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# 2017 RULES OF THE LADIES INTERCLUB TENNIS LEAGUE

## SECTION 1 - LEAGUE NAME AND PURPOSE

**1.1 League Name and Purpose:** The name of this League is the “Ladies Interclub Tennis League” (the League or the LITL). The purpose of the League is to promote competitive tennis among the ladies in the greater Washington D.C. area.

## SECTION 2 - GOVERNING RULES / AMENDMENTS

**2.1. Rules:** The League is governed by the Rules of the Ladies Interclub Tennis League (the Rules) as authorized by the Constitution of the Ladies Interclub Tennis League (the Constitution). Match play will follow the USTA Tennis Rules except where otherwise provided by the League Rules and Constitution.

**2.2 Amendments:** The Rules and the Constitution may be amended by a majority vote of the Club Representatives at the annual meeting or other meeting called by the President. Proposed amendments must be submitted to the Rules Committee Chair thirty (30) days prior the meeting and will be emailed or mailed to the Club Representatives for review seven (7) days prior to the meeting. Proposed amendments that have not been submitted to the Rules Chair and sent to the Club Representatives in advance under this rule will not be voted on at the meeting.

## SECTION 3 - LEAGUE ORGANIZATION

**3.1 Membership:** The League members are country clubs and tennis clubs in the greater Washington, DC metropolitan area which each field at least one team for match play during the playing season and which meet the eligibility requirements of Section 6.

**3.2 Division Levels:** The League is comprised of four (4) divisions reflecting levels of play and designated as the A, B, C and unofficial D divisions. Within the A and B divisions, clubs may field teams at the 1, 2 and 3 levels. Within the C & D Divisions, there will be no additional levels. Each division level is normally comprised of eight (8) teams. The division levels ranked from highest to lowest are: Friday A1, A2 and A3, Wednesday B1, B2 and B3 and Tuesday C; and Tuesday D. These name changes became effective for the Fall 2015 season. The D division will become a permanent division effective Spring 2018 season. Any and all reference to the D Division within this document reference the unofficial designation of this division.

## **SECTION 4 - LEAGUE ADMINISTRATION**

The League is run by its Officers and League Volunteers. The administration of the League is the responsibility of the Host Club. Each Club in the League will act as Host Club on a rotating basis and take responsibility for the administration of the League for the term of one (1) year. Rotation will be in alphabetical order starting with Argyle Country Club, which was the Host Club in 2001.

**4.1 Officers:** The officers of the League are the President, who is the Club Representative of the Host Club and serves for one (1) year, the Division Secretaries, the Website Administrator and the Scheduler, who are also members of the Host Club and are appointed by the President to serve for one (1) year. Further detail on the job descriptions of the Club Officers and Volunteers can be found in “Job Descriptions for Ladies Interclub Tennis League Officers and League Volunteers” on the Website.

**4.2 President:** The President will be responsible for the administration of the Rules of the League as provided in these Rules and the Constitution. If a situation cannot be resolved by her acting independently, she will get a ruling from the Rules Committee. The President is allowed to vote at the Annual Meeting only to break a tie. The President will work with the incoming President as her term nears completion to ensure smooth turnover of duties.

**4.3 Division Secretaries:** There is one Secretary for each division level: An A Division Secretary, a B Division Secretary and, a C/D Division Secretary. The Division Secretaries are team members of the Host Club and serve for one (1) year.

**4.4 Website Administrator:** The Website Administrator is a member of the Host Club and serves for one year. If the host club cannot find a member to serve in this position they may appoint a willing member from another club.

**4.5 Rules Committee and Rules Chair:** The Rules Committee is comprised of Club Representatives from 7 clubs who serve on a scheduled rotating basis. Membership on the Rules Committee will follow the scheduled rotation regardless of the appointment of a new Club Representative by an individual club. The Committee is headed by a Rules Chair who serves in this position for one (1) year. The Rules Chair each year is the League President from the preceding year. At the end of her term as Chair, the Chair remains as a member of the Rules Committee for the duration of her

club's rotation on the Committee. Four members constitute a quorum of the Rules Committee. A majority of a quorum attending any Rules Committee meeting may act for the Rules Committee. When initially presenting an issue to the Rules Committee, the Rules Chair will do her best to present a factual and unbiased summary to the Rules Committee.

**4.6 Club Representatives:** Each Club in the League will have one Club Representative with voting rights on matters affecting the League. Club Representatives are chosen by their individual clubs and may serve indefinitely. The method of selection of the Club Representatives is left to the discretion of the individual clubs, but it is the responsibility of the clubs to keep the President informed of the names of, and contact information for, their authorized Club Representatives.

The Club Representatives will meet when called by the President to assist her in carrying out the mission of the League, will serve on the Rules Committee as provided in the Rules and may serve on any other Select Committees established by the President.

