

North Shore Women's Platform Tennis League

By-Laws

I. League Structure

- A. The League will consist of clubs with two or more courts at one location, within the boundaries of Route 176 on the north, Howard Street on the South, the Tri-State on the west, and Lake Michigan on the east, with the exceptions of Saddle and Cycle, Lake Shore Athletic Club and Hinsdale Park District.
- B. Levels of team play will be divided into groupings according to competency, as recommended by the League Executive Committee. Any changes in structure will be voted upon by the Board of Directors.
- C. Each team in the League will pay an annual fee, in an amount to be determined by the Board of Directors. Failure to pay annual fees within 30 days of the due date will result in Executive Committee action including the potential for suspension of all match play until dues are paid in full.
- D. Each member club must provide volunteers, on a regular rotating basis, to run the league and its tournaments.
- E. A new team must apply for membership in the League prior to August 1; applications after that date will be considered at the discretion of the Executive Committee. New admittance to the league and placement within the League is at the discretion of the Executive Committee.

II. League Roles and Responsibilities

- A. Executive Committee
 1. The duties of the Executive Committee shall be to govern, interpret and arbitrate the activities of the League in accordance with the by-laws. They are also responsible for maintaining the "Spirit of the League."
 2. The Executive Committee shall consist of President, Vice-President, Secretary, Treasurer and Past President.
 3. Each member of the Executive Committee shall serve for a maximum two year term in the same office.
 4. If a vacancy occurs, the President shall appoint a replacement to serve for the remainder of the term.
 5. Each member of the Executive Committee must be a rostered player in the League.
- B. Club Coordinators
 1. Club Coordinators are liaisons between the League and their club and serve as the primary communication contact between the club and the league and vice versa.
 2. The Club Coordinator is responsible for casting the club vote, as required.
 3. The Club Coordinator is responsible for supporting tournament play at her club including: reserving court time, obtaining volunteers at their site, etc.
 4. Each league member club must designate one club coordinator chosen at the clubs discretion.
 5. Club Coordinators must be rostered players in the League.
- C. League Facilitators
 1. Facilitators are responsible for being the liaison between the league and the series captains for their assigned series. This includes: ensure captains have and understand League and APTA rules, monitor team activities within their series (rankings, line-ups, subs, etc.), and serve as the first contact for questions, issues and protests. They are responsible for maintaining the "Spirit of the League."
 2. Facilitators shall be appointed by the President and shall serve for a minimum of a two year term, longer terms to be mutually agreed by the facilitator and the President.
 3. If a vacancy occurs, the President shall appoint a replacement to serve for the remainder of the term. The President shall designate the club responsible for providing a new facilitator on a rotating basis, when necessary.

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4. Any league member club or organization that does not fulfill its responsibility to provide a league facilitator may be deemed ineligible to participate in league play.
5. League Facilitators must be rostered players in the League.

D. Tournament Chairs

1. Tournament chairs are responsible for coordinating all aspects of the tournament for which they are responsible including: tournament planning; communications with players, clubs, etc.; coordinating with clubs and volunteers; arranging for all needed supplies and materials; tournament day implementation; tournament finances; and follow-up.
2. Tournament chairs either volunteer or are appointed from league member clubs on a rotating basis.
3. Any league member club or organization that does not fulfill its responsibility to provide a tournament chair may be deemed ineligible to participate in league play.

E. Nominating Process

1. The nominating process for positions on the Executive Committee will be run by the current league Vice-President.
2. In January of each year, the Vice President will solicit nominations from the membership for Executive Committee positions which will be vacated prior to the next season. Any rostered player may submit a nomination or self-nominate. Nominations are due to the Vice President by mid-February.
3. The current Executive Committee shall review the nominations and recommend an Executive Committee slate for approval by the Board of Directors at the spring Captain's meeting.

III. Board of Directors

- A. The Board of Directors shall include the Executive Committee, the League Facilitators and the Club Coordinators.
- B. The voting members of the Board of Directors shall consist of the Executive Committee (as defined above) and the Club Coordinators. There will be one vote per Executive Committee member and one vote per club, made by the Club Coordinator or her designee. A simple majority of votes will pass the issue.
- C. A Board vote is required for any issue that will result in a change to the by-laws.

