



## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



The Montgomery County Tennis Association administers various Junior Team Tennis League Programs, both USTA- branded and locally-branded, so that junior tennis players have multiple, year-round opportunities to compete against other players of the same age/playing ability. Although competition is spirited, it is expected that each participant in league play exhibit good sportsmanship at all times. To this end, MCTA Junior Team Tennis Leagues have a zero- tolerance policy regarding any physical altercations that occur at or in connection with any match. Similarly, MCTA is committed to taking all steps necessary to maintain the integrity of its league programs, up to and including the initiation of grievance complaints, or where authorized direct decisions to discipline those who by their own actions (whether directly or indirectly) undermine league integrity. Each league participant is expected to know, and is bound by these Procedures; the Rules of Tennis; *The Code: The Players' Guide for Unofficial Matches* (printed in *Friend at Court*, published annually by USTA); and (for USTA-branded leagues) the current-year versions of USTA Mid-Atlantic Section JTT League Rules and the USTA JTT League Tennis Regulations. To the extent that the plain meaning of any Local League Rule or procedure may be unclear, it will be construed in a manner to foster good sportsmanship and fair play.

### **The following policies and procedures apply in all MCTA JTT League Tennis programs:**

**(A) Team Captains.** Every team must have a team captain, who is the person whose name appears as (or in conjunction with) the Team Name as displayed in TennisLink and TopDog Tennis and who is the person that league administration shall communicate with regarding all matters affecting that team.

**(B) Background Check.** By now all captains should be aware of this USTA requirement. If not, please let me know as TennisLink will not allow captains full team access until they are fully cleared. The process may take up to 10 days so take care of this early. [http://www.usta.com/About-USTA/usta\\_safe\\_play\\_home/](http://www.usta.com/About-USTA/usta_safe_play_home/).

**(C) Co-captain's.** There are two types of co-captains - formal and informal. If you will have a formal co-captain, please ask him/her to email me for instructions and contact information. If you would like for anyone to receive "all captain" emails and information, let me know and I will add them to the distribution list.

**(D) Roster Additions/Deletions.** With respect to players added to the roster during the local season:

**(1)** Players may be added throughout the season up to the maximum number of players allowed by Section rule (10), up to the start time of a team's next to last local league match, not counting any local league playoff matches. To avoid eligibility disputes, those who participate in their first match on the same day that they register on that team are strongly encouraged to print an on-line TennisLink and/or TopDog Tennis receipt and bring it with them to that day's match.

**(2)** Players who have not participated in a match may be deleted from a roster on TennisLink and/or TopDog Tennis at any time by filing a completed Player Deletion Form. Players who have participated in one or more matches **cannot** be deleted, and always count toward the maximum number of players (i.e., players no longer can be declared "inactive" and replaced if that causes the roster to exceed the 10 player maximum, regardless of the circumstances).

**(3)** A deleted player is entitled to a **reimbursement only if the player's name has not appeared on any match scorecards for the team filing the Form, and the completed Player Deletion Form has been filed no later than the end of the applicable local league season.** In this case MCTA will reimburse all fees to which the player is entitled. **Note that the TennisLink and/or TopDog user fees is never refundable.**

**(E) Fees.** Fees include the following:



## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



- (I) Administrative Fees:** There are two types of fees—(1) administrative: each individual player pays an administrative fee when registering on Team TennisLink and/or TopDog Tennis; and (2) match court fees: players pre-pay for 4 matches when registering on Team TennisLink (not required for JTT). Where individual players participate in more/less matches, they reconcile payment with their captain at the end of the season.

**(F) Match Scheduling.** All JTT matches are played where and when scheduled in TennisLink and/or TopDog Tennis. It is an expected courtesy for coaches to advise one another directly in advance if they cannot field a full line-up for a match.

A copy of the official and binding schedule of play for the local league season, as may necessarily be amended from time to time, shall be maintained on the USTA's TennisLink and/or the TopDog Tennis site. While individual team notice of schedule changes is attempted, Captains are responsible for staying abreast of any changes by regularly reviewing the Tennislink and TopDog Tennis schedule. Per Section "Rules for local Leagues" #4, each team match shall be played at the time and site designated in the current Tennislink and/or TogDog Tennis schedule, except only if:

- (i) a facility-related closure or condition prevents it.

