Match start time, the name and contact information for an individual serving as Acting Captain at a Match. The acting Captain shall have the contact information (preferably cell phone number) of each Player in their Team's lineup and shall know all CDTA Rules and Procedures.
- b. In the event of dispute of a Match reported as a Team Default that is based on an issue with Captain-to-Captain communications, the DLC will resolve the dispute as follows:
- i. If either Captain fails to communicate his/her Team's status (full lineup, positions being defaulted, etc.) by 48 hours prior to the scheduled Match day and time, the Team that failed to communicate will lose the match by Team Default.
  - ii. In the event that neither Captain communicates his/hers Team's status by 48 hours prior to the scheduled Match day and time, a Double Team Default will be assessed.

### I. Match Rescheduling

- a. Reschedule requests must be considered if made prior to the Season start date and at least 10 days before the original match date. In such cases, a new date for the Match must also be agreed upon prior to the Season start date.
- b. Once the Season starts, a Team is not obligated to accommodate a request to reschedule a Match. If Home court time is no longer available for some reason, but the same day and time is available at the Visiting Team's Facility, the Home Team is obligated to play the Match at the originally scheduled time at the Visiting Team's Facility.
- c. Teams with outdoor home facilities must provide indoor backup, for the scheduled match day and time, during the last two weeks of the Summer Season. If they are not able to provide indoor backup, the visitor's facility should be used. If neither team can provide indoor backup at the originally scheduled day and time, the match should be rescheduled to a mutually agreed upon day and time at an indoor facility.
- d. A Team requesting a reschedule must research to identify open dates in the opposing Team's schedule and offer a minimum of 2 dates; 3 dates are preferable.
  - i. Match schedule conflicts shall be considered only within that League.
  - ii. Days and times other than the regular Home day and time may be offered.
  - iii. Any rescheduled Match must be played before the end of the League Season.

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- e. Requests to reschedule a Match must be reported to the DLC within 7 days of the original Match day and time. Failure to communicate with the DLC about a change in Match day/time within this timeframe may result in a Double Team Default.
- f. In the event that the new Match date cannot be determined because of an issue with Captain-to-Captain communications, the DLC will resolve the dispute as follows:
  - i. If a Captain fails to respond to repeated communications about rescheduling, his/her Team will lose the Match by default.
  - ii. In the event that neither Captain communicates during the 7-day period, a Double Team Default is recorded.
- g. All efforts to reschedule a Match should be exhausted before reporting a Match default. Once a Match is recorded as a default in TennisLink, the Match cannot be rescheduled for a later date.
- h. In the event that a Team Match is rescheduled and must be played with courts starting at different times, the following Split Start Team Match Procedure shall be followed:
  - i. Both Captains must agree to the split Match time.
  - ii. The Home Team Captain and Facility shall set at the sooner time the lesser or equal number of courts (e.g., 1 court for a 3-court format; 1 or 2 courts for a 4-court format; 2 courts for a 5-court format). This scheduling will ensure that the Team Match outcome has not been decided by the outcome of the sooner played Matches.

### J. Scorecards

- a. TennisLink provides the official USTA scorecard/line-up card which should be used for all Matches. This scorecard should be printed and filled out by both Captains at the time of the Match.
- b. The USTA League Match scores, including Matches that are defaulted, must be recorded in TennisLink by either Team Captain within 48 hours of the completion of the Match.
- c. Printed scorecards and line-ups should be maintained as a backup for the TennisLink scoring system. Both Captains are responsible for maintaining a copy of the scorecard/line-up for future references (disputes, ratings appeals, etc.).
- d. Any Player on the scorecard for a Match that was defaulted can be changed to another Player up until the end of the open registration period PROVIDED that the Player receiving the Match default was registered on the Team at the date/time of the Match default.
- e. If the status of a Match is disputed, Captains should notify the DLC immediately by e-mail with the details of the dispute.
- f. Any scores, including defaulted courts and entire Team defaults, which remain unreported a week or more after the scheduled Match date may be recorded as a Double Team Default.

### K. Individual Match Defaults

- a. **When defaults are necessary, the defaults shall be determined by the defaulting team captain in accordance with USTA regulation 2.03K (also known as the bottom-up rule).**
- b. An individual Match default may be claimed when a Player fails to appear on court and ready to play by 10 minutes after the scheduled Match start time.
- c. The defaulting Team is responsible for all fees assessed by the Facility due to notification after the 48-hour default notification deadline.
- d. In the event a Player fails to show or is late causing a default, the defaulting Team is responsible for all fees for that court. The opposing Player(s) are to be refunded or reimbursed their paid fee.

