

# LEE COUNTY WOMEN'S TENNIS LEAGUE PROCEDURAL HANDBOOK



## LCWTL TENNIS PLAYERS CREED

***T***he game of tennis requires cooperation and courtesy and places the responsibility for fair play on each player.

***A***s a member of Lee County Women's Tennis League, I will abide by this concept and by the rules of the game and compete with the true spirit of sportsmanship, always giving the benefit of the doubt to my opponents.

***W***in or lose, I will conduct myself in a way that honors my opponents, my team, those who support me, and the game of tennis.

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## ABOUT THIS BOOK

The main purpose of this book is to gather all the procedural information that LCWTL follows in one place. It provides a reference to executive officers, division officers, captains and players and outlines the various job descriptions, timeline of activities, and rating information.

Over the years our web presence has been enhanced to facilitate online-team registration, player registration, and score entry. The schedules are online, and all the detailed information of each process is found in this book.

## ABOUT LEE COUNTY WOMEN'S TENNIS LEAGUE

In 1974 a group of ladies playing tennis came up with the idea of forming a league called Lee County Women's Tennis League (LCWTL).

This was never intended to be a "snow-bird" league and is for ladies who reside in Lee County a minimum of 90 days during our season which is from October 1 through April 30.

Over the years great friendships, acquaintances, and camaraderie have filled the weekdays; and while the tennis is great fun, lunch is just as important!

Today, LCWTL continues this tradition, bringing competitive tennis to the ladies of Lee County providing they can meet our criteria for courts and time to play. Often, we can give players a minimum of at least 15 weeks of play during the season and for many it is as much as 22 weeks.

The organizational chart shows the hierarchy of LCWTL with an Executive Director who holds office for one year and is usually succeeded by the Associate Director. The League Secretary and the League Treasurer are elected for a minimum of 2 years but often stay in this volunteer position longer.

Each division has one League vote with three active officers: a Division President, a Vice President and a Secretary. Each team has a captain and a co-captain. Teams are made up of a maximum of 16 players and a minimum of 8 players.

Outside of this volunteer structure, there are contractors who prepare the official book, the schedules, and maintain the website.

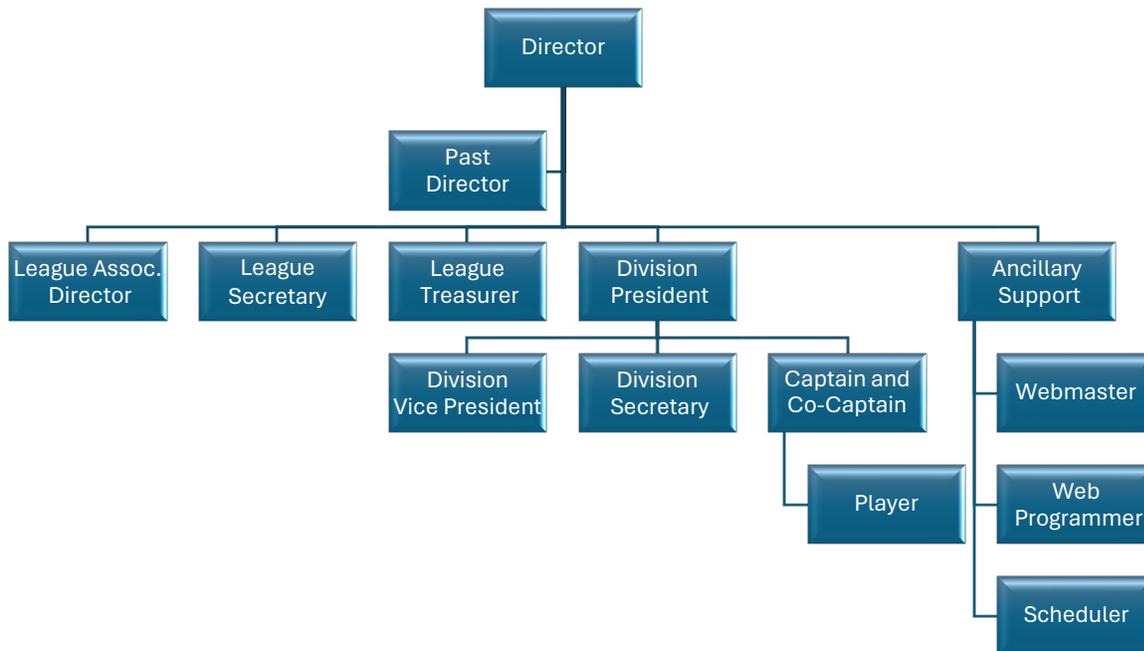
## WEBSITE INFORMATION

Lee County Women's Tennis league maintains a website to manage the players, scheduling, and score entry for the league.

The website address is [www.lcwtl.com](http://www.lcwtl.com) but this re-directs to [www.lcwtl5.com](http://www.lcwtl5.com) and that is what you will see in your browser window. For any email addresses associated with the league use [@lcwtl5.com](mailto:@lcwtl5.com). To make sure you receive emails from the website, you should add [donotreply@lcwtl5.com](mailto:donotreply@lcwtl5.com) to your safe senders list.

Throughout this document you will see references to both [www.lcwtl.com](http://www.lcwtl.com) and [www.lcwtl5.com](http://www.lcwtl5.com). This is the same website.

## ORGANIZATIONAL CHART



## PLAYER INFORMATION

When you join the league you will be a member of a club and probably a member of a team. Your captain will see that you are registered with a rating in the league database. When that is done, you are required to create your Personal Player Account. After creating your Personal Player Account you will be able to log in to the LCWTL website using your email address and your password and your captain will be able to put you on the team.

## PERSONAL PLAYER ACCOUNT INSTRUCTIONS

The Personal Player Account lets you:

- Acknowledge that you are a member of the LCWTL (required by Incorporation)
- Add your birthdate (Month and Year only – for team requirement purposes)
- Change your telephone number

- After the season access your personal match history. This history shows how you competed throughout the playing season and the effect your wins and losses had on your rating. (For more information refer to Ratings Guidelines under About Ratings section.)

**To create your account follow the step-by-step instructions below:**

1. On [www.lcwtl.com](http://www.lcwtl.com) click the **Teams/Registration** tab and under **Ratings** click **Create Personal Player Account**.
2. On the **Player Accounts** page, select your name from the drop-down list.
  - Type the first few letters of your last name to move quickly to that part of the listing.
  - Make sure you select the correct name, especially if there is more than one player with the same name. If our database has two or more identical names, the club initials will appear next to the player's name. For example, Karen Miller (PP) would be a player at Pelican Preserve.
    - Miller, Karen (B)
    - Miller Karen (CC)
    - Miller Karen (PP)
  - Make sure your name appears in the box. If the following screen appears with the wrong name, select the correct name by using the arrow down to select your name.



The screenshot shows a registration form with the following elements:

- A dropdown menu labeled "Select name" with "Miller, Karen(CC)" selected.
- A blue link: "Enter your email address and create a password".
- An "Email address" input field.
- An "Enter new password" input field.
- A "Confirm new password" input field.
- A blue "Register" button.

- Enter your email address.
- Enter a password of at least four characters, ideally letters and numbers. Confirm your password and then click **Register**.

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3. You will receive an email confirming your registration. Make sure that you check your spam box and allow messages from **DoNotReply@LCWTL.com**.
4. Click **OK** to clear the on-screen message box. The following screen appears:

Select name

Update your personal information

Email address

First phone number

Second phone number

Month of birth

Year of birth

LCWTL Agreement

By checking this box I acknowledge that I am a member of the LCWTL and have read the By-Laws and Rules of the organization. I agree to abide by these rules during all league events.

5. Use the drop down arrows to enter your **Month of Birth** and **Year of Birth**.
6. Click the **LCWTL Agreement** check box to acknowledge you are a member of the LCWTL. Change your phone numbers, as necessary.
7. Click **Update**. An email is sent to the email address listed confirming your acknowledgement.

### Changing your Information

1. When you select your name you see the following screen, either you have registered before or another player may have selected your name in error.

Select name

Your account is already registered with LCWTL  
Please choose an action from those listed below.

