

PALM BEACH COUNTY WOMEN'S TENNIS ASSOCIATION 2018-2019

ELIGIBILITY REQUIREMENTS FOR MATCH PLAY

1. A player must be a minimum of 19 years of age prior to the first match of the season.
2. In order to play team tennis, a player must have her name listed on one PBCWTA team roster.
3. A "Teaching Pro" may play only on an Open Division team in the PBCWTA.
DEFINITION: A player who does on-court teaching and/or coaching through private, semiprivate, group or clinic lessons is considered a "Teaching Pro."
4. A 5.0 or higher USTA-rated player or equivalent may play only on an Open Division team.
PENALTY:
 - a. Initial loss of 2 points.
 - b. One point deducted from each match in which she participated.
5. The Board reserves the right to remove an entire team from the PBCWTA.

PARTICIPATING CLUBS

1. A club may have one team in each Division. (Open Division, Division 1, Division 2, Division 3, etc.)
2. A club may request two teams in a Division if the Division has a vacancy. The Board will consider the request based on the needs of the League at that time. If the division is full and there are other teams applying, the board has the right to deny two teams from one club.
3. A club must have 6 courts available at 10 a.m. for each home match. If a club has two teams in one division, they must be able to provide 12 courts at 10 a.m. for each home match. If a club has 3 or more teams playing on the same match day, the board reserves the right to deny a team based on the needs of the League at that time.

TEAMS

1. Each team shall have a roster of at least 14 members who meet the eligibility requirements. Initial rosters may be submitted with 12 names and provide the additional names, meeting the minimum requirement of 14, by July 15.
" DEFINITION: Divisions: Open Division, Division 1, Division 2, Division 3, Division 4, Division 5, Division 6, and Division 7.
2. A team may carry up to 16 on the roster and be able to draw subs from a division immediately below their division. (Ex. Division 5 draws from Division 6)
3. A team may carry up to 18 on the roster if their next team is more than one division lower. (Ex. Division 3 draws subs from Division 5).
4. A team may carry up to 20 on the roster if their next team is more than two divisions lower. (Ex. Division 3 draws subs from Division 6)
5. The lowest division team may carry up to 25 on the roster.
6. Open Division teams may carry 18 on the roster.

7. The Board reserves the right to have any team that withdraws, is removed, or refuses to play a scheduled match excluded for the remainder of that year plus one additional year.

CAPTAINS

1. Each team shall have a Captain who is a member of the team roster.
2. The Captain shall be the spokeswoman for her team.
3. The Captain must attend all League meetings or send a sub.
4. The Captain must be computer literate and be responsible for all email communications.

CAPTAINS' ROSTER RESPONSIBILITIES:

1. Submit the following items to the Division President by the required deadline
 - a. A preliminary roster of at least 12 names with signatures, phone numbers, e-mail addresses and a designated Captain to the Division President. The final 2 names (for a minimum total of 14) is required by July 15th.
 - b. A typed, alphabetical roster listing the players' names, phone numbers and e-mail addresses, and identifying the **Captain and Co-Captain** on the roster. (Follow PRELIMINARY ROSTERS procedures.)
 - c. Number of courts available and surface.
 - d. Annual fee of \$25.00 per roster member and should be submitted in **ONE** check payable to PBCWTA.
2. If there are any changes during the season, submit the required forms and payment. When adding or removing a player during the course of the season, contact the Division President for permission following the guidelines in the SUBSEQUENT ROSTERS section.

CAPTAIN'S TEAM RESPONSIBILITIES

1. Have "A Friend At Court" or "The Code" and current PBCWTA Rules at all matches.
2. Read the Association Rule Book and "A Friend At Court" or "The Code" with her team prior to fall play.
3. **As home Captain, phone or email visiting Captain 2-3 days prior to match.**
4. When 2 surfaces are involved or only some courts available after a rain delay, the visiting Captain will determine who plays late or on different surfaces.
5. Be responsible for team positions for each match.
6. Prepare line-up sheet to exchange with opposing Captain. Substitutes must be designated by Division (Ex. Div. 5 sub) on the scorecard.
7. Request that all mobile devices be turned off and stored for the duration of the match. Use of mobile devices for phone calls, texting and/or emailing during the match are prohibited.
8. As home Captain, enter the scores for the match on the website and fax or email the scorecard to the Division President by 5 p.m. on match day. If the Captain is unable to meet this requirement, another team member may input and/or fax the scores.

