

## **LAKE OSWEGO CITY LEAGUE TENNIS RULES**

Lake Oswego City League will follow all Greater Portland City League Tennis Association rules. Additional rules that are specific to Lake Oswego City League are outlined below.

LOTC City League and LOTC City League Board will be operated and governed in accordance with all LOTC City League Bylaws.

This Rules document should be considered holistically and not as standalone sections. Information placed in one section may be relevant to another section and should be applied accordingly.

### **I. TEAMS**

1. The number of Lake Oswego teams will be limited by available court time at the facility.
2. Each year the captain will be elected by team vote. The term of the captain will be no more than two years unless the team and captain vote and agree to a longer term. Captain should encourage other players on the team to volunteer for Captain once her two years have concluded.
3. The minimum number of Tier 1 players on each team will be determined by the Board at the end of each year, with number of matches, team needs, and player availability to be determining factors.
4. Captains may determine a reasonable maximum number of players on their team for the year, with Board approval, depending on their team needs.
5. After the minimum number of Tier 1 players are placed on a team, Captain may choose to add additional eligible players, as described in End of Year Review Section, including Tier 2 and Waitlist players. Board approval of the maximum is to ensure there is no negative impact to teams below, playing time for players, future logjams, or similar issues which the Captain may be unaware of. The lowest alphabetically ranked team will have no maximum number of players.
6. Lake Oswego residents on the waiting list will be given first consideration (above nonresidents) for openings on LOTC City League teams.

### **II. CAPTAINS**

1. Each year, the current Captain's Chairperson will coordinate the election of a new Captain's Chairperson by July 15th who will serve on the LOTC City League Board. Each year, the Captain's Chairperson will alternate between upper half (A-F & S) teams and lower half (G-K) teams.
2. Each captain must register team roster on the Greater Portland City League Tennis Association website by July deadline of each year.

3. Each captain should hold a team meeting before the season starts to decide team philosophy and guidelines (such as number of matches played by an individual player and how positions will be determined).
4. Each captain should appoint a team statistician. That individual will communicate how stats are compiled and make stats available at the half and at the end of season.
5. At the end of each half, the statistician has a second individual verify stats for accuracy before distribution.
6. Each captain should send out match lineup positions 7 days in advance. If availability changes occur after lineups are sent, changes are allowed. Players needing additional notice may communicate with their captains individually.
7. If it is necessary to substitute a player from another team, each captain should notify that player's captain before approaching that player.
8. Each captain should promote camaraderie among all teams participating in City League at the Lake Oswego Indoor Tennis Center.
9. Each captain should inform players that they should follow the procedure outlined in section V. Player Conduct if they have concerns about the relationship between team members and the captain.
10. Each Captain should notify the LOTG City League Board if an opening occurs on the team.
11. Each captain should contact their opponent one week prior to the match to confirm match start time, number of courts, order of play, and facility-specific information.
12. Each captain is responsible for tracking attendance and whether or not their players are meeting the 50% attendance rule. This can be tracked using teamsnap.
13. Before charging fees to players each half, each captain and treasurer will meet to create a budget and will provide all players a breakdown of total fees collected, how many players the total fees are divided among, and what the fees will cover.

### **III. PLAYERS**

Player definitions:

#### **“Tier 1” player (Full year returning player)**

TIER 1 PLAYER: These are current team members who have paid for their position on a GPCL roster for both fall and spring halves of this City League year. This includes players who have held their spot during injury or on an official leave of absence by paying dues during their absence (allowed up to two consecutive halves only). Players added during the Fall addition period are Tier 1 Players so long as their dues are up to date. Tier 1 players will be placed on teams first.

#### **“Tier 2” player (partial year, mid-year, returning from injury player)**

**TIER 2 PLAYERS:** These players were paying team members of an LOTC CL team during this City League year (“season”), but for one half or less. This includes players added during the GPCL mid-season roster update, and those who played for part of the year but left for injury or leave of absence and did not pay dues to hold their place during their absence (up to two consecutive halves only). Tier 2 Players will be placed on teams after Tier 1 Players.

