

# Men's 50 Plus League of Lee County

## Frequent Asked Questions

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## **Detailed Questions and Answers**

### **A. Questions Concerning the 50 Plus Men's Tennis League**

#### **1. People / Contact Questions**

##### **a. Executive Committee (EC) - What is the Executive Committee?**

The Executive Committee (EC) consists of five (5) or six (6) members: League Commissioner, Assistant Commissioner, Operations Manager (Webmaster) and 3 Division Managers. The EC is responsible for the operation of the League. [return to index](#)

##### **b. Contact DM - How do I contact my Division Manager?**

Generally, if contact with the DM is necessary, email is the appropriate means. The League has published a set of procedures for all captains to follow (revised FAQ Page) which should result in far fewer email exchanges between Captains and the appropriate Division Manager. When sending an email to a Division Manager, please sign off by using your name, your team, and your flight: e.g., "John Doe, Captain, Pelican Landing, Red C". At times, phone communication is necessary; however, the use of a phone communication should be limited to those situations which present a unique problem not amenable to email communication. Look on the website under the Information Tab/League Officers for the email addresses and phone #s of the League officers. [return to index](#)

##### **c. Contact Team Captain (TC)- Where do I find the contact information for another Team Captain?**

Clicking on the "Team Captains" under the "Captains" tab brings up a screen that displays the contact information for all Team Captains. You should check your listing for accuracy and revise, as needed (FAQ: Contact Information Changes). The Captain and Assistant Captain need to maintain this information in the "Update Contact Information" drop down menu in the Captains Tab as noted below. [return to index](#)

**d. Contact Information Changes - How do I change my contact information?**

Located under the "Captains" tab, clicking on "Update Contact Information" Allows you to make changes to your contact information.

**e. Club Information - How can I find information on the other clubs in the League?**

In the home page of the website, go to the top navigation bar and select "Clubs". A split window will open. On the left hand side is a alphabetical listing of all the clubs currently in the League. Once you select one of these clubs, the right hand screen will appear with all the contact information for that club, a map to locate the club and all the teams playing for that club. As a team captain, you should check your club information to make sure it is accurate and complete and notify your DM if Changes are needed. [return to index](#)

**2. Flight / Division Questions**

**a. League Standings - Is there a way to look at the standings for all the teams in the League?**

To find standings for all teams in a Division, go to the "Teams" tab on the website and click on "Standings by Division". Here you will find the standings for all Flights in each Division. [return to index](#)

**b. Flight Standings - Where can I find the standings for my Flight?**

To find standings for specific Flights, go to the "Teams" tab on the website and click on "Standings". Clicking on this heading will display the standings for your Flight. [return to index](#)

**c. Flight Winners - How are flight winners determined?**

There are no playoffs. The winner in each flight shall be determined by the final point total, with one point awarded for each doubles match won. In the event of a two or more-way tie for first (1st) place in a Flight, the Flight Champion shall be determined by the most matches won in head to head competition against all the tied teams. If two or more teams remain tied, these teams shall be declared champions with appropriate plaques at the end of the season. Winners are recognized at the annual meeting at the conclusion of the season. [return to index](#)

**d. Divisions / Flights - When will the teams be placed in their Divisions / Flights for next year?**

Each new season presents a series of elements that affect Team Placement by the Executive Committee of the League. New teams enter the League, other teams depart the League, major roster changes occur within teams, and a whole host of other dynamics occur. As a result, placing teams in appropriate divisions and flights is truly a work in progress. The short answer is we try to do it as soon as we can. Preliminary potential placement begins shortly after the previous season ends, and the process continues through the spring and summer. If during preliminary placements, it appears that a particular team will be moving to a different Division, thereby requiring play on a different day of the week, the Division Manager of the appropriate receiving Division will try to give a "heads up" to the affected captain, since changing the day of play affects players' personal schedules. The EC should publish the flights and schedules in early September. [return to index](#)

**3. Other League / Technical Questions**

**a. Website Login & Use- How do I find, log in to and use the league website?**

The Website address is [www.50PlusTennis.com](http://www.50PlusTennis.com). To log in to the system, click on the button labeled "login" on right side of the top banner. Your User Name is just your full name as you indicated on your registration form. It can be entered as "John Doe" or "Doe, John". Either way will work, and capitals are not required. The password is your first name - again capitals are not important. Once logged in, the "Greeting" should say "Welcome: John". That indicates that the system recognizes you as a captain. If it says "Welcome: John as Guest", that indicates that it recognizes your name as a player but not as a captain. If it just says "Welcome: Guest" it does

not know you, and you will be restricted to "just looking" - i.e. none of the captain specific options (the ability to enter scores or update rosters, etc.) will be available. Once you log in, you will be at the home page. This page will have a navigation bar at the top listing five different tabs: Captains, Matches, Teams, Clubs and Information. Sliding your mouse cursor over these tabs will show you a drop-down menu of functions available in that tab.

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**b. Bookmark - Is there an easy way to get to the website?**

Computer browsers (Firefox, Chrome, Safari) have different methods. In most cases, you can add our website to your "Bookmarks" by clicking on the Bookmark icon (star) and following the directions on the screen that appears. [return to index](#)

**c. No Answer in FAQ's- What do I do if I cannot find the answer to my question in the FAQ's?**

If you cannot find an answer in the FAQ's send an email to your Division Manager and the FAQ Coordinator (Michael Kula. Email: 9283mjk@gmail.com) Please include as many specifics as you can. If it is a time sensitive issue, ask your DM to respond. The FAQ coordinator will research the issue within the league rules and related rules and respond. If the issue appears to be a recurring type of question, we will add to the FAQ content. [return to index](#)

**d. Search FAQ's- How do I search for a specific topic in the FAQ's?**

When you go to the Information Tab on the website and select the FAQs to download, the document comes down as a PDF format document. Various browsers and operating systems have different methods to search PDF documents. Some situations have a search window in the upper right-hand corner of the window. If this is the case, type in the term you are looking for and hit "enter". If the results show a lot of unrelated elements, try enclosing your search with quotation marks (i.e. instead of searching for Division Manager, enter it as "Division Manager". the first case will return anything with either division or manager while the second one will return results for only the string "division manager"). If your browser opens the PDF document without a search window, try typing "command F" (⌘+F). In most operating systems this will open a search window. [return to index](#)