PENALTY: After the third time that the team fails to input the scores or fax the scorecard by 5 p.m., one point will be deducted from the team's overall standing for every failure thereafter.

9. It is the responsibility of the away team Captain to verify the scores submitted by the home team Captain. If the Division President has not received an email within 48 hours contesting the scores, the scores will stand as posted on the website.
10. Note side, server and scores in case of rain.
11. Arrange time and place for rematch, submit a Rain Make-Up Report to the Division President within 48 hours, excluding weekends or holidays.
12. Notify Division President after match if a protest is being made over any incident and mark "Protest" on the scorecard.

LINE-UPS

1. Each team will field 6 doubles teams placed by **ability**.
2. A 5.0 USTA-rated player or equivalent must play on an Open Division team.
PENALTY: 2 points deducted from overall standing.
3. A player entering her first match (except a lower team sub) may start at any position.
4. Thereafter, a single player may move no more than 2 positions and a partnership no more than 1 position in either direction between regularly scheduled matches.
Partnerships last until one of the pair plays with someone else.
PENALTY: 2 points deducted from overall standing.
5. A Captain can protest the opponent's line-up before that match starts. The opposing Captain can change the line-up if necessary to satisfy the protest. If the change is not satisfactory, a protest can be noted on the card and the Division President notified after the match.

SUBSTITUTES

1. Use all available rostered players before using subs. **PENALTY:** 2 points deducted from overall standing.
2. A sub is a player from a lower team within the Club.
3. If a club has more than one team in a Division, a player may substitute for only one of those teams, not both, and you may only draw from one of the two teams below you for a sub. Once the team you are pulling a sub from is established, you may not use the other team for a sub.
4. No player may substitute more than 4 times for any one team in a Division.
PENALTY: 2 points deducted from overall standing.
5. A player may not substitute on a lower team.
6. Subs must enter the line-up under the following rules:
 - a) Subs always start in the lowest position: (Ex. If using 1 sub they must play in Line 6, 2 subs both in Line 6, 3 subs 2 in Line 6 and 1 in Line 5, 4 subs 2 in Line 6 and 2 in Line 5 etc.).
 - b) If subs from different Divisions are used, the highest Division sub plays in the highest vacant position. (Ex. Division 1 team uses 3 subs two from division 2

and one from division 3. The division 3 sub must be in Line 6 with one of the division 2 subs, the other division 2 sub will play in line 5).

c) Movement rules apply.

PENALTY: 2 points deducted from overall standing.

7. The lowest team at a Club has no substitutes.

COACHES

1. Any team may employ a coach, who is responsible to that team.
2. Coaches and club pros have NO official vote in the League or Association.
3. Coaches, club pros and team members may coach during a rain delay and/or during the break between the 2nd and 3rd sets only.
4. The Coaches, Club Pros and team members are not permitted to be involved during the match, with the exception of Rule #3 above.

MATCHES

1. Played by scheduled day:
 - Tuesday: Open Division & Division 4
 - Wednesday: Division 2 & Division 5
 - Thursday: Division 3 & Division 6
 - Friday: Division 1 & Division 7
2. Played by USTA rules and The Code.
3. Roster MUST be read by 10 a.m. with all players present. When the line-up sheets are filled out, they are considered official, even if they have not been read. Captains will write and exchange rosters starting at 9:50am in order to read them at 10:00 a.m.
4. Matches will begin at 10 a.m. with rosters being read and match play beginning no later than 10:15 a.m. following warm-up. There are no extended warm-ups.
5. Played with new yellow balls appropriate for surface and furnished by home team.
6. Best 2 out of 3 sets; Coman tie-breaker at 6 all. (first team to 7 points by margin of 2)
7. Ten (10) minute break between 2nd and 3rd set, if desired by either team.
8. Coaching allowed only during break after 2nd set, and/or a rain delay.
9. Followed by snack and drink furnished by home team.
10. Home tennis professional will decide home court playability.
11. There will be no videotaping, photography or recording of any sort during a match unless all players involved agree to it.
12. No alcoholic beverages may be brought into any part of club property without express permission from the club management in advance.