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- e. Until fees assessed due to late notice, or an individual default are paid, each individual on the Team roster and each listed Captain and Co-captain are ineligible to participate in – including but not limited to – current Season for any Team in local League round robin play, future Season USTA League Matches or League Championships in the Chicago District.
- f. Clubs hosting USTA League Matches must inform the DLC when an individual court or all courts are defaulted and court fees are not paid.

### L. Team Match Defaults

- a. For all Team Match formats, the majority of individual Matches must be played to count as a valid Team Match (e.g., 2 courts for a Team Match format that is 3 courts; 3 courts for a 4-court format, 3 courts for a 5-court format). See Midwest Standing Orders.
- b. If a Team is not able to play the minimum number of courts for a valid Match during round robin League play, the Match will be recorded as a Team Match Default in favor of the opposing Team. In order to encourage play, however, CDTA would still record the scores from any individual Matches played for NTRP purposes.
- c. The defaulting Team is responsible for all fees assessed by the Facility due to notification after the 48-hour default notification deadline.
- d. Until fees assessed due to late notice are paid, each individual on the Team roster and each listed Captain and Co-captain are ineligible to participate in – including but not limited to – current Season for any Team in local League round robin play, future Season USTA League Matches or League Championships in the Chicago District.
- e. Clubs hosting USTA League Matches must inform the DLC when an individual court or all courts are defaulted and court fees are not paid.
- f. When a Team Match Default is found to affect the League Standings, at the end of the Season, the DLC will manually calculate the Standings to determine the Flight winner. He/she will remove all Matches involving the defaulting Team from the round in which the total Team default occurred (see USTA League Rule 2.03L). For rating purposes all Match results remain in TennisLink. The ALC will review and confirm the DLC's adjustments.

### M. Rain Procedures

- a. When Matches are scheduled to be played outdoors and no indoor courts are available for back up, Captains should discuss prior to the Match what options to consider if weather becomes an issue.
- b. If it is raining at the time of a scheduled Match, Captains should identify a new date and time for the Match to be resumed, informing Players that they may be required to set up their own Match to finish any Match in progress, determining an appropriate time to delay a Match.
- c. If any Match is rescheduled from the original TennisLink date/time, the DLC must be notified within 7 days or the Match may be recorded as a Double Default (See J, Match Rescheduling above).

### N. Severe Weather Procedures

- a. Player safety is a priority to the CDTA.
- b. When a severe or hazardous weather warning is issued by the National Weather Service affecting the Facility hosting the Match and/or the Visiting Team, either Captain may decide it is not safe for Players to travel to play. In such a case, the Match will be rescheduled at the earliest time convenient for both Captains.

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- c. If any Match is rescheduled from the original TennisLink date/time, the DLC must be notified within 7 days or the Match may be recorded as a Double Default (See J, Match Rescheduling above).

### O. Procedures in the Event of a Tie

- a. In accordance with National rule 2.03E, in the event of a tie in individual courts won during a Team Match, the tie will be broken in the following order:
  - i. Sets. Loser of the fewest number of sets.
  - ii. Games. Loser of the fewest number of games.
  - iii. Game winning percentage. Total games won divided by total games played (courts won by a default are not counted).
  - iv. Winner of No. 1 Doubles.
- b. In the event of a tie in the Standings, whether in round robin or single elimination competition, the tie shall be broken by the first of the following procedures that does so
  - i. Individual Matches. Winner of the most individual Matches in the entire competition.
  - ii. Head-to-Head. Winner of the head-to-head Match.
  - iii. Sets. Loser of the fewest number of sets.
  - iv. Games. Loser of the fewest number of games.
  - v. A Method to be Determined by the Championships Committee (if applicable). Procedure to be announced prior to commencement of championship competition.

### P. Grievance Procedure

- a. General and Eligibility grievances must be filed with the appropriate USTA District League Grievance Form e-mailed to [info@chicagodistricttennis.com](mailto:info@chicagodistricttennis.com), with a \$50.00 check made out to Chicago District Tennis Association mailed separately to the CDTA office. Electronic payments can be arranged by contacting the CDTA office. The DLC will then forward the Grievance form to the District League Grievance Chair.
- b. The grievance form can be found at [https://www.usta.com/content/dam/usta/pdfs/usta\\_League\\_grievance\\_070915.pdf](https://www.usta.com/content/dam/usta/pdfs/usta_League_grievance_070915.pdf). When completing the Grievance form, include reference to the rule (National League Regulations, Midwest Standing Orders, Friend at Court, or CDTA Rules and Procedures) violated.
- c. The Captain of the protested Team must reply to the District League Grievance Chair via the DLC email no later than 2 days after receipt of the grievance. If the general grievance is upheld, as decided by the District Grievance Committee, the \$50.00 fee will be refunded.
- d. NTRP and Administrative grievances are filed with the Midwest Section. The Fee for an NTRP and Administrative grievance is determined and collected by the Midwest Section.