**e. Problems - I am having technical problems. How do I get Help?**

Usually, an email message to the DM will resolve the matter. In some instances, a telephone conference between the DM and the Captain is necessary. As a last resort, the Operations Manager may need to resolve the issue. [return to index](#)

**f. Website Active Pages - What are "Active Pages"?**

Active web pages allow you to dynamically change (filter) what information you see on the page. Pages which have this capability are "Schedules By Flight", "Schedules By Club", "Match Results", and "Historical Matches". On these screens, you will see that many of the fields are underlined. it may be hard to see so look closely. On schedules, the match week and the names of the teams are underlined. Clicking on an underlined field will change the display to only include information about that item. For example, if you click on the 2 for match week two, then only the matches played during week two will be displayed. Or if you click on your team name, only the matches your team plays in will be displayed. The "Match Results" and "Historical Results" pages, match weeks and team names work the same way. In addition, the individual players names are underlined. This means that you can change the display to see only the matches that player has played. There are also some features in our website called "Hyperlinks" that may appear the same as the active page keys, but they perform slightly different. The hyperlink simply takes you to a completely different document or to a different place within the existing document, while the active page key changes/filters the information that you see on the screen. (In the website Home Page, you see "Frequently Asked Questions" in underlined blue font. This is a Hyperlink that simply will redirect your browser to a web page that has the FAQ's.) [return to index](#)

**g. League Meeting - When is the post season League Meeting?**

Usually in early April at a site to be announced. Advance notice of time and place is published prominently on the website well before the meeting date, and you will also receive email notification. This meeting is to be attended by Team Captains. [return to index](#)

### **h. League Rules & Information - Where can I find all the rules that apply to our league?**

In the home page of the website, go to the top navigation bar and select "Information". This will show you all the rules for the league and are down loadable as PDF documents. Other registration forms and general information are also available here. [return to index](#)

## **B. Questions Concerning Team Operations and Management**

### **1. General Administration Questions** [return to index](#)

#### **a. Registration Form - Where do I find the Registration Form for next season?**

Go to the "Information" tab on the website and click on "Returning Team Registration" or "New Team Application". The appropriate fee and mailing instructions are on the form. [return to index](#)

#### **b. New Teams - How do we enter a new team in the League?**

The website has a "New Team Application" form for new teams under the "Information" tab. The new Captain should download the form, fill out the form and deliver it along with the required entry fee to the person listed on the form. [return to index](#)

#### **c. Fees - What is the cost/fee for playing in the League?**

Fees for new and continuing teams will be established annually by the Executive Committee of the League prior to the Captains' meeting. The fees are noted on the registration forms. Most teams assess their players an additional amount to cover the costs of tennis balls, drinks, snacks, etc. [return to index](#)

#### **d. Captain's Responsibilities - As a Team Captain, what responsibilities do I have regarding providing my DM with information preseason?**

When requested to do so by your DM, you should:

1. Confirm that your team roster, as posted on the website, is correct.
2. Review the Captains' list on the website to ensure your contact information is correct.
3. Review your Club Information on the website to ensure the information is correct. [return to index](#)

#### **e. Captain's Responsibilities - As a Team Captain, what responsibilities do I have regarding managing my team?**

As a Team Captain, you have the following responsibilities (this list is not intended to be all-inclusive; each club/team may have unique responsibilities that a TC is responsible for):

1. Distribute the season schedule to all players.
2. Prepare the lineup/score sheet prior to each match.
3. Provide new balls and beverages and snacks for home matches.
4. Enter scores by 6 pm following home matches.
5. Notify visiting Captain of club specific issues prior to each home match.
6. Notify opposing Captain if you cannot field 4 courts.
7. Coordinate the rescheduling of rained out matches.
8. Complete Team Registration.
9. Attend the League meeting.
10. Adjust your roster, as needed.
11. Ensure that all team members meet League eligibility requirements.
12. Resolve disputes. [return to index](#)

#### **f. Assistant-Captain – May my Assistant-captain receive the Division wide emails that are sent out periodically?**

Yes, send your DM the contact information for your assistant-captain, and the DM will ensure that he gets the emails. [return to index](#)



**g. New Captain - I'm retiring as the Team Captain following this season. Who chooses my replacement?**

It is your responsibility to make sure your team has a replacement; how that replacement is chosen internally is up to each team. [return to index](#)

**h. Changing Flights - We won our Flight. Do we automatically move up?**

If your team dominated its flight, the likelihood of a move up is real. If you were a close second, you might move up. There are other dynamics at play, however, which also impact the movement of teams, such as a team in the flight above you moving down. If a couple of teams move down to your current flight, your current flight might be much improved in quality. In summary, the goal of the league is to ensure fair and balanced competition within a flight as best it can determine from the facts. [return to index](#)

**i. Changing Flights - We finished last in our Flight last year. Do we automatically move down?**

Not automatically. In normal situations, a team finishing last may move down. However, there may be extenuating circumstances that result in your team remaining in the same Flight. For example, if your team finished last, but was only 3 points out of 1st place, chances are your team would remain in the same Flight. A lot depends on the results in the Flight below yours. The League will evaluate each Flight to ensure fair and balanced competition. [return to index](#)

**j. Changing Divisions - I have heard that we might have to move to playing on Tuesdays instead of Mondays. Tuesdays are our Men's crochet/bocce ball/canasta/shuffleboard day. Do we have to move?**

The short answer is yes. The league is very aware of court availability issues and takes that into account when moving a team from one division to another. Personal issues, however, do not impact the movement of a team to a new division. [return to index](#)

**2. Roster Questions**

**a. Initial Roster - What is the "Initial Roster"?** [return to index](#)

The Initial Roster for each team shall be the roster posted on the website at the end of the previous season.