In the event that a scheduled match is not completed within the time authorized by the rules (48 hours), a double default shall be entered in TennisLink and TopDog Tennis, unless the MCTA JTT League Coordinator or JTT Program Manager, after consultation with MCTA's Second Vice President for Junior Programs, or in his/her absence then MCTA's Executive Director, determines that extraordinary circumstances justify extending the deadline by no more than one additional week.

### **(G) Inclement Weather/Hazardous Playing Conditions or Other Interruptions of Play.**

**Delay or Interruptions Caused by the Facility.** Where a match is delayed by the facility due to court unavailability or some other cause attributable to the facility *per se* (e.g., power failure), the following procedures shall apply at all tennis facilities. If the match is delayed/interrupted for 30 minutes or less, play will resume and continue for the full allotted time (90 minutes). The starting time of any match scheduled to use the courts following a delayed/interrupted match shall be delayed by the amount of time of the preceding delay/interruption, not to exceed 20 minutes. If the delay/interruption is longer than 30 minutes (i) a match that was in progress may resume; but (ii) a match that had not yet begun shall be rescheduled if there is another league match scheduled to follow it at the same site; otherwise it may commence if both captains agree and the facility allows. Where both captains agree to resume play, a 5-minute warm-up is permitted. If the match is rescheduled, it must be completed within the timeframe specified in the Rules (5-7 days).

1. **Delay/Postponement of Matches Scheduled on Outdoor Courts.** If within 2 hours of the scheduled start time of an **outdoor** match the facility confirms its courts are likely to be unplayable at the scheduled start time, the captains may mutually agree to reschedule due to weather conditions. Where such an agreement is reached, no players need go to, or remain on, the match site. ***In the absence of the captains' agreement, players must report to the match site, ready to play.*** If thereafter an outdoor match is cancelled, or interrupted during play, due to rain or other hazardous condition (e.g., lightning), players shall remain on site for at least 30 minutes (longer if both captains agree) to see if the hazard abates and the courts become playable. If so, the match may resume and be extended, if possible, the length of time of the delay, subject only to court availability. In the event the hazardous condition prevents resumption of play, the following procedures shall apply:
  - a) The Team Captains shall promptly notify the MCTA JTT Program Manager that the match was interrupted or cancelled and the reason therefore, and request a rescheduled match date.
  - b) MCTA will reschedule the match indoors or outdoors as it deems feasible and will revise the TennisLink and/or TopDog Tennis published match schedule accordingly. No additional fees for this rescheduled



## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



match will be charged.

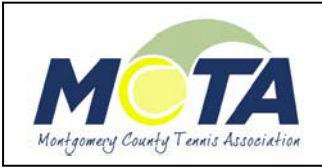
2. **Match Postponement Due to Widespread Weather or Other Hazardous Condition.** MCTA relies upon Montgomery County's Community Use of Public Facilities (CUPF) determinations with respect to access to public buildings during adverse weather conditions (e.g., snow, sleet, extreme heat, etc.) as the key determinant whether scheduled league matches must play as scheduled on any given day/night.
  - a) If CUPF announces *public facilities are closed for evening activities due to inclement weather or other hazardous condition in either of the two Montgomery County "weather zones" officially recognized by the National Weather Service*, then all MCTA matches are cancelled, regardless of location or an individual facility's decision to remain open. Captains and players can register on-line with CUPF to receive such notifications directly, or may telephone 240-777-2710 for CUPF recorded announcements.
  - b) If CUPF is open for business, has considered all relevant facts, and makes no activity closing decision, captains are responsible for contacting the facility to determine whether it is open for play. If open, captains are responsible for ensuring that their teams play, MCTA having already paid for the courts.
  - c) If CUPF has not been open for business and thus unavailable to consider an activity closing decision, then the MCTA JTT League Coordinator or JTT Program Manager may request approval of the First Vice President to issue such a decision, and if approved the MCTA JTT League Coordinator or JTT Program Manager's decision shall have the same force and effect as if rendered by CUPF.

