

- [ ] Register a team during the team registration period on the NorCal webpage.
  - Secure home courts. *You must have courts for your home matches.*
  - *Find committed players.* You must have enough players to field a team for every match.
  
- [ ] After NorCal schedules your local league flight, post your team's home matches by the deadline.
  - Work with your club/park/CTA to ensure the *availability of courts for your home matches.*
  - Post a match date and time *within your home schedule parameters* (unless you and the opposing captain agree to a different posting outside of the guidelines).
  - Depending on your facility, you may *schedule all individual matches at the same time or use split start times.* Refer to rule 2.00B
  - *Once you post a home match date, you cannot change it without the consent of the opposing captain.*
  - Have your *players fill out their availability on-line* to ensure you have enough players for each match.
  
- [ ] For each scheduled team match, the captain should:
  - *Confirm the match about a week ahead of time* with the opposing captain to ensure that there are no snafus. Directions to the club, appropriate tennis attire, possible individual match default notification (a courtesy), and potential inclement weather problems are issues that might be discussed ahead of time.
  - *Confirm with your players* who is playing and what time and where to show up for the match.
  - On the day of the match, most captains will print out the scorecard and bring it to the match. *The home team provides the balls and courts, and should ensure that water and bathrooms are available onsite.* Calling off the match for inclement weather that makes playing conditions hazardous is the call of the home captain. Please reschedule the match as soon as possible if the match is interrupted or cancelled by using the rescheduling procedure in the LLAR. [LLAR Rules 8a, 11c, 11e]
  - Just before the match, *captains will exchange line-ups simultaneously.* Each captain will then notify his team who their opponents are and to what court they should go. On each court, every team should confirm their opponents and position of play before their individual match starts. [LLAR Rules 15 & 17].
  - Before each individual match starts, *the home team should decide whether a Coman format or a standard format will be played for all tiebreaks and whether a 10-point match tiebreak will be played in lieu of a full third set on each court.* It is also the home team's call on whether new balls will be used for a full third set. The home team should spin a racket for choice of side, serve/receive, or defer before the warm-up starts.
  - At the conclusion of the match, *the captain should get the scores from each individual match and confirm them with the opposing captain.* The first captain to get to the NorCal webpage should enter the scores and the second captain should confirm them. The scores should be entered and confirmed within 24-hours of the match. The status of each match should be listed as "completed, retired, default, double default". With a retirement, the actual completed game scores are entered (except if retired in the first game, you must enter 1-0). Leave sets not played blank. With a default, the team that has the default will have "default" put in their boxes in place of the players' names and the scores put in as 6-0, 6-0 loss for the defaulting team. For a double default (both teams defaulting), the results will automatically populate and score as a 6-0, 6-0 loss for both teams. [LLAR Rule 17]

[ ] After the match concludes, many home teams will host the away team for a "social gathering" of food and drink. If the match was interrupted for a bona fide reason, please refer to the LLAR on how to reschedule. [LLAR Rule 11e]

[ ] As the league season progresses, the captain can check the team standings by going to the team page and checking "team standings" on the team information tab. Information for local league playoffs and Championship play, including registration and payment of team fees for Districts and Sectionals, will come out from the NorCal office as the local league season winds down.

## Guidelines for Match Play

Before each individual match starts, the home team should decide whether a Coman format or a standard format will be played for all tiebreaks and whether a 10-point match tiebreak will be played in lieu of a full third set on each court. It is also the home team's call on whether new balls will be used for a full third set. The home team should spin a racket for choice of side, serve/receive, or defer before the warm-up starts.

During the team match, the following rules should be observed by both teams:

- Warm-up is five minutes on the court of play. No one can be denied a warm-up even if late or substituted by another player after the 15-minute default time. [LLAR Rule 18]
- No coaching from the start of the warm-up to the end of the match. The only exception to this rule would be if a full third set is elected. During the 10-minute rest period between the second and full third set, coaching may occur off-court. [LLAR Rule 19]
- Play should be continuous. Allowed time is 20 seconds between points at server's pace, 90 seconds between changeovers, and 120 seconds between set breaks. There is no rest after the first game of the any set. Toilet breaks should be taken at set breaks first, then changeovers. In an emergency, a toilet break may be taken at any time. The time allowed is reasonable time – the time to walk briskly to the bathroom, utilize the facilities, and walk briskly back. A toilet break should not be used for any other purpose except to utilize the bathroom. [LLAR Rule 23]
- Medical time outs are three minutes in duration. A player may use any allowed rest time that is due, but then the time out should start. The opposing team may time the medical time out. If the player cannot resume play after the three minutes has ended, he should retire. [LLAR Rule 22]
- Points played in good faith should stand. ["The Code" Rule 2]
- The ball is called good if any part of the ball touches any part of the line. If there is any uncertainty as to a line call, the ball should be called good. If partners disagree on the call or a player changes his call, the point goes to the opponents. ["The Code" Rules 6-8, 12, 14]
- Doubles teams may talk to each other as the ball is coming towards them. ["The Code" Rule 34]
- Any player may call a service let. Any player may make a "let" call for a ball or something else that comes onto their court and interferes with play. The let call must be made immediately. ["The Code Rules 18 & 27]
- The player makes all calls on himself for touches, not-ups (double-bounces), foul strokes (hitting the ball before it crosses the plane of the net, etc.). The opponents (receivers) make the call of a ball going through the net or a "grounding" of the ball (returning the ball such that it hits one's court first before going back over the net). Line calls are the responsibility of the team which is receiving the ball. ["The Code" Rules 5, 19, and 20]
- Court monitors may be used when teams need assistance in order to finish the match. If no court monitors are available and the team cannot finish the match, then the match should be rescheduled to a date and

time when monitors can be available to help. Court monitors may call foot faults and help with scoring and timing as well as overruling line calls when asked. Teams are encouraged to work together to resolve issues in a mutually respectful manner; sportsmanship grievances should be a last resort. [LLAR Rule 21]

NorCal wishes to remind all captains that league play should not only be competitive with but respectful to others. Please use the LLARs and The Code to resolve issues that arise on court. Remember that without teams, there would be no play! As the Code states in its first principle – Courtesy is expected. Tennis is a game that requires cooperation and courtesy.

For questions, captains may always email their Local Area Coordinator (LAC). This person's name and email is posted on each team page. The [League Directory](#) also has links to information that every captain should have about leagues, "how to" instructions, calendars, insurance, ratings, rules, and grievances. The [NorCalendar](#) has the dates and details on all league events. These are resources that will help every captain have a great season!