**b. Preseason Roster Changes - When can I start making changes to my roster?**

Team Captains (TC) will be asked to update their rosters preceding the upcoming season starting in May. TCs will be directed to the League website ([www.50plustennis.com](http://www.50plustennis.com)) to submit changes to their rosters. The DM will review exceptional requests for roster changes and will notify the TC of any issues. Approved changes will be entered into the website. These roster updates will provide the League with the information necessary to ensure that a team is placed in the appropriate Division/Flight. [return to index](#)

**c. Eligibility - Who can play on my team?**

A participant is eligible to play any time after his fiftieth (50th) birthday, he must be a member of the Club for which he plays and assigned to a team roster. Each player should be a member in good standing under the bylaws of the Club for which he plays and not be a guest. A participant may only play on one (1) league team during the season of play and may not substitute on any other league team. Additionally, any such member may not be providing lessons or other paid coaching services at the Club or any other club in southwest Florida. [return to index](#)

**d. Number of Players - How many players can I have on my team?**

The maximum number of players on a team is 20. The minimum guidance for existing teams is 12. Any new entrant to the League, or a team returning after a departure from the League, must have at least 14 players on the roster. [return to index](#)

**e. Drop a Player - How do I DROP a player from my roster?**

Once you log into the website click on the Captains tab, then select the Roster Maintenance item in the drop-down Menu. Once you do this, a roster maintenance screen should open with two tables in it. The table on the left shows your existing roster and the table on the right shows previously dropped or added

players. To drop a player, find the name in the left table and click on the "Drop Player" link in the fourth column. Once this is done, you should have one more "available slot" in the left table and the dropped player should show displayed in the right-hand table. Please note that if the player has played for one or more matches in the current season, the player cannot be dropped until after the season ends. [return to index](#)

**f. Add a Player - How do I ADD a player to my roster?**

To add a player to your team roster, you must sign into the website. Once there, click on the "Captains" tab in the top menu bar. In the drop-down menu of the Captains tab, select "Roster Maintenance". A screen will appear with two tables in it. The table on the left will show 20 roster positions with the names of everyone currently on your roster. If you have fewer than 20 people on your roster, the remaining spots will simply say "available slot" instead of a person's name. If your roster table has "available spots" shown, you start the "add a player" process by clicking on the "Add Player" blue, underlined link in column 4 for the first available slot. If you have 20 players already on your roster, you must drop players before you can add any new players. [return to index](#)

Once you select "Add Player" the left roster table will be replaced by a screen with an "Add Player" search box. There will be a blue bordered text box where you need to enter the first three or four letters of the person's name that you want to add, and then click on the "search" button. When you hit the search button, a new table will appear under the search text box that contains all the names that contain the search text string. Several different paths are available at this point depending on the search results and are described below. [return to index](#)

Person's Name in search results AND has "Add this Player. This means that the player is both in the database and available to add to your roster. If this is the situation, simply click on the "Add this Player" button. When you do this, the "Add this Player" button will be replaced by the phrase "Currently on a team in Flight/ Division" (which should be your flight and division) indicating that the add has been completed. (You will also see the addition noted in the right-hand table that shows previous roster changes.) If you have more additions, you can enter a new name in the text search box and continue. When you are done adding players, click on the "Done/Cancel" button above the table, and you will return to the roster maintenance screen with the two tables in it. You will see the name of the person(s) added inserted into your roster table alphabetically. If you make an addition to your roster AFTER Final Team Placement, the added player will be shown as "Provisional". Your Division Manager will review the request to determine if the addition of the player would have changed the placement of the team if the request had been made prior to Team Placement being finalized. In the event the request is rejected, the Team Captain will be notified & provided with an explanation for the rejection [return to index](#)

No names or the person's name not in search results. This means that the person you are searching for is not in the league's player database and must be processed. You must send an email to your Division Manager requesting that a NEW player be added to your roster, providing the player's name: Smith, John (format & spelling are critical). Also include in the email a brief description of the player's ability level. Because your Division Manager uses the information to evaluate the impact of the player on your team before approving the addition, you should be specific about the player's level of play. At a minimum you should describe how the player compares to those on your team (e.g., he's about the 3rd or 10th best player) and explain how often you expect the player to participate. Note that it is very important that you, or your club's pro, have had a chance to evaluate the player to make the above determination. The Division Manager will perform his due diligence, including requesting additional information from the Captain, if needed. The Division Manager will also make the determination that the player is being added to the proper level team. If the request is made following Final Team Placement, your Division Manager will review the request to determine if the addition of the player would have changed the placement of the team if the request had been made prior to Team Placement being finalized. In the event the request is rejected, the Team Captain will be notified and provided with an explanation for the rejection.

Once the player is added to the database and to the team's roster, the Captain will receive an email informing him that the player has been added to his roster. (If the Division Manager rejects the addition, the Captain will receive an email notification, including the reason for the rejection and the player will be removed from the roster) [return to index](#)

Name appears in search results but says "Currently on a team in ..... division/ flight". This means that the player you want to add to your roster is in the database but is on another team's roster. The player cannot be added to your roster until he is dropped from his current team. The player or the captain needs to contact the player's current captain and request that captain "Drop" him from that roster. Once he is dropped from his current team, he can be added to the new team. Once he is dropped, he will appear in the search results as "add this player". Click on adding the player and proceed as in the first example above. Please note that if a player has played at least one match on his current team, he cannot be dropped until the next season. If the request is made following Final Team Placement, your Division Manager will review the request to determine if the addition of the player would have changed the placement of the team if the request had been made prior to Team Placement being finalized. In the event the request is rejected, the Team Captain will be notified and provided with an explanation for the rejection. [return to index](#)

Name appears but there is no club listed in the center column. This means that the player is in the database but has not played for a number of years. There is no recent history on record so the player's ability is unknown. "Add this Player" is available in the third, left column. However, when you click on this a screen will appear that says "Notice: Player with no history". The captain will need to add comments as directed and hit "continue". The player will be added to the roster as a "provisional player" until the Division Manager has reviewed his eligibility to play in your flight. Once the request is approved or rejected, the captain will receive an email confirming the addition or giving the reasons for the rejection. If the request is made following Final Team Placement, your Division Manager will review the request to determine if the addition of the player would have changed the placement of the team if the request had been made prior to Team Placement being finalized. In the event the request is rejected, the Team Captain will be notified and provided with an explanation for the rejection. [return to index](#)