### (H) Match structure.

1. **Team Match.** A team match in each level league shall consist of the approved number of individual singles and doubles matches as stated in the *Fact Sheet or listed on the relevant page of the MCTA website*.
2. **Individual Match** - Unless otherwise stated by the MCTA JTT League Coordinator or JTT Program Manager, a Team Match plays on three (3) courts simultaneously:
  - **Single Gender (NEW FOR 2018) - Round 1: 2 singles and 1 doubles match; Round 2: 2 singles and 1 doubles match.** Each individual court will be timed at 45 minutes, and enter match timed at 90 minutes. Hence, each Team Match requires four (4) players from each match. (Captains will be allowed up to use 6 players per match). **1 set, 8 game pro-set, per round.** Any individual match which does not conform to this format is considered a default. Team roster limit is eight (8) players per team. **FIVE MINUTE WARMUP**
  - **Mixed Gender - 2 singles courts and one doubles court (any mix of gender is allowed).** Hence, each Team Match requires four (4) players from each match. Any individual match which does not conform to this format is considered a default. Team roster limit is eight (8) players per team. **TEN MINUTE WARMUP**
  - **Co-Ed (teams must consist of at least, 3 boys & 3 girls) - 1 boy's singles, 1 girl's singles and 1 mixed doubles match.** Hence, each Team Match requires four (4) players from each match (2 boys, and 2 girls). Any individual match which does not conform to this format is considered a default. Team roster limit is eight (8) players per team. **TEN MINUTE WARMUP**
  - **Team wins are decided by the total amount of games won, not individual match wins.**



MCTA JTT LEAGUE  
PROCEDURES 2018 – FINAL





## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



**(I) Warm-up Courts.** Warm-up courts may be purchased as spot time at a facility where allowed, the same as any other patron. **Otherwise, players are not authorized or entitled to early access to courts except with the explicit permission of the facility; and if a facility does permit early access without payment of an additional fee, then such courts must be shared equally between the competing teams.**

- **Please Note: For Single Gender:** Each court is timed at **45** minutes per round. At the end of the **45** minutes, captains will call ‘Time’, and then start round two. At the end of round 2, captains will call ‘Time’ and the match is completed **(Please reference Section K6 & 7 if match ends in a tie). NO WARM-UPS BEFORE THE START OF ROUNDS TWO (2)!**

### **(J) Match Administration.**

- (1) Balls and Court Assignments.** MCTA provides the balls for all league matches. The Home Team Captain shall retrieve at the front desk of the facility/club enough cans of new, yellow, Type 2 (medium-heavy duty felt) USTA-approved tennis balls to provide one can per individual match actually to be played, and makes court assignments for individual matches from among the courts pre-determined and provided by the facility/club. Only if no specific courts have been assigned for a match, may the home team then make a choice from among those deemed available by the facility/club.

**Exchanging Lineups.** At the line-up exchange, Captains or their designated representatives are required to specify in writing their respective player names for each individual match, court assignments for each individual match, and to finalize agreement on the calling of “Time” (See, H.5.a below). For purposes of the line-up exchange, paper copies of line-ups are required; screenshots, voicemails, or other electronic communications are not sufficient. Each captain is responsible for keeping a complete match scorecard for future reference when entering (or validating) the results on TennisLink and/or TopDog Tennis, and to facilitate resolution of any data entry disputes. If the opposing captain is not ready to exchange line-ups by the official start time for the match, the penalty is loss of toss plus one game assessed against every court of the un-ready team. Lateness penalties continue to accrue on all courts per the schedule in Section Rules for Local Leagues #7b until all players are present or any default courts are recorded (and court assignments adjusted if necessary to conform to the “bottom up” default rule).

- (2) Length of Play/Lateness:** Unless otherwise stated by the MCTA JTT League Coordinator or JTT Program Manager, each individual court will have 90 minutes to play the match, including a maximum ten-minute warm-up – this includes ground strokes, volleys, overheads and serves. A Point Penalty System applies: for 0:00–5:00 minutes late, penalty is loss of toss + one game; 5:00–10:00 minutes late, penalty is loss of toss + 2 games; at 10:01 late, penalty is default. The clock at the facility will be used to determine match start/end, warm up period, and lateness penalties.
- (3) Coaching:** Not permitted at any time during a match in any of these divisions.
- (4) The Use of Subs:** Subs that are not registered on any 2018 MCTA JTT League teams, must pay \$17 before playing any matches and the match will be recorded as a default (6-0, 6-0). Please send all subs this link ([JTT Sub-Registrations](#)) to submit payment.





## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



### (5) Individual Match Forfeits and Defaults.

1. Unless the 2 team captains have agreed in writing on defaults in advance of the match, the team seeking to claim a forfeit must have its players present in order to claim the individual match in question. Once a default is proffered, it cannot be withdrawn without the consent of the opposing captain, *except for* matches that must be rescheduled, in which case any default proffered for the original date/time is null and void.
2. Where both teams have a full complement of players at a team match, court costs are divided equally between the 2 teams. Whenever one or more individual matches is defaulted, the defaulting team pays 100% of the costs of those courts (calculated as that team's pre-paid, per-player cost for each specific kind of defaulted court, plus their opponents' per-player cost for those same courts, the latter of which is debited against the defaulting team's deposit account and credited to the receiving team's deposit account). Where a team incurs 100% of the cost of a defaulted court, the defaulting team captain then controls who may use the court on which the defaulted match was to have played.
3. Only Captains (or acting captains) may enter into agreements to share costs of defaulted courts between the two teams. Any such agreement must be reported to MCTA by both captains within 24 hours of the completion of the match.

### (6) Team Match Defaults.

Except where a double default occurs, where an entire team match is defaulted, the defaulting team bears 100% of the costs of all courts reserved for the match, regardless of the presence of one or more team members ready to play. Where a team incurs 100% of the cost of one or more defaulted courts, the defaulting team captain then controls who may use those courts, consistent with the constraints of Local Procedure H.7 below.

### (7) Time Management.

- a. **Official Match Time Piece and Who Calls "Time:"** Where a facility uses a horn, bell or similar device to announce time, it shall be relied upon as the official timepiece for all matches. Where no such device is present and operable, then the Home Team Captain shall determine the official timepiece to be used for the match and the Visiting Team Captain shall determine the person responsible for calling "Time" using said timepiece. No other means of time notification to players on court is permitted. Whatever conditions captains agree to regarding management of time for a match (i.e., timepiece to be used and name of designee to call Time") should be recorded on each copy of the scorecard before match play begins and should be initialed by each captain. Note that where captains disregard these procedures, the local Grievance Committee is unlikely to be able to fairly determine what relief (if any) is appropriate.
- b. **Lateness.** Whenever at least one player (or one member of a doubles team) is late (i.e., not on the assigned court and ready to play), the players shall be penalized in accordance with the Section rules, except that a team member who is both acting as captain and also in the line-up for a particular match shall incur no penalty for lateness until an additional five minutes has elapsed.
- c. **Match Warm-up:** Match warm-ups are strictly limited to no more than 10 minutes, except that late-arriving players are always entitled to 5 minutes' warm-up, and in this instance the start of any affected individual match may be delayed to accommodate such a request. The Visiting Team Captain or designee is responsible for announcing when the warm-up period has expired and it is time to "Begin Play." At that time, any adjustments in position due to lateness (i.e., defaults) must be made and match play begins



## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



immediately thereafter.

- d. **Bathroom Breaks:** Bathroom breaks are limited to a reasonable amount of time generally not to exceed 5 minutes and are authorized only if truly necessary. An established pattern of requesting Bathroom breaks during the last 15 minutes of the time allotted for a match constitutes unsportsmanlike behavior and may subject a team to Grievance Complaint and penalty. To minimize the potential for gamesmanship, it is advisable for opponents to accompany the team that takes a bathroom break.
- (8) **Court decorum.** All players must abide by the rules, customs and procedures contained in *The Code* at all times. No coaching is allowed at any time during the match, including warm-up. Coaches are permitted to sit courtside only if all players in the affected match agree. In any event, spectators are permitted on adjacent courts if the matches are finished, provided that such spectators come no closer than the centerline of the court they occupy in relation to the court they are observing (in other words, maintain one-half court width distance from any match still in play). ***No spectator, teammate, or team captain may intervene, offer an opinion, or become involved in any way, in any match that has not yet been completed,*** except for the calling of “Time” by the Visiting Team Captain or designee, either to begin or end match play on all courts. ***In the event of vacant court(s), both captains control who may use the vacant court(s) provided that*** players occupy the court continuously; that proper tennis etiquette is followed at all times; and that no disruption or interference to any ongoing match is tolerated.