SCORING

1. One point will be awarded for each match played and won. EXAMPLE: Team A-6, Team B-0.
2. Score stands as played once match is completed.
3. Winning team shall be decided by number of matches won.

FORFEITS

1. All players must be present at 10:00 a.m. where the rosters are read to avoid a forfeit.
2. A forfeit occurs when all six positions cannot be fielded at match time. There is no grace period or exception to this rule.
3. Forfeits are official when the line-up is written. ALL players must be present when the line-up is called or the team(s) forfeits.
4. The position that is missing the player(s) will be forfeited. All other lines will be played as written. No additional movement will occur.
5. Scorecard must include the names of the forfeited players and movement rules will apply.
PENALTY:
 - a. Loss of two additional points from overall standing for each forfeited position.
 - b. If a team has two or more forfeited positions in the last match of the season, it may be removed from the Association. The team would then have to apply and qualify as a new team for the following season.
6. A team will be notified when it has two forfeits.
7. When a team forfeits three positions, it may be removed from the Division.
 - a. Extenuating circumstances may be appealed to the Board.
 - b. If the team is removed, all points will be removed and the players will not be allowed to join another team until the following season.
8. Any team not completing the season, or having 3 or more forfeits, will have to apply as a new team for the following season.

RETIREMENT - A retired match is one that is started out but not completed. After the roster has been exchanged, the match begins. No penalty is given for a retired match. It is considered a flagrant disregard of Association rules to alter your lineup in order to take a favorable retirement.

PENALTY POINTS

1. A team not complying with the Association rules may have points deducted from its point standing by the Association Board.
2. Any problem affecting more than the individual team in question shall be presented to the Association Board.
3. Flagrant disregard of Association rules can result in a team receiving a warning letter or being assessed penalty points and may result in the team being dropped from the Association.

PROCEDURE FOR FILING A FORMAL PROTEST OF RULE VIOLATIONS (See CODE OF CONDUCT for other complaints.)

1. Match must be completed before filing a formal protest.
2. Protest **MUST** be written on the scoresheet and signed by **BOTH** captains or a team representative before leaving the courts.

3. The Captain should contact the Division President by telephone or email with her complaint immediately following the match. Each Captain must send a written description of events to the Division President, as well as both signed scoresheets.
4. If the violation is confirmed and covered in the rule book, the correct penalty will be assessed.
5. If the violation is not covered in the rule book or the rules for the PBCWTA, the written statements from the Captains of both teams will be presented to the Association Board at its next meeting. However, in the unlikely event of a rules conflict, PBCWTA rules will prevail.
6. The Association Board's decision will be final.

REMATCHES – EXTENUATING CIRCUMSTANCE

1. Rematches are set only in case of rain, unplayable courts or Extenuating Circumstance. **Home tennis professional will decide home court playability.** Division Presidents must be notified by 3 p.m. If weather is questionable, the Board requires waiting one hour from scheduled match time.
 - a. Extenuating Circumstance (i.e. Funeral) – Requests must be submitted in writing and/or email in advance to the Board for consideration and approval. If the Board approves the extenuating circumstance then the match (or matches) will be rescheduled using the same procedure as the rain make-up match.
2. Must be completed within 15 weekdays of the scheduled date (excludes Sat/Sun and holiday breaks recognized by the PBCWTA)
 - a. Both home and away Captain must submit a Rain Make-Up Report to the Division President within 48 hours.
 - b. A second rain delay will be given 15 days.
 - c. Players must be present at time agreed and ready to begin play.
 - d. Rain makeup matches must begin play between 10:00 am and 11:00 am, unless agreed upon otherwise by all 4 players.
3. Be set by Captains with home Captain having right to choice of place.
4. When a match has been rescheduled due to rain, the team that is unable to comply must retire those positions. No forfeit points will be assessed. No further dates set, unless rain causes cancellation again.