Name with "add this player" shows, but when selected, a screen saying "Notice: Player moving down" appears. This means that the requested move has the player dropping more than three levels. Since this can give the lower team a great competitive advantage, the league Executive Committee must review this request. The captain needs to fill out the comments box as directed in the screen and hit "continue". The player will be added as a "provisional" add. Once the EC has reviewed the request, the captain will be notified that the request has been accepted or rejected (with appropriate explanation). If the request is made following Final Team Placement, your Division Manager will review the request to determine if the addition of the player would have changed the placement of the team if the request had been made prior to Team Placement being finalized. In the event the request is rejected, the Team Captain will be notified and provided with an explanation for the rejection. [return to index](#)

Duplicate Name Suspected. If you suspect that a person that you are trying to add has the same name of someone already in the league, email your Division Manager with the detail and get his help resolving the situation. [return to index](#)

#### **g. Comment Box- When entering a Comment on a request to add a player to my roster, what type of information should I enter?**

Your DM uses the information to evaluate the impact the player has on your roster. Therefore, you should be specific about the player's level of play and their expected contribution to your team. At a minimum, you should estimate how this new player compares to the rest of your team (e.g. he's about 3<sup>rd</sup> or 10<sup>th</sup> best player). Also explain how often you expect to play the new player. Please note that you or your club pro must evaluate the player to determine the player's skill levels. [return to index](#)

**h. Player Movement - Once a player has played on my team, may he move to a different team?**

Once a roster player has played in one match in the current season, he is locked to that team for the season.

**i. Proper Team - Does the League get involved in which team a player plays on? [return to index](#)**

All player movement is monitored by the League. Assigning players to specific teams within each club is an internal matter. However, in the event that a player is assigned to a team that is below the player's playing level, the League reserves the right, at its sole discretion, to reject the placement of the player on a lower level team. One of the prime objectives of the League is to provide fair and balanced competition for the members of the League; the League will ensure that this objective is met. [return to index](#)

**j. Roster Freeze - What is meant by the "Roster Freeze"?**

Requests for changes to a roster may be submitted until the end of December of the current season. At this point, the roster is frozen, and there may be no further changes. Please note that any roster addition requests made after flighting determinations are made (typically late summer) will be provisional and subject to approval by the respective Division Manager. Please refer to Rule B.2.g. above for information that needs to be provided to assist the Division Manager in approving provisional player addition requests. [return to index](#)

**k. Team Rosters & Player Info - Where can I find the rosters and player information for other teams and players in the League ?**

Go to the "Teams" tab on the website, then click "All Teams". This heading displays the rosters for all teams in the League. Click on the appropriate team and a page should open with that team's current roster. Or from the "Teams" tab drop-down menu you can click on "Rosters" which allows you to view the rosters. Simply select the appropriate team from the left table that is organized by division and by flight. If you want to find what team a player is on or a player's historical performance, Click on the "Players" navigation tab and select the "By Name" menu function. Simply enter the player's name and hit search. A list of all the people with that name will appear and indicate what team they are on. If you click on the player's name in the search results, their last three year's match records will appear if available. [return to index](#)

**3. Schedule Questions**

**a. Team Schedule - Where can I find my team's schedule?**

Clicking on the "Matches" Tab, then "Schedules by Team" produces a screen showing the schedules for your team. There are also options to see the schedules for your flight or your club in the drop-down menu. On the right-hand side, you will also find the link to show a blank score sheet. [return to index](#)

**b. Schedule - How do I save a schedule to my computer?**

Select the "Matches" tab in the main menu bar and then select "Schedule by Team/Flight/Club". Then use your web browser's print function to print. If you want a copy on your computer instead of a hard copy, select to print it as a PDF file and save it on your computer. [return to index](#)

**c. Print Schedule - When I print my schedule, it does not print the shaded areas. How can I get it to print?**

When you start to print from your browser window, you are presented with a print window that allows you to control what you are about to print. In that window (it will be different for each browser) there will be an option (probably a checkbox) to enable or disable the printing of "headers and backgrounds". Apparently, the default for many systems is to not print backgrounds - that's what is happening to you. Just check the option to enable printing headers and backgrounds and you should be fine. [return to index](#)

**d. Club Schedule - Is there a way to see the schedules for all the teams at my club?**

"Clicking on the "Matches" Tab, then "Schedules by Club" produces a screen showing the schedules, by week, for all the teams at your club. This information should be provided to your club for scheduling court time for the season. NOTE: By definition, these will only be home matches. [return to index](#)

## C. Questions about Preparing for and Conducting a Match

### 1. Preparing for a Match Questions

#### **a. Match Days - On what days are matches played?**

White Division plays on Monday. Blue Division plays on Tuesday. Red Division plays on Thursday. [return to index](#)

#### **b. Match Start Time - At what time do matches start?**

Regularly scheduled matches begin at 2:00 pm. Make up / Rain out matches may be scheduled at the agreed upon times between the two captains. The two captains may also mutually agree on a different starting time or date for other circumstances (for example, if a home team has flexibility to start early, and the visiting team would prefer to do so for traffic reasons, the teams could mutually agree to start the matches a half hour earlier). However, if the date is changed, the Division Manager must be notified in advance and the match must be scheduled for completion within a week of the original date. [return to index](#)

#### **c. Match Preparation - In preparation for a match today, what are my responsibilities?**

The responsibilities of the home team captain are:

1. Arrive at each match with a completed score sheet (Lineup sheet)
2. Ensure that warm up courts are available for opposing team
3. Meet, or have another team member meet the opposing team and direct them to the correct courts for warm up and play, as well as location of bathrooms, etc.
4. The Home team captain is responsible for providing new tennis balls for the match; the tennis balls should be suitable for play on soft courts.
5. The home team captain is responsible to notify the opposing captain if the match is canceled due to weather or other issues. Once this is done, the home captain needs to offer the opposing captain two or three alternate dates and times within the next two weeks (or one week if it is the last match of the season). [return to index](#)

#### **d. Warmups - How long should warmups be?**

Teams should be provided 10-minute warmups before the start of the match. Teams can warm up with each other or with opponents; if with opponents, efforts should be made to hit balls back to the opponent, rather than practicing winning shots. [return to index](#)

