

CALGARY INTERCLUB
TENNIS
2014



CAPTAIN'S
HANDBOOK

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CLUB CONTACTS and START TIMES

Club	Address	Phone	Start time
Airdrie	720 East Lake Rd		6:30 June, July 6:00 Aug
CTC	1445 16 St SW	403-244-5302	6:30 all summer
CWC	4611 14 St NW	403-289-0040	7:00 all summer
EPTC	800 34 Ave SW	403-287-2450	6:30 June, July 6:00 August
GC	636 29 Ave SW	403-287-4157	7:00 BRING WHITES
MPTC	117 4 Ave NE	403-276-3013	6:30 June, July 6:00 August
OAK	9504 Oakridge Dr SW	403-238-0007	6:30 June, July 6:00 August
RTC	901 11 Ave NW		6:30 June, July 6:00 August
TA	5600 19 St SW	403-243-6717	6:30 all summer
OKO (Tower Hill)	101 Waldron Ave Okotoks	403-560-4983	6:30 June, July 6:00 August
WHC	7222 Edgemont Blvd NW	403-239-4048	7:00 all summer

CLUB CAPTAINS/REP INFO

Club	Level	Captain(s)	Home #	Cell #	E-mail
Airdrie	3.0	David Scott			
	Rep	David Scott			
CTC	3.0				
	4.0				
	4.5				
	Rep	Sima Veiner			
CWC	3.0	Rod Chisholm			
	4.0				
	Rep	Rod Chisholm			
EPTC	3.0				
	4.0				
	4.5	Zack Radetzky			
	Rep	Alan Wong			
GC	3.0	Marshall Abbott and Louise Rokosh			
	4.0	Chlan Grant and Mark Crossfield			
	Rep	Evonne Whelan			
MPTC	3.0	Mathieu and Erika O'Donnel			
	4.0	Valentin Variam and Lucian Roatis			
	Rep	Wendy Cruikshank			
OAK	3.0				
	4.0				
	Rep				

RTC	3.0	Jeff Weber			
	4.0	Kim Charbonneau			
	Rep	Jeff Weber			
TA	3.0				
	4.0				
	Rep	Chris Policarpo			
OKO	3.0				
	Rep	David Dam			
WHC	3.0	Daryl Ryll			
	4.0	Denise D'Sa			
	4.5	Todd Powell			
	Rep	Maureen Clyne			

YOUR TEAM CONTACT INFO (Captains – Please fill this out)

Player Name	Home Phone	Cell Phone	E-mail

KEY GUIDELINES

- 1) All levels - team of 10 women/10 men maximum signed up by June 30th.
- 2) Each night, captains are to bring their line-up filled in prior to exchange.
- 3) Two sets max per player per night. Players need at least 3 matches (nights) to qualify for playoffs.
- 4) Host club responsible for providing balls, at least 2 courts, and adequate time for match and social.
- 5) Guest team to respect host club rules. Any questions with court availability/darkness, etc. defaults to home team club rules.
- 6) Matches started but rain delayed to be set up and actively schedules to be played within two weeks' time. Preferably on one night but individual sets may have to be played separately if needed.
- 7) Rained out/schedule conflict matches can be played later than 2 weeks, but date agreed upon by captains ASAP. Make-up date to be sent to Denise D'Sa for website update.
- 8) No coaching or line calls from other players, captains or spectators, during any matches.

- 9) Refer to end of this booklet or website ('Rules' at top of home page) for complete set of rules.

USING THE WEBSITE

Entering Your Roster

- 1) Log-in and click on Admin (top right)
- 2) Click on 'Player/Member' (left column)
- 3) Use 'Add Player' to enter team members and contact info
- 4) May designate some players as subs if you choose
- 5) You must then submit your roster for approval

Scheduling – Availability Notice

- 1) Log-in and click on Admin (top right)
- 2) Click on 'Team Management' (left column)
- 3) Click on small envelope at top to send schedule to team to fill out availability dates
- 4) Schedule will be filled in as members send dates back
- 5) Can be sent out every week to update who is really available

Entering Sub-Ups on Roster from lower level team

- 1) Log-in and click on Admin (top right)
- 2) Click on your team even if it's the only one (should highlight)
- 3) Press 'Edit this Team' at bottom
- 4) Find player you want from 'Available club members' and click on them (should highlight)
- 5) Push '< - sub up' option from middle to copy them as sub to your team
- 6) Will assign them as sub-up on higher team (still keeps them on regular team) and can access them for Line-up

Print out Line-up for Match

- 1) Log-in and click on Admin (top right)
- 2) Click on 'Teams/Schedules' at top, then switch to 'Schedules'
- 3) Click on the date you want to do your line-up for and scorecard will come up
- 4) Fill in your team member names for each set
- 5) Print card and bring to match
- 6) May be updated by writing in names at match if needed before switching with other captain

