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Recreation Coordinator: Larry Gutos
Tennis Coordinator: Andy Passmonick

Scottsdale Ranch Park: 480.312.7774
Recreation Coordinator: Karen Weir
Tennis Coordinator: Jim Saunders

WINTER 2009 Adult Tennis League Guidelines (18 years+)

(Singles, Partnered Doubles & Round Robin Doubles)

CURRENT AS OF: January 14, 2009

A. LEAGUE STRUCTURE

The season will consist of a minimum of five league matches to a maximum of eleven league matches during the season. The number of matches is dependent upon the number of weeks available and/or the number of persons registered. A two (2) set format is in affect unless specified otherwise (e.g., round robin divisions or two out of three set divisions). **No credits/refunds will be issued for any player/team that withdraws from the league after league play has started. There is a \$7 processing fee charged for any player/team that withdraws before league play begins. Players/teams must notify the league coordinator if they are withdrawing from their league immediately.**

B. PLAYER RESPONSIBILITY – MATCHES PLAYED AS SCHEDULED – NO MATCH RESCHEDULING

Most players go to great lengths to arrange work schedules, baby-sitters, carpools, appointments, etc. so please either play or get a substitute. **MATCHES WILL NOT BE RESCHEDULED. A TEAM HAS THE POSSIBILITY OF BEING DROPPED FROM THE LEAGUE IF MATCHES ARE FORFEITED AND INDIAN SCHOOL/SCOTTSDALE RANCH PARK IS NOT NOTIFIED ONE HOUR PRIOR TO THE SCHEDULED MATCHES TIME.** You have a commitment to play so please be there on time and ready to play. If you accept responsibility for substituting and then are unable to play, it becomes your job to find a replacement sub for yourself. (Please refer to the forfeit penalty rules.) **PLEASE REMEMBER, YOU NEED TO SIGN-IN BEFORE THE START OF EACH MATCH AND RECEIVE YOUR COURT ASSIGNMENT FROM THE FRONT DESK STAFF.**

C. RULES AND PROCEDURES OF PLAY

1. League rules may be obtained at the Tennis Center during regular park hours. Schedules for each division will be distributed at your first league match.
2. Both teams are required to record scores on the sign-in sheet at the tennis center desk. If scores are not recorded, the league coordinator may record a forfeit for both opponents involved.
3. League members are to use their Indian School Park, Scottsdale Ranch Park, or NTRP rating for ranking purposes. Once you are participating in City of Scottsdale leagues, your performances will be the basis for league rating movement, either up or down in divisions.
4. The team designated by underline on the schedule (or circled on the sign-in sheet) must bring an unopened can of 3 solid yellow tennis balls to the match.
5. All league matches are to be completed in an hour and a half from the scheduled start time. (Except ROUND ROBIN LEAGUES which plays for approximately 2 hours and two out of three set format which have 3 hours).
6. **CELL PHONES & PAGERS must be shut off or placed in pulse mode. USTA rules states that play must be continuous. Please be courteous.**
7. Determining choice of side and serve will be done by a spin of the racquet. The winner of the spin will decide to serve, receive or choose side. **EXAMPLE:** Player "A" wins the spin and chooses to serve or receive, player "B" gets choice of side, **OR** player "A" wins the spin and chooses side, then player "B" may choose to serve or receive.
8. At the completion of the first game of each set, there is no rest break. Play is continuous; you walk to the other side and start game two.
9. The team that served first in the set that ended in a tiebreaker shall receive in the first game of the following set.

D. RETIRING RULE:

1. If one or more players are unable to finish the match because of injury or emergency, the team retiring will get credit for games earned and the remaining team will get 6 games for the set. If a team retires, it will **not** be considered or recorded as a forfeit.