**“Waiting List” player (players applying after open registration periods)**

**WAIT-LIST PLAYERS.** There are two types of Wait-List players: those who have never been on a roster at LOTC, and those who are returning to LOTC after an injury or leave of absence of one full City League Year or more (therefore ineligible to pay dues to hold their place). These Wait-List players will be considered after Tier 1 and Tier 2 players have been placed.

1. All new candidates wishing to join LOTC teams must submit New Player participation form, which is a Google Form accessed on the LOTC City League website. These forms will be reviewed by the Board and candidates sent to captain of appropriate team or teams for tryout. Captain will decide, with coach input, whether or not to offer a position to the candidate and notify the Board of her intent.

To ensure that all teams are fairly filled and no candidate is offered a position on two different teams, candidates must be approved by the board before a captain extends an offer to join the team.

Candidates not placed on a team will be added to the Wait List, a central spreadsheet held by the Board within the LOTC Board Google Drive.

2. LOTC City League players are expected to meet the “50% Availability Per Half Rule” – attending 50% of the practices and being available for 50% of the matches per Fall/Winter half (Sept – Jan) and attending 50% of the practices and being available for 50% of the matches per Winter/Spring half (Feb – May). 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 overall availability changes, they must advise their captain.

If an existing player cannot meet the 50% Availability Per Half Rule, the captain must bring the situation to the Resolution Committee for evaluation of impact on the team.

Players not meeting the 50% rule each half will not be considered for movement at the team review meeting for that particular year. Captains not meeting the 50% rule each half will no longer be eligible to be Captain. Players/Captains can appeal to Resolutions with special circumstances.

3. Players must communicate their practice availability to the team captain at least 3 days prior.

4. Players must communicate match availability to the team captain at least 14 days prior.
5. Any changes to that availability status for matches and practices must be communicated immediately to the captain, who should also document the change in any appropriate scheduling/attendance tool (teamsnap, etc.)
6. All players on City League rosters are responsible for payment of team fees. If a player chooses not to pay the team fees, they will be removed from the team.
7. Players who are taking an injury leave or personal leave of absence are also responsible for paying team fees for each half they wish to retain a place on a team. This can be done for up to two consecutive halves. If they pay to retain their tier 1 status (for up to two consecutive halves), they retain their place on the same team. However, if they do not pay while on leave, and go to tier 2 status, they are not guaranteed placement on the same team upon return.
8. LOTG City League does not encourage player movement between teams at the half, however if exceptional circumstances arise that may necessitate such movement, the situation will be taken to the resolution committee for determination.
9. A player who is injured or takes a leave of absence for personal reasons during the first half of the season ( 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 unable to play at the end of that season, they will be removed from the roster.
10. A player who is injured or takes a leave of absence for personal reasons during the second half of the season (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 unable to play at that mid-season, they will be removed from the roster.
11. A player who is removed from a team roster due to injury or leave of absence for personal reasons may return to City League tennis by submitting a LOTG City League New Player Participation Form. This person will be considered a Waitlist player for team placement.

#### **IV. RULES COMMITTEE**

1. The Rules Committee is made up of one Rules Representative from each LOTG team and is led by the Rules Chairperson.
2. The Rules Chairperson shall be elected/re-elected yearly by the LOTG Board and should have served on the Rules committee or the Board for a minimum of one year when possible. The Rules Chairperson shall serve on the LOTG Board as a voting member. The Rules Chairperson votes on the Rules Committee only to break a tie.
3. Rules Representatives may not be a current captain or co-captain and should have an understanding of the current LOTG City League rules.
4. The Rules Committee meetings are held 2 to 3 times per year. In-person attendance is standard. Additional meetings may be called by the Rules Chairperson as required.