IV. Meetings

- A. A pre-season Club Coordinators and Facilitators meeting will be held for the League in September to communicate schedules of play, tournaments, rule changes and other pertinent business.
- B. A pre-season Captains' meeting will be held for the League in September, after the Club Coordinators and Facilitators meeting, to communicate schedules of play, tournaments, rule changes and other pertinent information.
- C. A season-end Captains' meeting will be held in March or April to report on the season's play, to elect new officers, and to discuss and transact other pertinent business.
- D. The President may call a special meeting as she deems necessary.

V. Schedule of Play

- A. The season begins in October and ends the following March. Each **season** consists of 2 equal **sessions**. The **Fall session** is from October to December and the **Winter session** from January to March. Schedules will be determined prior to the start of each session.

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B. Overall Match Time Schedule:

Series	Match Day	Courts	Warm-up Start Time	Match Play Start Time	Default Time
1-5	Thursday	3 & 4	9:00 AM	9:15 AM	9:20 AM
		1 & 2	10:15 AM	10:30 AM	10:35 AM
6-10	Thursday	1 & 2	12:00 PM	12:15 PM	12:20 PM
		3 & 4	1:15 PM	1:30 PM	1:35 PM
11-13	Friday	3 & 4	9:00 AM	9:15 AM	9:20 AM
		1 & 2	10:15 AM	10:30 AM	10:35 AM

VI. Team Structure and Roles

A. Each club will field four doubles teams.

B. Team Members and Player Eligibility

1. Each player must be a bona fide member of her club or a member of the professional racquets staff at that club.
2. No player may play for more than one club.
3. A minimum of 8 players for each club team must be declared and reported to the League Facilitator before the commencement of the season's match play. These players are known as the team's Declared Players.
4. A Declared Player may not at any time play on a lower level team than that on which she is declared.
5. All higher level team players must be better than those on a lower level team.
6. Declared Players and transfer players from one club to another may be changed through the League President between the last match of the season and before the first match of the following season and at no other time.
7. Players who are 21 years old or younger may not play.
8. Team members are expected to know and understand both the League and APTA rules for match play.

C. Substitutes

1. A substitute must be a bona fide member of her club or a member of the professional racquets staff at that club.
2. A substitute must be listed with the Series Facilitator before the match and played at the appropriate level within the context of the team.
3. A substitute may only play for a team twice within a session. The third time the sub plays for a specific team; she is considered a member of that team and may not play for a lower level team for the remainder of the season. If a club has more than one team in a series, a sub may play for each team two times; the third time she plays for one of the teams, she becomes a member of that team and may not play for a lower level team or for the other team in that series for the remainder of the season.
4. A Club may list substitutes at the appropriate level throughout the season with the approval of the league facilitator.
5. In situations where a club has two teams in the same Series, no substitute can play against the same team in the same series twice within a session.

D. Team Captains' Responsibilities

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1. To know and advise their players of League and APTA rules and to communicate match schedules and tournaments.
 2. To input the team roster and substitutes, with complete information, into the league website by the date required and before the start of the season's match play.
 3. To provide a numerical ranking of the team players according to their ability to the League Facilitator prior to the start of the season's match play. Rankings may not be changed during the season without the approval of the League Facilitator.
 4. To field their teams according to ability: court 1 team beats court 2 team, court 2 team beats court 3 team, court 3 team beats court 4 team.
 5. Ensure players ranked #1 or #2 do not play courts 3 or 4. If players ranked #1 and #2 play together, they must play on court 1.
 6. To bring a written line up to the match, including the names of all players on all 4 courts, and exchange that line up with the opposing captain prior to the start of match play. If the captain is not available, they may assign this responsibility to a team member.
 7. To communicate to their facilitator, in a timely fashion, the use of an un-rostered substitute or a substitute rostered on another equal or lower team, prior to the start of match play. For example, if the decision to use a substitute is made before the day of the match, the facilitator should be notified by Wednesday evening. If the decision to use a sub is truly a last minute, day of the match decision, the facilitator should be notified no later than immediately following the match.
 8. To communicate all issues and questions to the league facilitators within reasonable time for resolutions and, if necessary and appropriate, submit protests to their league facilitator via email.
 9. To handle defaults and postponements.
- E. Host (home) or "Designated Host" Captain Responsibilities
1. To call or email the visiting captain at least two days before the match is scheduled to be played to review match arrangements (such as timing of play, potential inclement weather alternatives, etc.) and exchange contact information.
 2. To see that new balls, beverages and a snack are provided for the match.
 3. Ensure courts are suitable for match caliber play on the designated match day and time, with the understanding that extreme weather conditions may cause unforeseen delays.
 4. To enter the match scores and line-up of players on the league website before 5:00 p.m. on match day.
 5. To maintain the hard copy of the results of each home match until the season-end captains meeting.