2. If you have forgotten your password, click on **Create Player Account** and click the **Forgotten my Password** button. Your password will be emailed to you.
3. If you know you have not registered or you do not receive your password, contact Elerly Shaw, [webmaster@LCWTL5.com](mailto:webmaster@LCWTL5.com).
4. To change your password or personal information (telephone numbers), click on **Create Player Account** and click the relevant button to complete your task. Click **Update** to confirm any changes.

## CAPTAIN INFORMATION

### ROLE AND RESPONSIBILITIES

The captain shall be a playing member of her team and be familiar with *LCWTL Rules and Regulations, LCWTL By-Laws, On-Court Rules, Code of Conduct, COMAN tiebreak system, and the LCWTL website.*

#### **The captain shall form her team in accordance with LCWTL guidelines:**

- The player must be 21 years of age or older at the start of playing season for rated teams; 55 years of age or older for senior divisions. Platinum Division Exemption: A player who turns 50 during the playing season is eligible.
- The player must reside in Lee County ninety (90) days during playing season (10/1 – 4/30). These days need not be consecutive.
- The player must be a legitimate member of LCWTL and a Lee County club/facility.
- The player must have a rating before playing on the team and listed in the database.
- The player must follow the rules of dress and conduct at the home club/facility.
- The player must respect and follow the LCWTL *Player's Creed* as printed in the front of the yearbook and on the website. **Season Playing Schedule**
- If asked by the division officers, the captain shall provide her input for the playing season after polling her players. (For more details on determining the playing season, see section on Division Officers.)

#### **The captain throughout the season shall**

- Act as liaison between her players and her division officers.
- Communicate to her players all information from the division and executive boards.
- Complete the Roster Change Requests online and communicate any modifications with her team to appropriate division officers.
- Attend all divisional and informational meetings, including Fall Captains' Meeting, Winter Captains' Meeting, and End-of-Year Event Meeting, and/or appoint her co-captain to attend.

#### **Fall meeting held by captains before match play begins**

- Discuss with her players the importance of abiding by the *Player's Creed*.
- Distribute printed handbooks, if applicable or direct players to LCWTL electronic web book. All players are required to read and familiarize themselves with the Rules and Regulations, On Court Rules, Code of Conduct and Coman Tiebreak.
- Encourage players to become familiar with the website.
-

Discuss the importance of keeping track of match scores. Practice the COMAN tiebreak system especially with new players.

Discuss the importance of solving issues on courts with opponents.

- Discuss with players the importance of verifying final scores at the end of their match. All four players on court should agree.
- Instruct players' that when a match is completed and hands have been shaken; the match is over.
- Discuss protocol regarding spectator interference and the NO COACHING rule.
- Provide Form 12 Medical Emergency Information form to the player. Advise the player to place the form in a plastic bag in her tennis bag. Captain should keep a list of players' emergency contact information with her during match play.
- Discuss clinic, practice days, and times.
- Discuss the importance of good sportsmanship and conduct on the courts. If the division chooses to have a sportsmanship award, discuss scoring after each match.

**For each match, the captain should:**

- Contact the opposing team captain the evening before the match to provide the following information: club gate information, special club restrictions, or changes with her team roster. Home captain is to report, no later than two hours before match time, poor weather conditions or if her team will be defaulting a court.
- Attend every match or designate co-captain or team representative to be present.
- Have available at all matches the most recent team roster of opposing team and current LCWTL yearbook.
- Determine and prepare lineup according to the strength of her players to make fair and competitive play for all and according to *LCWTL Rules and Guidelines*.
- Follow *LCWTL Rules and Guidelines* regarding using subs on courts.
- Not play an illegal player
- Exchange lineups, before the start time of each match. Once lineups are exchanged, no changes may be made, except for cancelation as described in *Rules for LCWTL Play, Cancellations or Interruptions* section OR *Sub Requirements* when your opponents forfeit fourth position and you have a sub(s) in third position.
- Answer any questions regarding the lineup. Team members and opposing team shall abide by the lineup. Captain should assign the courts and tell her players the names of her opposing players, so there is no confusion on who should be playing with whom.
- Provide new USTA balls appropriate for court surface if she is home team captain.

- Remind players on each court to verify final scores at the end of their match so that all four players on the court agree.  
Remind team players that non-League members have the right to use adjacent courts during match play.  
Remind team players that cell phones/devices must be off during match play.
- Monitor warm-up periods and the start of match time.
- Determine how to proceed if a major medical problem occurs requiring EMS to be summoned.
- If applicable for your division, tally sportsmanship points of opposing team and communicate the points to the division officers at end-of-season.

#### **After each match, home captain should:**

- If the match is not completed due to rain, set a rain make-up date with opposing team captain. It is important to record who is playing on each court, both home and visitors. Record their position on court (add or deuce), who is serving and the set and game score. Always carry the Rain Delay Match Information Form which you can access from the LCWTL website.
- Enter match results by 6:00 p.m. on the day of the match. The visiting team captain shall verify within 72 hours of match play. If match results are not verified within 72 hours of match play, match results will stand. A score discrepancy may be corrected within one week after the match; otherwise, the score entered will stand. Corrections to player names, week numbers, and match dates may be corrected at any time.
- Both captains: Be familiar with the *Grievance* section in the current LCWTL yearbook. Captains should try to resolve grievance issues team to team and involve Division officers first before filing a formal grievance.

#### **CAPTAINS PROCESS TO ADD NEW PLAYERS TO DATABASE**

Captains are responsible for checking new players' USTA rating. On [www.LCWTL.com](http://www.LCWTL.com), choose Teams /Players and then choose Check USTA Rating.

- To add a player, email the associate director, [assocdirector@lcwtl5.com](mailto:assocdirector@lcwtl5.com), the following information with a copy to all three division officers:
  - Player's full name (Last, first)
  - ***Player's club and team(s) she will play on***
  - ***Player's self-rating or Player's USTA rating and number if any. A player may only rate half a step lower than the division she is playing in. This applies to both divisions if she is playing both rated and senior.***
    - A player with a USTA rating may self-rate higher than her USTA rating but not lower.
    - A player without a USTA rating may self-rate and play where her rating allows.

## TIMELINE FOR CAPTAINS

- **Team Registration:** In spring captains must register their team online at [www.LCWTL.com](http://www.LCWTL.com) and pay dues through PayPal as designated at the time of registration.

**Player Registration:** In spring between designated dates, captains must register their team online at [www.LCWTL.com](http://www.LCWTL.com).

Inform the League Executive Officers immediately of any changes with your club facilities. This will include tennis pro information, email addresses, phone numbers and club or court policies.

- Any questions should be directed to the Division President. Contact information may be found on the league website under *About Us*.

## TEAM REGISTRATION BY CAPTAINS

There are instructions online as you register your team; however, below are the detailed instructions for the team registration process.

### PRELIMINARY STEPS

- Know the name of your division.
- Know the name of your team Only if there is a second team playing in the same division at your club.
- Know the start times available at your club. Refer to the *LCWTL Rules and Regulations* regarding start times for teams playing at your club. If unsure, check with your tennis professional.
- Ensure the captain is registered in the database if she is a new player so that her name will be in the database at the time of team registration.
- Captains and co-captains should make sure their email addresses are typed correctly in their Personal Player accounts and that their LCWTL agreement is signed.
- Know your personal email and password you entered for your Personal Player Account.

## TO REGISTER A TEAM ON-LINE

- Login on [LCWTL.com](http://LCWTL.com) and click the link on the main page that says “Register Team”  
The Team Registration Page opens. Click **Help** on this page to see instructions at any time.
- Select your **Club**. If other teams have already been registered, they appear in the **Teams Already in this Division** box. If you are the first person to register a team in this division, this box will be empty.
- Enter a **Team Name ONLY** if there is a second team playing in the same division at your club. Enter this name in the same box as your Club name. For example Legends Archangels. Make sure that the spelling is what you want to see online.

Team Name

- Select **Start Time 1** from the drop-down list.

- Select Start Time 2. This can be left blank if there are no issues surrounding start times at your club.
- Select the captain's name from the drop-down list.