**Parents are not allowed to sit on the courts during match play at any time. Parents can watch from a general viewing area at each facility. For matches scheduled at Wheaton Tennis Bubble, parents can only sit on court 1 to watch matches. Matches scheduled at Manor Country Club and Whitley Sports Complex, parents can sit on court on court 3. For matches scheduled at Pauline Betz Addie (Cabin John), all parents are to sit the lounge area of the facility to view matches.**

### (K) Scoring:

#### Single Gender:

- (1) **12, 14, and 18 Divisions:** Unless otherwise stated by the MCTA JTT League Coordinator or JTT Program Manager, an individual match will be 1 set to **8** with no-ad, 1 regular game at **7-7** for rounds 1 and 2.

#### Co-Ed and Mixed Gender:

- (2) **12, 14, and 18 Divisions:** Unless otherwise stated by the MCTA JTT League Coordinator or JTT Program Manager, an individual match uses regular tennis scoring and best of 2 tiebreak sets. If players split sets, then a 10-point match tie break is played.
- (3) **10 and Under Divisions:** Unless otherwise stated by the MCTA JTT League Coordinator or JTT Program Manager, an individual match will be 1 set to **4** with no-ad, 1 regular game at **3-3** to decide the winner.

(4)

#### FOR ALL LEAGUES:

After the entire match is completed, **both captains** (or their designees) **shall sign both match scorecards, indicating their agreement that the player names and scores have been properly recorded thereon.** It is recommended that as they finish, the participants of each individual match initial the scorecard to indicate their agreement to their specific match scores. Each captain shall **retain one of the signed scorecards for the remainder of the season. Failure to retain a signed scorecard may result in waiver of the right to dispute the results of the match.**

- (5) **No individual or team match may end in a tie** – where time expires, the winner will be determined based



## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



on the principle that the outcome of each individual match is to be decided by what happens on that court alone. As a result, scores are to be reported on TennisLink and/or TopDog Tennis using the Timed Match designator and consistent with the instructions immediately below:

- (6) **If in the first set when time expires**, the winner of the most completed games in that set shall be awarded the set and match point. **If games are tied, then the players shall without delay play one, “sudden death” point to determine the match winner.**

**If in the second set when time expires**, and neither team is ahead by two or more games, the winner of the first set shall be declared the winner of the match and awarded the match point. If a team is ahead by two or more games, that team shall be awarded the second set; and if that team also won the first set, then that team is declared the winner and awarded the match point. If instead, this results in split sets, then the team that won the most total games in both sets on that court is the match winner. Only if the total games won by each team are also tied, then shall a single, “sudden death” point be played to determine the match winner.

**If in a tiebreak in any set or in the deciding match tiebreak when time expires**, a team is awarded the set if and only if six or more points have been played and one team is ahead by two or more points. Otherwise, the tiebreak does not count and the team that has won the most games played on that court is declared the winner. Only if the total games won by each team are tied, then shall a single, “sudden death” point be played to determine the match winner.

- (7) **Sudden Death Point Procedure. For purposes of the sudden death point, players shall meet at the net, where Home team spins a racket and Visiting team “calls” to determine which team wins choice of server or receiver, or selection of end, or requires opponent to make one of the preceding choices. Whichever team is the Receiver in the sudden death point shall determine the side of court to which the serve shall be delivered (deuce or ad) and for doubles, the specific player who shall be the Receiver. The player who shall be Receiver need not be designated until after the player who shall be Server is declared. See, MCTA Chart and Accompanying Description for playing sudden death Points.**

**Reporting Scores:** Winning teams are responsible for posting scores in Team TennisLink and/or TopDog Tennis within 48 hours of the completed match. No scores can be changed after the 48 hour deadline has past. If you have any problems, contact the JTT Program Manager at [ksfoster@mctatennis.org](mailto:ksfoster@mctatennis.org). Tip: a Coach’s tutorial for using Team TennisLink is available as a downloadable document on the MCTA website. Please contact the MCTA JTT Program Manager for assistance using the TopDog Tennis system.