VII. Rules and Guidelines for Match Play

- A. The Spirit of the League is fair play, whether with lineups, substitutes or how matches are played. League Facilitators have the discretion to treat situations individually. If the Spirit of the League has been violated, notification will be given. The League Facilitator and/or the Executive Committee will handle grievances.
- B. Current APTA rules govern all play, except the NSWPTL plays a tiebreaker in all 6-6 sets and foot faults are called as a "let" until a legal serve is obtained.
- C. A Pro from a club is not allowed to coach at the site of play for scheduled matches.
- D. Warm-up time is 15 Minutes (*see V-C Overall Match Time Schedule*).
 1. The Standardized Warm-Up shall be used for all match play.
 2. Any player arriving after the start of the warm-up period forfeits the portion of the warm-up that has been missed.

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- E. Each match will be won by the best two out of three sets.
- F. A 12 Point tiebreaker is used in all 6-6 sets.
- G. Scoring
 - 1. Each winning set counts one point and each winning match counts one additional point. The winning team earns three points.
 - 2. The losing team earns a half point for each tiebreaker played. In a three set match, the losing team is awarded one point for the set won. A maximum of two points could be earned by the losing team in a very close match.
- H. Defaults
 - 1. A default is declared if a player fails to show for the match 20 minutes after starting time (*see V-C Overall Match Time Schedule.*) Teams scheduled to play at 9:00 AM must default if not present by 9:20 AM, those scheduled to start at 12:00 PM must default if not present by 12:20 PM. Second round teams must default if not present by 10:35 AM and 1:35 PM, if courts are available for matches. The default will occur on the court where the late player is designated on the written line up.
 - 2. If a team is known to be short of its full 8 players in advance of the match, it must field its top teams in order, for example, courts 1, 2, 3, and default at court 4, regardless of where the vacancy has occurred.
 - 3. If a match, already in progress must be discontinued for any reason other than hazardous playing conditions (such as an injured player, a player who must leave due to time constraints, etc.), the team losing the player will default the match to the non-defaulting team. The non-defaulting team will win the match, however the defaulting team will retain all points won up to the point of the default.
- I. Postponements
 - 1. All matches must be played at the scheduled time and date unless weather or hazardous driving conditions prohibit their taking place, i.e. ice or snow-blocked roads; electrical storms; or cold to an extreme that constitutes a hazard to the health of the players.
 - 2. If both Captains agree that the above conditions exist in advance of the match (but no earlier than 2-3 hours before the scheduled start of the match), they may agree to postpone the match. If the captains do not agree, the teams should go to the match location with the intent to play the match as scheduled or, once at the match location, make a court by court decision to postpone. No player should be compelled to play if she believes the conditions are truly unsafe.
 - 3. Postponed matches should be played on the Monday following the scheduled match time, at the same time and location unless all 4 players on a court agree to play at another time. However, in all cases, postponed matches must be played before the next scheduled match.
 - 4. If a second or third match is postponed, the same rules apply, with the missed matches played in order.
 - 5. The appropriate League Facilitator must be immediately advised of all postponements and must give approval for the new schedule.
 - 6. Interrupted matches:
 - a) If a match, already in progress, must be discontinued because of hazardous playing condition (such as ice on the court, lightning, heavy rains) it shall be resumed on the Monday following, (*see C above*), with the same players and at precisely the same point in the interrupted game, same serve, same server, same sides of the court, and same order of service. If the 4 players agree to play at another time, other than Monday and before the next match, they may do so with approval from the League Facilitator
 - b) A warm-up preceding resumption of play is allowed

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VIII. Final Standings

- A. Each team that is in first place in a series at the end of the session will be deemed the winner of the series.
- B. Team Movement
 - 1. The first and second place team in a series will automatically move to the higher series for the next session.
 - 2. The two lowest teams in the series will automatically move to the lower series for the next session.
 - 3. Exceptions can be made by the Executive Committee to accommodate new teams into the league and approved team petitions.
- C. All end-of-season ties between teams competing for a trophy and/or movement between Series shall be determined by the results of the head to head match statistics. The team that won the head-to-head match will be ranked above the other team. If the head-to-head match resulted in a tie, the higher ranking position will be awarded to the team who won the most games within the match. If the number of games won also resulted in a tie, then the team that won court 1 will be ranked above the other team.