The system automatically displays the captain's email address and phone number from her Personal Player Account

- Select the co-captain's name from the drop-down list.  
The system automatically displays the co-captain's email address and phone number from her Personal Player Account. It is not necessary to have a co-captain to register a team.
- Click **Register Team**. A message box pops up saying *"You have registered your team. Email sent to you and Division Secretary."* This message also appears in the text box at the top of the page. You may have to click **Close** to close the message box otherwise you will go straight to PayPal.
  - The system will automatically send an email to you, your division secretary, the League treasurer, and the webmaster. **THIS EMAIL IS YOUR TEAM REGISTRATION FORM. PRINT ONE COPY FOR YOUR RECORDS.**
  - *The system will send notification of your registration to the treasurer who will create and send you an invoice for online payment. You will be able to pay with various online options, any credit card, Venmo, PayPal.*
  - *You will receive an acknowledgment stating your Payment has been received.*
  - Note: If your payment does not occur, the League treasurer will be in touch with you and your team will not go to scheduling and will be deleted in the system.
  - Note: Once a team has been registered, there will be **NO REFUNDS** unless the team is unable to field 8 players and must withdraw from the division before August 1. If a team withdraws after scheduling the division will play a bye.

## PLAYER REGISTRATION BY CAPTAINS

There are instructions online as you register your players. However, below are the detailed instructions for the player registration process. Always refer to the LCWTL Rules and Regulations for the latest information regarding player eligibility. **BEFORE YOU START**

- Captains cannot add/delete players to a team after they have registered their initial roster.** If errors or omissions are discovered after initial roster registration, captains should complete and submit a Change in Roster request. Choose Roster Change Request from the Teams/Players menu. An email is sent to your division secretary and the captain requesting the change. Division secretary can correct prior to the end of registration and then again in the fall when the website is back up in late September. A player is not legal until she appears on the website roster.
- A team consists of a minimum of 8 players and a maximum of 16 players.
- Both rated and senior teams require two players with the equivalent rating for the division in which they are playing, e.g., two 4.0 players on a 4.0 team, two 3.5 players on a Silver team, etc. Exemptions: Dynamo, Platinum, and 2.5 Divisions.

- A player may play on one rated team and one senior team. Those teams may be at different clubs.
  - Please be thoughtful when putting players on your initial roster as the league expects that most of the members on your team will remain the same for the entire season.
  - LCWTL recommends that all new players are placed on rating for the division in which they are playing.
  - Determine that all players on your team are legal.
- ENTERING ROSTER ON-LINE BY CAPTAINS
- Login in to [www.lcwtl.com](http://www.lcwtl.com) with your email address and personal password.
  - Click the link that says Add/Delete Players on the main page or choose Add/Delete Players under Teams/Registration menu.
  - The Register Players page opens with your correct division listed.
  - Select your Team Name
  - Select Players
  - The **captain** and **co-captain** will automatically display on the team list.
  - **Eligible Players** (will show by default, players who have not created a Personal Player Account and signed the agreement are ineligible): A list of players with correct ratings for your team will display in the **Select Player** box. These players are not limited by club. **Note:** If you cannot find your player, check the appeal player list (see below). If she is not there, it is possible that she is not entered in the database or has not signed the player agreement.
  - Click on player's name in the **Select Player** box and click **Add**. The player's name appears in your **Team** list. You must complete this step for each player.
    - Hint:** When your cursor is in the **Select Player** box, you can type a key on your keyboard to take you to the first letter of the last name in the list. For example: If you type the letter "W," you will be taken to all players whose last name begins with a "W."
    - **All Players:** A division officer is responsible for adding any players that have a special exemption awarded by the executive director. Click this radio button **on** to see a list of all eligible players in the database.

These players are not limited by club or rating. Select the correct players from the list and click **Add**. Click this button **off** to return to the previous list.
  - If you add the wrong player, select the name in your Team list and click Remove. •

The system

    - will not allow you to add the same player twice or add more than sixteen players.
    - will not allow you to register a team without two players on rating for that division and at least eight players on the team.

- will remember your team If you are interrupted or come back to finish later. Select **Add/Delete Players** again and continue to add players. **REVIEW YOUR TEAM.**
  - When all team players have been added, click Review Team. This option is not available until you have added at least eight players to your team.
  - The Review Team Players page displays your full roster and player details. The captain and co-captain are designated with a radio button next to their name. You may change the captain or co-captain at this time. (See below).
  - Players are responsible for changing their phone numbers, etc. in their Personal Player Account.
  - **Important:** If you have forgotten to add a player into the system, **Exit** out of this page and click **Add/Delete Player** to start the process again. The players you have added are saved to your team and you can continue to add players. Likewise, if you get interrupted for any reason, you can come back, start over, and continue with this process.
  - **WARNING:** The computer software only recognizes one co-captain. You can have two co-captains, but you cannot indicate that in the software. If you change your co-captain, follow the instructions below.
  - To change a captain or co-captain:
  - Click the radio button next to person you wish to designate as captain. The radio button switches on and the radio button next to the original captain or co-captain switches off.
  - After CAREFUL REVIEW and all Team Information is correct and complete, click Register Team Players.
  - The system will send an email to you, your co-captain, your division secretary, and the webmaster. **THIS EMAIL IS YOUR ROSTER ENTRY FORM.** Any player who registered with the league since the end of last season will have the word NEW next to her name on the email you receive.
  - Submit **Teams/Players > Roster Change Request** to your division officers if changes must be made.
  - The division secretary will check all the players on your roster to ensure they are legal members of your team.  
She will send you an email acknowledging that your team is complete.
- Note: It is the captain's responsibility to ensure that the registered players are legal for her team.
- Choose Display Team Roster from the Team/Registration menu to choose any team with the players. If you are still logged in as a captain or division officer, you will see the telephone numbers of the players. If you are not logged in, you will only see the team listing. Use your browser's Print button to print the list.

## TROUBLE SHOOTING ROSTER ENTRY

- If you log on and step away from your computer for an extended period, you may receive an error message. Close the tab and start over. Your work to date is saved. This error message is a security feature.
- If you think you have added a player and she does not show up on the Review Team Player list, please close the window and start over. When you log on and select your team, you will see if the player is listed.
- Contact your division officer to help you solve most player questions.
- If you find that you do not have enough players to register your team, contact the League treasurer and League scheduler to advise them that your team is withdrawing from next season's play.
- If you have made an error or omitted a player, you can submit a Roster Change Request. Click on Roster Change Request on the Teams/Players menu and login as Captain. Make sure you are looking at the correct division and team and either request to add a player or to delete a player. Follow all online instructions.

## ROSTER CHANGE REQUEST

The Roster Change Request is a simple online form that lets you choose the players you wish to remove or add to your team. The Request is automatically sent to your Division Secretary who is responsible for completing the request. Access the Roster Change Request from the Teams/Players menu on the LCWTL website. Refer to the Rules and Regulations about when players are eligible to change teams.

## PREPARING LINEUPS AND SCORE ENTRY

This is the process for using the LCWTL website to effectively prepare your lineups and entering match scores.

New programming features allow you to select your team members and print them on your team lineup. You can select members, and if *cookies are enabled* on your computer system, the LCWTL website will remember your entries.

You can change player names after the fact and when you enter your scores.

## PREPARATION OF LINEUPS

1. Go to [www.lcwtl.com](http://www.lcwtl.com) and choose **Schedules > Interactive with Score Sheet**.
2. Select your **Division** and your **Team**.
3. Click on **Score Sheet** for the correct week number you are preparing your lineup for. The **Score Sheet Lineup** page opens.
4. Select your team members for each court by clicking the dropdown arrows.
5. If you need to select subs, click on the **Show Subs** (blue button) at the top right of the page. When you click the dropdown arrow to access the list of players, you will see the

subs available below your own team members. Remember to play your subs in the appropriate positions.

6. Click **Save** to keep your entries. Click **Print** to print your lineup. You may wish to print two copies, keeping one, and giving the opposing captain the other one.

**Note:** When you save your work it is ONLY saved to the device you are using. For example, when you use a PC you will not see your players on your iPad.

7. As a captain, after your match, use your personal email and password to access **Score Entry**.
8. When you go to **Score Entry**, and select the correct day and match, you will find the players you entered already loaded on the page. If necessary, you may modify these players if they did not play.

