



## Ladies Windoor League

### 2018/2019 RULES

#### THESE RULES MUST BE PRESENT AT ALL MATCHES

The Ladies Winter Indoor Tennis Association (LWITA) mission is to promote competitive, social, team tennis for indoor tennis clubs ("Member Clubs") located in the greater Toronto area ("GTA").

**Tenniscodes** is the official system for registering teams, reporting scores and providing standings for all LWITA Leagues.

#### GENERAL RULES

##### 1. **Player Agreement and Waiver of Claims:**

- A. All players participating in the LWITA Leagues, as a condition of their participation, agree to abide and be bound by the [LWITA By-Laws](#); the respective League Regulations; the "Rules of The Court" which includes, The Code for Unofficialiated Matches; any dress code and conduct requirements specific to each member club and adhere to the standards of good conduct, fair play and sportsmanship.
- B. Players participating in any LWITA League Program acknowledge the risks associated with playing competitive tennis, accept those risks voluntarily, and in consideration of their acceptance in the Program assume all risks for bodily injury, waive all claims for injury and property damage and release and hold harmless the LWITA and the host facility, their officials, employees and agents with respect to any injury or loss caused by negligence or otherwise to the fullest extent permitted by law.

2. All clubs must keep a copy of the "Rules of the Court" displayed in their clubhouse. "Rules of the Court" is the official rule book of Tennis Canada and can be obtained at a small cost or is free to download and

print. Call 416-665-9777 to purchase, or download the [Rules of the Court](#) and [The Code](#) for Unofficialiated Matches.

3. Clubs which have not paid team fees by the SEASON START date and have not submitted up to date information sheets are subject, at the discretion of the LWITA Board of Directors, to either one of the following:
  1. Be assessed a late entry fee of \$50.00 or
  2. Be deemed to not be a member of the Association and therefore ineligible to play in the league for the specific year. All clubs excluded in one year will have to re-apply for entry to the Association at the next general meeting.
4. The League Commissioner, subject to review by the LWITA Directors, may enact penalties against clubs, captains and individuals arising out of behaviour and non compliance with the rules both on and off the court. These penalties may include, but are not limited to, suspension of playing privileges, disqualification of teams, alternative placement in standings and/or denial of promotion to higher divisions.
5. Captains should ensure that team members obtain both the schedule and all of the League Rules.
6. Coaching during a match is NOT allowed.
7. Cellular phones and all communication devices are to be turned off during a match. They may only be used in emergencies.

## Windoor League

### TEAM ORGANIZATION & ELIGIBILITY

#### 1. TEAM ELIGIBILITY

- A. Teams must submit a roster on Tenniscores with at least eight (8) eligible players and have it approved prior to the start date. There is no limit to roster size. See rules for "Rosters" on page 3. The LWITA reserves the right to promote/relegate teams based on rosters submitted.
- B. Teams must play at a member club in good standing with the LWITA.
- C. All teams must have a captain and (preferably) a co-captain who are bona fide members of the club. Non-playing teaching professionals may act as captains.
- D. Each club shall submit to the Convener/League Administrator their official fixture start time which will be posted on the Division schedule.
- E. Clubs are required to provide four (4) playable courts unless prior approval is granted by the Board of Directors. Playable is defined as; court surface is dry, nets are the proper height, lights are in working order, curtains are pulled back, unless there is a lesson on the adjoining court.
- F. **Windoor League Matches** will be scheduled as follows: Start times for all team matches are to begin play between 9:00 am and 11:30 am (unless permission has been granted from the League for a time change) for a duration time of a maximum two (2) hours,.

"A" Teams – all matches to be played on Thursdays

"B" Teams – all matches to be played on Wednesdays

"C" Teams – all matches to be played on Fridays

#### 2. PLAYER ELIGIBILITY

- A. All players must be current paid members of their LWITA member club from the date of their first match and through the respective season of play.
  - a. In a club that sells seasonal memberships, all players are expected to have the seasonal membership. Pay-as-you-play arrangements do not qualify a person to compete on a team while other players have paid for an actual membership.
  - b. Paying a visitor fee does not qualify a person to compete on a team.
  - c. Clubs may be required to produce proof of membership.
- B. A player may only play for one club in the **Windoor League**.
  - a. Players may play for different clubs in each of the different LWITA leagues. ie: Windoor and Business.
  - b. A player who moves or changes clubs during the season may change teams by submitting a *Change Team* request to the Convenor.
- C. Players must play at a level commensurate with their skill. Each club's tennis professional will ensure players play on their respective teams at their level.
- D. No juniors are eligible to play Windoor League; ie. under 18 years of age.