E. FORFEIT RULE:

1. A match that cannot be played on the assigned day and time shall be a forfeit. The team that was unable to play will receive 0 points and the team forfeited to will receive 12 points. A forfeit is charged when a team is eleven minutes late.
2. If both teams are unable to play the match or are not on the court **within 10 minutes** of the scheduled match time, a double forfeit will occur and 0 points will be awarded to both teams.
3. Upon the first forfeit, the league player/team will be charged a \$10 forfeit fee. Upon your **SECOND** forfeit, **there will be an additional \$10 charge**, and the player/team will be dropped from the league. Payment of the forfeit fee(s) must be made prior to any future league registration. The league coordinator will monitor any future participation. Any match called in as a forfeit before matches are canceled due to inclement weather shall still be considered a forfeit.
4. **If a sub does not show up for the scheduled match, the league player is still responsible and will be assessed the forfeit fee.**

F. WARM-UP RULE:

1. All warm-ups and serves must be taken during the **first 10 minutes**.
2. A forfeit will result if a team arrives past the 10-minute warm-up time. In actuality, the player/team is eleven minutes late when a forfeit is charged. Time is kept according to the Tennis Center clock. The match may be played for fun, but scores will be recorded as a forfeit.

G. RAIN/WIND PROCEDURES:

1. If play is interrupted due to rain or excessive wind, the match will be continued from the exact point of delay any time that season but no later than the designated make-up deadline. Report the scores to the Tennis Center. If there is any doubt about a league cancellation (due to weather), call the Tennis Center. Don't assume that a league match has been cancelled.

H. MAKE-UP PROCEDURES:

1. **NO PERSONAL CONFLICTS MAY BE RESCHEDULED.** The only allowable make-up is the result of rain, wind, or tournament conflicts as decided by the Tennis Center staff.
2. Make-ups may be played at the facility in which the league originated (Indian School Park or Scottsdale Ranch Park). If courts are not available at either SRP or ISP, the match may be played at an acceptable alternate location. Notify the League Coordinator of the date of the make-up match and the alternate court location. Scores must be called in immediately upon completion of match.
3. Once a make-up is scheduled, all players are expected to show up. If someone cannot play on the agreed day and time a substitute must be found or the make-up will result in a forfeit.
4. Once a day and time are agreed upon, schedule the court at the Tennis Center (reservations are required and at no charge). Let the front desk know if this is a Round Robin make-up as it requires a two hour reservation slot and can only be scheduled at 10:30am during prime times.

I. SUBSTITUTION RULE:

1. All substitutes must be called in to the front desk of either SRP or ISP.
2. A person unable to play their match may use a substitute. If a sub is not used, the score will be recorded as a forfeit and the player will be penalized in accordance to the forfeit rule.
3. A maximum of 2 subs per person will be allowed during the season to remain in trophy contention.
4. All subs must be 16 years or older.
5. Subs must sign in for the league member on the sign-in sheet at the front counter. Subs not signing in may result in a forfeit. **Please make arrangements to provide a new can of tennis balls if it is your turn to do so, if SRP has to provide your sub with a can of balls you will be charged a \$3 ball purchase fee.**
6. To insure a sub of appropriate skill level, **the sub must be of equal or lower ranking.** For example, a 4.0 player may sub up in a 4.5 level, but you cannot sub down in a 3.5 level or lower. If a player is playing up due to their doubles partner's rating, they cannot sub lower than the level that the team is playing in leagues; however, this does not change their individual rating level.
7. A player that has a "BYE" on a given week **may not substitute** within his or her own league.
8. **Use subs of equal or lower ranking.** Subs may come from the names provided by the Tennis Center or may be players you know, as long as they are rated players of equal or lower ranking. If you feel that a sub of a higher level has been used, you must notify the League Coordinator within 24 hours or the match will stand as played.
9. Anyone accepting a sub's position is responsible for finding a replacement if they become unable to play. Notify the front desk of this ASAP. The responsibility does not go back to the original league player.

