

# LAKE OSWEGO CITY LEAGUE TENNIS

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## I. PHILOSOPHY

The philosophy of the Lake Oswego city league tennis teams shall be to field competitive teams and to promote camaraderie among all teams.

### **In accordance with the City of Lake Oswego Parks & Recreation policy:**

1. The LOTC City League shall be comprised of at least 50% Lake Oswego residents, at all times.
2. Lake Oswego residents on the waiting list will be given first consideration (above non-residents) for openings on LOTC City League teams.

## II. TEAMS

1. The number of Lake Oswego teams will be limited by available court time at the facility.
2. Each team will elect a captain after the spring meeting of the Team Review Committee. The term of the captain will be no more than two years, unless the team and captain agree to a longer term.
3. Each team shall carry a Minimum of 14 players and a Maximum of 16 depending on team needs and available players.

## III. CAPTAINS

1. Hold a team meeting before season starts to decide team philosophy and guidelines (such as number of matches played and how positions will be determined).
2. Notify team members at least 5 days prior to a match if they are playing (partnerships and position should also be communicated).
3. Notify the LOTC Board if an opening occurs on the team (do not contact other players or captains until the LOTC Board knows about the opening).
4. If it is necessary to substitute a player from another team, notify that player's captain before approaching that player (player substitutes should be played at the lowest position). Contact the LOTC Board about any problems affecting the teams or players of City League tennis.
5. Inform players that they should contact the LOTC Board if they have concerns about the relationship between team members and the captain.
6. Promote camaraderie among all teams participating in City League at the Lake Oswego Indoor Tennis Center.
7. Provide a duplicate copy of the City League roster to the LOTC Board at the beginning of the season.
8. Appoint a team statistician.
9. Review stats for accuracy after compiled.
10. Provide stats to team members after the first half of the season and at the end of the season.
11. At the first captains meeting, elect a Captains Chairperson who will serve as a representative on the LOTC City League board.

#### IV. PLAYERS

1. LOTC City League players are expected to be available for 50% of the matches and practices. This includes availability for away matches as well as home matches. Players should not sign up for a team if they cannot meet these expectations. If a player's availability changes, she must advise her captain. If an existing player cannot meet the 50% availability rule, the captain must bring the situation to the Resolution Committee for evaluation of impact on team.
2. A waiting list will be posted at the Tennis Center for those players who do not currently play City League tennis at Lake Oswego. All potential players must fill out a Lake Oswego City League Signup Form (see attachment A) and turned in to the LOTC office. They must also read the current LOTC Rules before applying for a LO City League team.
3. Waitlisted players can be added to current team after start of the season. Partial year players will be considered priority players for team placement consideration at the end of the season.
4. Current full year team members who wish to continue playing on Lake Oswego City League teams must submit a City League Signup Form at the end of the spring season. After all the full year members have been placed on a team, the priority players and other players on the wait list will be evaluated. Placement will be made by the Team Review Committee based on needs of team and ability (to be determined by the pros).
5. A player who is injured during the first half of the season (with the season being defined by the GPCL calendar) and is unable to play by mid-season, has the option to stay on the roster for the second half of the season. If a player is still injured at the end of that season, she will be removed from the roster.
6. A player who is injured during the second half of the season (with season being defined by GPCL calendar) and is unable to play by the end of that season, has the option to stay on the roster for the first half of the next season. If the player is still injured at mid-season, she will be removed from the roster.
7. A player who is removed from a team roster due to injury may return to City League tennis by submitting a Lake Oswego Tennis Center City League Sign Up Form. This person will be considered a priority player for team placement consideration. However, this doesn't guarantee the returning player a spot on a team.
8. All players on City League teams are responsible for payment of team fees regardless of their status.

#### V. BOARD OF DIRECTORS

1. The LOTC Board shall consist of five (5) members selected from among the players participating in LOTC City League tennis. One board member will be the Captains Chairperson (elected by the captains) and one board member will be Chairperson of the Rules Committee. The other three members will be elected from the membership at large.
2. The LOTC Board will act as a liaison between players, captains, pros, and the LOTC administration.
3. The LOTC Board will be operated and governed in accordance with all LOTC Bylaws.