## SELECTING SUBS

For complete information regarding subs, please refer to the section *Sub Requirements* in your current LCWTL yearbook. At all times remember to play strength. It is possible that the sub you are using from a different division may be stronger than your own team member, but you must place her on court according to the *LCWTL Rules and Regulations*. On the website you can find out how many times a player has subbed under Scores/Results.

- If subs are used for your match, make sure you select them under Substitutes at the bottom of the score entry sheet.
- Select your subs in order of play. For example, if you use a substitute on court 3 and on court 4, the substitute used on Court 3 should be selected first.
- The substitute list has been shortened considerably. For most teams, you will see the eligible substitutes by rating ONLY available to you at your club.

**Exceptions:** Teams from Heritage Palms and Heritage Cove will see **all eligible subs from both “Heritage” clubs**. Teams from Pelican Landing, Pelican Preserve, and Pelican Sound will see **all eligible subs from “Pelican” clubs**.

A sub must come from another division. **Example:** Lexington has two teams in the Bronze division. *Lexington Matchmakers* and *Lexington Super Shots*. A player who is on the *Lexington Matchmakers* team may NOT sub on the *Lexington Super Shots*, and vice versa.

- 55+ teams will see all eligible subs at their club by rating regardless of age. It is the **Captain’s responsibility to check the age requirement**.
- You may ONLY have three subs playing per match per team.
- You may NOT use a sub if a team member is AVAILABLE. If you travel to another club with a sub in place, and the opposing team defaults a court, you must rework your lineup to make sure all your registered team members’ play before the sub goes on the court. The defaulting team must default from the bottom up – position 4 before position 3, etc. with the following exceptions:

- **Steel Division:** If the opposing team defaults and your team has one or more 2.5 subs listed on your lineup and playing on higher courts (position 1 or position 2), you must rework your lineup removing any 2.5 subs from the higher courts and replacing them with team members. The 2.5 subs will then be listed as players on the defaulted courts and receive the points from the default.
- **3.0 Minus Division:** If the opposing team defaults and your team has one or more 3.0 minus subs listed on your lineup and playing higher courts (position 1 or position 2), you must rework your lineup removing any 3.0 minus subs from the higher courts and replacing them with team members. The 3.0 minus subs will then be listed as players on the defaulted courts and receive points from the default.
- A sub may play on either the last or next to last court fielded based on playing strength except for the above exceptions. The three subs may play in any configuration on the last two courts – two subs together on last court, and one sub on the next to last court, or two subs on the next to last court with one sub on the last court, in accordance with player’s strength. If you only have four players that are available to play (two courts fielded) and three players are subs, you may play one sub in position 1 and two subs in position 2.

You would be defaulting position 3 and 4 in this situation. Remember to play strength!

## SCORE ENTRY

1. **Home Team is to enter scores by 6:00 p.m. on the date of play.** In the event of a rain delay, this date will be the last date the lineup has been completed.
2. To **Enter Scores**, open **Internet Explorer** and go to [www.lcwtl.com](http://www.lcwtl.com).
3. Choose **Scores/Results** and then choose **Enter Scores**. This takes you to the **Login Page**.
4. A captain or co-captain enters their personal email address and personal password.
5. When the correct password is entered, you are taken to the **LCWTL Score Entry** page. The prompts in the blue box on the right of the screen will guide you through the process. **Note:** The division will be correct for the password you enter. Enter the **Week Number**. The week number can be found in the left-hand column of your online schedule and on your match score sheet. The system will automatically enter the **Week Number** if the match is entered on the scheduled date. Verify the **Match Date**. If necessary, change the date to reflect the correct date of play (possibly after a rain delay).
6. Click on the dropdown arrow to select the **Home Team**. The system will automatically enter your home team if you log in with your email address. The system will automatically enter the **Visiting Team**.
7. To select a substitute player, do so at the bottom of the page. **Note:** It is the captain’s responsibility to check that a player listed as a sub is on a valid team. (LCWTL team *Requirements for Subs* as described in the yearbook. (See **Selecting Subs** below.)
8. For each court:
  - Select the **Home Team Players** and the **Visiting Team Players**
  - Select the **Court Winner**
  - Select the **Enter Completion Status**
  - Choose **Completed** if one team wins the match

- Choose **Default** if one team is unable to provide players. The team that provides players is the winner. A score of 6-0, 6-0 is automatically entered. The points are awarded to the team that provides players. The score is not applied to a players' rating.
  - Choose **Double-Default** if both teams are unable to provide players. Home team is automatically set as the winner, so the computer recognizes the entry. A score is not required, and no points are awarded to either team.
  - Choose **Retired** if one team withdraws from the match at any time. Enter a winner and enter the scores at the time of retirement.
9. Enter the scores for the match. Always enter the **score of the team that won the match on that court first**; for example, 6-4, 3-6, 1-0. **Note:** All division third-set scores are entered as 1-0.
  10. The system will automatically enter the home team's captain email address in the box.
  11. After reviewing your selections, click **Submit**. The **Submit** button is not active until you have completed all fields on the form. A message stating "**Processing, Please Wait**" appears. When complete, the system automatically takes you to the **Matches Just Entered** page so you can review your score entry. Choose **File Print** on your browser to print the score entry page for your records.
  12. An automated email is sent to the **Visiting Captain** with a link to the match just entered. It is the visiting captain's responsibility to verify the match.

## MATCH VERIFICATION AND CORRECTIONS

Visiting captain is to verify match results within 72 hours of match play or results will stand.

1. The visiting team captain can click on the link in the email they receive to open the **Verify Match** page.
2. If a person other than the visiting captain verifies the match, they should choose **Scores/Results** and then choose **Verify Match**.
3. Enter **Username** and **Password**. The **Verify Match** page opens. **Note:** The division will be correct for the password you enter.
4. Select the **Visiting Team** and **Week Number**. **Note:** Once the visiting team is entered, you will only have a choice of week numbers for matches that have not already been verified.
5. Click **Verify** if the information on the screen is correct.
  - If **ANY** information is incorrect, the visiting captain is to contact the home captain immediately to resolve any errors. The home captain should email the webmaster at [Webmaster@LCWTL5.com](mailto:Webmaster@LCWTL5.com), copying division vice president and visiting captain. You can click the link **Score Entry email to the Web Team** on the LCWTL homepage. The email subject line should include **LCWTL: Match ID Number**. The body of the email should include: **Division**, names of **Home and Visiting Team**, **Date of Match**, **Match ID Number**, and any **Corrections** to be made. The **Match ID Number** is a four or five digit number, e.g. 2345, and not to be confused with the week number. ○ The home captain is **NOT** to re-enter the match. The webmaster will re-enter the match for the captain. ○ If the home captain realizes two matches have been entered inadvertently, she should send an email to the webmaster and indicate which match to delete.
  - The visiting captain listed will receive an email notification that the match needs to be verified. It is the visiting captain's responsibility to either verify the match, designate a person on her team to verify the match or forward the email to the person who will verify the match.

## GRIEVANCES

The Executive Board encourages that captains try to resolve issues on court and if not elevate it to their division officers before filing a formal grievance. Treat a Grievance as the last resort to solving a problem.

Before filing a grievance, speak with your division officers.

A Grievance must be submitted using Form 24 within 72 hours of the match and in accordance with the *LCWTL Rules and Regulations, Grievance* section. Captains, players, and division officers should review and be familiar with the LCWTL grievance protocol when filing this Grievance Complaint. The division president will initiate and coordinate communication with her division officers and all parties involved in the Grievance Complaint by email within one week of receiving the Grievance Complaint.

You can access the Form 24- Grievance Complaint from the LCWTL Website

## DIVISION OFFICER ROLES AND RESPONSIBILITIES

Each division has 3 officers, a President, Vice President and Secretary. The term of office is two years.

Each division has one vote to represent the division when required.

Officer orientation takes place at the May and October executive board meetings.

For the division playing schedule for the season, officers work together to determine the weeks of play for the season. If needed, asking for opinions from captains. Submit the weeks of play to the Scheduler by the designated date.

## DETERMINING SCHEDULE

After all teams are registered, the division officers should work together with captains to determine the best schedule for their division depending on the dates the holidays fall. It should then be submitted to the League Scheduler. Depending on the number of teams in the division, with four teams being the minimum, the following guidelines should be used to determine the season's schedule. Note that the League Scheduler will schedule all matches. Reference the chart below.