#### **e. Opposing Captain Info - Should I contact the opposing captain prior to a Home match?**

Yes - Send an email to your opposing captain prior to your match with directions, dress code requirements, codes for entry, if required, and any other relevant information. Also, give the opposing captain your contact information and ask the opposing captain to confirm his contact information. (This is important information so the team captains can talk through any weather-related issues prior to the match.) [return to index](#)

#### **f. Drinks and Snacks - As a captain, do I have to provide drinks and snacks for the opposing team?**

It has been an unwritten practice that the home team provides beer, soda and snacks after the match. Some clubs do not allow beer to be provided, but all teams normally do provide some after. The individual Clubs usually collect from their team members to cover the home match refreshments. [return to index](#)

### 2. Lineup Questions

#### **a. Lineups - When do I exchange lineups with the opposing captain?**

The captains meet before the start of the match and exchange lineups. No changes are allowed once lineups are exchanged. If a lineup sheet is handwritten, make sure the names conform to that team's published roster. At the end of the match, the captains should meet to confirm the proper scores for all

matches. The captains should wait to exchange lineups until all team players have arrived to ensure accuracy. [return to index](#)

**b. Player Shortage - What should I do if I don't have enough players to fill all 4 courts?**

If you do not have enough players to fill all 4 courts, you must default the lowest courts that are not filled. You must be able to have two full courts (1st and 2nd positions with 4 team players), or all four courts are defaulted. Defaults are scored 6-0, 6-0 for the winning team. You should advise the opposing team captain when a shortage is recognized. When you are short players, you are encouraged to bring non-roster players to fill the courts. These courts will be defaults, but our goal is to play tennis. [return to index](#)

**c. Lineups - Do I have to place my best doubles team on court 1?**

Your top court team should be made up of your best doubles team. Your top team should beat your second-best team more often than not. Court 1 doesn't necessarily have to be your two best players, but it should be your best doubles team. The two best players don't always make the best team. The same principle of competition should apply to your other (descending) teams in the lineup. The league is based upon good faith efforts to ensure fair competition by all of its members. [return to index](#)

**d. Stacking - What do I do if my opponent presents a "stacked" lineup?**

If a team inverts its lineup to gain an advantage on lower courts, this would violate the principle of fair competition as set forth above. If it is clear at the time of the match that a superior team is placed on a lower court, the opposing captain certainly may inquire as to whether the lineup is correct. If, in fact, the perceived wrongly placed team overwhelms the opposition in the match, and the captain receives no satisfactory explanation of the reason for the inappropriate placement, a report to the appropriate Division Manager should be made. If you are making "unusual" changes to your line up, please discuss this BEFORE the match. [return to index](#)

**e. Correcting Mistakes on lineups- What happens when an opposing Team Captain wants to correct a lineup mistake?**

Once the lineup is exchanged, it is final. If a captain states that there is a mistake in the lineup after the lineups have been exchanged (a non-roster person in the lineup, a duplicate person or other type issue) that court and all lower courts should be defaulted by the team making the error. [return to index](#)

**3. Match Default / Rain Out Questions**

**a. Rain out - What do I do if our match is rained out?**

Matches shall be postponed if the home team Captain believes that weather conditions (generally rain) or other extenuating circumstances create an unplayable situation. If the match is to be postponed, the opposing team captain needs to be notified as soon as possible at the phone number listed on the league website. All postponed matches should be completed, if possible, within two weeks of the originally scheduled match. The home team Captain shall provide the visiting team Captain at least two possible dates to reschedule the match within that time frame. The visiting team Captain may be consulted, particularly if "unusual postponement conditions" (e.g., excessive wind) are being considered; however, it is the home team's "call". The lack of available players is not an acceptable reason to postpone a match. All postponed matches must be completed within one (1) week after the scheduled date for the last match of the season. If the first point has been played on any court, the original lineup must be used when playing the postponed match for that court. Postponed matches shall be restarted at the score when the match was postponed; however, if no points have been played, the teams may alter their lineups. If the teams involved cannot mutually agree on a satisfactory date to reschedule the match, the EC shall determine whether a good faith effort has been made and decide whether the match should be defaulted. Rain outs can present a real dilemma for the two Captains. The rescheduling process is taxing and requires the good faith efforts of the two Captains to make it work since court availability, appropriate dates, player availability, etc., enter into the equation. Your job as captain when rain outs occur is to work with your players and the other captain in arranging an alternate date. If necessary to complete the match on a timely basis, individual courts may be played at different times. [return to index](#)

**b. Default Court then Rained out- What happens if a team defaults a court before a match then the match gets rained out?**

If a team defaults a court or two due to players not being available and then the match gets rained out, are the courts still defaulted? If any of the courts played a point, the default holds since the rescheduled match must use the exact same lineup as the rained-out match. However, if the rained-out match never started, and players are available at the rescheduled date, play the court. The default for player availability is date dependent. However, the defaulting captain cannot delay the rescheduling just so players become available. Rained out matches need to be played within two weeks. (Within one week if it is the last match of the season.) [return to index](#)

**c. Revoking a Defaulted Court- Once a TC defaults a court for player availability, can he later revoke that decision?**

After a TC has advised the opposing team that they must default a court or two due to lack of player availability, then realizes that situations have changed and the TC does indeed have players, can the default be withdrawn? The Defaulting TC may request to the opposing team to withdraw the default. The opposing team captain has the option of saying "no" since he may have already told people they were not playing and they had made other plans. The object of the League is to play tennis, but the opposing team can make the final decision to let the default stand or not. [return to index](#)

**d. Defaulted Court lineup- if the opposing team defaulted a court, does the other team need to present eight people anyway? [return to index](#)**

No - If a team has notified their opponent that they will need to default a court or two, the other team does not need to show up with a full eight-person team; they need to present players for the non-defaulted courts only.

