

Tennis Club of VDO-SOP's

Update R24 12/11/18

VDO TENNIS CLUB PLAYER RATING PROGRAM STANDARD OPERATING PROCEDURES (SOP)

SECTION I: THE RATING COMMITTEE

Section I - A: The president will appoint a minimum of three and a maximum of five members to the rating committee as outlined in the By-laws, and designate a chairperson. Qualifications for serving on the rating committee are as follows:

1. Must have competent computer skills;
2. Must have three (3) years tennis playing experience;
3. Must be familiar with EVSTL (East Valley Senior Tennis League) Bylaws and procedures, and with VDO Bylaws and SOP's.
4. Captains and co-captains for the current season may not serve on the Rating Committee to avoid possible conflicts of interest.

Section I – B: The rating committee chairperson, or designee, shall communicate specific rating information to team captains and players as follows:

1. Inform the team captain who will then inform the player when a player meets the Tencap requirements and is required to move-up or move-down;
2. Place new players who have received an on court evaluation by the Evaluation Team on a team;
3. Place unassigned players who return to league play after the team draws on the appropriate team to maintain and maximize competitive equality and parity between the teams, in consideration of individual player statistics, EVSTL Tencap ratings, and overall balance.

Section I – C: The president will be responsible to ensure these SOP's are complied with and are up to date.

SECTION II: THE EVALUATION TEAM

Players assigned to be rated by the Evaluation Team, new players with prior tennis experience, and players absent from the league for one season or more will receive an on-court evaluation before returning to league play. A season is Nov 1 to March 15. Update R24 12/11/18

Section II – A: EVALUATION TEAM. The president shall appoint an evaluation team (ET) consisting of the lead beginner trainer and at least two (2) and no more than four (4) upper level players, currently or previously rated 3.5 to 4.0 to conduct on-court player evaluations based on NTRP and EVSTL guidelines. The president shall appoint the chairperson of the committee from the five players named to the committee. No less than three ET members will be present at any evaluation.

Section II – B:

1. New players with prior experience without an existing EVSTL Tencap rating, will be evaluated by the evaluation team, and placed in a Tencap rating with a designation of low, medium or high within that level. Players requiring basic instruction will be placed in the beginner program.
2. Players who did not participate in at least three league matches during the previous league year must be re-evaluated prior to the beginning of league play.

3. Returning players absent from the league for 1 season or more, with an existing EVSTL Tencap rating, will be evaluated by the evaluation team and placed at the appropriate level. In either case, this assigned rating level is temporary until a player is determined to be competitive at the assigned level by the Rating Committee. The rating will be reviewed by the Rating Committee after six matches.

4. If for some reason, the Rating Committee recommends a change to the confidence level, the president shall submit a request for change to the EVSTL Tencap Advisory Committee.

Section II – C: Players may not appeal the ET decision.

Section II – D: ET members will decide the format to be used to evaluate players. ET members are not required to attend rating committee meetings.

Section II – E: The president will be responsible to ensure these SOP's are complied with and are up to date.

SECTION III: MOVE-UP CRITERIA

Section III – A: At the end of the season, a player who has earned a Tencap rating for the next higher level with a confidence level of 80% or higher shall move to the next higher level at the start of the next season.

Section III – B: An exception would be if a player's Tencap rating with a confidence level 80% or higher is one point away from or into the next rating level at the end of the season, then that player could be assigned to either level at the discretion of the club's leadership. Application of this rule is determined by the rating committee and approved by the club leadership in consideration of team numbers and/or the player's compliance with playing scheduled matches.

Section III – C: A player is required to move-up to the next level at the end of fall play if the player's Tencap rating is 3 points into the next higher level with a confidence level of 80% or higher. Club leadership may request a waiver of this rule for a player if the club leadership determines that movement of the player will adversely affect team numbers. Requests for a waiver must be submitted to the EVSTL president no later than December 31.

Section III – D: Player move-up to the 1.5 level will occur when the beginning player captain and coach determine the player should move up. The Captain, Coach, and TENCAP coordinator will determine initial TENCAP rating (normally 77). The Captain will notify the Rating Committee Chairman, so the player can be assigned to a team.

Section III – E: The president will be responsible to ensure these SOP's are complied with and are up to date.