**4.7 Team Captains:** A Team Captain must be a rostered member of the club's team. The procedure for selecting captains and co-captains, as well as other areas of team administration, is decided by each club. The responsibilities of the Captain include, but are not limited to the following: knowledge and use of the League's website; knowledge of USTA and League Rules; preparation of team rosters in accordance with each club's procedure and submission of those rosters to the Club Representative; preparation of weekly line-ups; posting of match results on the website if hosting a match; and preparation of a list of players for post-season play in the playoffs, to be sent to the appropriate Division Secretaries and Website Administrator. If, at any time, a Captain has a question or a situation arises that requires League attention, she will contact her Club Representative to discuss the matter. At no time should a Captain directly contact the League President or any member of the Rules Committee, unless a Club's Representative is also the President or a member of the Rules Committee and at no time will a player, captain or Club Representative directly contact the tennis pro or administration of another club about an LITL matter.

**4.8 Scheduler:** The Scheduler is a member of the Host Club unless that Host Club is unable to provide a Scheduler. If that occurs, a member of another club may volunteer and perform the Scheduler's duties. She may hold that position for more than one year if mutually agreed upon by the host Club(s) and the Scheduler. The

Scheduler's responsibilities include collecting the court availability forms for the upcoming year from Club Representatives, reviewing this information to confirm that all Clubs meet the court availability requirements of **Section 6.1** for each season and reporting any possible issues to the President. The Scheduler will be responsible for preparing the League match schedule for the Spring and Fall Seasons that year, allowing, to the extent possible, for special court availability conflicts and needs of the Clubs that are noted on the court availability forms. The Scheduler will work with the Website Administrator to post the schedule on the League Website.

## **SECTION 5 – ANNUAL LEAGUE MEETING**

**5.1 Purpose:** An annual meeting of the Club Representatives will be held each year to discuss all pertinent business of the League and to vote on proposed Rules and constitutional amendments. The President as necessary may call additional meetings of the Club Representatives. Proxy votes will not be allowed at any meeting.

**5.2 Date/Location:** The annual meeting will be held between January 15 and February 15 each year at the incoming Host Club as determined at the previous annual meeting. The incoming Host Club will notify the Club Representatives of the specific date for the meeting by October 31. A club that does not have facilities suitable to host a meeting may co-host the meeting with the club scheduled to serve as the Host Club the following year if it is agreeable to all parties.

**5.3 Attendees:** The attendees at the annual meeting will be the incoming President, the three Division Secretaries, the Scheduler, and Website Administrator (all of whom will all take office at the meeting) and the Club Representative from each club. The President will preside and the Division Secretaries will record the minutes and make them available to the Club Representatives.

**5.4 Voting Rights:** Each Club Representative, except the President, will have one vote on all issues on behalf of her club. The President may only vote to break a tie. If a Club Representative is unable to attend a meeting, she may send a substitute who may participate and vote. With the approval of the President, an outgoing Club Representative may attend a meeting along with her replacement. Either the Representative or her replacement, but not both, may vote on behalf of her club.

**5.5 Quorum:** At the Annual Meeting or other meeting of Club Representatives called by the President, at least 12 Club Representatives must be in attendance for there to be a quorum if there will be a vote on proposed change(s) to the Rules at that meeting.

## **SECTION 6 – CLUB ELIGIBILITY**

**6.1 Court Requirements:** A minimum of five soft courts is required for League eligibility. (Bethesda CC and Potomac Swim have exemptions because their membership predates this requirement. Bethesda’s exemption applies to their 4 teams and only 8 soft courts; Potomac Swims’ exemption applies to their 6 hard courts.) A club with one (1) or two (2) teams, or with three (3) teams which do not all play on the same day, must have a minimum of five soft courts available for play at the same time on their premises. A club with three (3) or four (4) teams which all play on the same day must have ten (10) soft courts available at the same time on their premises. If a club wishes to add a fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) team, it must have fifteen (15) or more soft courts available for match play at the same time on their premises. If a club is unable to provide the required number of courts per team on match day, then said team(s) must be able to host 7 out of 14 matches during the calendar year in order for the courts to count as available for purposes of this section.

It is the responsibility of each Club Representative to be aware of her club’s court availability and team play days in order to ensure compliance with this rule and to notify the President and the Chair of the Rules Committee if her club is not in compliance with this Rule.

**6.2 Distance/Location Requirements:** To be eligible to participate in the League, a new club must be located in the greater Washington DC area at a distance no greater than thirty (30) miles, as measured by Google Maps, from any other current League member club.

## **SECTION 7 – ADMISSION OF NEW CLUBS**

**7.1 Admission Requirements:** New clubs wishing to participate in the League must meet the eligibility requirements of Section 6 and must submit an application in writing to the President ten (10) days prior to the next annual meeting of Representatives. New clubs may only enter the League in the C division.