**4. Making Calls During Match Questions**

**a. Line Calls - What do I do if an opponent continually makes bad line calls?**

The players should call their own lines, and should an official be requested, it is the home team's responsibility to supply a linesman or official who can assist in calling the match. This conduct should be reported to the DM if problems persist despite best efforts. [return to index](#)

**b. Contested Calls - On a contested point may I cross the net to check the ball mark? May I demand that the opponent show me a ball mark?**

A player may not cross the net to check a ball mark without being subject to the unsportsmanlike provision of the *The Code of Conduct*. While one team may ask that opponents check for a ball mark on contested points, opponents are not required to do so. It is polite to check for marks on close calls on your side of the court and can help to head off complaints. Sound also can be a help in making correct line calls. Frequently balls that land on the line will make a distinctive click sound. That sound is often what prompts the opposing team to question an out call. [return to index](#)

**c. Disputes - How are disputes resolved?**

Disputes should be resolved, generally, by the players involved in the match. If, however, the players reach an impasse, the two captains should resolve this issue if possible. Sometimes it may be necessary to involve the professional from the home team. The captains need to refer to the League Rules and the FAQ's to guide them in this process. If the dispute is particularly egregious, the captains should report the issue to the Division Manager. [return to index](#)

**d. Line Judge - May a player ask for a line judge?**

Should an official be requested, it is the home team's responsibility to supply a linesman or official who can assist in calling the match. This should be considered an extremely rare occurrence. Players should be aware that making such a request in effect accuses the opponents of making bad calls. [return to index](#)

**e. Foot Faults - Are foot faults enforced?**

Included in *The Code*, Foot Faults may be brought to the attention of the offending player, but generally will not be called unless flagrant. If flagrant, a gentle remark to the offending player should suffice. A good common-sense rule is to not be concerned with foot faults unless the opponent is gaining a significant competitive advantage. [return to index](#)

**5. Hindrances / Distractions During Match Questions**

**a. Ball On Court - What is the guideline for when a ball from your court rolls onto an adjacent court; or a ball from an adjacent court rolls onto your court between first and second serves?**

*The Code* states that two serves should be awarded only if the server's service motion is interrupted on the second serve. Some players have a tendency to award two serves whenever a stray ball rolls on the court; some never offer. Following the interrupted service guideline is especially important on courts that do not have good dividers between the courts. Players on adjacent courts should not toss the ball back while the server is preparing for the second serve. Servers should not await the return of a ball from an adjacent court when it is not necessary. [return to index](#)

**b. Let - Who may call a let for a ball on court?**

Only the players may call the let and must do so at the first opportunity for it to be valid. Players on adjacent courts and spectators should never call "ball on court" for another court; an explanation of "I was afraid someone would get hurt" isn't enough. [return to index](#)

**c. Ball falls from Pocket - A piece of clothing or an extra ball falls from a player's pocket or hand during play. What is the ruling?**

The first time a piece of clothing or an extra ball falls from a player's pocket or hand during play, the opponents may call a let at the first opportunity, and the point is replayed as it would be considered an unintentional hindrance. If opponents continue to play, the point stands. Subsequent instances result in the loss of the point by the offending side. [return to index](#)

**d. Talking During a Match - What calls may I make as the opponent's ball is headed toward my side of the court?**

While an opponent's ball is headed toward my side of the court, players should avoid ambiguous calls. Yelling "No" for example can be taken as instruction to your partner to bounce the ball or a call that the ball is out. You can avoid contention by making the simple calls of "Out" or "Bounce it". Some players call "No" on out serves; and then call "No" also when they don't want their partner to hit a ball that is landing near the baseline until after the bounce. This should be avoided. [return to index](#)

**e. Talking During a Match (Hindrance) - Are opponents allowed to talk as the ball is coming toward my side of the court?**

Opponents are not allowed to talk as the ball is coming toward your side of the court. Shouts such as "stay in" as you're hoping your ball will not go long; "get back" as your opponent is ready to hit an overhead are hinders, and the opponents win the point provided they stop play immediately before hitting the ball or after striking it if the hinder is as they're swinging. This also applies to shouts that in effect concede that the point is lost, such as "Ah, crap" on a mis-hit that the player expects to go out or be an easy put-away for the opponents. On-court contention about talking can be avoided if this guideline is kept in mind: Players in doubles may talk only as the ball is headed toward their side of the court; not after it leaves their racquet and is headed toward the opponents. [return to index](#)

**f. Cell Phones Allowed - Are cell phones allowed?**

Cell phones are not allowed. Cell phones should be turned off before play begins except in severe health or emergency situations, unless previous arrangements have been made with the opposing team. [return to index](#)

**g. Cell Phones - What do I do if an opponent continues to use a cell phone after being told not to?**

Cell phones may be used if prearranged and agreed to by both Captains. Otherwise, if an opponent continues to use a cell phone after being told not to, a "Hindrance" should be called after one warning. If



the problem continues, the TC should be consulted. The offending player will be disqualified if he continues after two warnings. [return to index](#)

#### **h. Fans - What do I do if the fans / spectators are unruly?**

Neither teammates nor spectators should be involved in the match. In particular, influencing line calls, in any manner, is prohibited. Further, it is the team captain's and his teammates' (the team captain may not be available) responsibility to address improper comments, including spectator comments. This is a home team issue in most instances and should be handled by the home team captain and/or the club professional. Spectators are just that. They should watch and cheer at the completion of a point. The home team has the responsibility to make that happen. Fans also should be encouraged to show good sportsmanship: Don't talk loudly during play. Cheer both teams' good play. Avoid cheering mistakes, such as double faults by opponents. [return to index](#)

#### **i. Hindrance, outside noise- Can a server call a let if distracted by a noise outside the court?**

Is an out call or other noise from a spectator or surrounding area a hindrance that allows a point to be replayed? No. The actions of a spectator in an area designated for spectators or other noise is not the basis for replaying a point." [return to index](#)

#### **j. Unsportsmanlike Behavior - How do I deal with unsportsmanlike behavior by one of the players on the opposing team?**

Unfortunately, unsportsmanlike behavior happens, but not frequently. If the matter rises to the level of the captains being required to mediate the situation, let cooler heads prevail. Authority figures, captains in this case, acting to resolve the matter usually works. If necessary, the professional at the home club should be called upon to address the matter. If the situation was particularly flagrant, the matter should be reported to the Division Manager upon completion of the match. [return to index](#)

### **6. Serving and Returning Questions**

#### **a. Practice Serves - When should warm-up serves be taken?**

Warm-up serves are to be taken before the beginning of the match as part of the regular warmup process; not before the individual serves. Asking to take the warm-ups later puts opponents in the position of appearing to be disagreeable when they refuse. If returning the warm-up serves, it should be done at a moderate pace to the server's partner. Players may request to take practice tosses whenever sun or wind conditions are extreme. [return to index](#)