Scoring

- 1) Winning captains should post, losing captain has 48 hrs. to review and make any corrections
- 2) Winning captain Log-in and click on Admin (top right)
- 3) Choose 'Scores' from left column
- 4) Choose correct names of players who actually played & enter the scores
- 5) Tie breaks are entered 7-6 games for the winner and tie break scores may be entered in small boxes
- 6) The winning club must also be selected for each set
- 7) Review the sheet before hitting 'submit' button at bottom

WEBSITE SUPPORT

GENERAL & SCHEDULING : Denise D'Sa
denisedsa@me.com

SCORING/POSTINGS : Sharon Chilibecki
schilibecki@shaw.ca

SCHEDULING : Todd Powell
tpowell@objectsite.com

CONFLICT RESOLUTION : Use form found on web site

ROLES AND RESPONSIBILITIES

EXECUTIVE

President/Chairperson : Brian Rideout

Treasurer : Kevin Smith

Website Coordinator : Denise D'Sa

CLUB REPS

- Come to League Meetings (may be player or non-player)
- Ensure Captains are in place
- Ensure rules and fair play are understood
- Pass on any info from Exec and act on resolution or suggestions
- Pass up to Exec any disputes or issues
- Ensure all deadlines are met

CAPTAINS

- Organizes the team members (may be player or non-player)
- Ensure the players know the rules
- Enforce rules and resolve player issues

- Report to the Club Rep any issues (do not go to Exec directly)
- Ensure line-ups are ready prior to matches
- Ensure members follow rules and respect other teams and players
- Enter scores after the match
- Ensure all deadlines are met
- Coordinate with other Captains regarding schedule changes (e.g. weather) and report changes to Club Rep

ALL PLAYERS

- Players are to play at their appropriate level or above (not below)
- Rules are followed and other players and teams are respected
- Be competitive but fair play is foremost
- Report to Captain any issues, do not go through Club Rep or Exec
- Show courtesy to the club you are visiting and abide by their club rules

HOSTING DUTIES

Home teams are the host team for the evening. Rules of the club must be respected. The host team & captain are responsible for:

- Providing a new can of balls for play for at least 2 courts.
- Providing equal initial warm up time for both teams and keeping warm up short between sets.
- Providing order of play for sets

- Making sure sets are played as efficiently as possible and using extra courts if available
- Providing drinks and snacks for a social after play. Teams should plan for around 12 people total (6 from each team). Please be considerate and contact host captain if a lot more people taking part in the social.
- Players are traveling to your club and playing for several hours, so home clubs should offer at least one drink per person (alcoholic or non) and a filling snack. Typically something as crackers/meat/cheese/veggie platters, or platter of nachos, pizza, etc.
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2014 TEAM ORGANIZATION RULES AND REGULATIONS

T1. *Team levels* are the following: **3.0, 4.0, and 4.5 +.**

T2. *Teams* consist of a captain and at least 4 women/4 men players (captain is included if playing) and must be signed up and paid by May 15th. A maximum of 10 women/10 men may be listed as players (i.e. ‘the roster’) by June 30th. Players must play at least 3 evening sessions (matches) to qualify for playoffs.

T3. *Players* must be full members of the club they are representing, and only play for one club. Players must be 18 years of age or older and not playing as a junior.

T4. *Players* whose level is in question must have their level verified by a club pro. Part-time club pros must play at their appropriate level.

T5. *Substitute players* must be included in the interclub roster or used from a lower level roster of the same club. A lower level rostered player may substitute in regular league play at a higher level a maximum of three times (for example, a 4.0 player may sub up to the 4.5 level). No players can sub down.

T6. *3.0 Substitute players* must be used from their roster (highly advised to fill 8 women/8 men spots with players and subs), or ask approval from opposing team captain if situation arises that may cause default.

T7. A *substitute player* who plays up a level more than three times may not take part in any playoff matches for their regular team or higher level team. This paragraph shall not apply in exceptional circumstances, where to enforce it would cause a team to suffer an undue adverse effect, for example by having to default on certain sets in the play-offs.

MATCH RULES AND REGULATIONS

M1. In the 3.0, 4.0 and 4.5 divisions, matches consist of eight sets to six games with a 7 point tie breaker (first to 7 points or win by two).

Each club must provide a minimum of two courts for the match, more if available and approved by the club manager. Schedules will indicate match start times for each host club. Default scoring for any set is 6-0, and any full match is 48-0.

M2. *Sets:* Teams play two separate sets of ladies' singles, two separate sets of men's singles, one set ladies' doubles, one set men's doubles and two separate sets of mixed doubles. One player may

not play more than one singles set per match. Mixed must be played by two different teams and one player may not play both mixed sets.