J. SUBSTITUTION SCORING RULE:

1. First sub (per person) will receive total points; second sub (per person) will receive half points. After two subs per person, that person will be out of trophy contention (OTC).
2. If a substitute is present, and the opponent does not show up for the match, the player finding the sub will receive points according to whether it is first or second sub.
3. If a match begins with a substitute but is delayed due to rain or wind, the match that is completed later, will reflect the substitutes start. (i.e., full points for first sub, half points for second sub).

K. SUBSTITUTION RULE ABUSES:

1. If the maximum number of subs is exceeded, half-points/forfeits will be awarded and the possibility of being dropped from the league may result. If a player is unable to finish the league and provides subs, half-point will be awarded. There is a limit of 2 subs per person for trophy league play; full points will be recorded for the first sub; half points will be recorded for all subsequent subs. If a forfeit is called in prior to SRP canceling league play due to rain, the forfeit stays as recorded. **If SRP provides a last-minute sub, the league player may have a forfeit recorded as their score, AND BE CHARGED THE \$10 FORFEIT FEE (see below).**
2. Abuse of a sub's ranking could result in a forfeit and the possibility of being dropped from the league.

L. SCORING (Two Set Recreational Format):

1. All play will consist of two, six-game sets using conventional scoring, EXCEPT THE ROUND ROBIN LEAGUES. One point per game won is recorded for league standing purposes. **You must obtain 50% of the points possible to stay in your division.**
2. The total number of points obtainable during a match is 12. If there is a split, there is no third set. At 5 games all, the tie-breaker (see tie break procedures) will be employed. The winner of the tie-breaker wins the set 6-5.
3. All matches will begin with a racquet spin to determine serve.

M. SCORING (Two out of Three Set Competitive Format):

1. All play will consist of a two out of three set format, six-game sets using conventional scoring, EXCEPT THE ROUND ROBIN LEAGUES. A third set will only be played if the first two sets are split between the players or teams. If a player or team wins both sets, they will be awarded 3 points; 1 point is awarded for each set won if the match goes to a third set. **You must obtain 50% of the points possible to stay in your division.**
2. The total number of points obtainable during a match is 3, 2 or 1. If there is a split, a third set will be played to determine the winner of the match. At 6 games all, the tie-break (see tie-break procedures) will be employed. The winner of the tie-breaker wins the set 7-6 for the three set format leagues ONLY.
3. All matches will begin with a racquet spin to determine serve.

N. SCORING (Round Robin Recreational Format):

1. League play consists of three sets being played, no ad scoring, the tie-break being played at 5-all, and points awarded for the number of games earned per set; the Round robin leagues will have their specific rules copied on the back of their schedules. **You must obtain 67% of the points possible to stay in your division.**

O. MOVEMENT WITHIN THE LEAGUE:

1. Upward movement from one division to another is allowed when: (1) it is approved by the league coordinator; (2) it is based on tournament wins and/or dominance of league division; or (3) upon your second league win within a twelve (12) month period. Remember, winning your division once does not automatically qualify you to move up a division.
2. Any player/team in the two set format within twelve points of the required 50% obtainable points WILL be placed on probation. **However, any player/team with 13 or more points below the 50% requirement will be automatically moved down one division.**
3. Any player/team in the two out of three set format will be required to earn a minimum of seven (7) points to stay in that rating level. **There will be no probation in the two out of three set league format.**
4. Round Robin players within eighteen points of the required 67% obtainable points WILL be placed on probation. **However, any round robin player with 19 or more points below the 67% requirement will be automatically moved down one division.**
5. If the team/player has been put on **probation for two leagues/two seasons**, the team/player will be automatically moved down one division.
6. League participants **MAY NOT BE RE-RATED** at the end of any season to "stay" in the division that you did not make your rating requirement. Your league rating is based on your performance in league play.