#### **b. Service Calls- If the server thinks his serve is out.... but opponents play it, what is the call?**

In *The Code*, rule 28, it says if a player does not call a serve a fault and gives the opponent the benefit of a close call, the server is not entitled to replay the point; play on. The server or server's partner cannot call a fault on the first serve as also stated in rule 26. [return to index](#)

#### **c. Service hits opponent- What do you do if the first serve hits the net then strikes an opponent before hitting ground?**

It should be a let. Even if there was no way that ball could have possibly landed in the correct service box and it would have been a fault if not for the receiver's inability to get out of the way. But the penalty for that isn't the loss of a point. Rule 22.a says a serve is a let if, "after touching the net, strap or band, [it] touches the receiver or the receiver's partner . . . before hitting the ground. [return to index](#)

#### **d. Serving when Receiver not ready- What happens when the server hits a second serve before receiver is ready?**

Rule 29 of *The Code* states that "The receiver shall play at the reasonable pace of the server." The server should give the receiver time to reposition and clear the first serve before hitting a second serve (Reasonable pace!). The ITF Rules, Rule 21, states that the server should not serve until the receiver is ready. It is expected that the server would look up to see if the receiver is ready before hitting the second serve. If the receiver is not ready, he should make no effort to return the ball and replay the second serve. [return to index](#)

**e. Second Serve Delay- can receivers talk strategy between serves?**

A first-serve fault is not an excuse for doubles receivers to reboot their defensive strategy. While the receivers can become "unready" because they need to clear the ball (per USTA Comment 21.2), Rule 21 (ITF Rules) requires that they still "be ready to receive within a reasonable time of the server being ready." Taking 15 seconds to mull things over is unreasonable. They should have granted you a first serve and refrained from doing this again. [return to index](#)

**f. Receiver's Partner's position- Where can the receiver's partner stand during the serve?**

According to the ITF Rule 26, Case 5: The server's partner and the receiver's partner may take any position on their own side of the net, inside or outside the court. However, if a player is creating a hindrance to the opponent(s), the hindrance rule should be used. [return to index](#)

**g. Returning an "out" serve- What is proper etiquette in hitting a serve that was out?**

*The Code of player's conduct* has the following section. (*The Code, the player's guide to fair play and the unwritten rules of tennis*, can be found in our website under the information tab.) Rule 28; Obvious faults. A player shall not put into play or hit over the net an obvious fault. To do so constitutes rudeness and may even be a form of gamesmanship. On the other hand, if a player does not call a serve a fault and gives the opponent the benefit of a close call, the server is not entitled to replay the point. [return to index](#)

**7. Scoring / Scoresheet / Match Result Questions**

**a. Score Sheet - Where can I get a blank score sheet?** [return to index](#)

Blank Score Sheets can be found in three places on the website. 1st, go to "Information" tab & you can download a blank score sheet as a PDF file. You can manually fill in the appropriate data and then print it. The 2nd way of getting a blank score sheet is to go "Matches" tab in the main menu bar. When you select this tab, a drop-down menu will appear. Select "Schedule by Team". On the far-right column of the schedule is a link to a blank score sheet for that match. Click on the link, and you will see a screen similar to the "Match Entry" screen. The match week, match date, and team names will be automatically filled in, and the rosters for both teams will be listed. On this screen, you can set your lineup just like you do on the new match entry screen - using double-click or drag-and-drop. Once you are satisfied with the lineup, you can print the screen using your browser's print function. The 3rd place to find a score sheet is the "Captains" tab. Click on the "Captains" tab at the top of the web site and a drop-down menu will appear. Select "Blank Score Sheet" and a score sheet will appear and perform as option 2, above, explains. [return to index](#)

**b. Score Sheet - What is the best way to fill out a score sheet?**

The most efficient way to fill out a score sheet is to go to "Schedules by Team" under the "Matches" tab on the website. Find your upcoming match. The score sheet has the date of the match, place and teams. You can post your lineup by dragging the name of the player to the appropriate court for your team. Once completed, print two copies, and present one to the opposing Captain at the match. Write in the names of the opposing team's roster on your sheet. [return to index](#)

**c. Enter Score - How do I enter scores for a new match?**

As Home captain, you are responsible for entering match scores after a match has been played. (This should be done by 6:00 PM on the day of the match.) It should only take a few minutes once you become familiar with the system. But, if for some reason, you are not able to enter the scores, then you may request an assistant captain or the captain of the visiting team to enter scores for you. The "Enter Scores" screen, under the "Captains" tab displays the home team roster in a column on the left and the visiting team roster in a column on the right. Moving a player onto a court can be done in one of two ways. First, you can use the browser's drag-and-drop feature by clicking on a player's name and, while holding down the mouse button, drag the player over to a court position and then releasing the mouse button. The player will drop onto the court. Using this technique, a player can be placed on any court position. Repeat the drag-and-drop for each court position. If you accidentally dropped a player on the wrong court, you can drag him to a different court or back to the roster. A second technique to move a player onto a court is to double-click on the player's name. The player will jump to the first empty court position in sequence. If you make a mistake

and double-click on the wrong name, no problem. Just double-click on his name again and he will jump back into the roster. Once you have the players added, the scores for the match can be entered. [return to index](#)

**d. Score Entry - Can the visiting captain enter the scores?**

There are times when the Home Team Captain may be unable to enter the scores following a match. When requested to do so, clicking on the "Captains" tab and then clicking Enter Scores- Visiting Captain allows the visiting captain to enter the scores. [return to index](#)

**e. Scoring Defaults - How do I score a Defaulted Court?**

If a team is unable to provide players for a court, they will have to default court 4. If they can only field 4 or 5 players, they must default courts 3 and 4. For the defaulting team/court: 1) change the court status from "Completed" to "Default", 2) leave the player positions empty, 3) enter the set scores as 0 and 0. For the non-defaulting team/court: 1) leave the court status as "Completed", 2) enter the player names that were scheduled to play, and 3) enter the set scores as 6 and 6. [return to index](#)