SECTION IV: MOVE-DOWN CRITERIA

Section IV – A: For levels 2.0-4.0, at the end of the season, a player who has earned the Tencap rating for the next lower level with a confidence level of 80% or higher shall move to the next lower level at the start of the next season.

Section IV- B: An exception would be if a player's Tencap rating with a confidence level 80% or higher is one point away from or into the next rating level at the end of the season, then that player could be assigned to either level at the discretion of the club's leadership. Application of this rule is determined by the rating committee and approved by the club leadership in consideration of team numbers and/or the player's compliance with playing scheduled matches.

Section IV- C: An exception would be if a player voluntarily requests to the club to move to a lower level of play at the end of fall play if the player's tencap rating is 3 points into the next lower level with a confidence level of 80% or higher. TAC approval is not required for this voluntary move. A player must submit an Appendix C form to the Rating Committee Chairman at the end of fall season. This change must be approved by the Rating Committee.

Section IV- D: A player may not move down to a lower level of play for any reason other than long-term health issues, disabilities due to the aging process, or as noted in the move-down criteria section IX.G.1 in EVSTL by-laws. If a club keeps/moves a player at/to a level that does not reflect their rating because of long-term health issues, disabilities due to the aging process or as noted in the move-down criteria Section G.1 of EVSTL by-laws, this player will not be allowed to use this exemption again within 12 consecutive months. The Player will be required to play at his/her official tencap-rated level. This same player, however, will be eligible for a mid-season move if he/she meets the required criteria noted in Section IX.H: Mid-Season Move Ups and Move-Downs of EVSTL by-laws. A Player may voluntarily move down anytime during the season by submitting an Appendix A form to the Rating Committee Chairman. The rating committee will review the request and render a decision based on a majority vote of the rating committee members. If approved, the player will move to next lower level, and their Tencap rating will not be changed; however, a request to reduce the player's confidence level must be submitted to the EVSTL Tencap Advisory Committee. Update R24 12/11/18

Section IV – E: The president will be responsible to ensure these SOP's are complied with and are up to date.

SECTION V: TEAM CAPTAINS

Section V – A: Selection of Captains: At the end of each season, combined team members should recommend captains for the next season. Players wanting to be a captain should notify the playing level of his/her desire. This could be done between team practices to include all players at each playing level. Vote of the current team members will select captains. A member of the Executive Committee will conduct the vote. If more candidates apply than open positions, to insure confidentiality, a written vote will be conducted. In case of a tie, a written revote will be conducted. Captains may be chosen from the current players' level, or from the membership at large. If possible, the 1.5 and 2.0 captains should be more experienced club members and know the tennis procedures of the VDO Tennis Club. The name of the recommended captain will be given to the president within five days from the close of league play. The Executive Committee will vote to confirm recommended captains. The Executive Committee reserves the right to replace a team captain if it is to the betterment of the VDO Tennis Club. Non-league social tennis members may also serve as captains. If a captain has not been selected within this time, the president will ask for

volunteers who have a good understanding of the game of tennis and the EVSTL. It is highly recommended that captains be available before league play begins.

Section V – B: Selection of Co-Captains: Co-captains may be selected by the captain prior to the team draw and are assigned to a team at that point. If the captain does not select a co-captain prior to the draw, the captain will select the co-captain following the draw. Non-league social tennis members may also serve as co-captains.

Section V – C: Captain Procedures: VDO Captain’s procedures are detailed in the EVSTL bylaws - Attachment C.

Section V – D: The president will be responsible to ensure these SOP’s are complied with and are up to date.

SECTION VI: TEAM SELECTION

Section VI – A: Assigning players to teams:

1. The computer technician will create a list of players, by level, who plan to return by December 1st of the next season. Each player’s stats will be provided to the new captains so each can make informed selections for seed 1, 2, 3, or 4 players. Captains will select the new teams as soon as possible after league play ends. Update R23 3/31/18
2. The President shall appoint an Executive Committee Member, The Rating Committee Chairman or The Vice President Elect to facilitate the draw.
3. Captains will meet to conduct a draw of the players returning by Dec.1st. A draw of men players conducted, and also a draw will be of women players. A coin toss determines which team captain gets the first pick. The winning captain will make the first selection. The next two selections will be made by the other captain. Then, captains will alternate selecting one player each until all players are assigned. The captain who won the coin toss in the first draw will select second in the next draw, and the selections will proceed in the same manner as the first draw.
4. Pre-draft locked-in player selections:
 - a. A captain may pre-draft select a co-captain and a co-captain’s spouse.
 - b. Similarly, a captain-player and their spouse will be considered an automatic locked-in pick.
 - c. These locked-in selections must be declared prior to the draft.
 - d. Once declared, these players will automatically be added to the team roster prior to the selection of any player of the same gender with a higher ten cap rating. These locked-in selections will count as a draft selection as they are added to the roster during the draft.
 - e. Also, during the draft, the spouse of a selected player will be declared an automatic locked-in selection when a player is selected. If so, no player of the same gender may be selected with a higher ten cap score prior to the spouse being added to the draft roster.
 - f. Notes:
 1. For draft purposes, Tencap confidence levels will be disregarded.
 2. For draft purposes, “spouse” would include cohabitating significant other.
 3. Exceptions to the spouse “lock-in” provision are permitted at their request prior to the draft.
 4. Before the first league match, the captains will review their current team roster. If a player is not available by December 1st, the captain will inform the president, or designee.Players assigned to the team roster but arriving after December 1st will be removed from the team roster. The player will then be treated as an “additional player”.

Section VI – B: Assigning additional players: The Rating Committee will assign unassigned players who return to league play after the team draws on the appropriate team to maintain and maximize competitive equality and balance between the teams, in consideration of individual player statistics, factor ratings, and overall balance. Update R24 12/11/18

Section VI – C: Adjustments to teams: The president has the option to request the Rating Committee and designated team captains to make necessary changes in team rosters to maintain competitive equality and balance. This may become necessary due to loss of several players on a team because of long-term injuries, or extensive absences due to family emergencies, ill health, etc.

Section VI – D: The president will be responsible to ensure these SOP's are complied with and are up to date.

SECTION VII: TOURNAMENT PLAY-OFFS

Introduction: When tournaments have a limit to the number of teams that may enter, this SOP will provide the direction for the selection of the VDO team entrants.

Section VII – A: VDO Tournament Coordinator. The president will appoint a Tournament Coordinator. The Tournament Coordinator will be the VDO Tennis Club contact with the various tennis clubs hosting tournaments. The Tournament Coordinator will identify the number of teams required in each playing level from information provided by the hosting park.

Section VII – B: Tournament Teams: The Tournament Coordinator will post the tournament information, sign-up sheets and other pertinent information for the tournaments on the bulletin board. Players are to sign- up as a team. A play-off is normally required to pick the team that will represent VDO when there is more than one team entrant in a level. The entrants will arrange for a play-off within the required timeframe. Ample time will be allotted for play-offs and once completed the VDO Tournament Coordinator should be notified of play-off finals results.

Section VII – C: Play-off Rules:

1. The following rules currently apply to the majority of tournaments (Sunland Village East, Sunland Springs Village, Venture Out) in which VDO tennis players participate. Play-off rules for the Monte Vista Tournament are addressed at the end of this section.
2. It is expected that the results of the play-off will establish a winning team and runner-up teams. If the winning team is unable to participate in the tournament as a team, then the runner-up team becomes the VDO entrant; however, if the hosting club has other substitution rules, then the hosting club substitution rules govern.

Section VII – D: Play-offs will be conducted as follows:

1. Each play-off match will consist of two full sets. If each team wins one set, an 18 point tie breaker (first to 10, win by 2) will decide the match winner. Score one point for each set and match tie breaker won. Match scores will be either 2-0 or 2-1.
2. All teams will play one another.
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3. Deuces should be played out. But, before the match starts, players may select the second deuce to be game point, and when used, the team receiving the serve has choice of receiver.
4. If a set score is tied five to five a twelve-point tiebreaker will be played. The winner of the tiebreaker will record the set score as 6-5 (the tie breaker counts as a game).
5. At the end of the play-offs the team with the most points is the winner and will represent VDO at the tournament. The team with the second highest number of points is the runner-up, etc.
6. If two teams are tied in points, then the winner of the head-to-head match is the winner.

7. If head to head results still leave a tied situation then the team that won the most games during the play offs is the winner.
8. If the games-won result still leaves a tied situation, then the team that lost the fewest games during the play-offs is the winner.
9. If there is still a tie, flip a coin to decide the winner.
10. Also use the above steps to break a tie for the runner-up position.