5. The Rules Committee shall review all written proposals using the **Rules Change Proposal Form**. The form may be submitted by any LOTCC player or by the LOTCC Board. The form can be found on the LOTCC website: <http://www.lotcccityleague.org>
6. The Rules Committee will discuss the proposed rule change and identify pros and cons. The Rules Representatives will present the new proposal, along with pros and cons, to their teams for review and discussion. The Rules Representative's vote will reflect their team's majority opinion.
7. Rules changes adopted, in general, will be implemented the following season.
8. Rules Representatives will notify the team of the current rules and any changes made, in a timely manner. The Rules document will be posted on the LOTCC City League website: <http://www.lotcccityleague.org>

## V. PLAYER CONDUCT

Good sportsmanship involves balancing the needs of the team with the needs of the players. In order to promote good sportsmanship, players should:

- Cooperate with their captains' practice plans and match line-ups
- Show respect and courtesy for all teammates, captains, coaches and opponents during practices and matches.

For concerns and/or disagreements:

PLAYERS should consult (in order, as appropriate):

1. Their captain or co-captain
2. Their Captains' Rep (LOTCC board member)

CAPTAINS should consult (in order, as appropriate):

1. Their Captains' Rep
2. The LOTCC board

## VI. RESOLUTION COMMITTEE

1. The Resolution Committee shall consist of at least three members of the LOTCC CL Board. The Resolution Committee is led by the Resolution Chair, a voting member of the LOTCC Board.
2. Grievances, player eligibility, team placement appeals, and other concerns must be submitted in writing to the Resolution Committee Chair with desired outcome included.
3. The Resolution Committee also addresses situations not covered by the current LOTCC rules.
4. The 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.

## VII. YEAR END TEAM REVIEW PROCESS

1. The Year End Team Review Process determines team placement for the following City League Season, defined by the GPCL Calendar. Current team members (includes Tier 1 and Tier 2 players) who wish to continue playing on Lake Oswego City League teams the following City League season must submit a City League Participation Form by the announced deadline in the spring.
2. Please refer to Player Definitions in section III. Players. Player placement on a team will be determined based on data such as: stats, number of players on a team, 50% rule met, need for singles players, captain and LOTCL City League teaching pro input, how placement of a player will affect ALL teams, or other skill variables.
3. Captains may add Tier 2 players and players from wait list after all Tier 1 players are placed.
4. If both captains on upper team and lower team agree a player is not ready to move up, exceptions to the minimum tier 1 players can be made. If the captains cannot agree, the board will make the final decision.
5. A Team Review Meeting will be held after the GPCL season ends to determine what, if any, movement between teams will take place.
6. Prior to the meeting, each team captain will:
  - a. Share the verified stats report with her team.
  - b. Compile a Player Placement Form of players on her team, which is a ranking by stats with justification for any deviations in player ranking from what the stats indicate. Captains will share this Player Placement Form with the Captain above and below their team, and it will be used during the Meeting. It is also retained by the Board after the Meeting as a compiled primary reference spreadsheet should additional openings occur.
7. A Team Review Committee, present at the Team Review Meeting, will consist of all voting members of the board, the club pro, and the Captains and Co-captains of each team. Both Captain and Co-Captain will be invited; however, if either the Captain or Co-Captain cannot attend, either one may represent their team in full. The Captains and Co-captains will rotate in and out as specified in section 9.
8. All members of the Review Committee will provide input for placement. If there is disagreement, a vote will be held with each member of the Review Committee receiving one vote. The President of the board will act as committee Chair to facilitate discussions and voting, and to ensure LOTCL CL rules are applied fairly and consistently. A member of the board, typically the Secretary, will document the decisions and retain them within the board's current document retention tool.
9. A group consisting of three levels of Captains and Co-Captains will be present at any one time during the meeting to discuss movement within their respective levels: the two Captains involved in the move/s (plus their Co-Captains) and the Captain of the next level below (plus their Co-Captain).
10. If a player changes teams, normal procedure is to move a player up/down one team.
11. If a player feels inappropriately placed at the end of the year, they may request to move down.

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12. Once decisions have been made regarding movement, the changes will remain confidential until concerned players have been notified.
13. 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.

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