- (L) **Calculation of League Standings.** The winner of each division is eligible to advance USTA Mid-Atlantic JTT Championships (**Co-Ed and Single Gender Leagues Only**), assuming that all state and section requirements have been met. In the event that the winning team is unavailable or has been deemed ineligible, the 2nd place team may be invited to advance.

- (M) **Co-Ed and Single Gender Championships: In order for a team to advance to Championships:**

- Players be age-eligible and have valid USTA memberships through December 31, 2017.
- Players must have played in at least two local league (Single Gender) team matches on separate dates, on the team with which they are advancing.
- **Defaults are not counted as a match played during a local season.**
- Players may only play for one team within their division; however, a player may play in two different divisions if those divisions play on different weekends at Championships.





## MCTA JTT LEAGUE PROCEDURES 2018 – FINAL



**Substitutions During Championships:** Once a team advances to Championships, Captains may make up to 2 substitutions in the event a team drops below the minimum of 4 players. Substitute players must come from a team which participated in the same local league and season.

### (N) Grievances/Appeals.

#### (1) Filing a Grievance

For purposes of filing a Grievance arising out of USTA League play, the team captain is either one of the two persons listed in the TennisLink or TopDog Tennis Team Captains' Report for that team, but no one else; and the MCTA JTT League Coordinator or JTT Program Manager is either the Executive Director of MCTA or where the Executive Director's unavailability would prevent timely filing of a grievance complaint, then the First Vice President of the Board of Directors.

#### (2) Local League Grievance and Grievance Appeals Committees

Pursuant to USTA League regulation 3.01A(1) and 3.01B(1), a Local League Grievance Committee (LLGC) and Local League Grievance Appeals Committee (LLGAC) are hereby established to receive and adjudicate Grievances and Grievance Appeals arising out of all MCTA-sponsored USTA League Tennis programs.

The MCTA Second Vice President for Junior Programs shall nominate no fewer than 3 nor more than 6 individuals to serve as a qualified pool of candidates to adjudicate any Grievances or Grievance Appeals that may arise, with the express limitation that no person shall sit on both the LLGC panel and LLGAC panel hearing the same or derivative Complaint. In nominating individuals to serve, the First Vice President shall take care that each nominee affirms an interest in serving, demonstrates an appreciation and clear understanding of applicable rules and procedures, and commits to serve on any Grievance/Grievance Appeal to which he/she is assigned and for which he/she has no apparent conflict or other credible basis for recusal. Further, the First Vice President shall take care that a majority of all nominees for LLGC/LLGAC service are themselves active participants in one or more MCTA-sponsored league tennis program. LLGC/LLGAC members shall serve for a 1-year period and may succeed themselves without limitation.

The Committees shall retain all Grievances filed. Even where the facts are disputed, the filing of 2 or more Grievances by separate Captains against the same team or individual player within any 12-month period, whether within the same league type or not, suggests a pattern of unacceptable behavior that will trigger an LLGC investigation and can result in disciplinary action.

For purposes of MCTA local league play, any Grievance or appeal of a Local League Grievance Committee decision must be filed by electronic means, using the standard forms available on the MCTA website. Original Grievances shall be filed at: [leaguegrievances@mctatennis.org](mailto:leaguegrievances@mctatennis.org) and Grievance Appeals shall be filed at: [leaguegrievanceappeals@mctatennis.org](mailto:leaguegrievanceappeals@mctatennis.org)

**(4) 2018 Committee Members.** The names of all persons approved to serve as LLGC and/or LLGAC panel members shall be posted on the MCTA website.



MCTA JTT LEAGUE  
PROCEDURES 2018 – FINAL



**(K) Annual Review/Approval.** These local league procedures and related policies will be reviewed and amended as necessary by the MCTA League Rules Committee, which will forward its recommendations to the MCTA Board of Directors for approval at its next scheduled meeting. Captains or players with suggested amendments (whether additions or deletions) are invited to submit them in writing at any time during the year, by e-mailing: [leaguerules@mctatennis.org](mailto:leaguerules@mctatennis.org).



MCTA JTT LEAGUE  
PROCEDURES 2018 – FINAL





MCTA JTT LEAGUE  
PROCEDURES 2018 – FINAL





MCTA JTT LEAGUE  
PROCEDURES 2018 – FINAL