Section VII – E: Monte Vista Tournament Play-off Rules:

1. Play offs should be handled in the following manner: Each team consists of 8 members (4 male /4 female). The following rules apply if there is more than one team in any level. As would be in the actual tournament, the captain should make two mixed teams, one female team, and one male team.
2. A pro-set match will be played to 8 (win by 2) with everyone playing at the same time, and at the end of the play-off the team winning the most matches is the winner. Should there be a tie, the team with the fewest games lost will be the winner. If there is still a tie, then one (1) tiebreaker proset match of a mixed team will play to decide which team will be submitted to enter the tournament.
3. The Tournament Coordinator will post a list of the team entrants and the runner-up team (if there is one) for each playing level.

Section VII – F: Teams that have been selected to participate in any tournament are responsible to check the posting times for play, any changes due to weather conditions, etc. The tournament website addresses will be available as well as names and telephone numbers of tournament directors. Update R24 12/11/18

SECTION VIII: TENNIS COURT RESERVATIONS

The following policies and procedures are hereby established to provide fair and consistent access to the VDO tennis courts in consideration of the privileges and responsibilities of the members of the VDO Tennis Club; also, for the enjoyment and access by other VDO residents and their guests.

Section VIII – A: Reserving a Court

An electronic tablet will be used showing which players have reserved a court. A ‘player’ is defined as a paying resident of VDO who wears the appropriate attire and shoes when playing tennis.

2. Players must utilize the VDO ‘HoldMyCourt’ web page by going to www.holdmycourt.com/reserve2/vdotc. A player can reserve only one court at a time and cannot reserve another court until the reserved time has passed or the player’s name has been erased from the web site. Then only exception to this rule is if a court opens within one hour of the scheduled time slot.
3. Periods are normally 90 min. in length although shorter periods may be designated. Sign-up times normally begin at 6:30am through 8:00pm as provided on the posted court sheets. Courts can be used at other times on a ‘first-come’ availability unless prior scheduling has been posted.
4. Players who have reserved a court are expected to be on time to use the court. If the players who are to play on a reserved court do not appear within 10 minutes following the designated start time, the court is considered available for others to use.

5. Courts may be reserved by all VDO residents (non-VDO tennis club members) by using the electronic tablet. If court times are open, a current VDO resident can reserve a court by signing their name on the electronic tablet. Guests may reserve courts through any VDO resident by following the above guidelines.

6. Individuals who are members of the Tennis Club may request that courts be reserved for a one-time event, private party, etc. and will arrange for the time and date directly with the court scheduler for the club.

Section VIII - B: Blocking a Court

1. Blocking a court refers to the holding of courts for a designated time and day each week for consecutive weeks or months.

2. Blocking of courts may be authorized and included on the daily posted sheet by the Tennis Club court scheduler.

3. Courts may be blocked for all tennis club functions, including East Valley Senior Tennis League (EVSTL) matches, official team practices and round robins, team mixers, the Saturday mixer, group or team lessons, special tennis club events, invitationals, tournaments, and the Sunday Evening Sunset Mixer.

4. On the days of EVSTL matches, courts 1, 2, 3, and 4 are normally blocked for league play, and additional courts may also be blocked if league matches and exhibition matches require additional courts.

5. Two courts are blocked each morning Monday – Friday for non-league players from 6:00-9:00am and are open for all non-league players only.

6. Blocking a court may be requested by individuals for non-EVSTL team events, or non-tennis club events, for casual play. Individuals shall utilize the daily “HoldMyCourt” web site for these occasions. Courts may not be blocked on Sunday with the exception for the Sunday Evening Sunset Mixer which is open to all VDO residents.

7. Evening ‘mixers’ are considered a team function when they are attended by designated team members; i.e. levels 1.5 through 4.0. These events may be blocked if they are team events and are not attended by non-team players unless specifically invited to fill openings, etc. These team mixers are not to be reserved by individuals although a team coordinator may be designated. If the mixer attendance becomes such that it is too difficult to get team players to play the mixer, then it should be cancelled by contacting the Tennis Club court scheduler or otherwise not be blocked.

8. Courts may be blocked in accordance with the above criteria throughout league practice and play, which begins the last week in October and ends approximately March 10 of the following year.

C: The President will be responsible to ensure that this SOP is compiled with and is up-to-date.

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