- **Less than 13 teams:** Teams will play each other twice or as many times as possible that will fit in an 18 to 22-week schedule.
- **13 to 16 teams:** Teams may play each other once or play a **split schedule**. See below for determining a split schedule.
- **More than 16 teams:** Teams will play each other once.

**SPLIT SCHEDULES:** Officers should check with captains to determine if the division shall play a split schedule for the season.

During the scheduling process, a division wishing to play a split schedule, instead of playing each team once, should divide the teams into two groups by using one of the following methods.

1. **Preferred Method** - Using the numbers assigned to each team on the schedule, place ODD numbered teams in one group and EVEN numbered teams in another group OR
2. Use last year's standings to divide teams by strength, having a mix of lower and higher ranked teams in both ODD and EVEN groups.

The seven weeks for split schedules will be played at the end of the season. Note that all matches will be counted toward the final standings.

**NUMBER OF WEEKS OF PLAY FOR THE NUMBER OF TEAMS IN A DIVISION**

| <b>Teams</b> | <b>Playing</b>       | <b>Playing Every Team</b>   |
|--------------|----------------------|---|
| 4            | 18 weeks             | 6 times   |
| 5            | 20 weeks             | 4 times with 4 byes   |
| 6            | 20 weeks             | 4 times   |
| 7            | 21 weeks             | 3 times with 3 byes   |
| 8            | 21 weeks             | 3 times   |
| 9            | 18 weeks             | Twice with 2 byes   |
| 10           | 18 weeks             | Twice   |
| 11           | 22 weeks             | Twice with 2 byes   |
| 12           | 22 weeks             | Twice   |
| <b>Teams</b> | <b>Playing</b>       | <b>Playing Every Team</b>   |
| 13           | 13 weeks<br>20 weeks | Once with 1 bye or<br>13 weeks with 1 bye plus 7 wks of Odds with 1 bye and Evens with two byes |
| 14           | 13 weeks<br>20 weeks | Once or<br>13 weeks plus 7 wks of Odds and Evens with 1 bye for each                            |
| 15           | 15 weeks<br>22 weeks | Once with 1 bye or<br>15 weeks plus 7 wks of Odds and Evens with 1 bye for Evens                |
| 16           | 15 weeks<br>22 weeks | Once or<br>15 weeks plus 7 wks of Odds and Evens  |
| 17           | 17 weeks             | Once with 1 bye   |
| 18           | 17 weeks             | Once  |
| 19           | 19 weeks             | Once with 1 bye   |
| 20           | 19 weeks             | Once  |
| 21           | 21 weeks             | Once with 1 bye   |
| 22           | 21 weeks             | Once  |

Rules explanation occurs at the February meeting with voting on new rules at the March meeting.

The following responsibilities apply to all division officers:

- Attend all LCWTL executive board meetings, held the first Tuesday of the month from October to May. At least one divisional officer should be present. (see By-law, Article V, Section 4).
- Network with other division officers at board meetings.
- Communicate any division issues at monthly executive board meetings. This report's content will be tennis issues only. It is appropriate to report "No Issues." Use these meetings to ask a question, get clarification, etc.

- Work together as a team, sharing information, emails, phone calls, and issues that have been received from captains and players.
- Speak with one voice from your division. This may take some compromise, but agreement within your division officers is beneficial to the board and the captains. Make sure that captains know who to contact with issues.
- People issues to Division President
- Score issues to Division Vice President
- New player and roster modifications to Division Secretary
- Attend the two mandatory divisional meetings: The fall captains' meeting and the winter captains' meeting. If held, attend the optional division end-of-year event/meeting. See section on meetings below for topics to cover in these meetings with your captains.
- Ensure that all players adhere to the LCWTL by-laws, Rules and Regulations, and On-court Rules.
- Represent your division by soliciting players' opinions on issues for discussion at board meetings.

Serve on the grievance committee or other board committees if requested by the executive director.

#### DIVISION PRESIDENT ROLE AND RESPONSIBILITY

- Be a great communicator with your division.
- Communicate League board actions, monthly meetings minutes, etc. to division players throughout the season through the captains.
- No later than the May board meeting, provide an updated list of division officers for the next season to the executive secretary.
- Playing Schedule - Submit the weeks the division will play next season to the scheduler by the designated date.
- Schedule time and place for the captains' meetings in fall (October), in winter (January), and end-of-season event if applicable:
- Send meeting notice to captains approximately one month before the date of the meeting.
- For the agenda, ask captains for topics they would like to discuss at these meetings. Submit these to secretary.
- Work with the division secretary to prepare the agenda.
- These meetings will build relationships with your captains. Seek their input – ask captains to report on how things are going with their teams and their club, (like division reports at League executive board meetings.)
- Direct division vice-president to form a nominating committee if there are openings for division officers in the coming season.

- Advise the League Executive Board when the division is complete and list the winners.

#### DIVISION VICE-PRESIDENT ROLE AND RESPONSIBILITY

- Be familiar with Score Entry and able to help all captains enter and verify scores.
- Be familiar with Score Entry correction process to advise captains, as necessary.
- Review the division's weekly match scores to ensure that they have been entered and verified. Contact the appropriate captain to complete the score entry or verification if required.
- Monitor weekly scores such that captains are playing strength.
- Advise the Executive Officers if any club defaults all 4 courts at one scheduled match.
- Monitor new players to the league that have self-rated to assure they are playing their correct rating. Report any questionable players winning by large margins to executive officers. New players must be rated at or just one-half step lower than the division requirement.
- Monitor the number of times a player has played as a sub. If a player exceeds the allowable number, notify the division officers and captains that an infraction has occurred. You can find the number of times a player has subbed on the website under Scores/Results

Work with the Division President and Division Secretary to ensure all rules surrounding any play off situations are carried out according to the Rules and Regulations.

- At the end of the season, confirm all matches are entered, the division standings are correct, and confirm the winners of the division. Advise the Division President and Secretary that the division is complete. The President will then inform the League Executive Board.
- Chair the nominating committee if there is an opening for a division officer. This responsibility will include:
  - Appointing two captains to serve on the committee and communicating the names of candidates to captains by email at least one month before the election.
  - Conducting the election of candidates as directed by the divisional board.
  - Perform other such duties as may be requested by the executive board or divisional boards.
- In the absence of the division president, assume her duties and authority.

#### DIVISION SECRETARY ROLE AND RESPONSIBILITY

- By the start of the season, print and save the captain and co-captain phone numbers and email addresses from the website. Distribute document to division officers, captains and co-captains and inform them of any changes, as necessary.

- Record minutes and after approval from division president and vice president, distribute within a week of the meeting via an email to all captains/co-captains, division president, and vice-president. The minutes will be approved at the next meeting.
- Monitor team registration online during registration period. Monitor and assist captains during player registration period. This will require being familiar with the website and the instructions for registration.
- Make sure captains understand the responsibility of correctly spelling the player's first and last names when entering players.
- Verify that each roster has a minimum of 8 players and a maximum of 16 players • Be familiar with the process for adding a new player to the database, adhering to the rating requirements provided in the rules and regulations.
- Throughout the season work with captains to add, delete, or transfer players as you receive online Roster Change Requests from captains. A player is considered illegal until such time as her name appears on the team roster on the website.
- Be familiar with the registration of teams and players and monitor the process each spring.
- Be familiar with the Teams/Players > Edit Capt/Co-Capt feature as you will make any changes after the initial registration period.
- Work with the division president to coordinate the end of year event if any.
- Perform other such duties as may be requested by the executive or divisional boards.

## MEETINGS HELD BY DIVISION OFFICERS FOR THEIR CAPTAINS

### Fall Meeting Agenda

#### **President**

- Distribute LCWTL yearbooks to captains or team representative.
- Review the LCWTL, Rules and Regulations, and On-court Rules with an emphasis on changes from the previous year. Ask that captains review them with their players.
- Let captains know that any changes to the Rules and Regulations and By-Laws must be submitted to the committee no later than the date specified by the executive officers.
- Determine whether the division will have an end-of-season event such as a luncheon or party.
- If applicable, begin preparations for the end-of-season event including choosing a team or club to host the luncheon and identifying the team(s) or individuals who will be responsible for decorations, awards, trophies, programs, etc.
- If the division chooses not to have an end-of-season event, determine how the division will vote on the new officer slate.
- Discuss the importance of abiding by the Player's Creed stressing good sportsmanship and conduct.