## **SECTION 8 – TEAM REQUIREMENTS/LIMITATIONS**

**8.1 Official Teams:** A club may have no more than six (6) official teams participating in the League. An official team is a team in any division whose club does not exceed the five official team maximum and which meets all eligibility requirements of Section 6. Official teams are eligible to participate in playoffs to move up to a higher division level unless the team has forfeited 5 courts in a match as outlined under Section 11.10.

**8.2 Unofficial Teams:** An unofficial team is a team in the C division from a club which exceeds the maximum number of teams under Section 8.1 or which does not meet the court requirements set forth in Section 6.1. A club will only be permitted to field an unofficial C team if there are no clubs available or interested in applying to fill an official C opening.

An unofficial team may also be a team in any division that is prohibited from participating in playoffs and moving up because to do so would violate the court requirements of Section 6.1 or a team which has dropped down to a level which results in the club being in violation of Section 6.1. Unofficial teams may not participate in playoffs to move up to another division level.

**8.3 Official Teams Entering the League:** All teams must enter the League in the C division. If there is an opening in the C division it will be filled by an existing club eligible to field an official Team. If more than one eligible club wishes to fill an opening in the C Division, the selection will be made by lottery held at the Annual Meeting. If no eligible clubs are able to fill any opening in the C Division, the previous season's top team(s) from the unofficial D Division will be invited to play as an unofficial team.

**8.4 Teams Exiting the League:** If, at the end of a season, a club believes it must drop a team because it has insufficient players, court availability issues, or for other pressing reasons internal to the club, the club may choose which team to drop. (a) If the team drops out at the end of the fall season, the top team in each division level below the team which dropped out will automatically move up one division level (without a playoff) to fill the opening left by the team which dropped out. The resulting opening in the C division may then be filled as required by Section 8.3. (b) If a team drops out at the end of the spring season, that division level will play the fall season with a bye. At the end of the fall season, the opening will be filled as set forth in Subsection (a) above.

**8.5 Unofficial D Division:** This division, which will be a permanent division effective Spring 2018, will be ranked below the C Division and will be an unofficial division comprised of a minimum of three (3) teams with a maximum of eight (8) teams.

However, if the C Division should become full with eight (8) Official teams, there will be no cap on the number of teams allowed in the D Division. If the Division drops down to two (2) teams, the Division will be suspended until a minimum number of three (3) teams can be met.

Club(s) which meet the requirements to add an Official C Team, but unable to do so because all eight (8) teams in the C Division are Official, many have a team in the UO D Division. An official team playing in the D Division will be considered unofficial, but will be allowed to enter the official C Division once a spot is open (see Rule 8.3). The players on the teams in the UO D Division will be rostered players of the LITL and may sub up according to Rule 11.15.

## **SECTION 9 – PLAYER ELIGIBILITY**

**9.1** To be eligible to play Interclub tennis, players must be at least twenty-one (21) years old and full time dues paying members or the spouses of club head professionals who have club membership privileges. The adult daughter of a club member may play under her parents' membership if her club recognizes that she has membership privileges at her club.

## **SECTION 10 – TEAM ROSTERS**

**10.1 Roster Requirements/Unrostered Players:** All players must be properly rostered on one, and only one, team at one club during a season. If an unrostered player plays a match, her position will be defaulted. An unrostered player is any player whose name is not on her team's roster at the time she plays in a match or whose name is not recognizable as the same on the line up and the website roster (the use of a maiden name in one place and a married name in another is not acceptable). Once-the season has started, as provided under **Section 10.4 Adding / Deleting Names on Rosters**, players rostered on that team, whether they have played or not, are subject to all team roster provisions of the Rules and may not be switched to another roster except as provided by Section 11.14.

**10.2 Roster Size:** Each team roster is limited to thirty (30) players.

**10.3 Submission of Rosters:** Prior to the start of each season, the President will notify the Club Representatives and team captains of the date that the team rosters are due. By the due date, Club Representatives are responsible for entering the names of their team players on the Website and the Club Representative will submit, by email, a typed version of that roster (not a copy from the Website) to the

following parties: President, Website Administrator, all Division Secretaries (A, B, and C/D). The club and team names should be included in the subject line for that e-mail. The name posted on the Website roster will be the official name for a player.

**10.4 Adding/Deleting Names on Rosters:** At any time during the season, clubs may add name(s) to or delete name(s) from a team roster. After rosters are submitted for the season and approved or “locked” by the Website Administrator, any changes to the team rosters can be made *only* by the President and the Website Administrator. During the season, requests to add or delete players must be submitted by 9:45 AM on the day of a match and sent to the President and Website Administrator, with a copy to the appropriate Division Secretary. The request for a roster change must include the player’s first and last name, her club and her team.

