



**Recreation & Community Services Dept.**

# **Brengle Terrace Park Tennis Club Handbook**



**This handbook is designed to acquaint tennis players with specific league operating procedures and league rules and regulations used by the City of Vista Recreation & Community Services Department in conducting adult tennis.**

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## Recreation & Community Services Dept.

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## **A. GENERAL RULES**

**1. Non-refundable dues for membership privileges in the Brengle Terrace Park Tennis Club are established by the City of Vista Recreation & Community Services Department.**

- ◆ The fees are based on member vs. substitute and resident vs. non-resident.
- ◆ Dues are payable with a registration form annually by September 1<sup>st</sup> and are good until the following August 31.<sup>st</sup>
- ◆ If a player's status changes from substitute to member, they pay the difference in fees to the city.
- ◆ Year round enrollment. No prorating of fees.

**2. An Annual General Meeting will be held in July in which a Board of Directors will be elected, as well as new amendments considered.**

**3. Voting privileges at the General Meeting will be held by members in good standing who have paid the membership fee. Substitutes do not have voting privileges.**

- ◆ A majority, for the purpose of voting, will be defined as 51% of the current membership present at the general meeting who are eligible.
- ◆ Absentee votes will be accepted only in writing, signed by the voting member, and submitted to the Board of Directors prior to the meeting.

**4. At the July Annual General Meeting, amendments to any rules in the Brengle Terrace Park Handbook must be presented in writing. The membership will be presented with the proposed amendment and a vote will be taken. Decisions will be final and take effect on September 1<sup>st</sup>.**

**5. The Board of Directors will consist of the President, the Secretary, the Ladder Chair person and one representative from each division (AA, A, BB, B, CC and CC mixed doubles).**

- ◆ All board members terms will be for one year starting on September 1<sup>st</sup>.
- ◆ A board member may only hold one position on the board.
- ◆ The can make amendments to the handbook as needed.
- ◆ The President will have the authority to preside over all meetings and see that they are run in an orderly fashion. The President or designee will also oversee social functions.
- ◆ The Secretary will write the minutes of every board meeting, email them to the



## A. GENERAL RULES (cont.)

board members and preserve the minutes in a binder for future secretaries. She will also add any new amendments to the rules voted and approved at the general meeting and edit the Brengle Terrace Tennis Club Handbook to reflect the changes.

- ◆ The Ladder Chairperson will manage the Challenge Ladders when a challenge season is taking place.
- ◆ The Division Representative will attend Board meetings, have a vote on the Board and will be involved with grievances.
- ◆ The Board of Directors will meet as necessary to discuss, resolve and vote on any issues that come up throughout the year. The Board will also review, discuss and vote on GRIEVANCES filed by the Brengle Terrace Park Club members.

### 6. GRIEVANCES to the Board of Directors must adhere to the protocols below:

- ◆ Any and all disputes must initially be discussed by the involved parties.
- ◆ If disputes cannot be resolved at that level, the team captain and the division representative (AA, A, BB, B, CC, CC mixed doubles) should be contacted to assist in mediating the conflict.
- ◆ If no resolution can be found, a player(s) can file a grievance with the Tennis Board.
- ◆ All grievances must be presented in writing to all parties involved and to the President of the board, who will send copies to all board members.
- ◆ All members of the board must be present to make a decision on the grievance. If any member cannot attend, a representative of her choice must stand in her place.
- ◆ If any parties involved in the grievance are on the board, they are recused from voting.
- ◆ In the event of a tie, the President makes the final decision.
- ◆ All Board of Director's decisions are final.
- ◆ The Board of Directors will only address grievances that have occurred after the new handbook has been approved by the City and distributed to all players.

7. Team captains are chosen by the members of each team and can change prior to every new league season.

## **A. GENERAL RULES (cont.)**

- ◆ Captains provide representation at league play, mediate disputes, are knowledgeable of the tennis rules, and are responsible for the conditions of the home courts.
- ◆ They can remove a player from the team who misses two matches or development days without notifying the captain in a timely manner or who chronically arrives late and/or leaves early.
- ◆ They submit a roster to the Recreational Coordinator for the City of Vista at the beginning of each league season to ensure payment and registration have been received from all members/substitutes.
- ◆ Captains submit the league schedules to the Recreational Coordinator so she can organize court assignments for the league teams.

8. The Recreational Coordinator for the City of Vista reserves and allocates the tennis courts for the Division teams play days Monday through Friday from 8:45am to 12:45pm. A calendar will be maintained and posted by the City of Vista on the courts.

