



# Springdale Area Recreation Club Tennis Committee Policies & Procedures

version 1-2012

## **SARC TENNIS MISSION STATEMENT**

Springdale Area Recreation Club (SARC) tennis program is dedicated to promote the game of tennis, as well as the development of tennis programs and events for youth through adult.

## **SARC TENNIS VISION STATEMENT**

The SARC tennis program intends to offer recreational and competitive tennis play in a social atmosphere of friendship, encouragement, and respect, as well as offering skilled coaching for all members, regardless of age, ability or background.

## **SARC TENNIS STRATEGIC PLAN**

The SARC tennis program holds the following points as strategic goals, either in support of programs already in place or for future planning.

### **Leadership:**

- Utilize a SARC Tennis Committee made up of representative individuals of all levels of competitive tennis (tennis levels represented in the SARC community) as well as a representative for recreational and youth players. The purpose of this committee is to advise and assist the Tennis Chair in supporting the mission of the tennis program by enhancing communication among the SARC community, provide suggestions and encourage a positive SARC community.

### **Programs and Services:**

- Provide competitive outlets for all interested members as well as provide opportunities for all members to play and learn tennis within a safe and welcoming environment.
- Encourage the tennis community to volunteer as active members in running the operations of SARC.

### **Planning and Evaluation:**

- Facilitate opportunities for people to develop their tennis skills and to progress within the sport.
- Work with the tennis chair in advising a proposed tennis budget which will appropriately support the tennis program and its growth within the SARC budget.
- Advise and recommend to the tennis chair processes and procedures that assist the tennis community in fair, clear communication channels that will assist in the development of competitive teams, ensure the goals of the tennis program, reflect the opinions and attitudes of its members and assist in allowing an environment that supports realistic, positive future planning.

# **Policies for SARC Tennis**

## **Tennis Rules**

- Tennis shoes and shirts are required.
- Team matches, tournaments, group lessons and special events sponsored by the Club will have priority on the courts.
- When at all possible, one court will always be considered 'open' for recreational use and not scheduled for team play, lessons or other reserved purposes.
- When arriving to courts, you must sign in for the court. There is a tennis bulletin board with clock and chalk board. The chalk board is divided into 6 parts, each representing a court. Please sign in for appropriate court as follows: Sun/Michaud/ 2:30pm. This process will allow others waiting to see when the court is available if they are waiting. Please check tennis calendar for lesson and match schedules.
- Doubles play is limited to one and one half hours when players are waiting and singles play to one hour. Please "bump' with courtesy.
- Lights are available for night time playing. There is a metal box near the tennis bulletin board for Courts 1, 2 and 3 and another metal box outside gate by court #4 for courts 4, 5 and 6. Press the green button once and allow a few minutes for lights to turn on and heat up. Please press the red "off" button when leaving.
- No in-line skating, roller skates, skateboards, bicycles or ball games of other types are allowed on the tennis courts or on the sidewalks around the courts.

## **SARC Champion Team Expectations/Metal Signage Guidelines**

- Established as a policy as of Summer Season 2011, the SARC Tennis Budget monies will not be utilized to offset the cost of SARC tennis teams who have achieved the invitation to attend any higher level championship competition.
- Established as a policy as of Summer Season 2011, all metal signage purchased by the SARC Tennis Budget monies will be only provided for teams achieving Regional/Section/or City Champion, first place level (ie. Winner of the local playoff at #1 position). No signage will be purchased for runner-up or wild card achievements.

## **TENNIS TEAM FORMATION INFORMATION & GUIDELINES**

### **GENERAL STATEMENT OF PURPOSE:**

The SARC Tennis Committee came into existence in response to a need determined by the SARC community to have, among other things, guidance and communication in relation to the formation of the expansion of tennis teams.

This document is intended to provide information and guidance in the process of tennis team formation. It is up to the members of the tennis community to bring a positive and accepting attitude to the process and to create an accepting and encouraging environment for all.

### **TENNIS GOVERNING BODIES**

In our area, there are two main organizations that support the local tennis competitive community, the United States Tennis Association (USTA) and the World TeamTennis (WTT). There are some competitive tennis opportunities outside of these, but these are the main two. Distinctions are noted below:

**USTA** – The Southern Tennis Association (STA) and the North Carolina Tennis Association (NCTA) are the governing bodies of the USTA play in North Carolina. This league utilizes the rules and regulations of the USTA. Membership in USTA is required for team play.

Tennis seasons are Spring, Summer and Fall.