A name may be added to a roster so long as the player is not already rostered on another team and the roster does not exceed the thirty (30) player maximum. A player who is deleted from a roster may not be added to any other League roster during the season and a player may not be moved from one club team to another once the League season has started, except as provided under Section 11.14 Substitutions/Stacking. For purposes of this section, the start of the season for all division levels will be deemed to be 11:59 PM the Sunday before the first scheduled play day of the season.

**10.5 Rostering Ranked and Professional Players:** Players who are currently ranked in singles or doubles (in a national or sectional open), teaching professionals who are accredited to teach and are compensated for this activity, and players who are USPTA certified must be rostered on the uppermost team of their club unless they can show that their level of play warrants their playing at a lower level. If a club has two or more teams playing in their highest division level, the teams in that division level are each considered the “uppermost” team and a ranked player or teaching professional may play on any of the club’s teams in that division level.

## **SECTION 11 - MATCH PLAY**

**11.1 General Courtesy Requirements:** The following courtesy requirements will be followed: (a) Host team Captains must contact opposing team captains before a match to confirm that the host club is ready for the match. (b) Game balls and refreshments will be provided by the host team. (c) Cell phones must be turned off during a match and while on the property of the host club. (d) Service balls should not be returned during warm up.

**11.2 Scheduled Play Day:** The scheduled play days for the division levels are as follows: A division teams have a Friday scheduled play day; B division teams have a Wednesday scheduled play day; and C/D division teams have a Tuesday scheduled play day. If it rains on the scheduled play day, teams will reschedule matches according to Section 12 RAIN-OUTS AND RAIN DATES.

**11.3 Match Play Location:** All scheduled matches will be played outdoors on soft courts at the host team club except as otherwise provided in these Rules. See Section 11.4 Court Unavailability; Section 11.5 Unplayable Court Conditions; Section 12.6(a) When Individual Matches are Permitted; and Section 12.6(b) Location/Courts for Individual Matches

**11.4 Match Play Falling on a Religious or National Holiday:** If a scheduled match falls on a religious or national holiday (Rosh Hashanah (first day), Yom Kippur, Memorial Day or Columbus Day), players will not play on the holiday. -Play will take place on the official rain date. See Section 12.5 and **Section 12.6** in the event of rain on the rain date.

**11.5 Court Unavailability:** If on the day of play the host team cannot provide five (5) outdoor courts for reasons other than weather, the positions for which there are no courts shall be defaulted if the visiting team is present and ready to play. However, if the host team captain informs the visiting captain by 8:00 AM of the play date that there will be a shortage of courts, the play may take place at the visiting team's courts for those positions involved. If play does not take place on the visiting team's courts, the affected positions will play on the official rain date.

**11.6 Unplayable Court Conditions:** During or after the warm-up, if either captain deems the court(s) unsafe / unplayable, those affected courts will be rescheduled for the appropriate rain date or, if on the rain date, the host club does not have sufficient playable courts to host the remaining positions, play may take place at the away team's club on the rain date. If there are not courts available at either club on the rain date, individual matches will be played at the host club, if possible, or at the away team's club.

**11.7 Match Start Time and Exchange of Lineups:**

**(a) Match Start Time:** Official match start time is 10:00 AM. There is a grace period of fifteen (15) minutes from this starting time in which positions will not be defaulted. Host teams must have two (2) courts available for the visiting team for

warm-up by 9:30 AM and five (5) available for warm-up by 9:45 AM. Warm up with opponents begins at 9:45 AM and play begins as provided above in this rule.

**(b) Exchange of Lineups:** Both captains should arrive at the match with their score sheets filled out and lineups must be exchanged by 9:45 AM. Unless courts have been forfeited prior to 8:45 AM, as allowed in Section 11.8, the exchanged lineup for each team will consist of 10 players assigned to 5 courts. Names in a lineup should include a first name or initial and a last name. Once the lineup has been exchanged, there can be no changes to the lineup and, after the conclusion of the match, each player's name should be recorded on the Website for her assigned court and the results of the match (including any default or retirement) recorded for the court. See Section 11.15 Recording Match Results

**11.8 Late Arrivals/Defaults:** If a player is more than fifteen (15) minutes late from the official match start time, the position will be defaulted unless there are extraordinary circumstances such as unusual traffic problems and every effort has been made by the player to contact the host club to inform them of the situation. If the captains cannot agree on whether the match will be defaulted, the match will be played under protest and the dispute referred to the Rules Committee. Play should begin on time for all courts for which the players have arrived. No warm up time will be provided for players arriving during the grace period.

