

Rules: Piedmont Interclub Tennis League – Updated 8/18

MISSION STATEMENT

Piedmont Interclub Tennis League

The Mission of the Piedmont Interclub Tennis League is to create an environment, which offers friendly competition and challenging, enjoyable match play. Our philosophy is one which will foster respect, cooperation, good communication, good sportsmanship and goodwill among the players, the teams, the captains and professionals, and one which will inspire pride and integrity within our overall program.

BYLAWS

ARTICLE I – NAME AND PURPOSE

Section 1: Name. The name of this organization shall be The Piedmont Interclub Tennis League.

Section 2: Purpose. The purpose of the Piedmont Interclub Tennis League is to create an environment, which offers friendly competition and challenging, enjoyable match play to facilities within a 22-mile radius from the intersection of Highways 150 and 152 in Mooresville, North Carolina.

Section 3: Roberts Rules of Order Revised 1915. These rules will be used at all official League meetings.

ARTICLE II – OFFICERS AND BOARD OF DIRECTORS

Section 1: Officers and Executive Committee. The Executive Committee shall be comprised of the five Officers of the Piedmont Interclub League, consisting of a President, Vice-President, Treasurer, Corresponding/Recording Secretary and Commissioner. The President shall convene Executive Committee Meetings as needed and shall preside or arrange for other members of the Executive Committee to preside at each board meeting in the following order: Vice-President, Secretary, Treasurer and Commissioner.

Section 2: Nominating Chair/Committee. At the Fall Captains' meeting, participating facilities will submit the names of their Board representatives for the next calendar year to the League's Corresponding/Recording Secretary, who will serve as the head of the Nominating Committee. She will then select two board members (not officers) to join her, and together they will prepare a slate of names for the election of Vice President, Secretary and Treasurer to be presented at the Board meeting at the end of the year.

Section 3: Resignation of President. Should the President resign for any reason, she will be replaced by the current Vice-President/President Elect and a new Vice President/President Elect will be elected from the existing Board. The newly resigned President's facility will appoint someone to complete her term as a Board member.

Section 4: Board Members. Each participating facility will select one individual to serve on the Board. During the year of the commissioner's rotation, another individual from her facility will serve as a voting member of the board. Board Members should be well versed in USTA Rules and Regulations and should have played on a Piedmont Interclub Tennis Team for at least one year. This individual will be responsible for polling the captains and pros at her facility before casting a vote on major League decisions. The Past President and the Past Commissioner will also serve on the Board; however, these individuals will serve as non-voting members in an advisory capacity only. A rotation schedule is in place for the League Commissioner (Article III). The Board of Directors, consisting of all the officers and facility representatives, will be responsible for policy and procedure within the Piedmont Interclub Tennis League.

Section 5: Terms of President, Commissioner and Board Members.

- 1) Neither the President nor the Commissioner may serve two consecutive terms;
- 2) There shall be no more than one voting member from each facility on the Board;
- 3) The President and Commissioner may not come from the same facility in the same calendar year.

Section 6: Structure/Terms of Board Members and Officers.

Terms commence on January 1st and end December 31st. The Piedmont Interclub League shall adhere to the following Board structure and terms of office:

President-2-year term (1 yr. voting/1 yr. non-voting/Advisory)

Vice President/President Elect-3-year term (2 yr. voting as VP, then Pres/1yr. non-voting/Advisory))

Treasurer 1-year term (1 yr. voting)

Corresponding/Recording Secretary 1-year term (1 yr. voting)

League Commissioner 2-year term (2 yrs. non-voting)

All other voting board members 1-year term (1 yr. voting) (These are the remaining individuals who aren't officers) Exception will be for those executive board members serving out their terms of office as noted above for Vice President or President.

Rules & Grievance Chair 1-year term, (1year voting)

Section 7: Facility Responsibilities. When a Board vacancy occurs, a new individual shall be appointed to that position by her facility. Each facility will provide the Board a written procedure by which each facility will choose their new Board Rep if required by the Board. The Board makes no recommendation on how a facility chooses new members. The Board needs the written procedure to ensure that a person presenting themselves as a facility's Board representative has indeed been vetted by the facility's process. A current copy of this process will be collected at each captain's meeting fall and spring to ensure the Board is kept current. The Board does require that the facility representative will be a member of an Interclub team at that facility. No facility may name the same representative to the Board and the Rules and Grievance committee in the same year. The Board would recommend that each facility have their Board Representative be an advisory member of their captain's council.

Section 8: Definition of League Year. The League year will begin on January 1st and end on December 31st.

