

League Process and Time Table

Heads up notice of upcoming league signup with calendar (9 weeks before new session)

- Sent to coordinators 3 to 4 weeks before signup sheet goes up
- List of players in the current league whose skill rating will expire.
- Reference document: 01 - *Notice of upcoming league sign up*
- Reference document: 02 - *Calendar*

Post League Sign-Ups on bulletin boards (6 weeks before new session)

- Posted period - 2 weeks except summer which can be up to 4 weeks
- Reference document: 03 - *BETC League Criteria*
- Reference document: 04 - *League Sign-up Sheets*

Pull Sign-ups - Coordinators receive league information (3 weeks before new session)

- Day after signups end
- League Selection Criteria
Reference document: 03 - *BETC League Criteria*
- League Coordinator's Check List
Reference document: 05 - *Coordinator's Checklist*
- Copy of sign up sheet
Reference document: 06 - *Sample Sign-Up sheet* - hard copy
- General Information Sheet (session dates, court number, fees and rule changes)
Reference document: 07 - *Final Coordinator Memo*
- General League rules sheet
Reference document: 08 - *General League Rules*
- Sample Roster
Reference document: 10 - *Sample of Roster*

Coordinators perform Selection Process activities (3 weeks before new session)

- If team tennis league format, draft team players
- Notify players who got into the current session of the league
- Notify players who did not get into the current session of the league
- Post league selection and sign-up sequence on bulletin board

Provide BETC Activities Coordinator and Front Deck with a copy of the accurate roster (1 week before new session)

- Reference document: 10 - *Sample of Roster*

Any changes in the league's format must be submitted to the BETC Activities Coordinator

- Two months before the end of the previous session

Leagues

General league Info

League Coordinators must be an active player in the league that they coordinate

The number of courts will be adjusted based on the number of qualified players within a league.

At least 50% of the players for a given league must be rated at the level referenced in the league's title. If this percentage is not met we will have to reduce the number of courts assigned to league until the 50% rule is met. Example for the Men's 3.5 league at least 50% of the players must be rated at 3.5. If the league title includes 2 skill levels such as Men's 3.5-4.0, then 100% of the players within that league must be of those skill levels.

For single skill level leagues once the 50% rule has been met and all players of that skill level who signed up for the league are in, additional players necessary to fill out the roster can be added if their rating is within a 0.5 range of the skill level referenced in the league's title (example 3.5 league would be limited to 3.0, 3.5 and 4.0 players).

Juniors (under 18 years) are not allowed to play in the adults leagues. They can substitute for adult players.

League Types

See League Selection Process document

Players Skill Rating

All players must have a Skill Rating to participate in all leagues except the "All Skills Leagues"

Please refer to General League Rules in the section of *Skill Rating Determination* for descriptions on how to find a players rating, how players get rated, types of ratings (USTA vs. Club) and period over which a rating lasts

League coordinators are responsible for making sure that the players in their league have the proper skill rating to qualify

League Audits

All leagues will be susceptible to audits of the final rosters to ensure the proper selection process was followed. Should an apparent abnormality to found, the coordinator is responsible for providing data on the finding. If it is determined that the coordinator is not following the documented league selection process, this could be grounds for replacement. If there are any questions, coordinators are encouraged to contact the Activities Coordinator or the League Selection Committee for additional information.

Reprimand Process

If there is a rule violation (refer to under General League Rules in the section of *Reasons for Ineligibility in Leagues*), the process is as follows:

- First Offense for a session- Coordinator gives the player a verbal warning and also contacts the Activities Coordinator who documents the event.
- Second Offense for a session - Coordinator contacts Activities Coordinator who sends the member a written letter concerning the violation and documents the event.

- Third Offense for a session - Coordinator contacts Activities Coordinator who sends the member a second written letter concerning the violation and stating the player is not eligible to play in the next session and documents the event.