7. Substitutes and forfeits are not calculated towards a player/team LEAGUE RATING evaluation.

P. GENERAL RULES:

1. If a first place tie develops, the winner of the head-to-head match will be declared the winner of the league. If there is still a tie, a playoff match will be scheduled. However, if a tie results when a sub was used, the placement will go to the permanent league player.
2. If a tie for second place develops, the winner of the head-to-head match will win second place. If there is still a tie, a playoff match may be scheduled. However, if a tie results when a sub was used, the placement will go to the permanent league player.
3. If your court is not available, please return to the Tennis Center desk and see if another court can be assigned.
4. Please do not bring children to league matches. No adults or coaching are allowed on court during any league match.
5. The Tennis Center staff has the authority to forfeit any league match due to blatant unsportsmanlike conduct or failure to comply with the City of Scottsdale Behavior Policy (copy attached). Please report any such behavior to staff. The league coordinator cannot take any action without verbal/written notification. Upon the receipt of any concern regarding a league player's behavior on court, the league coordinator will send a memo of concern regarding the situation. Continued problems will result in league dismissal.
6. The City of Scottsdale Tennis Leagues will abide by the USTA Code of Conduct and On Court Rules.
7. **No credits/refunds will be issued for any player/team that withdraws from the league after league play has started. There is a \$7 processing fee charged for any player/team that withdraws before league play begins. Players/teams must notify the league coordinator if they are withdrawing from their league immediately.**

TIE BREAK PROCEDURES

TIE BREAK PROCEDURE for Singles (2 out of 3 set format):

1. **A player who first wins seven points shall win the game and set provided they lead by a margin of two points.** If the score reaches six points all, the game shall be extended until this margin is achieved. Numerical scoring (1, 2, 3) shall be used throughout the tie-breaker when the game score reaches 5-all in the two set format and 6-all in the two out of three set format.
2. The player whose turn it is serves shall be the server for the first point, which is delivered from the deuce court. The opponent shall be the serve for the second and third points (delivered from the ad court, then the deuce court). Each player shall then serve alternately for two consecutive points until the winner of the game and set has been decided.
3. Players shall change ends after every six points and at the conclusion of the tie-breaker. Note that after any change of ends, the server will be serving the second point.
4. The player who served first in the set that ended in a tie-breaker shall receive service in the first game of the following set.

TIE BREAK PROCEDURE for Doubles (2 out of 3 set format):

1. The procedure for singles shall apply. The player whose turn it is to serve shall be the server for the first point. Each player shall then serve in rotation for two points until the winner of the games and set have been decided.
2. Players change ends after every six points and at the conclusion of the tie-breaker.
3. The team that served first in the set that ended in a tie-breaker shall receive in the first game of the following set.

TIE BREAK PROCEDURE for Round Robin Doubles or for the Recreational Leagues:

1. The procedure for singles shall apply. The player whose turn it is to serve shall be the server for the first point. Each player shall then serve in rotation for two points until the winner of the games and set have been decided.
2. Players change ends after every six points and at the conclusion of the tie-breaker.
3. **The first team to seven points will win the round robin or recreational league tie breaker. If the score is tied at 6-all, the receiving team has the choice of serve and the next point determines the tie break winner.**
4. The team that served first in the set that ended in a tie-breaker shall receive in the first game of the following set.

**ROUND ROBIN TENNIS LEAGUE
TWO HOUR (2.0) FORMAT/PROCEDURES AT SCOTTSDALE RANCH PARK
(480.312.7774)**

**PLEASE REMEMBER,
YOU NEED TO SIGN-IN BEFORE THE START OF EACH MATCH
AND RECEIVE YOUR COURT ASSIGNMENT FROM THE FRONT DESK STAFF.**