- Discuss preparation of fair lineups according to the rules by “playing strength” and handling issues during line-up exchange.
- Remind captains to print out the opposing team roster from the website immediately before the match so they have the most updated roster information.
- Ask captains to remind their players on each court to verify final scores at the end of their match so that all four players on the court agree.
- Have captains encourage players to become familiar with the LCWTL website.
- Set date for winter meeting which should be held after February board meeting so that the recommend rule changes may be discussed with captains.
- Have vice president conduct orientation for new captains on score entry procedure, forfeits, defaults, rainouts, grievances, etc.

### Vice President

- Nominating Committee – Early in the season appoint two captains to serve on the nominating committee, early in the season, with the Vice President as Chairperson. Keep in mind that division officers do not have to be captains. Potential officers that are middle of the road players are the safer choice. The names of candidates must be communicated to captains by email one month before the election. Remind captains that if all offices are not filled in May, the division will not be included in the scheduling process (Moved it. Thought it would be more noticeable at the start of the sentence.)

Conduct orientation for new captains:

- Weekly game lineup – Distribute a copy of Form 13 Game Line-up as a suggestion to help captains organize player availability and weekly wins and losses.
- Score Entry. Review score entry procedure and the importance of match ID number. The Match ID Number is found at the top left of the result you entered into the system and not to be confused with the match or week number.

|                    |                     |                 |             |               |
|--------------------|---------------------|-----------------|-------------|---------------|
| Match ID:<br>19440 | 2/1/2021 2:11:57 PM | Monday 2/1/2021 | Week No: 14 | Verified? YES |
|--------------------|---------------------|-----------------|-------------|---------------|

- Score Corrections – If corrections are needed for a match already entered, the captain is to notify Elery Shaw, League Webmaster, by email at [Webmaster@LCWTL5.com](mailto:Webmaster@LCWTL5.com) and copy the division officers and visiting captain. The email subject line should include LCWTL: Match ID Number (list ID number in subject). The body of the email should include: Division, names of Home and Visiting Team, Date of Match, Match ID Number, and any Corrections to be made. The home captain is NOT to re-enter the match. The webmaster will correct the match for the captain and a new Match ID Number is assigned.
- Match Results – Instruct captains to keep copies of their weekly match results together with copy of division standings. Keeping accurate records could be helpful if the League’s website is compromised and the database needs to be recreated.
- New Players – Discuss protocol on reporting issues with new players who may be winning by large margins, especially the first few weeks of the season.

- Subs – Discuss the number of times a player can be used as a sub and what the division rating requirements are for subs.

**Secretary**

- Prepare and print a sign-in sheet with captain/co-captain information.
- Prepare an agenda after input from the division president.
- Record minutes. Within a week of the meeting and after approval from division president and vice president, distribute the minutes via email to all captains/co-captains, division president, and vice-president.

**Winter Meeting Agenda****President**

- Approve the fall meeting minutes.
- Discuss the proposed rule changes that will be voted on by the executive board in March. If needed, ask captains to poll their team players to help make the decision on which way their division will cast its one vote at the March meeting.
- If an end-of-year event is planned, discuss the planning and budget preparation.

**Vice President**

- Review timeline for completing the division.
- Ensure all captains inform the VP of any last minute rain delays and the date that their last match is entered and verified.
- Ask captains to inform the officers of the intent to form a team for the next season and who will be the captain.

**Secretary**

- Prepare and print a sign-in sheet with captain/co-captain information.
- Prepare an agenda after input from the division president.
- Record minutes. Within a week of the meeting and after approval from division president and vice president, distribute the minutes via email to all captains/co-captains, division president, and vice-president.

**End-of-season Meeting/Program Agenda****President**

- If there is an event, prepare the items on the program agenda and submit to the secretary and the team preparing the programs.
- Recognize winning teams. If provided by the League, present an award.
- Call the meeting to order.

- Approve the fall meeting minutes.
- Discuss any league business that players need to know.

**Vice President**

- Conduct voting on the slate of officers for the next season. If there is no end-of-season event, handle the voting as determined at the fall meeting.

## Secretary

- Record minutes and after approval from division president and vice president, distribute within a week of the meeting via an email to all captains/co-captains, division president, and vice-president.

## EXECUTIVE OFFICERS ROLES AND RESPONSIBILITIES

### EXECUTIVE DIRECTOR

- Term of office: One Year
- Work with the league secretary to schedule the LCWTL executive board meetings for the upcoming season.
- Attend and facilitate all LCWTL executive board meetings starting in May and finishing the following April.
- Work with the league secretary to provide the agenda to the executive board for each monthly meeting.
- If invited by a division and possible, attend captains' meetings and award luncheons.
- Vote on league issues and Rules and Regulations only in the case of a tie.
- Communicate with county tennis professionals about the league issues which may require their input.
- Attend and facilitate an annual league-pro meeting.
- Handle grievances as stated in the Rules and Regulations.
- Appoint at least three league officers to serve on the Rules and Regulations Committee. The associate director chairs this committee.
- Appoint a committee at the March meeting to handle ratings appeals and chair this committee.
- Appoint committees for a particular purpose and terminate a committee when the work of that committee is no longer needed.
- Perform other such duties as may be requested by the executive board.

### ASSOCIATE DIRECTOR

- Term of office: One Year
- Attend all LCWTL executive board meetings starting in May and finishing the following April.
- Serve one year as associate director in preparation for assuming the office of executive director the following year.

- In the absence of the executive director, assume her duties and authority.
- Chair the nominating committee which identifies the individuals on the ballot for the executive board offices, i.e., such as associate director, league secretary and league treasurer.

Present the list of nominees at the LCWTL board meeting in March with voting occurring at the April meeting.

- If invited by a division and possible, attend captains' meetings and award luncheons.
- If requested by the executive director, attend the pros' meetings to present issues that require the pros' input.
- Chair the rules and regulations committee.
- Assist the executive director in handling grievances.
- Contact the associate director to enter new players into the database.
- Perform other such duties as may be requested by the executive director.

## LEAGUE SECRETARY

- Term of office: Two Years
- Coordinate dates of board meetings with executive director and schedules meeting room.
- Attend all LCWTL executive board meetings.
- Monitor executive board attendance to league meetings for three consecutive unexcused absences.
- Prepare agenda for each meeting submitted by the executive director.
- Record minutes of all board meetings. After approval from the director, distribute to division officers by email. The minutes will be approved at the next meeting.
- Distribute any relevant LCWTL communications to the executive board by email.
- Attend the rules and regulations committee meeting if requested, either as participant or scribe.
- Attend the annual league-pro meeting if requested, to present issues that require input and act as scribe.
- If invited and possible, attend captains' meetings when requested and division award luncheons.
- Attend the appeals meeting if requested, either as participant or scribe.
- Archive all computer files and secretary book with all current information, as required.
- Update and maintain all forms to reflect current dates and processes.
- Maintain one copy of all published yearbooks from previous seasons.

- Update club/facility list for upcoming season. Work with Scheduler and Webmaster to ensure all information is correct.
- Send out correspondence on behalf of executive officers.  
Coordinate publication of information on the website with the webmaster.
- Perform other such duties as may be requested or assigned by the executive director.

### LEAGUE TREASURER

- Term of office: Two Years
- Attend all LCWTL executive board meetings.
- Review the treasurer's report at each board meeting. Provide a written copy of the account ledger to the executive board including expenses.
- Collect dues from the membership as determined by the executive board.
- Maintain the LCWTL bank account.
- Review and pay league bills as they are submitted.
- At the end of the season, reconcile total dues received with the number of teams in each division.
- Review estimated LCWTL bank balance at year end.
- See that an end-of-season audit of the league's financial records is performed and presented to the executive board.
- File yearly incorporation and tax reports, as necessary.
- Issue independent contractors 1099 forms, as necessary.
- If invited and possible, attend captains' meetings when requested and division award luncheons.
- Perform other such duties as may be requested by the executive director.

