



MID-ATLANTIC

100
YEARS

Charlottesville Local League Procedures

All National and Sectional Rules apply to all USTA league matches.

- ★ Click here: [Friend at Court](#) for USTA Handbook of Rules and Regulations
- ★ Click here: [USTA National & Mid-Atlantic Section regulations](#)

New Regulation Changes at a Glance:

- New MAS [Timed Match Procedures](#)
- Self-rated or appealed down players must play 3 matches, no defaults, to qualify for championships.
- MAS 1.04G(6) Updated to include: a captain may not captain, or complete the roles and responsibilities of a Captain, for a second team at Mid-Atlantic Championships within the same Division, Age Group and NTRP Level.

GENERAL LOCAL INFORMATION

Local League Ambassadors:

Shannon Scarvey: 804-387-5927; scarvey10sleagues@gmail.com

Nancy Holt: 434-242-1230; holttennisleagueservices@gmail.com

League Fees: Section fee \$26; Local League fee \$9; TennisLink fee of approximately \$3.28

Online League resources: www.cvilletennisleagues.com

CAPTAIN RESPONSIBILITIES

- Have fun!
- Team captains should be familiar with the structure, procedures, USTA National & Mid-Atlantic League Regulations, as well as the general Rules of Tennis, including the Code.
- Work with their local league ambassador to register the team and meet all registration deadlines.
- Communicate with their players: such as lineups, match times, match locations, reschedules, and any facility specific requirements (whites, parking, etc.) in a timely manner.
- Home team captain is responsible for informing the visiting captain (by email) of any specific information or rules for their club.
- Record match results on TennisLink within 48 hours of the completion of your matches.
- Captains are responsible for controlling the behavior of their teams and teams' spectators. Confrontational, loud, or otherwise unsportsmanlike behavior is unacceptable. If a problem

arises, players should ask the spectator to refrain from the behavior. If the behavior continues, the team captains should ask the spectator to refrain from the behavior or leave the area. If necessary, a grievance should be filed by the team captain.

- Remember that first and foremost you are members and representatives of the USTA. Captains should conduct themselves in a reasonable and appropriate manner to facilitate a positive league experience for their team and all opposing teams. Courtesy is expected. Tennis is a game that requires cooperation and courtesy.
- *USTA MAS highly encourages the use of email/text when possible. Or reconfirm any conversations via email/text to avoid any misunderstandings.*
- [Click HERE for USTA Mid-Atlantic Captain's Resources](#)

ROSTERS

Player Limit: 20 players for 5 court leagues; 16 players for 3 court leagues

Player Minimum: 8 players for 5 court leagues, 5 players for Adult 18 & Over 2.5 and 5.0 levels, 7 players for 4 court leagues, 6 players for 3 doubles court leagues, 2 players at each level for tri-level leagues, 3 men & 3 women for mixed leagues.

Player Eligibility: Straight NTRP levels may play up one level. Combined NTRP levels shall not exceed the level, and rating level difference between partners shall not exceed 1.0.

MAS 1.04G 4 Player Rule. Rule 1.04G authorizes players and captains to participate on more than one team under certain conditions. Specifically in Mid-Atlantic Section, player limitation for all league types except Combo, Combo Mixed and Singles, which advance to Sectional Championships: only four players may be members together on another team in the same Division, within an age group, at the same team NTRP level, during the same season. It is the same season if there is an overlap in the local league scheduled match dates. The infraction occurs at registration. If you have two leagues that are the same Division, same Age Group and same NTRP level then the four-player rule applies.

Roster additions: Players may be added to the roster at any time up until the second to last regularly scheduled or rescheduled full team local league match. Players may not be added during Championships, including local playoffs.

Player refunds: Players who have not participated in a match may receive a partial refund by submitting a Player Refund Form no later than 1 week (7 days) after the local league has completed. Refunds can take 4-6 weeks to be processed.

CLICK HERE: [USTA MAS player refund form](#)

Player transfer: Players may be transferred from one roster to another as long as both leagues are coordinated by the same LLA, if the player has not yet played in a match AND if the transfer is in the same calendar year. Players requesting a transfer should follow the procedure below: i) Send an email to the LLA including the name, USTA #, and current team level & team number as well as the new team level & team number. Both team captains should be copied on the email.