### FORMAT OF PLAY AND SCORING

#### 1. FIXTURE FORMAT

- A. Each division shall play a round robin format of fixtures, in which each team will play every other team at least twice.
- B. Each fixture shall consist of 4 doubles matches.
- C. There is a two hour time limit for each fixture. Time clock is to be established and agreed upon by the captains.

## 2. SCORING

- A. Scores are recorded based on completed sets and games. A tiebreak is considered the 13th game in a set and must be completed in order to be counted as a game.
- B. Scoring will be as follows:
  - a) 2 Points – for winning a completed set
  - b) Incomplete sets, when the two hour time limit is reached and time is called:
    - i. 1 point for a team that is ahead by 2 games
    - ii. 1/2 Point per team–when teams are either tied or within 1 game
    - iii. 0 points for a set that hasn't started

## 3. INDIVIDUAL MATCH PLAY FORMAT

- A. Home teams will spin a racquet to determine choice of serve/receive or side prior to the start of play.
- B. Warm-up must be completed in a maximum of fifteen minutes from the scheduled start time, including serves. **Once time is called play is to begin immediately.**
- C. Players play a total of three (3) regular sets or two (2) hours. Sets tied at 6-6 play a regular set tie break (first to 7 points, must win by 2 points).
- D. At the end of the two hour time limit, and when the buzzer sounds or time is called, the ball is declared *dead* and the match is over. Captains are to agree to the time/clock prior to the match.
- E. Matches are to be played according to the Windoor League Rules, The Rules of Tennis and The Code. *Please see Glossary of Terms on Page 7.*

## 4. FEES/BALLS/REFRESHMENTS

- A. Home clubs are responsible for providing the courts, ITF approved yellow tennis balls and a **light lunch with beverage**, e.g. soup or salad or ½ sandwich plus coffee or refreshment.
- B. Players should bring their own non-breakable water container.

### PLAYER RESPONSIBILITIES

- 1. Know the rules
- 2. Show up on time

### 3. GUIDELINES FOR PLAYING AN EFFICIENT TIMED MATCH

- A. Choice of serve and side should be done upon walking out on court, not after the warm-up.
- B. Players should warm up on the side they will begin the match on.
- C. Play should begin immediately once time is called (no break after the warm up)
- D. Players should take a bathroom break in the rest period between sets. Players are to speak to no one and get back on court as soon as possible.
- E. Stalling in the final 10 minutes of the match is considered poor sportsmanship. Players are to make every attempt to finish the set. Stalling includes, but is not limited to; stopping to retrieve a third ball from another court when the server already has two balls, excessive conversation between points, taking more than 20 seconds between points, taking time at the bench for water during a tie-break or leaving the court for water.

## CAPTAIN RESPONSIBILITIES

1. It is the captain's responsibility to have each team member thoroughly read and understand all Windoor League rules and the current rules of tennis. *(See the end of the document to locate all additional rules and regulations.)*
2. Captains must have a current email address in order to receive league information throughout the season.
3. **ROSTERS –ADDING PLAYERS AND SPARES**

All captains must submit their roster of regular players, plus any initial spares, using Tenniscores prior to the start of the season. **SPARE PLAYERS** - A *spare* is defined as a player who is not on any regular team roster who may play a match if needed.

  - A. Each team must have a minimum of eight (8) regular players.
  - B. There is no limit to the size of the roster or number of spares.
  - C. Each submitted roster must designate Player Positions across all courts.
    - a. A player's position may be changed once prior to December. 1<sup>st</sup> as long as Rule 3C is preserved.  
*(This will allow time for a captain to assess players and correct any improper rankings.)*
  - D. A spare belongs to a team once they play their first match. Prior to the first match they can be moved from one roster to another team. Spares cannot play for more than one team.
  - E. Once a spare has played three (3) matches they will be considered a regular player.
  - F. A regular player who is on a roster for a higher level team and has not played a match may be moved to a lower level team.
  - G. Any player that is added after January 15<sup>th</sup> must be pre-approved by the club professional and the Convener to avoid stacking a team towards the end of the season.
4. **SUBSTITUTE PLAYERS FROM LOWER LEVEL TEAMS**

A *Sub-up* is defined as a player who is already on an approved regular roster at a lower level and is asked to play a match for a higher level team at their same club.