RESCHEDULING MATCHES WHEN A WRITTEN ROSTER HAS BEEN EXCHANGED

1. All games and points played before interruption stand, and play resumes from that point, with the same line-up.
2. While the team is present at the courts, the players should arrange their rematch dates and times or exchange phone numbers and set up rematch dates within 48 hours.
3. If the teams cannot agree to a rematch date, each team will submit two dates. Match start times other than between 10:00 am and 11:00 am Monday through Friday may be used if agreed upon by all four players. A coin toss will decide which teams' dates will

- be considered. Loser of the toss will choose one of the winner's dates. A Board member will conduct the toss by phone or in person. The home captain calls the toss.
4. Both home and away Captain must submit a Rain Make-Up Report to the Division President within 48 hours.
 5. If a team is unable to play on the arranged rematch date and time, they must retire the match.
 6. The line-up for the following week must be based on the rained out match (even though that match might not have been completed).

RESCHEDULING MATCHES WHEN NO WRITTEN ROSTER HAS BEEN EXCHANGED

1. All communication is handled by the Captains or Co-Captains.
2. If the match is rained out prior to the teams arriving at the courts:
 - a. The Captains speak to their team members and determine when they can play. If the teams cannot agree on a rematch date, each team will submit two dates. Match times other than between 10:00 am and 11:00 am Monday through Friday may be used if agreed upon by all four players. A coin toss will decide which teams' dates will be considered. Loser of the coin toss will choose one of the winner's dates. A Board member will conduct the toss by phone or in person. The home captain calls the toss.
 - b. The rematches may be played on the same day or scheduled on individual days.
 - c. The Captains set the date(s) and time(s) and the positions to play on those dates. Substitution rules and movement rules apply.
 - d. Both home and away Captain must submit a Rain Make-Up Report to the Division President within 48 hours.
 - e. If a team is unable to play on the arranged rematch date and time, they must retire the match.
 - f. The line-up for the following week must be based on the rained out match (even though that match might not have been completed).
3. If upon arrival at the courts, rain appears imminent, do not exchange rosters until you are ready to begin play. Should it start raining prior to the start of play, and it is decided that the match should be rescheduled, follow the procedure outlined in step 2, a-f.
4. If upon arrival at the courts only a few courts will be available, exchange the names as the teams go on the courts, not the whole roster. The visiting Captain may determine which positions play first.

NEW TEAMS

1. Applications for new teams must be sent to the appropriate Division President. The application must indicate the club's ability to provide 6 courts for the home matches. If this team would be the only team or the lowest team at the club, the Association Board reserves the right to ask for 16 names on your application.

2. If the Division has a vacancy, and the application is accepted, the new team may be required to play a qualifying match. The match must be played within 15 days of the date in which the team is notified that a qualifying match is required. Acceptance will be determined by the scores and quality of play. The supervising Board member will use the following guidelines: the new teams must win 3 matches out of 6 played; or 2 matches with 4 matches being of good competitive play (6-4, 7-5). The line-up must be placed by ability and all 6 lines must play on the same day at 10AM.
3. If the team does not qualify, the players will be released from the qualifying roster and receive a refund of their league dues. The players will be free to join any other PBCWTA team with a roster vacancy.
4. A qualifying roster is a roster signed by the 12 players who participate in the qualifying match and a minimum of two additional players to meet the required number of 14 or more players.
5. If the team does qualify, the roster must include the 12 names of the players who participated in the qualifying match. None of the players on the original roster may be removed before **January 15th**. Once removed, the player may not play on another team until the following season; the team may replace her.
6. If the Division has no vacancy, the Executive Committee has the authority to restructure the Division and/or League, or reject new applications until such time that restructuring is possible.

EXISTING TEAMS

1. The Association Board reserves the right to require a team in poor standing to requalify or move to a lower division. The Association Board reserves the right to require a team in first place to advance to the next division.
2. If a team has less than 50% of its end of season roster, the Board will determine the status of the team. A roster will be requested to determine if re-qualifying is necessary.
3. If re-qualifying is required, the procedure will be the same as for a new team.

TRANSFERRING A TEAM TO ANOTHER CLUB

1. A team may transfer to another club for the following season with 50% plus 1 of the end of season roster. The remaining players must apply as a new team.
2. A team may request to transfer to a different club during the season if all members desire to move; or those who do not want to move do not request to play anywhere else for the remainder of the season.

