

Attachment A: EVSTL Opportunity Match (OM)

1. The OM will be open to any player throughout the league who has been scheduled to sit out in a given week. It will be up to each club to see that all the players on a given team get their equal share of league matches during the year.
2. Players will be sent to and sent from the pool of players as two person teams from the same club or as single players.
3. Play will always be on the same mornings as the league matches. The matches will always be set up as one club against another club or two single players from different clubs against a third or fourth club. They will be randomly chosen to get the ten cap ratings as close as possible. No team or single player will be allowed to compete against their own club .
4. There could be, on occasion, a team that will not get to play during a certain week due to the above. A team with the lowest OM participation will always have priority.
5. Scorekeepers will be required at levels of 3.0 and lower.
6. Captains of each team participating in the OM on a given week will add their teams wanting to compete, with their names and Tencap ratings, on the work sheet by noon of the second day before the match day. This will be the same for captains needing teams from this pool for their league matches. Each level will have its own work sheet.

Coordinators duties (CO):

1. Will set up the matches using the OM guidelines.
2. Will send teams or single players to clubs requesting them for their league matches .
3. Will let each captain who has sent teams or requested teams, using the work sheet, e-mails, or phone calls, know where and when each of their teams will be playing, who will be responsible for balls, and score keepers, if applicable, by noon of the day before match day.
4. Will be present at the courts where these matches will take place to answer questions, handle problems that may arise, direct the scorekeepers, and manage the scorecards.
5. Will set up and record the matches in Tencap.
6. Will follow the same rules as league play.

Attachment B: Tencap Rating Levels Utilized by EVSTL

NTRP	Old EVSTL Position	Tencap
1.5(77-70)	Weak	77
	Average	74
	Strong	70
2.0(69-62)	Weak	69
	Average	65
	Strong	62
2.5(61-55)	Weak	61
	Average	58
	Strong	55
3.0(54-48)	Weak	54
	Average	51
	Strong	48
3.5(47-41)	Weak	47
	Average	44
	Strong	41
4.0(40-34)	Weak	40
	Average	37
	Strong	34
4.5(33-27)	Weak	33
	Average	30
	Strong	27

Attachment C: Captains' Procedures for Using the Tencap Rating System

Team captains are the most important factor in providing tennis matches that are fair and fun by allowing for competition between opponents who are equally skilled. Captains should be familiar with the EVSTL bylaws and, in particular, Section X Team Captain responsibilities.

The captain's top priorities include:

- Keeping matches fair and fun;
- Keeping individual team pairings competitively balanced;
- Encouraging individuals to play with multiple partners;
- Working with the opposing captain to develop match-ups that will produce most-balanced matches.
- Working to ensure a minimum of player sit-outs by bringing up players and utilizing the Opportunity Match program to ensure each player has the opportunity to play every week.

The benefits of using the Tencap system include:

- Captains have access to information that identifies the players' abilities as well as the opponents' abilities
- a simple and efficient method to enter and verify match scores, and
- a comprehensive and consistent rating system for all clubs to follow.

The goals of the EVSTL are to have fair and competitive matches throughout the league and to give all players the opportunity to play league matches every week. In the Tencap system, information is available to help the EVSTL captains plan for fair and competitive matches between players. The emphasis is on fair play between individuals and not winning the overall match between clubs.

Each EVSTL club must ensure sufficient orientation and training of team captains to achieve these goals and priorities. Training of first-time captains is essential for the successful implementation of league match play. This training should be provided prior to the start of each season.

The Tencap Coordinators of each club are an important resource to the team captains, and they should be available throughout the season to assist team captains in arranging fair and competitive matches. The Tencap Coordinators are encouraged to review matches at each level periodically to ensure the captains have a good grasp on the guidelines and procedures herein.

The Opportunity Match program is an important and integral part of the EVSTL and is to be supported by all teams and players. Captains are to utilize this program to help them minimize any player sit-outs

To achieve the above goals and priorities, the team captains are to follow the Captains' Procedures listed below in arranging for and conducting EVSTL tennis matches. Consistency throughout the league in following these procedures is essential to provide for fair, fun, and competitive matches for all players.

CAPTAINS' PROCEDURES

Section 1: Contacting the opposing captain and arranging matches:

1. Matches should be initiated 6 days prior to actual match.
2. Home team captain initiates contact with the visiting team captain via email, or telephone (email is preferred) to determine number of lines of men and women for the upcoming match.
3. Home team captain is first to put pairings in Tencap 5 days prior to the match.
4. Visiting team captain then responds to home team captain by entering their pairings in Tencap on the same day, 5 days prior to the match.
5. Captains should talk by email (or telephone) as necessary to arrange a fair and balanced match. If either captain wishes to make a change to the lineup after the initial entry, this should be brought to the attention by telephone or email of the opposing captain as to the reason for the change.
6. No changes are to be made to the rosters in Tencap less than 3 days prior to a match except for injuries, absences, etc. Captains must communicate about these changes.
7. Captains sign up players online for Opportunity Matches 3 days from the day of the matches.
8. A minimum of 4 mens and 3 womens matches should be scheduled. Captains should try to accommodate teams that have more than 4 and 3 lines by using play-up/down players, borrowed players, and players from the Opportunity Match pool.
9. More than 4 men's and 3 women's matches are suggested, but no more than two rounds should be played.
10. Captains are to list in ascending order the men's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.
11. Captains then list in ascending order the women's court 1 players, then court 2 players, then court 3 players, then court 4 players, etc. in the Tencap match form according to the Tencap pairing average ratings and the captain's best judgment as to the strength of each team.
12. Captains are to keep a hard copy of a Match Play Log for reference when entering match results. Each captain is to sign off on the Match Play Log of the other captain.

Section 2: Putting together balanced partner pairings and match pairings

1. Captains are encouraged to schedule players to play with multiple partners.
2. Captains are to keep partner pairings as close as possible, within 6 rating points if possible. Compute the rating average for the partner pairing.
3. Captains should try to match the opponents' Tencap rating average within 6 points. If this cannot be done, the two captains should discuss possible options.
4. The Tencap system will not count matches that have an average team rating between opponents greater than 10 points; the player Tencap rating number will not be calculated for that match.
5. Captains must indicate in the "Notes" box on the Tencap match page the names of players who may be playing up from a lower level.

6. Captains should designate borrowed players or play-up/down players as “substitutes” on the roster, and remove the “substitutes” following the match to maintain the team roster as accurate as possible unless certain players have the opportunity to play up often.

Section 3: Entering, verifying, and correcting scores

1. Home captain enters the match scores within 24 hours of the end of the match.
2. Visiting captain verifies scores as soon as possible but within 48 hours of the end of the match.
3. Home captain must enter the score for the first set and the second set. If a match tiebreak is played, the home captain enters a ‘1’ for the winner of the tiebreak, and a ‘0’ for the loser of the tiebreak. When the pop up window opens, the actual match tiebreak score is entered.
4. Home and visiting captain should both verify the respective team’s match results, checking names, scores, and tie breaks against the Match Play Log prior to entering or verifying scores in Tencap.
5. Captains must not verify scores without checking all data fields. If a substitute has been used, ensure the name has been changed prior to verification. Once verified in the Tencap system, ratings are calculated and cannot be changed.
6. Each captain retains a hard copy of the Match Play Log.
7. If an incorrect score is entered and then verified, the captain should contact the club’s Tencap Coordinator for assistance.
8. In the event that a match is suspended or canceled due to weather, no scores are entered into Tencap. (See bylaw VIII.G.)
9. In the event that a match is stopped due to a retirement, a minimum of one set must have been played to record the scores and then all games played, to the point of retirement, will be recorded. The captain recording the scores must select the team who did not retire as the winner of the match.

Section 4: Other Considerations:

1. Captains should encourage players to play-up or play-down to the next level whenever appropriate. A player should not be required to have permission of his/her captain to play up or down, although the captains from both levels should communicate as to which players have the best probability of playing a fair and competitive match at the next level using tencap ratings and other relevant factors. A captain may bring a player or players from a higher level down to match opponents’ individual ratings. The player or players brought down cannot have a rating lower (better) than their individual opponents’ ratings.
(Example: There are two 3.0 players on the lineup with a 45 and 47 tencap. The opposing captain can bring down two 3.5 players with rating no lower than the 45 and 47. Example: There are two 3.0 players on the lineup with a 45 and 49 tencap. The opposing captain can bring down one 3.5 that can be no lower than the 45 and match up the other player from his 3.0 team.)
2. Lower Tencap rating numbers are indicative of higher skilled players; higher Tencap rating numbers are indicative of less skilled players. See Appendix B for Tencap rating categories.
3. Players who have Tencap rating that are significantly lower (better) or higher (weaker) than the player’s rating level should be scheduled to play-up or play-down. Play-ups and play-downs are encouraged to ensure fair and competitive matches between clubs. A captain

may bring a player or players from a higher level down to match opponents' individual ratings. The player or players brought down cannot have a rating lower (better) than their individual opponents' ratings. The use of Opportunity Matches by players at levels above or below their current level should be considered if play-up or play-down opportunities are not possible at regularly scheduled club matches.

4. Players with high Tencap rating numbers at their level should not be requested to play up due to the low probability of playing a competitive match at the next level.
5. Captains who have difficulty matching up partners and matches should consult with the club Tencap Coordinator for assistance and guidance.
6. Captains should communicate with captains by either telephone or email. All captains must provide a telephone number and email address. In order to differentiate between the captain and co-captains and coordinators that are listed in the Tencap rosters, note in the telephone section who is captain, co-captain and coordinator for the team. To retrieve telephone numbers, use "Captains Corner."

End