**f. Scoring Retired Matches - How do I score a Retired Court?**

If a player must retire after play has begun, score the match as follows: For the retiring team, 1) set the court status to "Retired", 2) enter the set scores as reported. For the non-retiring team, 1) leave the court status as "Completed", 2) advance the set scores until a winning score is reached for each set and for the match. For example: If the retiring team won the first set 7/5 but was forced to retire during the second set at a score of 3-3, then games would be awarded to the non-retiring team until a winning score of 6-3 was reached. In addition, the non-retiring team would be awarded a win in the third set tiebreak. [return to index](#)

**g. Score Entry - I made a mistake entering the scores. How do I make a correction?**

You should immediately send an email to your DM informing him of the problem and providing him with correct scores. Be sure you provide the match information, including the teams, the date and the location. The DM will make the corrections. [return to index](#)

**h. Scores - How do I find the scores for matches played last week?**

Scores for matches played this week can be found under the "Matches" tab on the website. Click on "Current Results" to see the results of matches played to date. [return to index](#)

**i. Historical Scores - Is there any way I can check scores from last year?**

To see scores from last year's matches, go to the "Matches" tab on the website and click on "Historical Results". This screen will show the results of previous matches, going back 3 years. [return to index](#)

**8. Other Match Related Questions**

**a. Rules - What rules of play are followed by the league?**

The ITF Rules of Tennis which are followed by the USTA are used as basic rules for tennis play. These rules are augmented by "The Code: The Player's Guide for Un-Officiated Matches". The Code, a synopsis of ITF rules, the ITF Wheelchair rules and the Coman Tie Break rules are posted on the website under the "Information" Tab and can be downloaded as PDF files. [return to index](#)

**b. Tiebreak - Does the League use a tiebreak system if a set is tied at 6-6?**

The League uses a tiebreak system when a set is tied at 6-6. A first to seven but win by two points Coman tiebreaker is used. See, "Coman Tiebreak" under "Information" Tab on the website for more on the subject. [return to index](#)

**c. Tiebreak After Splitting Sets - Do we play a 3rd set if a match is tied after 2 sets?**

If the first two sets are split, a first to 10 but win by two points Coman tiebreaker is used to determine the match winner. Please refer to the "Information" tab and the Coman Tiebreak download for more information. [return to index](#)

**d. Issue Resolution- What is the process to resolve issues?**

An issue or dispute needs to be resolved at the lowest possible level: player to player, player to TC, TC to TC and/or TC to DM. The people involved need to refer to the league rules and FAQ's to guide them in this process. When an issue is elevated to the next higher level, those elevating the issue need to present what the issue is, what options were considered in attempting to resolve, and why the involved parties found the options unacceptable. [return to index](#)

**e. Late Arrival - What do I do if the opposing team is late for our match?**

Players not available to play within 15 minutes of the scheduled match time will default their court. Since Captains have not exchanged match lineups, the defaulting Captain must adjust his lineup for the two or three courts that his team will play. These courts should be played in the way where Court 1 is stronger than Court 2, etc. These new lineups should be exchanged showing the lineup including the defaulted courts. [return to index](#)

**f. Continuous Play - How much time is allowed between points, sets?**

As a principle, play should be continuous, from the time the match starts (when the first service of the match is put in play) until the match finishes. Between points, a maximum of twenty (20) seconds is allowed. When the players change ends at the end of a game, a maximum of ninety (90) seconds are allowed. However, after the first game of each set and during a tiebreak game, play shall be continuous, and the players shall change ends without a rest. At the end of each set, there shall be a set break of a maximum of one hundred and twenty (120) seconds. The maximum time starts from the moment that one point finishes until the first service is struck for the next point. If, for reasons outside the player's control, clothing, footwear or necessary equipment (excluding the racket) is broken or needs to be replaced, the player may be allowed reasonable extra time to rectify the problem. No extra time shall be given to allow a player to recover condition. However, a player suffering from a treatable medical condition may be allowed one medical time-out of three minutes for the treatment of that medical condition. A limited number of toilet/change of attire breaks may also be allowed. [return to index](#)

**g. Unsportsmanlike Behavior - How do I deal with opponents' claims of unsportsmanlike conduct by players on my team?**

If your opponents' claims of unsportsmanlike conduct by your players are valid, the Team Captain is responsible for addressing with his player. Continued misconduct, such as bad line calls by any player, can taint an entire team. Unsportsmanlike conduct should be reported to your Division Manager so that he can be aware of a potential pattern of abuse. [return to index](#)

**h. Injury - If my opponent claims he is injured, how long does he get to recover?**

There is no set time limit to allow for the recovery of an injury. Cases vary depending on the type of injury incurred. If a band aid is necessary, it should be momentary. If a cramp, the player should be given adequate time to work it out. The rule of reason should apply. Recurring injuries by a player during a match, however, call into question whether that player should "retire" from play. If so, the opposite team wins the match, and the court is scored as a "retirement". Retirements shall be scored in the normal way, up to the set in which the retirement occurred. The final set should be scored the actual games won (if any) for the retiring team and the game score for the non-retiring team should be advanced to a winning set score. If the sets are split, the tiebreak shall be scored 1-0 in favor of the non-retiring team. [return to index](#)

**i. Announcing Scores - How often must the game score be announced?**

Server is responsible for announcing the match score before the first serve in the game. The game score should be announced before each first serve. Players should change the score post tallies after each game or at each end change. Receiving team may request that the server do so. [return to index](#)

**j. Dress Code - Is there a dress code for the League?**

The League has a dress code that requires all players, during matches, wear tennis clothing suitable to the rules of the Tennis Club where they are playing. The host TC for each match has the responsibility to inform the visiting TC of the dress code for his Club, at least one day prior to a match. Each player should only wear

clothing that reflects favorably upon his Tennis Club. Only clay court tennis shoes may be worn; others can cause significant damage to the court surfaces. [return to index](#)

**k. Coaching - Can I coach the players on my team during a match?**

Coaching in any manner during a match by anyone is strictly prohibited. [return to index](#)

**l. Match Completed - When is a match officially over?**

A match is officially over when team members shake hands over the net; the match is over, even if it is later determined there is a discrepancy in the game score. If it is later determined that a team used an ineligible player, that court, and all courts below it, are defaulted by the offending team. [return to index](#)