Structure/Terms of R&G Committee members and officers. Terms commence on January 1st and end on December 31st. To ensure continuity, the incoming Chair will move into the role from the V/Chair the preceding year. She must be a current member of an interclub team at her facility. Piedmont Interclub League shall adhere to the following R&G Committee structure and terms of office:

Chair--2yr term (1yr. voting/ 1 yr. non-voting /advisory after first year of Chair term is complete)

Vice Chair/Chair Elect --3yr term (2 yr. voting/ 1yr non-voting/Advisory)

Vice Chair transitions to Chair position after first year as Vice-Chair/Chair Elect is complete.

Corresponding/Recording Secretary 1-year term (1 yr. voting)

All other R&G Committee members 1-year term (1yr. voting)

Voting committee members may NOT serve more than four consecutive terms. Exceptions will be for those members serving out their terms of office as noted above for Chair and Vice Chair/Chair Elect. There is a minimum of R/G meetings *per calendar year* which each voting representative should attend. Please see SECTION 10 for meeting requirements.

Rotation of the R/G Chair shall be rotated in the following order:

River Run 2017

Salisbury Country Club 2018

Catawba Racquet Club 2019

Cabarrus Country Club 2020

Sportscenter 2021

Charlotte Racquet Club North 2022

Skybrook 2023

NMP 2024

Holbrook 2025

Westport 2026

LNTC 2027

The Farms 2028

Peninsula Club 2029

Trump 2030

New teams entering the league will be placed at the end of the rotation after one year's participation in the League.

Section 9: Compensation/Reimbursement. Board and committee positions within the Piedmont Interclub Tennis League will be voluntary and no one, except the commissioner, may receive compensation for services rendered. Board and committee members may receive reasonable reimbursement for administrative expenses which are accompanied by proper receipts and are approved by the Treasurer and one other member of the Executive Board. The Commissioner may be offered an honorarium at the end of each season.

Section 10: Meetings. The Board shall have three regularly scheduled meetings. These meetings will be held prior to each season and at the end of the year. The President may also call a special meeting if issues arise that need to be addressed. The Vice President and the Chair of the Rules and Grievances committee will present an overview of that committee's prior year's grievances at the first Board meeting of each new year.

Section 11: Quorum. A quorum must be in attendance by at least 50% of the Board plus one before business can be transacted or motions made and passed. In the event a Board member cannot attend a regularly scheduled meeting, she may vote in advance or she may send a representative from her facility with her proxy to cast a vote on her behalf.

She may vote on specific agenda items until 24 hours in advance of the meeting and then she forfeits her right to vote except by proxy. Definition of Proxy: A proxy is a written authorization (document) allowing another person to vote or act on her behalf.

Section 12: Notices. An official Board meeting requires that each Board member have a written notice, along with an agenda, approximately two weeks in advance. All other Committee chairs will send a written notice, along with an agenda, approximately two weeks in advance. Notification by e-mail is acceptable.

Section 13: Amendments. The Board of Directors may propose amendments to the Bylaws and approve them with a two-thirds majority vote. Proposed amendments and other recommendations must be submitted to the Secretary to be sent out with meeting notices and agendas prior to scheduled meetings. At the Board's discretion, League Captains may be polled on issues.

Section 14: League Records and Correspondence. The Secretary shall be responsible for keeping records of Board actions, including taking minutes, distributing minutes, meeting announcements and agendas, and maintaining past and current records for the League. These will be kept in a notebook that will be maintained and kept current by the Secretary. Minutes will be distributed to all Board members and facilities approximately one week after the meetings. Any changes, deletions or additions should be called in to the Secretary as soon as possible and all changes noted and reviewed at the next scheduled meeting. The Secretary will keep a log of passed motions that will affect the order of business in the future, but which are not included in the bylaws.

Section 15: Finances. The Treasurer shall make a report at each Board meeting stating the amount of money in the bank, will note any unpaid bills due and will advise the Board of all bills that will come due prior to the next Board meeting. The Treasurer will make financial information available to Board members. The Treasurer will inform the President when at any time it appears the Piedmont Interclub will not be able to meet its financial obligations and will request the President convene an emergency Executive Board Meeting.

Section 16: Vice President. The Vice President will chair any portion of the board meeting that directly concerns the President's facility or at any meeting a majority of the members believe the President has acted in a manner not conducive to the order of business. The Vice President will serve in a non-voting capacity to the Rules and Grievance Committee. The Board Vice President will vote ONLY in the event of a tie after polling all Board members. The Vice President's vote will be representative of the Board's opinion, not her own.