9. A new team trying to establish court allocation must go before the Parks & Recreation Commission in order to become a recognized team at Brengle Terrace Park. If a new team is approved and the players are not members, the players will register and pay membership dues at that time.

## **B. CODE OF ETHICS**

1. Brengle Terrace tennis leagues abide by The International Tennis Federation Rules and Regulations in all leagues and social play except when specific leagues have different requirements (e.g. tie-break rules). These rules cover regulations and code of ethics for tennis play which include:

- ◆ Stipulations for the court, permanent fixtures, the ball, the racket
- ◆ Score in a game/set tie break/match
- ◆ Server/receiver, choice of ends/services
- ◆ Change of ends, ball in play
- ◆ Ball touching a line/permanent fixture
- ◆ Order of service, order of receiving in doubles
- ◆ The service, foot fault, service fault, second service
- ◆ When to serve/receive, the let, player loses point
- ◆ A good return, hindrance, correcting errors
- ◆ Role of court officials
- ◆ Continuous play and coaching

(Refer to [www.itftennis.com](http://www.itftennis.com) for complete guidelines.)

2. Every reference to the feminine, in the Brengle Terrace Park Tennis Handbook, also includes the male gender.

## **C. RULES FOR DOUBLES LEAGUE LADDERS**

- 1. Each division competing in league matches will form a ladder in which partnerships are ranked according to relative ability.**
  - ◆ The Ladder can be for a 4- to 6-line team.
  - ◆ The Ladder will not include substitutes for the team.
- 2. The final rankings of partnerships on the ladder will be determined after the New Partnership Challenges are completed before a new season begins.**
  - ◆ In the New Partnership Challenges, players not on the existing ladder can challenge a partnership on the ladder to attempt to win a spot on the team.
  - ◆ In the Charted Challenges, following the New Partnership Challenges, all players on the team will compete to try to improve their ranking on the ladder.
- 3. The top 4, 5 or 6 partnerships in a 4-, 5- or 6-line team, respectively, will make the league team (ranked players). The remaining players will be substitutes (unranked players) on the team.**
- 4. Partnerships unable to play league matches due to sickness, injury, bereavement, or vacation will be allowed to maintain their position on the ladder for six weeks.**
  - ◆ If they are unable to play at the end of six weeks, they can play as substitutes and can challenge back on the team at the next New Partnership Challenges.
  - ◆ The captain provides substitutes for the remaining partner at the captain's discretion during the league match time.
- 5. If one partner drops off the ladder, the other partner must also drop off the ladder at the end of the season. When either player gets a new partner, they may challenge back on the ladder when the New Partnership Challenges re-open.**
- 6. If two members on the ladder each lose their partners, they may team up together, taking the position on the ladder of the lowest ranking member of the partnership.**
- 7. When League Season is over, the team development days are maintained by the remaining team members on the ladder until the next season begins. The Ladder Chairperson will oversee the New Partnership and Charted Challenges during that period.**

## **D. NEW PARTNERSHIP CHALLENGES**

1. **The challenge season** will open for NEW PARTNERSHIPS on Monday after spring season and close on Sunday, three weeks later. There will be an additional three weeks of new challenges following the fall season, and again at the end of the Winter League Season.

- ◆ Challenges may be scheduled prior to the beginning of these periods.
- ◆ Charted Challenges must always follow new challenges, unless there are no New Partnership Challenges and all team members sign a waiver.

2. **Each team captain** is responsible for emailing the **Ladder Chairperson** their existing ladder and the dates their league seasons will be completed.

3. **The Ladder Chairperson** will set the dates of the New Partnership Challenges at least TWO WEEKS prior to the challenges and notify the captains.

- ◆ **Team captains** are to let all team members (including subs) know the dates of the New Partnership Challenges, as well as the current ladder positions.
- ◆ Captains should also email the same information to the captain in the division below theirs, so that captain can email their members if appropriate.

4. **A new partnership** is made up of either two new members joining the club with the intention of playing, or a previous season's team player joining up with a new member or a current unranked substitute.

5. **A new partnership** also would include **unranked players on the team (substitutes)**.

6. **New partnerships** may challenge any partnership on the team ladder only one (1) time during the period for New Partnership Challenges. If they lose they may challenge another partnership on the ladder during the challenge period.

- ◆ If the New Partnership wins, no further challenging is done by them.
- ◆ If they are unable to win any matches, they become substitutes (unranked)

7. **The matches will be set up** by the NEW partnership challenging another partnership that is currently on the ladder.