  - A. A Sub-up may be used at any time during the season.
  - B. In clubs with more than one team at the same level: a Sub-up may play for both teams.
  - C. Players may Sub-up for two (2) matches above their normal level of play. Any player who plays three (3) matches above their level will then be locked into the team for whom they played the third match.
  - D. A Sub up shall be considered to have a line position of 4 when playing for a higher level team (regardless of their assigned line position on their lower level team).
5. **ARRANGING MATCHES**
  - A. The home team captain should contact the visiting team captain at least **two days** prior to a scheduled fixture to provide information and make arrangements for the matches. If the captain listed on the schedule will not be present at the match, they must notify the opposing captain as to who will be acting in their stead, and give the opposing captain the contact information of that person.
  - B. Please advise the home team if people will not be staying for lunch or need take out.
  - C. Should the home team captain fail to make proper arrangements for the match and any confusion results for the visiting team regarding directions, parking or start times the Convener may choose to disallow any claimed defaults.

## 6. FIXTURE AND MATCH FORFEITS

- A. Any club that defaults a line(s) less than 24 hours prior to the start time of the match is responsible for the *total* cost of unsold courts at the home club. It is the responsibility of the defaulting club to collect from their team and remit payment to the defaulted club. The defaulted club will prepare an invoice and send to defaulting club for remittance. Failure to pay invoice may result in suspension or expulsion from league.
- B. Teams who receive a forfeit of an entire fixture will be awarded the score of the prior or next match between the two teams or, at the discretion of the Convener, be awarded 24 points. The offending team will receive 0 (zero) points.
- C. Teams who default more than 4 lines (the equivalent of one fixture) during the season may, at the discretion of the Convener, have their results removed from the division in order to determine a division winner and may be suspended from the league for the following season.
- D. Teams who mutually agree not to play a fixture or match will each receive 0 (zero) points.

## 7. MAKE UP MATCHES

- A. The **ONLY** time a match should be rescheduled is due to inclement weather or courts have become unavailable (ie: power outage, resurfacing) by the home club.
- B. It is the responsibility of the home team captain to decide to cancel a fixture. Communication to the visiting captain should be made via phone and/or email **at least** one and a half hours prior to the start time.
- C. Any matches cancelled because of inclement weather can be made up during the season or at the end, but prior to the Windup.
- D. Rescheduling a regular match date on different dates and times is **ONLY** permitted if both captains mutually agree to a different start time for match play. For any changes in fixture start time or day to be official, **BOTH** captains must email their **Convener** prior to the fixture.

## 8. PREPARING LINE-UPS

- A. Order of Strength: Teams must determine line-ups according to strength of the **available** players for each fixture. Scheduling stronger pairs below weaker pairs is prohibited. The strength of a lineup shall be determined from all available statistics, **(including Player Performance)** and not by the opinion of players.
- B. A player may move court positions **from one match to their next match** according to the following guidelines, provided such movement is in keeping with Rule 8A Order of Strength;
  - a. Moving a winning pair down in order to move a losing pair up is prohibited.
  - b. An individual player may move up or down two courts without a partner.
  - c. An individual player may move up or down one position from their assigned Player Position.
    - i. A player will be allowed to move **up two positions** when there is no other available option.  
**Example: a team can only field Player Positions 3 and 4. A Line 3 player would be allowed to move up to Line 1 because she is the highest ranked player available for that fixture. Order of strength must still be maintained.**
- C. Any team not complying with these rules may, at the discretion of the Convener, be penalized with a loss of points, including the loss of **all points won from the point of infraction and below**.

## 9. LINEUP EXCHANGE AND STARTING THE FIXTURE

- A. **In order to start the fixture, complete written line-ups must be simultaneously exchanged.** If the captain will not be there prior to start time they should send the written (email or online is fine) line-up with a player.
  - a. **A one (1) point penalty may be assessed to a team who arrives without a written lineup.**

- B. If a team knowingly begins a fixture without a full team of players they must forfeit courts from the bottom of the lineup.
- C. Once the teams exchange line-ups no movement of players is allowed unless it is determined the lineup somehow violates the rules in Section 8. ie: provisions for no shows, using a substitute who is stronger than a no show, error in lineup noted by opposing captain.

**Example:** Written line-ups have been exchanged at 10:15 am. The captain discovers that a line 4 player is not coming. A substitution is found who is stronger than the line 4 players. The captain may change the lineup to preserve the integrity of the order of strength rule 8 A).