COMPETITION FORMAT

Number of Matches: Goal 7-10

There are a variety of play formats to include round robin, partial round robin and additional matches. Some NTRP levels and leagues may be divided into flights with playoffs.

Playoffs: Some NTRP levels or leagues may enter a playoff structure communicated by the LLA at the beginning of the season. (Playoff procedures if applicable are listed below in this document)

Each local league season must be completed by USTA Mid-Atlantic specified deadlines.

MATCH PROCEDURES

of Individual Positions in a Team Match:

- Adult 18 & Over - 2 singles, 3 doubles
- Adult 40 & Over - 1 singles, 3 doubles
- Mixed (18, 40 and 55), Tri-Level, Combo, Combo Mixed, Adult 55 & Over, 65 & Over-3 doubles
- Singles - 3 singles

Note: LLAs may get alternate # of lines approved by the MAS league manager

Balls: Home team supplies balls if not provided by the league or facility.

Match Schedule: Match schedules are firm and reschedules should be rare.

Staggered Matches: If match start times are staggered, the matches will start in ascending order: Captains may agree to another order of play prior to the start of the match with such agreements documented in writing (email, etc.)

Lineup Exchange: Suggested - minimum of 10 minutes prior to match start time.

- Written line ups, preferably using printed TennisLink scoresheets, must be exchanged simultaneously by the match start time. Write down player first and last names.
- It is not acceptable for a captain to write their line up on their opponent's scorecard 'from memory.' Please notify the LLA if a captain requests to do this.

Lineup Substitutions: No substitutions after lineup exchange except due to injury, illness or disqualification prior to the start of match play. If sub is made during warm-up, that player is entitled to a five (5) minute warmup

It is the responsibility of the players to make sure they are on the correct court with the proper opponents. Captains should give their players the names of their opponents when sending them to their court. If there is an error in court positions played, the scorecards will be adjusted accordingly. All matches stand as played.

Warm-up: 10 minutes. (Minimum: 5 minutes for late players).

Defaulting Lines: Captains should exhaust all options before declaring a default.

1. Captains should notify the Local League Ambassador and the opposing team captains (by email) of known individual match defaults in advance, preferably with 24 hours notice.
2. Defaults must happen from the bottom up. Ex: Doubles 3 must be defaulted before Doubles 2, Singles 2 before Singles 1 except in Tri-Level where a default can occur at level.
3. If unplayable conditions exist (weather, facilities, etc.) and the match is rescheduled, any previous known default is void.
4. **Full Team Default:** If one team does not field enough courts to win the team match, this would be an invalid match. Teams committing a full team default will continue to play the remainder

of all local league matches. *NOTE: a team cannot advance to championships, if they are in a position to do so, as a result of being the recipient of a full team default. The exception to this rule applies to two-team leagues. A team in a two-team league cannot advance to a championship if they have defaulted a local league match.*

5. In the event of a default without 24-hour notice of match time, the defaulting team is responsible for any court fees. *(Where applicable, check with your Local League Ambassador)*
6. Full team defaults should be brought to the attention of the LLA so they can ensure appropriate application of rule (MAS 2.01C(6)B).

Scoring: Best 2 out of 3 tie break sets, with a match tiebreak in lieu of a third set.

Score reporting in TennisLink: Captains/Acting Captains should confirm all players names and match scores before entering in TennisLink. Scores must be entered within 48 hours of completion.

It is the responsibility of both team captains to ensure the scores are entered within the required timeline of 48 hours. Match scores not entered within 48 hours by either captain may be entered "Double Default" by the Local League Ambassador.

1. Score Corrections or Disputed Scores: If a match score needs to be corrected, captains must inform their Local League Ambassador as soon as possible.
2. Timed Match: Ensure you are using the Mid-Atlantic Timed Match Procedures and only entering the third set in TennisLink when appropriate. Choose "Timed Match" for Match Status in TennisLink.