#### **D. New Partnership Challenges (cont.)**

- ◆ Both partnerships must have three possible starting times for match play within seven days.
- ◆ No challenges on weekends or after 3:00pm on weekdays, unless approved by all parties.
- ◆ As soon as an agreeable date is established, the Ladder Chairperson must be notified, per phone or email that day, before a challenge match can take place.
- ◆ If a challenge date or time cannot be agreed upon, the match will be played on the league's development day of that week. If a partnership is still unable to play on that day, they forfeit the match. The Ladder Chairperson and captain must be notified.

8. Ranked partnerships on the team cannot use a substitute when challenged. The new partnership can only challenge a partnership that has both players available during the challenge period.

9. Players in the match will use the International Tennis Federation Rules. It will consist of the best two out of three sets with a 7-point tiebreaker being used if the games in a set reach six all.

- ◆ Match time should be set and will include a 15-minute warm up. Both members of each partnership need to be present. Arriving fifteen minutes past the scheduled time constitutes a forfeit.
- ◆ If a scheduled match is interrupted by inclement weather, the Ladder Chairperson and captain must be notified; the match must be rescheduled and completed before the end of the New Partnership Challenge period. Play resumes where it left off. If the match cannot be completed the highest scoring partnership wins.

10. Once a match is in progress and one partnership abandons the match for any reason whatsoever, except inclement weather, then a default occurs against the team abandoning the match, and it is presumed that a match has been played.

11. The WINNERS of the match will notify the Ladder Chairperson and the captain of the results the day of the match.

#### **D. New Partnership Challenges (cont.)**

- ◆ If the CHALLENGERS (new partnership) win the match, they move to the position of the partnership that they challenged. The partnership that was challenged and all partnerships below them on the ladder move down one position. No further challenging is done by the challengers.
- ◆ If a partnership on the ladder is dropped down to a substitute status (unranked), they can challenge back on the team the following week, if the New Partnership Challenge period is still open. They may challenge any partnership except the players that won the match against them.
- ◆ If the PARTNERSHIP BEING CHALLENGED wins the match, the ladder remains the same. If the new partners were unable to win any matches, they would become substitutes (unranked players).
- ◆ The Ladder Chairperson will then notify the captain of the REVISED NEW LADDER positions, and the captain will inform the team.

12. At the conclusion of the New Partnership Challenges, the top 4, 5, or 6 partnerships in a 4-, 5-, or 6-line team, respectively, will make the league team (ranked players). The remaining players will be substitutes (unranked players) on the team.

## **E. CHARTED CHALLENGES**

1. Charted challenges will be held from the first Monday following close of New Partnership Challenges and continue for four weeks after spring season, and three or four weeks after fall and winter seasons.

- ◆ The exception to this will be if there are no New Partnership Challenges, and members of a team agree unanimously to forego the Charted Challenges.
- ◆ They must all agree and sign a waiver. The captain will submit the form to the Ladder Chairperson.

2. Each week partnerships on the ladder will be scheduled to play each other according to the pre-printed Charted Challenges Weekly Schedule attached.

3. Challenges may be played on any mutually agreeable day of both partnerships during the given week. If no agreement can be reached, the match will be played on the league development day. The Ladder Chairperson and captain must be notified of the match date and time.

4. If a partnership cannot accept a challenge for any reason, then they forfeit the match.

5. If a partnership breaks up, the individual players will be placed on a substitute list and be off the ladder. Each of the players will have the opportunity to challenge back on the team the following New Partnership Challenge period.

6. Players will use the International Tennis Federation Rules in their matches. Match time should be set and will include a 15-minute warm up. Both players of each partnership must be present. Arriving 15 minutes past the scheduled time constitutes a forfeit.

- ◆ A match will consist of the best two out of three sets with a 7-point tie-breaker used if the games in a set reach six all. (The highest ranking partnership brings the new tennis balls.)
- ◆ If a scheduled match is interrupted by inclement weather, the match must be rescheduled within that week. If the rescheduled match cannot be played because of the weather, both teams remain in place on the ladder.

7. The results of the matches played each week will be reported by the winner to the Ladder

## **E. Charted Challenges (cont.)**

**Chairperson and captain on the date played.**

- ◆ **The winning partnership earns the higher ranking and the losing partnership assumes the lower ranking.**
- ◆ **The Ladder Chairperson will make the appropriate changes on the ladder and notify the captain.**
- ◆ **The League captains will notify players of the challenge matches to be played the following week.**

**8. After the Charted Challenges are completed the Ladder Chairperson will send the FINAL LADDER to the league captains, and they in turn will send to the players on the team.**

# Charted Challenges Weekly Schedule

## 4 Line Charted Challenges\*

Week 1	Week 2	Week 3
1 - 2	1 - 3	1 - 4
3 - 4	2 - 4	3 - 2

## 6 Line Charted Challenges\*

Week 1	Week 2	Week 3	Week 4
1 - 2	1 - 3	1 - 6	1 - 5
3 - 4	2 - 5	2 - 3	2 - 4
5 - 6	4 - 6	4 - 5	3 - 6

\*The numbers in the tables represent the line ranking of the partnership on the team ladder.