Section 17: Confidentiality. No Board member may disseminate Board documents other than the written minutes. No discussions may be reported in such detail as to identify Board member's votes or opinions. All Board members should have the freedom to discuss openly all issues before the Board without fear that the discussion will be relayed, in part or as a whole, outside the committee. The Board members should keep their facility fully informed of the Board's decisions or pending discussions in general but not specific terms. Violation of this section is grounds for dismissal from the Board by the Executive Board.

Section 18: President. The President will chair all Board meetings and will assist the Secretary in setting the agendas. The President will be responsible to call Executive Board meetings as necessary. The President will be available to all league members for discussion on league matters. The President will approve appropriate bereavement acknowledgements.

Article III: LEAGUE COMMISSIONER

Section 1: Commissioner's Responsibilities. The Commissioner shall oversee all correspondence and organizational requirements pertaining to League Match Play. This individual will coordinate all competitive matches among the facilities within the League. She will communicate frequently with pros and captains, maintain current information on the website, and serve on the Board of Directors and Rules and Grievance Committee in a non-voting, advisory capacity. The commissioner may assess a 1 point penalty effective immediately or to the end of season score if a blatant rule violation occurs. (These include any black and white rule violations, not limited to age, score entry late, etc.)

Section 2: Selection of Incoming Commissioner: The incoming commissioner (See Rotation of League Commissioner, Article III, Section 3) will be selected by her facility by the end of the Spring season and shall attend the post season board meeting. To ensure continuity, the incoming commissioner will assist the Commissioner during the Fall season preceding her one-year term. The Commissioner will be a current member of an interclub team at her facility. The Commissioner may not serve in any capacity as an interclub captain during her one-year term.

Section 3: Rotation of League Commissioner. The League Commissioner shall be rotated in the following order:

Catawba Racquet Club 2017

Cabarrus Country Club 2018

Sportscenter 2019

Skybrook 2020

Charlotte Racquet Club North 2021

Holbrook Park 2022

North Mecklenberg Park 2023

The Peninsula Club 2024

Trump National-Charlotte 2025

Westport 2026

The Farms 2027

Lake Norman Tennis Center 2028

River Run Country Club 2029

Salisbury Country Club 2030

New teams entering the league will be placed at the end of the rotation after one year's participation in the League.

Article IV – ALL BOARD COMMITTEES: RULES, GRIEVANCE PROCEDURES AND AD HOC COMMITTEES

Section 1: Ad Hoc Committees. The Board may create ad hoc committees as needed, with a minimum of 5 members from differing facilities. When necessary, ad hoc committee chairs will be selected by the League President. She may use her discretion in selecting these individuals from current Board members or existing League members.

Section 2: Rules and Grievance Committee. This Committee shall consist of one representative from each facility who is not serving on the Board and includes the Board Vice President and the past Chair of R&G. All facility representatives will have voting rights. The Board Vice President will serve in a non-voting capacity. The Board Vice President will vote ONLY in the event of a tie after polling all Board Members. The Vice President's vote will be representative of the Board's opinion, not her own. The Vice Chair will preside over grievance issues that involve the facility of the Chair and also preside over any meeting in which a majority of the attending committee members believe that the Chair has acted in a manner not conducive to the order of business. In the event that a grievance arises between the facilities of the Chair and Co-Chair, the Recording Secretary will then preside. Should the Chair resign, the Vice Chair/Chair-elect will replace her.

Section 3: Rules. The function of this committee will be to make decisions using the Rules as set forth in the League Bylaws. The R&G committee findings may not be appealed under any circumstance other than an egregious error.

Section 4: Grievance Procedures. The initiating captain notifies the R&G Chair that a grievance is coming and sends her statement within 48 hours of the match (after first talking to her representative).

a) R&G Chair forwards the statement to the other captain and requests a reply within the 48 hour time frame. Upon receipt, the R&G Chair will forward both statements to the committee for review. At this point in the grievance procedure, the R&G Representatives representing the clubs involved shall recuse themselves from the discussion and voting process.

c) From the time both statements are sent, discussion via email, phone, or in person will be allowed for 9 days.

d) The R&G Chair will call for a vote on day 10, and the members will have day 10 and day 11 to vote. All votes will be forwarded to the Recording Secretary.

e) On day 12, the Recording Secretary will summarize and record the vote as final.

f) On day 13, the Chair will send preliminary determination to the committee for preview. If an objection to determination wording arises, the Chair will negotiate acceptable wording or request a vote to overrule the objections. With no objections or all objections handled,

g) On day 14, the Chair will send the official determination to both captains. (Including a written explanation regarding the decision) In the case of a penalty, she will also notify the other captains in that division.