Tie Break Procedures: In the event of a tie, whether in round robin or single elimination, Mid-Atlantic recommends that the tie shall be broken by the first of the following procedures that does so:

1. Individual Matches: Winner of the most individual matches in the entire competition
2. Head-to-head: Winner of head-to-head match
3. Sets: Loser of the fewest number of sets
4. Games: Loser of the fewest number of games
5. Game Winning Percentage: Total games won divided by total games played
6. Coin Toss or other procedure to be announced prior to the start of local league play

LATENESS POLICY

- 0:01-5:00 minutes: Loss of toss and 1 game
- 5:01-10:00 minutes: Loss of toss and 2 games
- 10:01-15:00 minutes: Loss of toss and 3 games
- 15:01 minutes late: Default

BATHROOM BREAKS

- Bathroom breaks are allowed for a reasonable time.
- Bathroom breaks during the last 15 minutes of a timed match are not allowed.
- Players are encouraged to use set breaks and game changeovers for any bathroom breaks.
- No Onsite Restroom/Port a Potty: If there is no bathroom facility onsite, a mutually agreed upon time limit, for a reasonable amount of time, between players on the court will be accepted.

INJURIES/MEDICAL TIMEOUT POLICIES

Medical timeout. A medical timeout shall begin when a player states the need for one. A maximum of three minutes is allowed for a medical timeout. His/her opponent(s) may begin timing the three minutes after which play must resume or the match must be retired. A player may not take more than one medical timeout for the same condition.

Bleeding timeout. A bleeding timeout consists of up to 15 minutes to stop visible bleeding, clean up the court, and dispose of contaminated items

CELL PHONES

Cell Phones: Per USTA Friend at Court: A ringing cell phone is a deliberate hindrance; if an opponent's cell phone rings during a point, the player may immediately stop and claim the point.

WEATHER ISSUES

Captains are expected to monitor weather forecasts and use courtesy when dealing with inclement, extreme or potential weather issues. Use any agreed upon weather app to monitor local weather conditions for the zip code of the match location. If a match is postponed by captains for extreme weather, the captains should notify the LLA.

When weather conditions and/or court playability are uncertain, captains (including acting captains) should communicate with each other early on match day. If the captains are not able to reach a determination on court playability, the teams must go to the courts and be ready to play.

- Extreme temperatures: air temperatures below 35° or above 95°. Apparent temperatures of wind-chill 32° or below or heat index 105° or more
 - Extreme temperature reschedules should be rare. If captains agree to reschedule due to extreme temperatures, use Weather Reschedule Procedure. NOTE: When extreme temperatures are imminent, captains are strongly encouraged to communicate the day before the match in question. If local forecasts predict dangerous weather conditions and advise people to stay indoors, use common sense to decide if the match should be played. If either captain requests the LLA to mediate an extreme temperature dispute, the LLA may use his/her discretion to reschedule the entire team match to a non-negotiable date, time and/or location.
- Court Playability for facilities with on-site staff: The court supervisor on duty or appropriate staff will determine whether courts are playable. Home captains are responsible for contacting their club or facility to check court conditions when weather conditions and/or court playability is uncertain. If the court supervisor determines the courts unplayable, the home captain must contact the visiting captain immediately to let them know that the match is canceled. The home captain should get a confirmation from the visiting captain via email/text to avoid any misunderstandings.
- Court Playability for facilities without on-site staff or court maintenance staff: The home captain is responsible for arriving early to check court playability and if needed, prepare courts for play. Court conditions should be communicated to the visiting team captain ASAP. If the home captain cannot determine court playability by 1 hour before match time, the teams must go to the courts and be ready to play. If court maintenance equipment is available, the visiting team is encouraged to contribute in preparing courts for play, particularly at times when the

weather forecast suggests that there may be problems in rescheduling. If no court maintenance equipment is available or the captains determine that courts cannot be ready for play within a reasonable amount of time (10-15 minutes), they may consider the courts unplayable and reschedule the match. Use Match Reschedule Procedure below.

Interrupted/Incomplete Matches due to Weather: If teams have assembled to play and the match is delayed or interrupted by precipitation or wet courts, teams should be prepared to wait 15 minutes to determine if the courts are playable. Teams may wait longer if all players are in agreement and other matches or court reservations are not scheduled immediately after the allotted match time. If matches or other events are scheduled immediately after the assigned match time slot, 15-minute delays will not be allowed and the match (or remainder of match) will need to be rescheduled. Use Match Reschedule Procedure below.