**11.9 Missing Players/Defaults/Forfeits:** If a player fails to show up for a match, her team will default a position as follows: If a captain learns after 8:45 AM that she will be missing a player, the missing player's position will be defaulted. If a captain knows before 8:45 AM on the play day that she will be missing a player, position five (5) will be forfeited and the remaining players will shift up to play positions one (1) through four (4). If this required upward shift of players results in the forfeiting team having to move players up out of their three (3) position range or having to move subs above position four (4), this will not be deemed a stacking violation under Sections 11.13 or 11.14. After the match is played, the players return to their original range of positions.

**11.10 Forfeiting Five Courts in a Match:** If a team in the A or B Divisions or an Unofficial C team chooses to forfeit all five (5) positions in any match, the team will automatically drop down one (1) division level at the end of the season (e.g., A1 drops to A2, A2 drops to A3, etc.). The highest team in the division level below the team forfeiting all 5 courts will move up, without a playoff, to take the place of the forfeiting team. If a team in the C or D divisions forfeits all five (5) courts in any match, that team will not be permitted to participate in playoffs for two seasons (or in the case of an Unofficial D team, that team will not be eligible to move up to the C

Division) and it will be awarded zero (0) courts for all matches during the season in which the 5-court forfeit occurred, including matches already played, regardless of the actual scores. Each of the other teams in that C or D division level will be awarded five (5) courts against the team with the 5-court forfeit. If a team chooses to forfeit all five (5) courts for a second time during the season, it will be dropped from the League.

**11.11 Defaulting/Forfeiting Two Courts During a Season:** If a team forfeits two (2) or more courts during a season, that team will be reviewed by the Rules Committee. If a team has two or more stacking violations during a season, that team will be reviewed by the Rules Committee.

**11.12 Match Format:** For each match, teams will play five positions, denoted as # 1 (highest position) through # 5 (lowest position). Individual matches will consist of two (2) out of three (3) sets. The winner of the overall match is the team that wins the most individual matches (positions). An overall match win results in one (1) point for the winning team and zero (0) points for the losing team. If a position retires or defaults before the end of a set in any League match, the set is considered as won by the opposing team. The Coman Tie-Break will be played at 6-6 in any set. The winner of the tiebreak is the first team to reach at least seven (7) points with a two (2) point lead. Teams shall change ends after the first point and thereafter after every four points.

**11.13 Injury Time out:** An injury time out is permitted. If the time-out exceeds fifteen (15) minutes, the injured player's position is retired in favor of the opposing team and the match defaulted. If a player needs to stop play for reasons related to physical conditioning, this will not be considered an injury and no injury time out will be permitted.

**11.14 Player Positions/Stacking:** Except as provided in by Section 11.9, a player may only play within a three (3) position range during any season (i.e., positions 1-3, 2-4, or 3-5). Playing out of a three (3) position range (either up or down) is a stacking violation and will result in the default of all five (5) positions for the match. If a player is not properly rostered for her first match and is later rostered, the court on which she played in that first match shall count when determining her 3-court range for the remainder of the season.

**11.15 Substitutions/Stacking:** A rostered player may sub up to a higher team at her club (never down to a lower team or laterally to a team at the same division level). The first four (4) subs must play either court four (4) or (5). However, if more than

four (4) subs are needed, they may play in positions 3, 2, and 1 so long as they are in a position no higher than any regular players in the line-up. In the event a team uses 4 or more subs during a single match, for one (1) match in a season, the regular rostered players for that team may play up out of their 3-court range (with the players moving up the least number of courts). Any player playing out of her official 3-court range should be identified in the “Comment” section when recording results on the Website.

After subbing one time, the player remains rostered on the lower team and is limited to her original position range on that team. After subbing a second time, the player is considered a rostered member of the upper team and may play in positions three (3), four (4), or five (5) on that team. If a player has subbed on two different upper teams, she is rostered on the lower of the two upper teams. The player may not play down on a lower team for the remainder of the season. Playing a sub out of position is a stacking violation and will result in the default of all five (5) positions for the match.

#### **11.16 Recording Match Results:**

**(a) Score Sheets:** Each individual match will be recorded on an official score sheet provided by the League and reported as follows: Both Captains should arrive at the match with their score sheets completely filled out. At the end of a match, scores for each position should be recorded on the score sheets and both score sheets signed by both Captains. If subs have been brought up to play or players have shifted out of range under Section 11.8 or 11.14, this should be indicated by an asterisk (\*) by the player’s name on the captains’ score sheets.

**(b) Entering Scores on the Website:** Within 24 hours of the completion of the match, the host team captain must enter the scores on the Ladies Interclub Tennis Website. If play for a match takes place on more than one day, captains should wait until **all** positions are complete before entering any team scores for the match. Once the host captain has submitted the match scores on the Website, any corrections to those scores must be done by the President or Website Administrator.