1. **STRICT 10-MINUTE WARM-UP PERIOD.** No personal conflicts can be rescheduled; matches are played as scheduled. The match starts at 10:30am or 6:00pm, not 10:40am or 6:40pm. Eleven (11) minutes after the scheduled match start time will be recorded as a forfeit if a player is not signed in on the Check-in Sheet or on the court.
2. **Finding a sub is the responsibility of the player in need.** A sub list is available at the front desk. As a courtesy, if you are required to bring a new can of tennis balls to the match, please leave them at the front desk for your sub; also, please call Scottsdale Ranch Park, at **480.312.7774** to let the park know of your sub. **All substitutes must be called in prior to your match.**
3. Points are awarded as follows:
 - a) one set is played with each person, NO AD Scoring;
 - b) first team to 4 points wins that game;
 - c) at 3-3, it will be the receiving team's choice of serve;
 - d) a no-ad tie-breaker will be played when the score is 5-all; if the tie-break score is tied at 6-all, the receiving team has the choice of serve, and the next point won will determine the set winner by a score of 6-5;
 - e) Awards are given for first place.
4. The running individual score is based on the number of games earned.
5. There is a limit of 2 subs per person for trophy league play; full points will be recorded for the first sub; half points will be recorded for all subsequent subs. If a forfeit is called in prior to SRP canceling league play due to rain, the forfeit stays as recorded. **If SRP provides a last-minute sub, the league player may have a forfeit recorded as their score, AND BE CHARGED THE \$10 FORFEIT FEE (see below).**
6. **THERE IS A \$10 CHARGE FOR EACH FORFEIT.** In case of a forfeit, the remaining players will receive "AVG" at the time of the match. The league coordinator will evaluate the forfeit circumstance, and points earned, if greater than your average, may be recorded. At the end of the season your league average will be used as your match score for the forfeit week. Points earned by forfeit win(s) will not count towards the 2/3 rating level (84/126).
7. Substitutes brought in with a higher rating than they are playing in, may result in a forfeit for the original league member. Please remember, a player can sub up, but cannot sub down, e.g. a 3.5 player cannot sub in a 3.0 league, and however a 3.0 player can sub up in a 3.5 league. Please notify SRP of any substitute inequities within 24 hours of the completed match, otherwise the match will stand as played with the points received.
8. If someone has to default the second or third rounds of play, the remaining three league players will be awarded either 6 games per set, depending on the number of rounds defaulted. These points will not be computed into the 2/3 rating level.
9. **CELL PHONES & PAGERS must be shut off or placed in pulse mode. USTA rules states that play must be continuous. SRP rules state that these items should not be on the court. Please be courteous.**
10. Determining choice of side and serve will be done by a spin of the racquet. The winner of the spin will decide to serve, receive or choose side. **EXAMPLE:** Player "A" wins the spin and chooses to serve or receive, player "B" gets choice of side, **OR** player "A" wins the spin and chooses side, then player "B" may choose to serve or receive.
11. At the completion of the first game of each set, there is no rest break. Play is continuous; you walk to the other side and start game two.

ON COURT RULES

(Excerpted from the official USTA publication, "The Code", whose principles and guidelines shall apply in any match conducted without officials.)

- ❑ If you have any doubts as to whether a ball is out or good, you must give your opponent the benefit of the doubt and play the ball as good. You should not play a let.
- ❑ It is your obligation to call balls on your side, to help your opponent make calls when the opponent requests it, and to **CALL AGAINST YOURSELF** (with the exception of the first service) any ball that you clearly see out on your opponent's side of the net.
- ❑ Any "out" or "let" call must be made instantaneously (i.e., made before either an opponent has hit the return or the return has gone out of play); otherwise, the ball continues in play.
- ❑ Do NOT enlist the aide of spectators in making line calls.
- ❑ If you call a ball out and then realize it was good, you should correct your call.
- ❑ To avoid controversy over the score, the Server should announce the set Score (e.g., 5-4) before starting a game and the game score (e.g., 30-40) prior to serving each point.
- ❑ If players cannot agree on the score, they may go back to the last score on which there was agreement and resume play from that point.
- ❑ Foot faults are not allowed. If an opponent persists in foot-faulting after being warned not to do so, the Referee should be informed. **However, there are no referees in leagues at Scottsdale Ranch Park or Indian School Park tennis league programs.**
- ❑ Do not stall, sulk, complain or practice gamesmanship.

CODE OF CONDUCT

The highest type of sportsmanship is expected from every player! Players are under an obligation to avoid acts that are unsportsmanlike or detrimental to the game of tennis. In USTA sanctioned tournaments, violators of this are subject to disciplinary action.