PRELIMINARY ROSTERS-A Roster for an Existing Team

1. A preliminary roster is due to the Division President to hold a place for the following season.
2. All names must meet the eligibility rules.

3. The names must include at least 50% of the end-of-the-season roster, except during restructuring (of the League) years. To be considered a returning player, she must have played a minimum of one match for her team during the previous season.
4. A minimum of 12 names must be listed – additional names may be added at this time or throughout the season. (14 names required by July 15th)
5. The Board reserves the right to require a minimum of 16 players on the lowest division team at a club.
6. All names listed and signed are binding for this team for the entire season.
7. A request for any change must be sent to the Division President in writing. If the change is:
8. GRANTED: The player may list her name on a different roster and the club may replace her.
9. DENIED: The player may remove her name from the preliminary roster, but she may not join a different team until the following season. The club may replace her on the roster.
10. A Captain may sign for a player unable to sign for herself, but she has the responsibility to notify the player. The player must sign the Roster Signature Form that states that she intends to play on that team and that she gives the Captain permission to sign for her.
11. Any roster violations or discrepancies will be handled by the Association Board.
12. The September Captain's Meeting constitutes the official beginning of the new season.

SUBSEQUENT ROSTERS (rosters approved)

1. The names of all players (14 or more) who signed the preliminary roster must remain on the roster unless a request for a change has been approved by the PBCWTA Board.
2. Roster vacancies may be filled at any time during the season provided the proposed player does not currently appear on any other roster and was not on any Preliminary Roster. In order for a new player to be eligible to play, the Captain must notify the Division President, submit a Roster Addition Form signed by both the player and the Captain, and pay all fees in advance. Failure to comply will result in penalties.
3. Roster vacancies may be filled at any time during the season.
4. A player may be removed during the season by submitting a Roster Removal Form signed by both the player and the Captain to the Division President. Once removed, the player cannot play on any PBCWTA team for the rest of the season. A player may not be removed if it would cause the team's roster to fall below the required number of players (14 or more).
5. No player may be added to or removed from a roster after **March 15th**.

PALM BEACH COUNTY WOMEN'S TENNIS ASSOCIATION CODE - The Association Code shall consist of the "Rules of Tennis" and "The Code" of the U.S.T.A. All players have the

responsibility of being familiar with the basic rules and customs of tennis.

PROPER ATTITUDE - Before you play, greet your opponents in a friendly manner and introduce yourself. During the match, conduct yourself in an ethical manner. Do not stall, sulk, use profanity, complain or practice gamesmanship. Chronic poor sportsmanship by a team member may result in points being deducted from a team's overall score.

PROPER TENNIS APPAREL AND SHOES SHOULD BE WORN.

CHOICE OF ENDS AND SERVICE

Spin your racquet or toss a coin to decide the choice of serve or side. The player winning the toss may choose or require her opponent to choose:

- a. The right to be server or receiver; the other player then chooses side.
- b. The side; in which case the other player shall have the right to serve or receive. The toss should be made before the warm-up so that the players can warm-up on the same side from which they play their first game.

WARM-UP - Players should provide opponents with ten minutes of warm-up using new balls. Each player should make a special effort to hit shots directly to the opponent. (If partners want to warm each other up while their opponents are warming up, they may do so.) All practice serves must be taken before the match starts and may be taken on the serving side. Do not practice service returns while opponent practices serve.

SERVE

1. The server will stand with both feet behind the baseline and within the imaginary continuation of the center line and the side line.
2. It is the server's responsibility to be sure the receiver is ready for both the first and second serves. The time between serves, BETWEEN POINTS, should not exceed 20 seconds.
3. The server shall call the score before each point and each game; the server's partner should also call the score, if necessary, due to noise.
4. If a "second" ball is discarded after the serve or a rally has started, a hindrance may be called, and the point should be replayed. The offending player shall be required to make some other satisfactory disposition of the ball.

FOOT FAULTS - A USTA rules interpretation authorizes the receiver or her partner to call foot faults on the server after the server has been warned once. This call should be made only when the caller is absolutely certain. While in doubles, the partner of the receiver may be in a fair position to call a normal foot fault, the receiver, herself, would be able to make this call only in flagrant cases. If a foot fault occurs again after the first warning, a linesperson may be called. If a linesperson verifies 2 foot faults, there is a loss of the service point if it is a second serve.