If a court is forfeited before 8:45 AM, no names should be entered for either team for that court, the score should be 6-0, 6-0 in favor of the non-forfeiting team and the results should show the winner “by forfeit.” If a court is defaulted because a player is missing (see Section 11.9) , because a player is late (see Section 11.8) or because notice of unavailable or unplayable courts was not properly given (see

Section 11.5 and Section 11.6), the names of the players from both teams who were to play on the court are to be input for the court, the score should be 6-0, 6-0 in favor of the non-defaulting team, and the results should show the winner “by default.” If a player is injured during warm ups or after the start of the match, the score of the match should be recorded to the point of the retirement in favor of the injured player’s opponents and the results show the winner “by retirement.” Any score adjustments due to Rules violations, such as stacking violations, will be entered by the President or Website Administrator.

**(c) Retaining Records:** Both the host and visiting captains must retain copies of the score sheets until the completion of playoffs and the determination of final season standings. The Captains must also make the score sheets available to the League President, Division Secretaries, Rules Committee and/or Website Administrator if requested to resolve any issues or questions concerning the matches.

#### **11.17 Match Play Violations:**

**(a) General Rule:** Where not inconsistent with or otherwise provided in this Section and elsewhere in the Rules, a first infraction of the Rules will result in a warning; a second infraction during the same season (i.e., spring or fall), or during the season following the season in which the warning was issued, may result in the default of individual courts or of an entire match as determined by the Rules Committee.

**(b) Coaching:** Coaching by anyone, on or off court, is prohibited during matches.

**(c) Misconduct during a Match:** In the case of unsportsmanlike language and/or behavior by a player, an offended player may warn the offending player. If play does not continue satisfactorily, play will stop until representatives from both teams can monitor the remainder of the match. At the end of a match, a player, through her Club Representative, may file a Complaint Form for unsportsman-like behavior even if she has not warned the offending player during the match.

**11.18 Rules Administration/Enforcement/Appeals:** The League President and the Rules Committee have certain responsibilities with respect to the League Rules. The President is responsible for the administration of League Rules. Players and team captains may not submit questions and complaints; ALL questions and complaints regarding an interclub match must go through the Club Representative.

**(a) General Questions and Clarifications:** General questions and clarifications of the Rules should go first to the President. If she cannot answer OR if the club asking feels

strongly that the answer given by the President is not in accordance with the Rules, a Complaint Form must be completed and a copy must be sent to both the President and the Rules Committee Chair. The Rules Chair will then present the complaint to the Rules Committee for discussion and vote. Using the Complaint Decision form, the Rules Committee decision will be forwarded to the pertinent club(s) and President within 7 days of receipt of Complaint Form.

**(b) Complaints:** Complaints about another club/player for behavior or rule infractions must be submitted to the President on a Complaint Form. The President will forward a copy of the complaint to the Club Representative of the club involved for an opportunity to respond to the complaint. Using the Complaint Decision Form, the League President will impose a penalty if deemed necessary per Rule 11.17(a), sending a copy to all clubs involved within 7 days of receipt of the Complaint Form. If either club involved feels strongly that the answer given by the President is not in accordance with the Rules, a copy of the complaint will then be sent to the Rules Committee Chair. The Rules Chair will then present the complaint to the Rules Committee for discussion and vote. Using the Complaint Decision form, the Rules Committee decision will be forwarded to the clubs involved and the President within 7 days of receipt of Complaint Form. (NOTE: If the complaint directly involves the President or her club, the complaint should go directly to the Rules Chair).

**(c) Appeals:** A Rules Committee decision may be appealed only under the following conditions: (a) the President and the Rules Chair receive a completed appeal form for review within 7 days of the appealing club's receipt of the initial decision and (b) the appeal contains **NEW** factual information bearing on the decision which was not known at the time of the initial decision. The Rules Chair will then present the appeal to the Rules Committee for discussion and vote. Using the Complaint Decision Form, the Rules Committee decision will be forwarded to the involved club(s) and President within 7 days of receipt of the Appeal Form.

## **SECTION 12 – RAINOUTS AND RAIN DATES**

**12.1. Applicability of Section 11 - Match Play:** Unless inconsistent with or otherwise provided in the Rules, all provisions of Section 11 – Match Play, are applicable to Section 12 – Rain-Outs and Rain Dates.

**12.2 Rain Cancellations:** If the host team captain is aware on the play date that her courts are not playable because of rain, she must cancel the match by 8:45 AM unless both captains have agreed upon a different notification time. If a match is cancelled before the match starts, play will take place on the official rain date as set

forth in Section 12.3 and subs are permitted. The first point of the match on any one of the 5 courts defines the start of play for the team. If a match is cancelled after play starts, the teams will set up individual matches as provided by Section 12.6. The original four players must continue the match where they left off.