Loud, abusive, or profane language, racquet throwing, or hitting balls indiscriminately is prohibited.

Do not stall. The Rules of Tennis allow a maximum of 1-1/2 minutes for changing ends of court on odd games and 30 seconds between points and between games when there is no changeover.

Intentional waving of a racquet or arms or making distracting noises is prohibited.

Coaching is prohibited. (Spectators, including parents, friends and coaches, should not interfere with or participate in on-court matters.)

Do Not withdraw from tournament after the draw has been made or default in a tournament (whether during the course of a match or prior to its commencement) except for illness, injury or personal emergency.

Tennis Etiquette

Wait until a point is over before walking behind a court where a match is in progress.

To retrieve a ball from another court or to return a ball to another court, wait until the players have completed a point.

Players should present a neat appearance and abide by local dress regulations.

PARK BEHAVIOR POLICY

PARK MISSION STATEMENT AND GOAL

The mission of Scottsdale Parks and Recreation Division is to ensure that a positive environment is maintained within all programs and parks, so that all persons can play, recreate, and spend leisure time in a safe environment. Our goal is to provide a positive atmosphere in which self-esteem is maintained and all individuals are treated with dignity and respect.

PARK BEHAVIOR POLICY

The Park and Recreation Division will not tolerate any form of discrimination, abuse, and/or unacceptable behavior.

Unacceptable behavior includes, but is not limited to, the following:

- Any violation of federal or state law, or city ordinance
- Deliberate or reckless disruption of any park activities or programs
- Failure or refusing to obey park ordinance or park rules as directed by city staff or sign
- Threatening or intimidating others through verbal abuse, profanity, obscene gestures, or other means
- Intentionally or recklessly damaging or defacing any park property or equipment, or personal property of others
- Fighting or other assault behavior

SANCTIONS FOR VIOLATING PARK BEHAVIOR POLICY

When there are reasonable grounds to believe that there has been a violation of the park behavior policy, park staff will take appropriate action and document the incident. Appropriate action may include requesting compliance of park ordinance or rules, working with parents of disruptive youth, conflict resolution which may involve other city staff, police notification, or formal sanctions. Formal sanctions include, but are not limited to, documented oral reprimands, written reprimands, suspension from a park program or activity, or suspension from a certain park or all parks for a specified period of time.

PROCEDURE FOR PARK SUSPENSION

When all other remedies have been exhausted or a violation is severe or repeated, offenders of the park behavior policy may be suspended from a certain park or all parks for a specified period of time. The location and length of any suspension will be based on the character and severity of the discrimination, abuse, or unacceptable behavior. Prior unacceptable behavior and prior sanctions may also be considered in determining the location and length of the suspension.

Failure to comply with a suspension will result in arrest for trespassing (in violation of ARS 13-1502.A1 or 13-1503.A).

Suspensions are initiated by the park coordinator and reviewed by the Park and Recreation Division manager and director. The Police Park Unit may also be consulted for advice. When necessary, suspensions can be immediately issued by the park coordinator or his designee with subsequent review by the division manager and director.

The park coordinator or his designee will do the following:

1. Determine if the violation(s) merits suspension.
2. If so, complete a *Letter of Suspension* which details the incident(s) leading up to the suspension, the location(s) the subject is prohibited from entering, the length of time of the suspension, consequences of violating the suspension (arrest), and the authority of the person writing the letter.
3. Complete the Park, Recreation and Facilities Division *Notice of Suspension* form.
4. Request the presence of a police officer prior to serving the *Letter of Suspension* and *Notice of Suspension*. Request a report number from the police officer and provide him with a copy of the *Letter of Suspension* and *Notice of Suspension* for his report.
5. If possible, take a photograph of the suspended subject.
6. Provide the report number and the photograph to the Police Park Unit for tracking and future prosecution purposes.
7. Maintain the original forms and the police report number. Share the information with park staff.