## VI. TEAM REVIEW COMMITTEE

1. The Review Chairperson (an appointed pro) and captains from each LOTC City League team (or team representative) will be considered the Team Review Committee. A Rules Committee representative will attend as a non-voting observer to make sure the rules/guidelines are being followed. Additional persons may be included in the review process at the discretion of the Review Chairperson. These persons may include additional pros or a LOTC City League Board member. The Team Review Committee will meet after the GPCL seasons ends to determine what, if any, movement between teams will take place.
2. Prior to the meeting, each team captain will prepare and share with their team the stats to be used in the review meeting. This information will be shared with the applicable captains as directed by the Review Chairperson. This process will allow all Team Review Committee attendees to come to the meeting prepared to discuss changes. Once decisions have been made in regards to movement, the changes will remain confidential until concerned players have been notified.
4. Review process must follow guidelines set out by the Rules Committee and will start with the top two teams. Once the top team members are established, the review process moves to the next two teams until all team positions are filled.
5. Each returning player will be evaluated based on stats, partnerships, positions played, number of players on a team, need for singles players, captain and tennis pro input and how placement of a player will affect ALL teams. Priority players and players from wait list will be added to teams as needed.
6. If a player changes teams, normal procedure is to move a player up/down one team. Exceptions may occur and they will be addressed by the Team Review Committee individually. Players must accept team placement, however they do have the right to appeal the Team Review Committee's decision by contacting the Resolution Committee within one week of that decision. A final decision will be made by the Resolution Committee within one week of receiving the appeal.
7. Rules representatives will not attend the LOTC City League review meeting where their respective team is being discussed for placement.

## VII. RULES COMMITTEE

1. The Rules Committee consists of one representative from each LOTC team.
2. The Rules Chairman shall be elected/re-elected yearly by the LOTC Board and will hold a non-voting position except for breaking a tie. The Rules Chairman will also serve on the LOTC Board.
3. A Rules Secretary will be a volunteer from the Rules Committee and will take minutes at all Rules' meetings.
4. Members of the Rules Committee cannot be sitting captains (co-captains are allowed) and may serve up to a four year term
5. The Rules Committee shall review all written proposals and suggestions and has the authority, with a majority vote, to make updates and changes to the LOTC rules.
6. Each rules representative will provide a copy of the current rules to each of their team members.

## VIII. RESOLUTION COMMITTEE

1. The Resolution Committee shall consist of at least three members of the LOTC Board including the Rules Committee Chair (if possible) and an LOTC pro. Additional members may be appointed when applicable.
2. Grievances, player eligibility, team placement appeals, and other concerns must be submitted in writing to any member of the Resolution Committee with desired outcome included.
3. The Resolution Committee also addresses situations not covered by the current LOTC rules.
4. Resolution Committee will respond within 1 week for team placement appeals and 2 weeks for other issues.
5. If urgent, a special meeting may be called.

**LAKE OSWEGO TENNIS CENTER  
CITY LEAGUE SIGN UP FORM**

Each player is expected to be available for 50% of the matches and practices. This includes the availability for away matches as well as home matches. All players on City League teams are responsible for payment of team fees. Players should not sign up for a team if they cannot meet these expectations.

NAME \_\_\_\_\_

- Returning Full Year Player
- Returning Partial Year Player
- Player Returning from Injury or Absence
- Played last season, not returning
- New player – has not played City League tennis at LOTC

Are you willing to play singles at least half the time? Yes No

**RETURNING PLAYERS:**

Team last season \_\_\_\_\_

Do you want to be considered for movement? Yes No

**NEW PLAYERS**

Address \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Are you taking lessons at LOTC? Yes No

If yes, what level and which pro? \_\_\_\_\_

Current USTA Rating \_\_\_\_ Other playing experience \_\_\_\_\_

**ADDITONAL COMMENTS**

BEFORE SIGNING BELOW, please read the entire LOTC City League Rules. If you do not have a copy, request one from LOTC Recreation Specialist. By signing, you agree to abide by those rules.

Signature \_\_\_\_\_