**12.3 Official Rain Dates:** For teams that play on Friday (All A teams), the rain date is Monday. For teams that play on Wednesday (All B teams), the rain date is Thursday. For teams that play on Tuesday (C & D teams), the rain date is also Thursday. If both Tuesday and Wednesday matches are rained out and a club hosting both Tuesday and Wednesday matches that week does not have ten (10) courts available to field two teams on the Thursday rain date, the C and/or D teams will make up the rain-out by setting up individual matches as provided by Section 12.6. Court priority will be extended to B teams first, followed by C teams and then D teams.

**12.4 Rained-Out Rain Dates:** If it rains on the rain date, individual matches will be played as provided by Section 12.6.

**12.5 Rain Dates Falling on Religious or National Holidays:** If a rain date falls on a religious or national holiday (Rosh Hashanah (first day), Yom Kippur, Memorial Day or Columbus Day), matches will not be played on the holiday, however, individual matches may take place on the holiday. If it rains on a rain date, any courts scheduled to be played on that rain date because of a national or religious holiday, will be rescheduled as individual matches as provided in Section 12.6. In a given week, when a club is to host a Tuesday match (C and/or D) and a Wednesday match (B Divisions) and the Tuesday match falls on a religious or national holiday and it rains on Wednesday, if the host club does not have sufficient courts to host both teams on that Thursday, the Tuesday team(s) will schedule individual matches for any unplayed positions as provided in Sections 12.3 and 12.6.

**12.6 Individual Match Procedures:**

**(a) When Individual Matches are Permitted:** Teams may set up and play individual matches only as specifically authorized by Sections 12.2 - 12.5 of these Rules. Individual matches may never be played on a scheduled match date unless the match has begun, in which event, individual matches may be rescheduled as set forth in Section 12.6(c) or, may be continued indoors on match day, if all players agree. Captains have final joint decision on which matches will be played indoors if an insufficient number of indoor courts are available

**(b) Location/Courts for Individual Matches:** Although individual matches are normally played at the host club, in the interest of assuring that all matches are played within the time limits, an individual match may be played indoors or outdoors at the club of either team if all four players agree.

**(c) Setting up Individual Matches:** Individual matches must be set up within forty-eight (48) hours of the scheduled rain date, or within forty-eight (48) hours of the match date in the event of matches under way when cancelled for rain. However, if it rains on a scheduled match day and the rain date for that match is a holiday, as provided in Section 12.5, *Matches* will be played as individual matches and those matches will be scheduled within forty-eight hours of the match date.

Host club captains are responsible for initiating the process of setting up individual matches. Line-ups need not be exchanged in advance. The captains, after consultation with their players, may schedule play by position, date, time, and place, without revealing the players' names. If the teams cannot agree on a date and time, the match will be played at 10:00 AM on the last day of the allotted 14 day time period from the original play date. For the A division, this would fall on the second Thursday following their original Friday play date. For the B division this would fall on the second Tuesday following their original Wednesday play date. For the C and D Divisions, this would fall on the second Monday following their original Tuesday play date.

**(d) Deadline for Completing Individual Matches:** All individual matches must be played within fourteen (14) days of the original play date. If any individual match is set up but not completed within the allotted fourteen (14) days, both teams will receive zero (0) points unless it is determined by the Rules Committee that the failure to negotiate an individual match in good faith should result in a default for the position that has not negotiated in good faith. In order to determine which teams will go to playoffs, all individual matches must be completed two days before the scheduled playoff date, even if that is less than fourteen days away. Tuesday and Wednesday matches must be completed by the Monday and Friday matches must be completed by the Wednesday of playoff week.

**(e) Reporting Individual Match Scores:** After each match is played, the players will report their opponents' names and the scores to their respective captains. The Captains will verify this information with each other and the host captain will report the scores as required by Section 11.15 Recording Match Results.

**(f) Individual Match Rainouts:** Rained-out individual matches must be rescheduled and played within the original fourteen (14) day period. If play started before the rainout, the original four (4) players must continue. If the rainout occurred before play started, player substitutions may be made.

## **SECTION 13 - PLAYOFFS**

**13.1 Applicability of Section 11 – Match Play:** Unless inconsistent with or otherwise provided in the Rules, all provisions of Section 11 – Match Play, are applicable to Section 13 – Playoffs.

### **13.2 Playoff Procedures:**

**(a) Determining Playoff Teams:** At the end of every season, the Official team in each division level with the most points (overall wins) will play a playoff challenge match against the team in the division level above them with the fewest points (overall wins). (See Section 3.2 for Division Level rankings from highest to lowest.) If two teams in a division level are tied for overall wins or losses, the total number of individual lines won or lost will determine which teams go to playoffs. If there is also a two-way tie for individual lines won or lost, the head to head competition between the teams will determine which team goes to playoffs. In the case of multiple (three-way or more) ties, the winner and loser for playoff purposes are the teams with the highest and lowest percentage of sets won out of sets played. The teams in the D division are not eligible for playoffs. However, if there are Unofficial teams in the C division, the Unofficial C team with the fewest points will move to the D division and the team with the most points in the D division will move to the C division as an unofficial C team at the end of each season.