Indoor & Outdoor Matches: If one or more courts are scheduled indoors, those courts will still play as scheduled. Only the courts scheduled for outdoors would need to be rescheduled. Use Match Reschedule Procedure below for remaining courts.

Hazardous Weather: If hazardous travel conditions exist, captains should communicate before the match or the LLA may reschedule.

MATCH RESCHEDULES

Note: Reschedules should be rare, match schedules are firm and if your opponent agrees, you should work with them to get the match completed as scheduled.

Captains may request a reschedule for the situations listed. If LLAs determine the reschedule date, that date will be firm. If captains must negotiate between each other, use Match Reschedule Procedure below negotiating the reschedule. Makeup matches must be completed within 14 days per MAS rules. See 1.04C(2). Exception: Teams do not have 14 days to make up matches during the last 2 weeks of the league season. These matches must be made up as soon as possible in order to meet required deadlines.

1. If matches are scheduled on observed holidays, captains may request reschedules for recognized federal and religious holidays, and days of observance when there is a risk of defaulting the match, with 14 days notice. *If either captain requests a holiday reschedule at least 14 days in advance, the opposing captain is required to allow the reschedule. Requests made with less than 14 days advance notice may be denied by the opposing captain.*
2. Facility Issues: which include unexpected club or court closings, court reservation mistakes such as courts being double booked by club or LLA, court gates locked on match day, and other unusual situations. Captains must notify opposing captains as soon as they are aware of the issue. Captains should notify the LLA and ensure the facility contacts the LLA.
3. USTA League Championship Conflicts if pre-approved by the LLA and the conditions below are met.
 - a. Match reschedule requests must be made to the LLA by email within 5 days of the affected league match and will only be granted if at least 40% of the team (or 40% of one gender or rating level for a mixed or combined rating league) is participating in the championship.
 - b. Names of those individuals set to participate at championships must be provided to the Local League Ambassador.
4. Non-USTA Tennis event conflicts: Reschedules for local (non-USTA) tennis events are allowed if the captains agree with at least 7 days' notice, prior to the match in question, to the LLA. Captains must work out the details. Use Match Reschedule Procedure below. If captains

cannot agree on rescheduling, the match should be played on the originally scheduled date and time.

5. Inclement Weather: See MATCH RESCHEDULE PROCEDURE - Weather Related below.

EARLY MATCH PLAY

Team matches or individual matches may be played before the originally scheduled match date if both captains agree and inform the LLA.

1. The early matches must be played prior to the originally scheduled date.
2. This new agreed upon date now becomes your official scheduled match date.
3. If inclement weather or facility issue occurs, the match date reverts to the original date published on TennisLink.
4. It is the responsibility of the requesting player/team captain to notify the LLA via email and cc opposing captain, secure the court(s) for the newly scheduled match, and to release the unused court(s) from the original date and time.
5. Notification must also be provided to the original facility to release any unused court(s).

MATCH RESCHEDULE PROCEDURE – Weather Related

1. Both captains are responsible for ensuring that any rescheduled match is played in advance or within 14 days of the originally scheduled match.
2. To complete makeup matches within 14 days, both weekends and weeknights may be used for makeup matches for weekend or weeknight leagues. Matches should only be rescheduled for “normal league playing times” (Weekday Daytime, Weekend, evenings etc.) Other times are acceptable if both captains agree.
3. If Captains handle the reschedule, they have five (5) days from the original match date to reach an agreement for the date, time and location of a makeup match.
4. If an agreement has not been reached within (5) five days of the originally scheduled match either captain should request LLA to officially reschedule. LLA may use his/her discretion to reschedule the entire team match to a non-negotiable date, time and/or location. If the makeup match rescheduled by the LLA is not completed, the match in dispute will be entered as a double default.
5. The procedure to negotiate the reschedule is listed below. *Note: Both captains must respond quickly when offering dates, choosing and confirming so that an agreement is reached in 5 days.*
6. The home team captain offers 3 different dates for the makeup match within 48 hours of the originally scheduled match.
7. The visiting captain has 24 hours to choose 1 of the 3 dates for the makeup match. If a visiting captain refuses all 3 dates or does not respond to the home captain’s email it will be considered a default by the visiting team.
8. Once the visiting captain has chosen a date, the home captain has 24 hours to confirm receipt of the chosen date and confirm that courts are reserved for the chosen date.
9. Captains may agree to split the individual matches between the dates offered.
10. Rescheduled matches may be split into individual matches and the players involved must follow the procedure listed above. Captains are responsible for providing their players’ contact information to the other captain and for making sure that the individual matches are scheduled and played within 14 days.
11. To complete makeup matches within 14 days, both weekends and weeknights may be used for makeup matches for weekend or weeknight leagues. Matches should only be rescheduled for “normal league playing times” (Weekday Daytime, Weekend, evenings etc.) Other times are acceptable if both captains agree.