#### Spring Season

- Usually at level (2.5-5.0), same sex teams where both doubles and singles play makes up a match. At the 2.5 level there are two courts of doubles and one court of singles play to make up the match. For levels above 2.5, there are three doubles courts and two singles courts played to make up the match.
- Each team is required to have at least four players ranked at the same level as the team level.

For example, a 3.0 Ladies Team would have eight ladies, three doubles teams and two singles players competing in each match. At least four of the team players have to be ranked 3.0. The rest of the team can be ranked 3.0 or lower.

#### Summer Season

- Usually mixed levels (5.0-10.0), mixed sex teams where doubles play makes up the match of three courts. For example, a 6.0 Mixed Team, each doubles team is made up of one man and one woman whose combined tennis rank equals a maximum 6.0. This could be a 3.0 man and a 3.0 woman (or the opposite) or could be any lesser combo, like 2.5 man + 3.0 woman. The combined players may not be more than one point apart. For example, a 4.0 man cannot play with a 2.0 woman. Three doubles teams play in each match.
- There is no “Four players ranked at the same level per team” rule for mixed or singles play at this time.
- Singles Teams (2.5-5.5), three courts of play, is also an option.
- Tri-Level – Utilizes the rules and regulations of the USTA. Membership in USTA is required for team play. Consists of three NTRP levels of doubles matches. Example, one 2.5 doubles court, one 3.0 doubles court and one 3.5 doubles court = one Tri-Level Team. This area of play specifies that a person can only play .5 level above their ranking. For example, a 2.5 player can play on the 2.5 court or the 3.0 court but not the 3.5 court.

#### Fall Season (commonly referred to as “Combo”)

- Usually at level (5.0, 5.5-10.5), same sex teams where three doubles teams make up the match consisting of three courts. For example, 5.0 Ladies Team (two, 2.5 ranked ladies make up a doubles team that equals 5.0.  $2.5 + 2.5 = 5.0$ ) would have six ladies play per match, three doubles teams competing in each match.

For another example, a 6.5 Ladies Team (one 3.5 ranked player and one 3.0 ranked player make up a doubles team that equals 6.5.  $3.5 + 3.0 = 6.5$ . This could also be two 3.0 ladies playing together. As long as the combined ranking does not exceed 6.5.) would have six ladies play per match, three doubles teams competing in each match.

- Singles Teams (2.5-5.5), three courts of play, is also an option.

**WTT** – Utilizes the rules and regulations of WTT (some slight differences from USTA). No USTA membership requirements to play. Year-round play is available – visit the website for more specific information at [www.wtt.com](http://www.wtt.com).

- Usually at level (2.5-4.5), each team is made up of men and women. Two courts of doubles are played (one court of women and one court of men), followed by two courts of singles (one court of women and one court of men), which is then followed by two courts of mixed doubles. Substitutes can be made at any time. No-ad scoring is used and a let serve is to be played.

**RTT** – a local option for 2.5 & 3.0 ladies includes the Raleigh Team Tennis league (RTT) which follows the same rules as WTT.

**Local Groups, Ladders and Tournaments** – advertised and supported by individuals. Information is shared within the SARC Tennis email community but these guidelines and team formation suggestions do not encompass this area at this time.

## **TIMEFRAMES AND DEADLINES**

**USTA** – communications are sent prior to team registration and dates vary and are determined by the area league coordinator, but this information is as accurate as possible. Team Captains are given a registration number for USTA teams when they register the team in TennisLink. This registration number is sent to the team players by the Captain to allow for registration online. Current USTA membership is required to sign up for a team. If a current membership expires during a tennis team season, renewing a USTA membership is required to continue play.

### Spring Season

- Team registration can start as of January 1
- Doubles teams are required to have a minimum of 6 players and a maximum of 14 players
- Singles teams are required to have a minimum of 4 players and a maximum of 9 players.
- Each team is required to have a captain who registers the team via the USTA/Tennislink website.
- Each team is required to have the minimum number of players registered via the USTA/Tennislink website, usually by the stated date of January 15.

### Summer Season

- Team registration can start as of April 12 for singles and May 1 for doubles.
- Doubles teams are required to have a minimum of 6 players and a maximum of 14 players
- Singles teams are required to have a minimum of 4 players and a maximum of 9 players
- Each team is required to have a captain who registers the team via the USTA/Tennislink website.
- Each team is required to have the minimum number of players registered via the USTA/Tennislink website by May 14 for doubles and May 24 for singles.

### Fall Season

- League coordinator is to be informed about how many teams are going to be formed by July 1.
- Team registration can start as of July 12 for singles and July 16 for doubles.
- Doubles teams are required to have a minimum of 6 players and a maximum of 14 players
- Singles teams are required to have a minimum of 4 players and a maximum of 9 players
- Each team is required to have a captain who registers the team via the USTA/Tennislink website.
- Each team is required to have the minimum number of players registered via the USTA/Tennislink website by August 1 for doubles and August 9 for singles.