### WEBSITE ADMINISTRATOR /WEBMASTER

- Attend board meetings as requested or needed by the board.
- Maintain the integrity of the website and work with the Service Provider to solve issues as they arise.
- Assist and support the programmer to create and maintain software for the LCWTL to meet league requirements.
- Coordinate publication of information on the website with league secretary.
- Work with the executive board to assist with the web page and score entry issues.
- Update the written content of the webpage to keep all information current.

- Troubleshoot any website issue, coordinating with the website administrator, programmer, and executive officers, as necessary. Note : We no longer have a database coordinator.
- Perform other such duties as may be requested by the executive director or executive board.

### COMPUTER PROGRAMMER

- Attend board meetings as requested or needed by the executive director or executive board.
- Develop and maintain the software for the LCWTL website.  
Assist and support the Website Administrator as required.
- Perform other such duties as may be requested by the executive director or executive board.

### SCHEDULER

- Attend board meetings as requested or needed by the executive director or executive board.
- Forward Recommended Playing Dates paperwork to league secretary to distribute at the May meeting. Submit a copy to Webmaster for posting on website.
- Create and produce the annual LCWTL yearbook:
- Work with the executive director and website administrator to set the date for the following season's roster submission.
- Work with the executive director and division officers to set the date for the submission of each division's match-play schedule.
- Create match schedule for all divisions.
- Provide the annual LCWTL yearbook by October for distribution to division officers.
- Update League History for posting on the website.
- Perform other such duties as may be requested by the executive director or executive board.

## EXPLANATION OF RATINGS AND MATCH HISTORY

The following table lists the *USTA's National Tennis Rating Guidelines*. The NTRP player levels are based on a scale from 1.5 to 7.0; however, for League purposes, we have only included levels 2.0 through 5.0. Any new player entering the League should be rated no lower than 2.5.

|            |  |
|------------|--|
| <b>2.0</b> | <p>This player needs on-court experience with an emphasis on play. This player struggles to find an appropriate contact point and needs development with lessons and is not yet familiar with basic positions for singles and doubles.</p> <p><b>This player is NOT ready to play in leagues or low-level tournaments.</b></p>   |
| <b>2.5</b> | <p>This player is learning to judge where the ball is going when receiving the ball although movement and recovery are not in sync. Can sustain a rally of slow pace with other players of similar ability and is beginning to develop strokes. This player is becoming familiar with the basic positions for singles and doubles.</p> <p><b>This player is ready to play social matches, leagues, and low-level tournaments.</b></p>  |
| <b>3.0</b> | <p>This player is fairly consistent when hitting medium-paced shots but is not comfortable with all strokes and lacks execution when trying for directional control, depth, pace or altering distance of shots. Most common doubles court positioning is one up, one back.</p> <p><b>Potential Limitations: Grip weaknesses, not attempting full swing on serve, inconsistent toss on serve, limited transitions to the net.</b></p>   |
| <b>3.5</b> | <p>This player has achieved improved stroke dependability with directional control on moderate shots, but still lacks depth, variety, and the ability to alter the distance of shots. The effective use of lobs, overheads, approach shots and volleys are limited due to a lack of confidence. This player is more comfortable at the net, has improved court awareness and is developing teamwork in doubles.</p> <p><b>Potential Limitations or Strengths: This is the level at which it begins to be about what skills a player can display on the court, not what they can't. Players at this level may start to utilize mental skills related to concentration, tactics, and strategy.</b></p> |
| <b>4.0</b> | <p>This player has dependable strokes, including directional control, depth, and the ability to alter the distance of shots on both forehand and backhand sides during moderately paced play, plus the ability to use lobs, overheads, approach shots and volleys with more success. This player occasionally forces errors when serving. Rallies may be lost due to impatience. Teamwork in doubles is evident.</p> <p><b>Potential Strengths: Less likely to beat themselves, more dependable second serve, recognizes opportunities to finish points.</b></p>   |
| <b>4.5</b> | <p>This player has begun to vary the use of pace and spins, has good movement, can control distances and depth of shots, and is beginning to develop game plans according to strengths and weaknesses. This player can hit the first serve with power and accuracy and can place the second serve. This player tends to overhit on difficult shots. Aggressive net play is common in doubles.</p> <p><b>Potential strengths: Points are won and lost on the serve more often, better able to cover weaknesses, beginning to develop a weapon around which their game can be built.</b></p>   |
| <b>5.0</b> | <p>This player has good shot anticipation and frequently has an outstanding shot or attribute around which their game can be structured. This player has the confidence to hit regular winners or force errors off of short balls and can put away volleys, can successfully execute lobs, drop shots, half volleys, overheads, and has good depth and spin on most second serves.</p> <p><b>Potential Strengths: Better decision making, covers, and disguises weaknesses well, mentally tougher, but can still break down in stress situations.</b></p>  |

For the Lee County Women's Tennis League to successfully promote and equitably manage 2,500+ members and give all players an opportunity to play competitive tennis, it is essential to implement a rating program.

The League allows members across several rating ranges to play in any one division providing clubs have the ability to field teams and to keep the play competitive. In general, ratings move

slowly, and if a player has close, competitive matches, she is playing in the correct place. With League play, the ultimate objective for the player is to win as many points for her team and club. With that said, the team captain should be playing strength as she sees it. The assumption is two 4.0 players competing against two 3.5 players will likely result in the 4.0 players winning the court for their team; however, it may not have any effect on the lower rated players' ratings.

The League uses a rating number calculated to three decimal places, i.e. 3.025. For League purposes, this number is rounded up or down creating parameters for divisions allowing various options for playing purposes; i.e. 4.0, 4.0 minus, 3.5, 3.5 minus, 3.0, 3.0 minus or 2.5. See Ratings Conversion Chart below.

This document is intended to shed light into the LCWTL Rating System, provide an explanation of a player's personal rating, how this rating is calculated, and a simple interpretation of a Personal Match History. This informational guide is divided into the following sections:

- Ratings Conversion Chart
- About the Player's Personal Rating
- About the Rating Calculation
- About the Personal Match History

### **Ratings Conversion Chart**

| <b>Rating</b> | <b>Starting Range</b> | <b>Ending Range</b> |
|---------------|-----------------------|---------------------|
| 2.0           | 0                     | 2.000               |
| 2.5 Minus     | 2.001                 | 2.250               |
| 2.5           | 2.251                 | 2.500               |
| 3.0 Minus     | 2.501                 | 2.750               |
| 3.0           | 2.751                 | 3.000               |
| 3.5 Minus     | 3.001                 | 3.250               |
| 3.5           | 3.251                 | 3.500               |
| 4.0 Minus     | 3.501                 | 3.750               |
| 4.0           | 3.751                 | 4.000               |
| 4.5 Minus     | 4.001                 | 4.250               |
| 4.5           | 4.251                 | 4.600               |
| 5.0 Minus     | 4.601                 | 5.000               |
| 5.0           | 5.001                 | 5.250+              |

### **About the Player's Personal Rating**

A player's personal rating is a number, based on the results of all matches she plays during the preceding season. When a player is first entered into the League's rating system, she is placed at the mid-point of the rating range number at which she self-rated. For example, if she self-rates as a 3.0, she is entered half-way between 2.751 and 3.000. A new player entering the League's rating system with a current USTA rating is placed at the midpoint of her rating range unless she rates herself higher. After one season of play (October through April) the League's rating program calculates a player's rating based on her wins and losses. The player's rating number at the end of one season is carried forward to the start of the new season.

A new player's rating may be reviewed at the end of her first season and could be adjusted, up or down if it appears her results are outside the expected norm for the season. A player who is underrated or overrated, may have an adverse effect on both her partners, her opponents, and the integrity of her division. The executive officers reserve the right to make periodic checks on new players during the playing season. If it is warranted and feasible, the reviewed player may be asked to change teams if her rating is obviously incorrect. On the rare occasion that this may occur it would be done in consultation with her captain, division officers, and a club professional.

For every match being played, the player and her partner's rating are compared with that of her opponents. The result of each calculation is the new rating that is taken into effect for the following match. This new rating relies on the correct score entry of each match. Therefore, it is important that:

- Scores are entered correctly into the system each week
- Matches are entered by date order
- Matches are verified
- Each player monitors her weekly scores for accuracy

Captains and co-captains have the initial responsibility of entering and verifying match scores; however, each player is accountable for reviewing her scores to make certain they are correct.