12. Once a date, time and location for any makeup match has been agreed upon by the captains (or players for individual matches), the makeup match may not be canceled or rescheduled for any reason other than inclement weather or facility issue.
13. It is recommended that details for all rescheduled courts be documented by email and saved in case of a dispute. If captains text or phone each other, they should confirm the details by email.
14. If a rescheduled makeup match is rained out multiple times causing the reschedule to go beyond 14 days, the captains must notify the LLA by email and advise of the situation. In this situation, the LLA may use his/her discretion to reschedule the entire team match to a non-negotiable date, time and/or location.
15. The HOME captain must notify their home facility (if LLA does not serve to schedule courts) if any changes are made to their match schedules. The court reservations for the original match must be canceled if an entire team match is moved.
16. Interrupted Match: If a match in progress is stopped due to weather or facility issue, follow the above procedures to reschedule and finish the match. If a match has not started (no points played), the lineup may be changed for the makeup match.

SPORTSMANSHIP

USTA Mid-Atlantic is committed to a safe accessible environment for ALL and expects all players to treat each other and the game with respect, and to abide by the rules of tennis as defined in [Friend at Court](#). Every player will sign the Sportsmanship Pledge annually to demonstrate their commitment to exceptional sportsmanship on and off the court at all times.

Captains: Conduct themselves in a reasonable and appropriate manner to facilitate a positive league experience for others. Captains should remind players of expected behavior and celebrate and recognize good sportsmanship through the Recognition program. Examples of inappropriate behavior include: bullying, frequent phone calls/texts, sending repeated emails about the same topic after receiving an answer, annoying or abusive communications complaining about frivolous matters, frequent requests for special accommodations for your team.

Players: Exhibit the highest levels of sportsmanship along with common courtesy and fairness. Each league participant is expected to know USTA league and USTA MAS section regulations.

SPECTATORS/COACHING

Spectators are permitted if facility permits. Spectators must remain in viewing areas. Viewing areas are: outside the court surface area, behind fencing, netting and/or glass windows. Spectators are not allowed to interact with players and/or make suggestions on any aspect of the match. No coaching is allowed during the match on or off the court.

Players acknowledge that their spectators are extensions of the team/league, and they (or their captains) should advise them of any USTA regulations if problems arise.

GRIEVANCES

[Click HERE for Grievance Procedures](#) All grievances require a \$50 filing fee that will be refunded if the grievance is upheld.

[Click HERE for NTRP Grievance Protocol](#) Player and/or captain committed or condoned obtaining a Self-Rate or possesses a rating which is at a lower NTRP level but has demonstrated the ability to compete at a higher NTRP level.

The USTA League Suspension Point System applies to sanctioned USTA League competitions. Learn how it applies to you. [USTA League Suspension Points System details](#)

LOCAL LEAGUE PLAYOFF INFORMATION

LLAs will determine if there will be playoffs and what format will be used to determine the league winner, and advancing team to Regional or Sectional Championships. LLAs will communicate this to the Captains before the start of the season.

LEAGUE ADVANCEMENT TO CHAMPIONSHIP

The Mid-Atlantic Section will offer a variety of Regional and Sectional championships, teams should be ready and willing to advance with a full complement of players should their team win the local league; if unable to advance with a full team please advise the LLA.

For all information on Mid-Atlantic League Championships please visit the [Championship Web Page](#).

[Click HERE for USTA Mid-Atlantic League Resource Library](#) links to rules, calendars, forms, & resources. Please enter your zip code for USTA MAS specific information.

[Click HERE](#) to view the USTA Mid-Atlantic Local League Calendar.