**Example:** Written line-ups have been exchanged and play has commenced but a player for line 2 is over 15 minutes late. A substitution is found within the 30 minute deadline. Line 2 has defaulted the first set and the sub can play the match regardless of her ability.

#### 10. ARRIVING LATE:

- A. After 15 minutes and up to 30 minutes; the late court will forfeit the first set and play can commence with the start of the second set.
- B. After 30 minutes a default of an individual match may be claimed by the opponents with 6 points awarded to the non-offending team and 0 points to the defaulted team. Defaulted pairs must pay court fees and are encouraged to play for fun.
- C. Players arriving late are entitled to a five (5) minute warm up in order to avoid injury.

#### 11. Medical Timeout:

A player may take 1 (one) medical time out of a maximum of ten (10) minutes for an injury or illness experienced during a match. During this time the player may receive on court treatment or leave the court for assistance.

- A. The match is assumed to be retired once the ten (10) minute time period has elapsed.
- B. After 10 minutes, if the players continue with the match no one may claim a default or retirement after.

#### 12. RECORDING SCORES

- A. Captains should go online and print their lineup on a scorecard from Schedules in Tenniscores before each match to use for lineup exchange. (This will ensure potential lineup violations are caught before the start of the match.)
- B. Either team captain (or their designate) must enter the completed scorecard (line-ups, scores and points) into Tenniscores within 48 hours of each match.
- C. Opposing team captains should review the scorecard.
- D. If there is a scorecard dispute, the team captain must contact their Convener prior to the next match.
- E. Captains should keep a signed hard copy of each of their scorecards.

## LEAGUE GRIEVANCES

1. The Convener for each level has the final authority to rule on complaints. ***Ignorance of the rules will not be accepted as an excuse for any violation.***
2. Lineup violations do not require a grievance process and penalties may be automatically applied. There are no extenuating circumstances permissible for lineup violations. Violations will be recorded as adjustments to the overall point total with individual match scores and results remaining the same. Both Captains will be notified prior to the online adjustment.
3. All complaints shall be filed against a player or team, (a) by the team captain of the team who has competed in the match where an alleged violation occurred or (b) by a Convener.
4. All complaints alleging a rule violation, poor sportsmanship (nothing to do with lineups) during league competition shall be filed in writing with the Convener within forty-eight (48) hours of a match. Please keep emotions out of the complaint and cite the specific rule. It is impossible for the league to administer penalties for foot faults, or poor line calls. Grievances that do not cite specific rule infractions may be returned.
5. The requirement that a grievance be in writing is satisfied if it is sent by fax or email.
6. A **copy** of the final complaint shall be forwarded to the party(ies) against whom the complaint has been made, including the Tennis Professional at each club.
7. The league will aim at all times to resolve the dispute within one week's time of the alleged infraction.
8. Resolutions will be communicated in writing and are binding.

## DIVISION WINNERS, RELEGATIONS AND PROMOTIONS, WIND-UP

1. The **division winner** shall be the team with the most points in division competition. In the event of a tie for division winner or other place positions, the tie shall be broken by the first of the following methods:
  - a. Head-to-Head
  - b. Sets won.
  - c. Games won.
2. **RELEGATIONS AND PROMOTIONS**
  - A. The bottom two teams at each level may be relegated to a lower level for the following season.
  - B. The top two teams at each level may be promoted to a higher level for the following season.
  - C. All other decisions will be at the discretion of the League Convener and the LWITA Board of Directors.
3. **WIND-UP**
  - A. The year end Wind-Up will be held on a date after the end of the regular season at a facility that will allow for the numbers of players involved.
  - B. The day will involve tennis followed by a luncheon and refreshments, and presentation of league awards.
  - C. Each team will provide the host club with a list of players for the event and collect all fees and costs for said event to be presented to the home club organizer one week prior to the event.
  - D. Any changes or cancellations with less than seventy-two (72) hour notice will still be subject to full costs of court, food and refreshments.

## Glossary of Terms

All **Ladies Winter Indoor Tennis Association** play is organized into leagues, levels and divisions as defined:

**Leagues** – Ladies Windoor and Ladies Business league created by the LWITA Executive Committee.

**Levels** – The first category of play within each league, which is graduated based on ability. Playing levels offered in Windoor league are from A the highest, B and C the entry level. There is only one level in the Ladies Business League for NTRP 3.5 players and higher.