Court positioning does not matter, as the computer takes the comparison of each team's combined ratings and calculates the expected result. If a team beats the result, that team's rating goes up. On the other side, if that same team loses by more than expected, their rating goes down. It is possible that a team's rating can go up even if they lose because they were playing against stronger opponents. Just the opposite may occur, the team can win, and their ratings may go down as the match was much closer than predicted.

It is important to recognize that a player may be just below the division cut-off point. For example, she may have a rating of 2.994, which makes her a 3.0 rated player. It may only take one win to make her rating move to 3.002 which would move her from a 3.0 rating to a 3.5 minus rating. Understandably, the opposite is true. Therefore, a player may play many times in a season, and her rating may not change significantly, but another player may play only a few matches, and her rating will change based on the computer-calculated results.

### **About the Rating Calculation**

The League's ratings are run at the end of the playing season in April after all matches are complete. It is important that matches are entered with the exact information: i.e., *correct date of play, correct player names, and correct scores*, as the player's rating will adjust every time she plays. The computer algorithm takes into account all matches that are completed and played by all the members of the LCWTL in one season. Adjustments are made in the algorithm for the average difference in the ratings between the teams on a court in any given match. It does not matter which court position you play in.

A player's rating is calculated in date order of all matches she played during the season and is based on the following:

- Match Results - This rating calculation is based on the number of games won, so each game counts, even if the player loses the match.
- Opponent's Rating
- Partner's Rating

### **How does the rating program's algorithm work?**

There are two pieces to the League's rating program calculation.

- Initially, the algorithm calculates the change in a player's rating based on how many games each team won compared to how many games the system's rating program expected each team to win based on the difference between the ratings of the two teams. A team's rating is the average of the rating of the two players on the team.
- The algorithm takes the resulting number and averages it with the player's rating from the preceding three matches producing the new rating for that day. At the beginning of the season the initial rating is used in the averaging until the player has played four matches. It is important to realize that because of averaging, the ratings of the two players on a team will not change by the same amount and neither will their opponents.

Using averaging in the algorithm avoids the wild swings in ratings based on the outcome of just one match due to one good win or one bad loss. The changes over the course of time reflect the player's true playing ability. There has to be a noticeable trend downward or upward for the player's rating to move significantly. If she plays many matches, the result is a truer reflection of her ability. The culmination of her match results creates her rating and personal match history at the end-of-the-season.

### **How does the Leagues' rating program compute the third-set tiebreak?**

A third-set tiebreak counts as one game towards the winner's total number of games. In the example of the personal match history listed below under **Match History for Player A**, the second match listed in week 2 was a tiebreak and winners won by 10 games to 8 games. In the case where the losers win more games than the winners, the program adjusts accordingly.

**How do retirements and defaults affect the rating?**

- A team that retires a match loses the points for the position played. The League's rating program ignores this match, and no games are calculated in the personal rating calculation.
- A team that defaults a match loses the points for the position played. The League's rating program ignores this match, and no games are calculated in the personal rating calculation. Only the names of the winners are entered into the system.
- Teams that double-default a court are not awarded any points. The League's rating program ignores this match, and no games are calculated in the personal rating calculation. No names are entered into the system.

**How does the program adjust player ratings after comparing expected game difference to actual game difference?**

In all League matches, the largest game difference is 12 games (6-0, 6-0). The table below shows the expected game difference that a team should win by that corresponds to the difference in the average ratings of the two teams.

| Team Average Rating Difference | Expected Game Difference |
|--------------------------------|--------------------------|
| 0.040                          | 1                        |
| 0.080                          | 2                        |
| 0.120                          | 3                        |
| 0.160                          | 4                        |
| 0.200                          | 5                        |
| 0.240                          | 6                        |
| 0.280                          | 7                        |
| 0.320                          | 8                        |
| 0.360                          | 8                        |
| 0.400                          | 8                        |
| 0.440                          | 9                        |
| 0.480                          | 10                       |

**Table 1 - Expected Game Difference**

The Team Average Rating Difference increases in increments of 0.040 which is used in the algorithm. All recorded matches are computed; and if there is a wide discrepancy (greater than 0.320) in the average rating of two teams, the algorithm adjusts the expected game outcome as a result.

In the following example, two teams (*Team X* and *Team Y*) have a combined rating average of **3.370** and **3.090** where the 3.370 team wins 6-3, 6-4. The higher rated team wins.

|  |                              |
|--|------------------------------|
| <i>Team X's</i> Combined Ratings Average       | <b>3.370</b>                 |
| <i>Team Y's</i> Combined Ratings Average       | <b>3.090</b>                 |
| Difference in Ratings                          | <b>3.370 - 3.090 = 0.280</b> |
| Expected Game Difference (See <i>Table 1</i> ) | <b>7</b>                     |
| Actual Game Difference                         | <b>5</b>                     |

- *Team Y*, the lower rated (3.090) team, won two games more than expected. If you look at *Table 1* above, their actual result indicates that the teams should only have been 0.200 rating points apart. The difference between 0.200 and 0.280 is 0.080. The rating of each player on court is adjusted half this amount (0.040) either up or down, depending on the match result.
- The ratings *of* both players on *Team Y* are adjusted up by 0.040, before averaging, as they did better than expected.
- The ratings of both players of *Team X*, the higher rated (3.370) team, are adjusted down by 0.040, before averaging. Even though the higher rated team won, their individual ratings went down as they did not do as well as expected.
- The new individual player rating is then averaged with her previous three matches to produce the new rating going forward.
- After the rating for each match has been calculated, the software awards the winners a minimal additional bonus.

### **About the Personal Match History**

At the end of each playing season, a player can access her *Personal Match History* through the League's website. This personal match history shows how she competed throughout the playing season and the effect her wins and losses had on her rating.

A player's *Personal Match History* displays all the matches she played in date order and how her rating calculated through the last match computed. The resulting number from that last match played becomes her new start rating for the next season.

Below is a sample section of a player's *Personal Match History*. It shows the player's name and rating at the start of the current season to three decimal places and her rating for next season to three decimal places. The rating for next season is the calculation taken after the last match played this season.

- The first match of the season was played on October 16, 2014, and the last match was played on November 20, 2014.
- The **Winners Team Before** column indicates the average rating of the winners before the match.
- The **Opponents Team Before** column indicates the average rating of the opponents before the match.
- The **This Match No Averaging** column indicates the rating after this match was complete but before the averaging was done.
- The **New Rating** column indicates the rating of *Player A* after each match. It is this rating that is used in the averaging.
- All numbers are rounded to three decimal places.

### Match History for Player A

Player A, Rating at start of season : 3.376 (3.5)

Rating for next season: 3.389 (3.5)

| Week | Winners                              | Winners Team Before | Opponents                            | Opponents Team Before | Score       | This Match No Averaging | New Rating |
|------|--------------------------------------|---------------------|--------------------------------------|-----------------------|-------------|-------------------------|------------|
| 1    | <b>Player A, 3.5</b><br>Partner, 3.5 | 3.316               | Opponent 3.5<br>Opponent 3.5         | 3.348                 | 6-3, 6-3    | 3.512                   | 3.449      |
| 2    | Winner, 3.5-<br>Winner 3.5-          | 3.146               | <b>Player A, 3.5</b><br>Partner, 3.5 | 3.376                 | 6-2,3-6,1-0 | 3.290                   | 3.372      |
| 3    | Partner, 3.5<br><b>Player A, 3.5</b> | 3.317               | Opponent, 3.5-<br>Opponent, 3.5-     | 3.167                 | 6-3, 6-3    | 3.417                   | 3.408      |
| 4    | Partner, 3.5<br><b>Player A, 3.5</b> | 3.346               | Opponent, 3.0<br>Opponent, 3.0       | 2.918                 | 6-0, 6-2    | 3.437                   | 3.422      |
| 5    | Winner, 3.5<br>Winner, 3.5           | 3.466               | <b>Player A 3.5</b><br>Partner, 3.5  | 3.401                 | 5-7,6-0,1-0 | 3.354                   | 3.389      |