SERVICE OUT OF TURN

1. The correct partner serves as soon as the mistake is discovered.
2. The points scored and any fault served before the discovery shall count.
3. If the game is completed, the service remains as altered.

RECEIVING

1. Do not return the ball unless the serve is good, and you intend to play the point.
2. The receiver should make no effort to return the serve if she is not ready; if you make any attempt, you are presumed to have been ready.
3. The receiver should get ready for the second serve as soon as possible.
4. After each point, return all balls on your side of the court to the server.

ERROR IN RECEIVING - If during a game the order of receiving has been mistakenly changed, the receivers shall remain as altered until the end of the game. Resume the original order in the next receiving game of the set.

SCORE

1. All points stand as played; if you feel that you are getting bad line calls, you need to request a linesperson. A complaint to the League officer after the match is futile. (See LINE CALLS.)
2. If any score adjustment is made after a mistake has been recognized, the next point is played into the proper court according to the serve.
3. In a score dispute, each side has a vote. Go back to the last agreed upon score in the game and continue, replaying only the disputed points and games.

CONTINUOUS PLAY, REST PERIODS, AND INJURY

1. When changing sides, a maximum of 90 seconds shall elapse between the cessation of the previous game and the start of the next game.
2. After the second set, each team is entitled to a rest, which shall not exceed ten minutes.
3. During a match, each player is entitled to suspend play one time for a period **not to exceed 10 minutes**. This break may be taken for personal injury, illness, (to include leg cramps), a toilet emergency or damaged equipment.
4. If a player leaves the court for any reason, it will be considered her 10 minute break.

COACHING - Coaching by pros, spectators, team members, etc., is only allowed after a team has split sets, and/or during a rain delay.

LETS - A let is the replay of a point with the server receiving 2 serves, except when the second serve is a let; when the server is entitled to only 1 serve. Once a ball is in play and a let is called, the point must be replayed.

1. A player cannot claim a let on the basis that she did not see the ball.
2. If a player is hindered in making a stroke by anything not within her control, except a permanent fixture on the court, the point shall be replayed.
3. When you are hindered in attempting to return a shot that could not have been returned even had there been no hindrance, a let is NOT authorized.
4. Lets should not be honored in order to save the caller from a put-away.
5. Loud conversation between partners while the ball is moving TOWARD their opponents' side of the net is taboo; the opponent is entitled to a let and quite possibly the point on the grounds of interference. However, if the opponent goes ahead and plays the ball and misses, the "Two Chance" rule holds. A player is entitled to only one chance. She forfeits her rights to a let when she hits the ball. She took her chance to win or lose and is not entitled to a second one.
6. A Let may be called when a player sees their ball roll onto the adjacent court to prevent imminent injury.

DOUBLE HITS AND CARRIES - These are legal, but a double hit must not be intentional.

LOSS OF POINT

1. A player loses the point if:
 - a. A ball in play touches her or anything she wears or carries (except her racquet).
 - b. A player touches the net or post while the point is in play.
 - c. A player hits the ball before it reaches the net.
 - d. A player touches other opponent's court (invasion).
 - e. Double bounce.

The prerogative of these decisions belongs to the player involved. She should announce her violation immediately.

2. A player loses the point for any use of a mobile device or if a mobile device is audible during the course of play.

LINE CALLS

1. The prime objective in making line calls is accuracy; it is each player's responsibility to call all balls on her side, to help her opponent make calls when the opponent requests it, and to call against herself any ball she clearly sees out on her opponent's side of the net. A player is cheating when she does not call an out ball against herself when she clearly sees it out (whether she is requested to do so by her opponent or not).
2. **GUIDELINES FOR USING LINESPERSONS:**
 - a. A team member should be the first choice as a linesperson. If a team member is unavailable, any mutually agreed upon person may be used. Players have the right to wait until appropriate and agreed-upon linespersons are available. A Pro can be a linesperson but must be approved by all four players.
 - b. If only one person is available, she should stand at the net.