**LWITA WEBSITE** -

The official Website of LWITA is [www.ladieswindoor.com](http://www.ladieswindoor.com)

**APPROVED FACILITY** -

Member clubs with the required number of tennis courts that are located inside the LWITA boundaries which have been accepted for league play by the general membership.

**THE CODE** -

The current printing of THE CODE by N. E.Powell, rules for unofficiated matches.

**DEFAULT** -

The loss of a match or matches by failing to be present for play within 15 minutes (default time) after the scheduled starting time. In staggered start times, when the previous match extends beyond the default time, play must begin immediately when a court becomes available.

**DISQUALIFICATION** -

Action taken to remove from a team a player deemed ineligible to participate.

**FIXTURE**-

A series of matches between the doubles pairs of two teams.

**FORFEIT** -

The result of a default or disqualification

**GRIEVANCE** –

Written formal complaint regarding an alleged violation of a regulation or procedure.

**LEAGUE DIRECTOR** –

Person voted in by the general membership to implement and administer a league.

**MATCH** -

Any doubles match played as a part of a fixture.

**MATCH FORMAT** -

3 regular scored sets with a 12 point tie break at 6-6, or two hours of timed play.

**PENALTY** -

The loss of point(s) or other action expressly imposed by these rules or by the Division Chair and/or League Director for a violation of these rules.

**RETIREMENT** -

Any player who is unable to continue a match in progress because of a loss of natural condition, an injury, or who has a personal commitment or emergency.

**SCHEDULED MATCH** -

Date published on the Tenniscores Schedule. In the event of inclement weather or scheduling matches early, the agreed upon time and date of the new match becomes the scheduled match.

**SET** –

A series of not fewer than six nor more than twelve games played under the USTA Rules of Tennis, excluding the seventh game which is a 12-point tie-break, between opponents in which the first winner of six games by not fewer than a two game margin, or in the case of a tie the winner of the 12-point tie-break, is the victor.

**RULES OF TENNIS** -

The current printing of the “Rules of the Court” and Cases and Decisions. All other current Tennis Canada Rules.

## Guide for Recording Scores in Tenniscores for Windoor Ladies League

1. A **tie break** at the end of a standard set is scored 7-6 for game score with the tie break point score entered into the small (tie) box.

Line 3					
Away	<a href="#">Maureen Marcus</a> <a href="#">Anne Smith</a>	✓	6	3	7 <sup>7</sup>
Home	<a href="#">Susan Jones</a> <a href="#">Elizabeth Racquet</a>		3	6	6 <sup>4</sup>

2. A **super tie break** played in lieu of a third set is recorded as 1-0 for game score with the tie break point score entered into the small (tie) box.

Line 1		1	2	3	
Away	Janet Monaco <a href="#">Sally Thomas</a>		6	4	0 <sup>6</sup>
Home	<a href="#">Amy Smith</a> <a href="#">Jane Yi</a>	✓	0	6	1 <sup>10</sup>

3. When a player **retires** a match that is in progress record the actual scores up until the point of retirement and choose ("name of team" by retired) from the drop down menu.

Line 3					
Away	<a href="#">Donna Martini</a> <a href="#">Stella Campbell</a>	✓	6	2	2
Home	<a href="#">Mary Reilly(Retired)</a> <a href="#">Carolyn Smith(Retired)</a>		2	6	3

4. When a team **forfeits** line 4 because they do not have enough players the team receiving the forfeit should put in the names of the players they would have played. This will count towards the number of matches played for a person should their team make it to the playoffs or the championship tournament. Choose ("Team that won" by forfeit) from the drop down menu.

Line 4					
Away	<a href="#">(Forfeit)</a>		0	0	
Home	<a href="#">Cleo May</a> <a href="#">June Yee</a>	✓	6	6	

5. When a team **defaults** a line because a player or players are over 30 minutes late, all names should still be entered as they appeared on the lineup sheet that you exchanged prior to the start of the fixture. Choose ("Team that won" by default) from the drop down menu. You can use the "comments" section if you want to put "no show" or "arrived 45 minutes late". Enter the scores as 6-0, 6-0.

Line 2 - No Show					
Away	<a href="#">Michelle Weather(default)</a> <a href="#">Carol Smyth(default)</a>		0	0	
Home	<a href="#">Janet Smith</a> <a href="#">Lori Martin</a>	✓	6	6	