## **WTT**

Summer Season (for other season information, check their website [www.wtt.com](http://www.wtt.com)).

- Team registration can start as of May 1.
- A team must have a minimum of four players, two men and two women. It is recommended that a team have at least six players on the roster. The national limit on the number of players per team is ten, but for the Raleigh local league teams may have up to fourteen players. If a team advances to regional play they may only take ten players.
- Each team is required a captain who registers the team via the World Team Tennis website.

- Each team is required to have the minimum number of players registered via the World Team Tennis website by May 7 .

### **Tri-Level**

#### Summer Season

- Team registration can start as of April 12.
- Teams are required to have a minimum of 6 players and a maximum of 14 players
- Each team is required a captain who registers the team via the USTA/Tennislink website.
- Each team is required to have the minimum number of players registered via the USTA/Tennislink website by May 24 .

## **SARC TENNIS TEAM FORMATION PROCESS**

Within four weeks prior to USTA/WTT team registration opening date, each SARC Tennis Committee representative will send an email communication to the SARC members who are currently ranked the same. This email will include information as to the opportunities of the coming tennis season and will ask each member to respond with the type and time they would like to play for the coming season. It is up to each SARC Tennis Committee member as to their preferred process to gather this information from their level members. Some may have internet survey options; some may just want a return email.

At the same time, the Tennis Chair will ensure that a SARC community-wide email is sent to the entire membership list with the upcoming tennis team opportunities clearly communicated. This email will help members who are new to tennis to know who to contact and realize the options and how they can choose to play competitive tennis.

Based on the response deadlines communicated via the emails, the SARC Tennis Committee representatives will share information among the committee and organize the team formation ensuring each interested member has a team to join. The communications among the SARC Tennis Committee members shall be private and not shared outside the committee.

Results of the tennis teams will be communicated back to the involved members and instructions to the captains will be sent within plenty of time for team sign-up.

## **SARC TENNIS TEAM GUIDELINES**

The SARC Tennis Committee encourages the formation of all types of teams – members who know they want to captain a team are welcome to approach fellow players with an offer to be on their team, but the Committee would also like to encourage these captains and teams to be open and inclusive to other members who may be interested in playing at the same day/time. Some teams may be organized by grouping all those interested in a certain day/time and then the group will be asked for one of the members to volunteer to be the team captain. (Information about what being a team captain requires can be found later in this guidelines document).

There is no preferred method of team formation but the most important aspect is that each and every person who desires to be on a team shall have the opportunity to join one.

There is no current limit of number of teams that an individual can be a member of, but it is the intention of the SARC Tennis Committee to ensure each interested member has the opportunity to be on at least one, at level tennis team.

Each SARC member shall pay the Tennis Team registration for each team they are registered as a member. For adults (age 19 and up) this is \$10 per team, Youth (aged up to 18 years) the registration is \$5. The family calendar maximum is \$100. The calendar runs from January 1 to December 31.

## **RESPONSIBILITIES OF BEING A TEAM CAPTAIN**

- Before the start of each season, attend the team captain meeting, which is organized by the league coordinator.
- Register the team on Tennislink or WTT prior to the respective deadlines.
- If the team is not at its maximum capacity, work with the tennis committee representative to assure that everyone has a team to play on.
- Send a team roster to the tennis committee representative for your level at the close of the registration process.
- Working with the Tennis Committee, ensure all players on the team have satisfied the SARC Tennis Team registration requirement prior to playing in any match.
- Once the team schedule comes out, immediately report it to tennis chair for calendar upload; continue communication with tennis chair about cancelled matches, make-up matches etc.
- Following completed matches, communicate with tennis chair scores for weekly update report.
- Communicate with the tennis chair to reserve a team practice time- classes, clinics, matches will take precedence over practice times.
- Create the team line-up for each match. This should be done in a fair and equitable manner, keeping in the spirit of the mission of the tennis program. See the SARC website at [www.springdalepool.com](http://www.springdalepool.com) for the tennis program mission statement.
- Insure that every team member gets equitable playing time, unless a player has a lot of schedule conflicts or injuries.
- For home matches, communicate with the captain of the opposing team to let them know what facilities are available at our courts, ie. Bathrooms, no water provided on the courts, hard courts, etc.
- Communicate with the captain of the opposing team to schedule make-ups, as needed.
- If the winning team, record the scores in TennisLink or the appropriate score-reporting utility within 48 hours of the completion of the match.