M3. *Start time:* Match sets will start promptly at 6:30 p.m. unless deemed otherwise in the schedule. When it is known that the start may be delayed, the captain will endeavor to inform the other captain of that fact. Default may be called at the discretion of the waiting captain if player(s) are unable to make timeline by fifteen minutes.

M4. *Warm up:* Any time for warm up should be done prior to 6:30, and both teams should have equal access to courts. Start time for all other sets will be deemed to be 5 minutes after the previous set. Both captains should strive to get sets started on time and keep them moving along.

M5. *Hosting:*

a) Host team will decide order of play – doubles should be started first if possible, especially in rain situations. Host teams are to provide two new cans of balls for the matches. The host team shall provide snacks and refreshments, with a place to consume them, and should encourage all members remain after the match to enhance the social aspect of the exchange.

b) Because visiting teams are guests of the home club, home club rules apply and all players must conform to these rules. The home club will retain the right to refuse playing privileges to those players not abiding by their rules. These rules may include court demeanor as well as dress codes including the type of shoes one may wear.

c) Coaching while a set is played is not allowed. Teammates, spectators or coaches may not volunteer advice on line-calls, scoring or on the conduct of the match. It is the responsibility of the captains' of both teams to control the spectators' conduct during match play.

d) If, for any unforeseen circumstance, the home team is unable to provide courts for a scheduled match, the visiting team has the first option of providing their courts. If the visiting team does not elect to provide its home courts, the responsibility reverts to the home team which must provide courts elsewhere.

M6. Line-up: Each team will have a captain or acting captain to be in charge of the line-up and to ensure there is a full team ready to play (at least 3 women and 3 men). Each player can play 2 sets maximum per match (evening) and if there is not enough players, sets are to be defaulted (to be determined by offending captain). Opposing captains are to exchange line-ups simultaneously prior to the start of play. Changes are not to be made after the line-ups have been traded unless by mutual consent of captains.

M7. Ranks: Team captains are to abide by the principle that the best players play against the best players to ensure more competitive, more enjoyable and fairer competition. The League Administrator will have the authority to determine if players have been deliberately played in a lower position than they would normally play, and if deemed appropriate, to forfeit that set. *Mismatches may occur due to the lack of availability of players at start time, as matches to be started promptly with players that are there. Captain present to designate matchups if opposing captain/acting captain with line-up not available at start time.

M8. Recording scores: Scores of each match must be recorded on provided score sheets and both captains, or team representatives, must sign the sheet. Scores to be entered by the winning captain within 48 hours, and hard copies to be kept for future reference.

M9: Inclement Weather:

a) If teams have assembled to play and the match is delayed or interrupted by rain or wet courts, the length of time teams wait for dry courts will depend on a consensus of both team captains. In the event of a disagreement, the home captain's decision will prevail.

b) In the event of rain, once line-up is exchanged, any sets finished will stand as played. Incomplete sets must be resumed by the same players, at the exact game and point as they stood when halted. The set(s) should be played at the same club location (unless agreed otherwise by BOTH captains). Un-started sets must use the line-up that was exchanged. The make-up set(s) must be played in two weeks' time, or default is in order. Make up match should be ideally played on one date, but individual sets may have to be played on a separate night due to players' schedules.

c) If sets are not started and line-ups are not exchanged, captains involved have two weeks so SET UP a date for match at the home club or courts arranged by the home team. Un-exchanged line-ups may be changed to accommodate people who can play at the make-up time

d) If there are situations than cannot be resolved by the team captains amicably, the club reps should be contacted and the League Administrator may be contacted for resolution.

SCORING AND PLAYOFFS

SP1. Scoring:

a) Points are determined by sets won (one point per set). There are eight points per match, and the team with the most points wins the match and earns two points for the win.

b) If there is a tie at 4 sets all, the teams each earn 1 point for the match score, plus the team with overall more games won, earns an extra point (3 points total). If games are tied also, scores will remain 1 point each.

SP2. Playoffs:

The four teams with the highest number of *points will* move on to the playoff round. If teams are tied, sets won are counted, and if sets are tied, games are counted. If still tied, head to head scores will determine which team advances to playoffs.

SP3. Players must play in at least 3 matches (evening sessions) to be qualified to play for teams in the playoffs (semifinals and finals).

SP4. In the semi-finals, the first place team will play the fourth place team and the second place team will play the third place team. First and second teams shall have the home court advantage.

SP5. 1 vs. 2 after semi-finals and 3 vs. 4 will be played at designated venues for finals. Other ranked teams 5 vs. 6, etc. can voluntarily be set up by captains and played at different venues if desired.

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