**F. GUIDELINES FOR:**  
**THURSDAY WOMENS RECREATIONAL DOUBLES LEAGUE &**  
**FRIDAY RECREATIONAL MIXED DOUBLES LEAGUE**

- 1. All general Rules and Code of Ethics of the Brengle Terrace Tennis Handbook apply to the Recreational Leagues.**
- 2. These leagues consist of 12 permanent rostered players.**
- 3. These are not laddered leagues.**
- 4. Start time is 8:45 a.m.**
- 5. Members are committed to 52 weeks of play annually, excluding holidays.**
- 6. Rostered substitutes play on an on-call basis.**
- 7. Permanent players who are unable to play must find their own substitute from the rostered substitute list and report the replacement to the team captain.**
- 8. New players must start on the substitute list.**
- 9. A substitute player may request to be permanent by being put on a waiting list according to seniority (date of request).**
- 10. When a substitute becomes a permanent player, she/he will pay the additional membership fee to the City.**
- 11. A permanent player who is absent for 6 weeks will revert to the substitute list. Upon request they can be put back on the waiting list for permanent players.**
- 12. No-shows are unacceptable. Two no-shows by a permanent player will terminate her/his position on the roster without any refund from the City. If that player wishes to rejoin the league, she/he will be put on the substitute list.**

# GLOSSARY

**Charted Challenges** – The period of time following New Partnership Challenges when everyone on the Ladder participates in charted (organized and prearranged) challenges to establish position on a team ladder.

**Default** – When a player violates a rule and is made to stop play (e. g. arriving late.)

**Dispute** – Disagreement or debate.

**Divisions** – Groups of players with similar levels of ability. (At the time of this writing, Brengle Terrace Park has these Divisions: AA, A, BB, B, CC, and CC Mixed Doubles.)

**Doubles Round Robin** – A rotation of players, used in the Recreational Leagues, in which each player changes court and partner after each set. Three sets are played each week. Each player will know their court assignments and who their partners and opponents are at the beginning of play.

**Forfeit** – When a player withdraws because of being unable to play.

**Grievance** – A wrong that is considered grounds for a complaint and is taken to the Board. This must be done in writing.

**Ladder** – The ranking of partnerships for the purpose of participating in League Competition.

**League** – Organized competition matches played against other Parks and Recreation Teams or Clubs within San Diego County. (At the time of this writing, Brengle Terrace Park has these Divisions participating in League: AA, A, BB, B.)

**Member** – Player who is up up-to-date with payed membership fees.

**New Challenges** – New Partnerships may challenge onto the existing Ladders at the end of the winter league season (usually in March); after the spring league season (usually in June); and at the end of the fall season (November – December).

**No Show** – Not showing up for play, not notifying the captain of your absence, or not arranging for a substitute.

**Partnership** – Two people who have chosen to play together in League Competition.

## Glossary (cont.)

**Permanent Player** – A player in the Recreational Leagues who has paid the annual membership fee and who is committed to playing for 52 weeks excluding holidays.

**Play Day** – The specific day that court time is allocated to a division/team for recreational Tennis, league competition, or team development.

**Ranked** – Partnerships that have participated in the Challenge system within a Division and have earned a position on the Ladder of a 4- to 6-line team with the purpose of playing League Competition.

**Recreational League** – Groups that have courts allotted to them on a specific day and time but do not participate in League Competition. At the time of this writing, Brengle Terrace has these divisions that participate in intra-city social play: Woman’s Doubles CC and CC Mixed Doubles.

**Recreational League Substitutes** - Players in good standing with the City who have paid the substitute fee and are committed to playing on an on-call basis. Substitutes may be contacted by either a permanent player or the team captain.

**Substitutes (AA, A, BB, B)** – Players within a Division who have an unranked position on the team.

**Team** – The players making up a 4- to 6-line team who participate in League Competition.

**Team Development** – Practice by Divisions when League Competition is not in session.

**Unranked** – Substitutes who may or may not have participated in the New Partnership Challenges but fell below the 4- to 6-line criteria for making the team.