**(b) Location Exception:** If a club cannot host five courts during a season, that club cannot host playoff matches. In this event, the opponents will host playoff matches, and, if opponents cannot host five courts for playoffs, the Club Representative of the higher division team of the involved teams shall have final decision regarding place of playoffs.

**13.3 Standings after Playoffs:** If the challenging team wins the playoff, the two teams switch division levels for the next season. If the defending team wins, the teams remain in their current division levels. If a club has more than one (1) team in the same division level, they will be designated #1 or #2 based on their records for the season.

**13.4 Playoff Location/Date/Rain-Outs:** Playoff matches will be played the week following the scheduled matches, on the regular play day of the defending team, at the defending team's club. If the playoff is rained out, the match will be played on the regular rain day of the defending team at the defending team's club. In the case of further rainouts, the match will continue to be scheduled for and played on the defending team's regular play day and rain date. No other days are acceptable for starting a playoff match.

**13.5 Player Eligibility and Verification:** To be eligible to play in a playoff match, a player must be either a rostered player of that team who has played a minimum of two Interclub matches or a player from a lower division club team who has played at least two matches and is eligible to sub up on the playoff team. For the playoff match, a rostered player must play within her 3-court range and any sub must follow the rules for subbing up (see Section 11.14). Prior to a playoff match, the captains must submit a list of the names of up to 30 eligible players to the appropriate Division Secretary for eligibility verification both prior to and after the playoff match. The President will notify the playoff team captains and their Club Rep of the final date for submitting the playoff player lists.

Playoff player lists should be complete when submitted and additional names may not be added after the date the-player lists are due.

## Appendix I

With the departure of Potomac Tennis from the LITL in January 2016, three (3) vacant spots were left in the C Division. At the 2016 LITL Annual Meeting, a decision was made to leave these spots vacant for a year to allow for the possibility of a new club to enter the league. A second vote was taken after the meeting and it was decided that Unofficial UO D teams would fill the 3 open spots in C Division for the 2016 season according to the guidelines below:

1. Fill the 3 spots in the C division with the highest ranked Unofficial teams from the final standings of the fall 2015 season.
2. All matches between the Unofficial D and Official C teams will count towards the C standings for playoffs; however, **Unofficial teams will not be eligible for playoffs no matter where they finish in the standings of the C Division. (See Rule 8.2)**
3. A team that qualifies to enter the C division as an Official team will be allowed to request a spot for the Fall 2018 season, however, the league must be notified no later than 7/15/2018.
4. The entry of an official C team(s) for the Fall 2018 season would push the lowest ranked Unofficial C team(s), based on Spring 2018 final standings, back to the D division.
5. The two (2) Unofficial teams are not guaranteed a spot in the C division beyond 2016. At the 2018 LITL Annual Meeting, we will address how to move forward with the limited official teams in C division, if no official teams request to fill the open spots.
6. Because there are two (2) Unofficial teams in the Official C Division, the bottom Unofficial C team will move down to the D Division, and the top Unofficial D team would move TEMPORARILY to the C Division based on final standings of 2016 Fall season. The same procedures will be followed at end of 2017 Spring season. If, either before the start of the spring season (by Feb. 15th, 2018) or before the start of the Fall season (by July 15th, 2018) a current Club(s) which is eligible wishes to add another Official C team, they may do so and the bottom Unofficial C team(s) will return to the D Division.

## **Appendix II**

This appendix dictates how the schedule will be made for the Unofficial D Division for 2018.

To accommodate 308 teams in the UO D Division, the following match schedule will be employed to determine the teams' standing within the Division. If three (3) or four (4) teams: each team will play each other twice (if three (3) teams, each team will have two (2) byes). If five (5), six (6) or seven (7), or eight (8) teams: each team will play each other once (if five (5) or seven (7) teams, each team will have one bye). Note: The President in conjunction with the Scheduler has the option to fill out a seven (7) week schedule if the UO D Division only has 3 – 6 teams, however, any subsequent matches will NOT count toward the Division's final standings (e.g. the last match(es) of the season will NOT count toward the standings if the teams have played each other more than the designated one or two times as outlined above). In the event that there are more than eight (8) teams in the D Division, they will not be required to play each team in the Division and shall have matches arranged at the discretion of the President and Scheduler. All teams in the D Division will be Unofficial (UO) and noted on the website. Unofficial (UO) teams will not engage in playoffs with the higher C Division.

In order for the appendix to become permanent, a vote will be taken at the 2019 Annual Meeting.