- c. When two persons are used, one should stand at the service line of the receiving team and the other should stand at the baseline of the serving team, or any place that is safe for the linesperson and not a hindrance to any of the players.
 - d. Linespersons will not call the lines; only give a decision on disputed line calls when asked. All other communication is prohibited.
 - e. A call determined by a linesman will stand and cannot be challenged by the player.
3. If you catch in the air a ball that is in play, you have lost the point regardless of whether you are in or out of the court.
 4. When you are looking across a line, don't call a ball out unless you can clearly see part of the court between where the ball hit and the line.
 5. In returning service, the partner of the receiver should call the service line for her, with the receiver calling the center line and the side line. It is difficult for the receiver, who is looking across the service line, to call with accuracy a shot that lands near that line.
 6. Once an out, fault, or let call is made, play stops.
 7. Any call of out, let or fault must be made instantaneously; otherwise, the ball is presumed good and still in play. This means that the call is made before either an opponent has hit the return or the return has gone out of play. A ball is not out until it is called out.
 8. In doubles, when one partner calls a ball out and the other one good, the doubt that has been established means that the ball must be considered to be good. Normally, asking for a replay of a point is a sign of weakness and of failure to exercise line calling responsibilities and should occur only on rare occasions.

THE COMAN TIE-BREAK PROCEDURE - DOUBLES

Partners preserve the sequence of their serving turns. The players shall change ends after the first point and thereafter after every four points. EXAMPLE: (Assuming A & B vs. C & D) Player A serves first point (right); teams change ends. Player C serves points 2 and 3 (left and right); Player B serves points 4 and 5 (left and right); teams change ends; Player D serves points 6 and 7 (left and right); Player A serves points 8 and 9 (left and right); teams change ends; Player C serves points 10 and 11 (left and right) and Player B serves points 12 and 13 (left and right); teams change ends; etc., etc. until one team reaches 7 points by a margin of two points. The set shall be recorded as 7 games to 6. Teams change ends at the conclusion of the tiebreak game. Team C and D serve first in the next set.

TENNIS COURTESY

1. When you must cross another player's court, cross at the net when their point is completed and move across quickly.
2. Refrain from any loud noise, which not only distracts your opponent, but also those playing next to you.

3. Before asking players in the next court to return a ball, you wait until their point is over. In returning a loose ball to another court, pick up the ball and get it directly to one of the players on the other court on the first bounce.
4. Returning service that is obviously out is a form of rudeness.
5. Returning any out ball including serve without an out call in an attempt to catch the opponent off guard is cheating.
6. Drinking alcoholic beverages and/or smoking and use of profanity during play is considered inappropriate.
7. The home team provides non-alcoholic beverages on the court.
8. As a spectators (including teammates, tennis pros, or guests), if your presence or conduct disturbs any of the four players, you must leave the immediate court area, if requested to do so.
9. This handbook is not meant to serve as a vehicle for resolving any and every possible scenario that might evolve. Frequently, questions are left to wisdom, judgment, and a sense of fairness.

CODE OF CONDUCT

OBJECTIVE: To maintain an environment that is competitive, yet safe and respectful, for the women playing tennis in the Palm Beach County Women's Tennis Association. **CODE OF CONDUCT:** Is a process to recognize inappropriate behavior and provide documentation for action.

INAPPROPRIATE BEHAVIOR IS DEFINED as: Poor sportsmanship, threats (both physical and verbal), violence and abusive language.

TENNIS ENVIRONMENT IS DEFINED as a tennis facility sanctioned by the PBCWTA, including: the parking lot, the area used to read line-ups, the courts during warm-up and play, courtside, and the lunch site. Additionally, communications (e-mail, telephone, etc.) with any member, including Board of Directors, related to league issues is also considered the tennis environment.

DOCUMENTATION FOR ACTION: Each position grieved should file a separate form and send a check. The cost is \$25.00 (if the Board upholds the grievance, the \$25.00 is returned). The grievance is emailed and the check mailed to the Division President. The Division President will contact the Captain of the offending team to inform her of the grievance and advise her of the opportunity to respond. The grievance must be received within a week of the incident and the response must be received within a week of being contacted. If the grievance is not received within the stated time frame, the Board will not address it and the \$25.00 will not be returned. If the response is not timely, the grievance will be addressed without the benefit of the offending team's response.

BOARD RESPONSIBILITY: The Board will address the grievance at the next scheduled meeting or, at any time deemed appropriate. If the Board rules the grievance is an offense requiring a consequence, the following will occur:

1. **FIRST OFFENSE:** At the discretion of the board, a Warning **may be** administered to the player if this is a first offense by that player. However, the grievance will be reviewed to determine if a warning is appropriate. Otherwise, a player will sit out for 2

- consecutive matches. She will not substitute for another team during this time. If a team plays this individual, there will be a 2-point deduction from its score.
2. SECOND OFFENSE: Player will sit out for 3 consecutive matches. She will not substitute for another team during this time. If a team plays this individual, there will be a 2-point deduction from its score.
 3. THIRD OFFENSE: Player will be removed from the league for the duration of the season.
 4. If an offense occurs at the end of the season, the sit outs or removal will take effect at the beginning of the new season.

ORGANIZATION RULES

ASSOCIATION: The Palm Beach County Women's Tennis Association is made up of teams playing in the North County. The PBCWTA is a non-profit, volunteer organization.

Mission Statement: *"To provide a competitive doubles play among eligible women"*.

1. ASSOCIATION OFFICERS: The Association will have a President, who will serve for two years; a Vice-President, who will serve for two years, and; a Secretary and Treasurer, who will serve a minimum of one year. The immediate past President will serve for two years as Advisor to the Board and will have a vote. A tennis professional selected by the Board will serve for two years as Advisor to the Board and will not have a vote.
2. ASSOCIATION BOARD: The Association Board of Directors will consist of the League Officers. It shall:
 - a. Meet at least 4 times a year.
 - b. Serve as the Grievance Committee.
 - c. Be responsible for the Captains' Meetings.
 - d. Accept names from the general membership of qualified individuals, with each candidate's permission, for vacancies on the Board.
 - e. Fill vacancies on the Board with the best qualified individuals.
 - f. Amend rules as necessary.
 - g. Not serve as Captain or Co-Captain of her team.
3. ASSOCIATION PRESIDENT shall:
 - a. Call and conduct Association Board meetings.
 - b. Be responsible for preparation of rule changes and schedule.
4. ASSOCIATION VICE PRESIDENT shall:
 - a. Assume President's duties in absence of President.
 - b. Assist the President with orientation of Division Presidents.
5. ASSOCIATION SECRETARY shall:
 - a. Compile minutes and reports for all Board meetings.
 - b. Be responsible for all correspondence and mailing.
6. ASSOCIATION TREASURER shall:
 - a. Have custody of all monies of the Association.
 - b. Keep bookkeeping records.

- c. Maintain all tax records and file appropriate returns.
 - d. Collect dues per roster member from each team Captain for expenses such as printing, stamps, luncheon decorations, and awards for first, second and third place winners for each League and Division thereof.
7. ASSOCIATION ADVISOR shall be an advisor and voting member of the Board.
8. ADVISOR EMERITUS shall be an advisor/historian for a two year term with no voting privileges.
9. PROFESSIONAL ADVISOR shall represent the participating clubs' tennis professionals as an advisor and non-voting member of the Board.
10. SPECIAL EVENT COORDINATOR: Will help Vice-President with the end of year luncheon and plan all captain's meetings and pro meetings.
11. DIVISIONS:
- a. There are eight (8) Divisions: Open Division, Division 1, Division 2, Division 3, Division 4, Division 5, Division 6 and Division 7.
 - b. Each Division may be restructured with the Association Board approval.
 - c. Each Division shall have a President.

11. DIVISION PRESIDENT SHALL:

- a. Serve on the Association Board.
- b. Keep records of all matches and players in her Division.
- c. Supervise qualifying and re-qualifying matches in her Division.
- d. Notify Captain or Co-Captain when a team has two forfeits and is in jeopardy of removal from league.
- e. Perform all duties as required under the rules.
- f. Attend all board meetings and will have a vote.

12. Meetings:

The Association Board shall meet at least 4 times a year and a majority shall constitute a quorum.