* This grievance process may be expedited at the discretion of the R&G committee.

By joining the League, all teams agree to abide by the rulings of the Grievance Committee on match play issues.

Section 5: Amendments to Existing Rules. The Rules and Grievance Committee has the direct responsibility to propose amendments and changes that fall under Article VI League Rules to the Board for approval under Article II, Section 13. For a proposal to be considered by the Board, the R&G committee vote must be a two-thirds majority. The Chair of the R&G Committee has the responsibility to request an emergency meeting of the Executive Board if need arises. The Board may propose Article VI League Rule changes with approval by Article II, Section 13. Immediate notification of the results of any board vote that affects Article VI League Rules will be given to the R&G committee. The Board anticipates

accepting all duly proposed amendments by the R&G Committee but reserves the right to review.

Section 6: Violation of Rules/Suspension. If the Rules and Grievance Committee finds a team in violation of League Rules, the score of any match in question will be corrected and the offending team will lose a point for each court in violation of the rule. Should the Committee find a team in violation of rules three or more times in one season, that team will be suspended for the following season.

Section 7: Succession of Terms and Membership

- 1) The Chair may not serve consecutive terms;
- 2) There shall be no more than one voting member from each facility on the R&G Committee.

Section 8: Structure/Terms of R&G Committee members and officers.

Terms commence on January 1st and end on December 31st. The Piedmont Interclub League shall adhere to the following R&G Committee structure and terms of office:

Chair (1yr. voting/ 1 yr. non-voting) 2-year term
Vice Chair/Chair Elect (2 yr. voting/ 1yr.non-voting) 3-year term
Corresponding/Recording Secretary (1 yr. voting) 1 year term
All other R&G Committee members (1yr. voting) 1-year term
No voting committee member will serve more than four consecutive terms. Exception will be for those members serving out their terms of office as noted above for Chair and Vice Chair/Chair Elect.
Board Vice President Non-Voting- 1-year term.

Section 9: Facility Responsibilities: When an R&G vacancy occurs, a new individual shall be appointed to that position by her facility. Each facility will provide the Board a written procedure by which each facility will choose their new R&G members. The Board makes no recommendation on how a facility chooses new members. The Board needs the written procedure to ensure that a person presenting themselves as a facility's R&G representative has indeed been vetted by the facility's process. A current copy of this process will be collected at each captains meeting fall and spring to ensure the Board is kept current. The Board does require that

the facility R&G representative be a member of the Interclub team for that facility. No facility may name the same representative to the Board and the R&G committee in the same year. The Board would recommend that each facility have their R&G representative be an advisory member of their captain's council.

Section 10: Meetings. The R&G Committee shall have at least two meetings. These meetings will be held at the end of each season to assure better attendance. The Chair may also call special meetings if issues arise that need to be addressed. The Board Vice President will be on all distribution lists for R&G business. The Board Vice President and the Chair of the R&G committee will present an overview of the R&G's committees' prior years grievances findings at the first Board meeting of each new year.

Section 11: Quorum. A quorum must be in attendance by at least 50% of the R&G committee plus one before business can be transacted or motions made and passed. In the event an R&G representative cannot attend a regularly scheduled meeting or be available for a grievance resolution, she may name a representative from her facility to act on her facility's behalf. This acting R&G representative must be named in writing with telephone numbers and an email address to the Chair prior being allowed to participate in R&G matters. For the period of time named, the acting representative will be added to all distribution lists and will be removed at the end of the time period.

Section 12: Confidentiality. No R&G Committee member may disseminate R&G documents other than the written resolutions. No discussions may be reported in such detail as to identify individual member opinions or votes. All Committee members should have the freedom to discuss openly all issues before the R&G Committee without fear that the discussion will be relayed in part or as a whole outside the Committee. The only exception is that Board members may be contacted on Point of Order questions. The Committee members should keep their facility fully informed of the Committee's findings in general; not specific terms. Violation of this section is grounds for dismissal from the R&G Committee by the Board.

Section 13: Recording Secretary. Will keep all minutes for all R&G meetings. Will maintain the R&G history by copying all important

messages. Will retain past and current records for the Committee keeping such records in a notebook.

Minutes can be a compilation of emails or other written documentation that reflect the discussion surrounding the findings regarding a grievance. All compilations/minutes should be distributed to all Committee members for any changes, deletions, or additions needed. All changes should be given to the Secretary in a timely basis.

The Secretary will be responsible for counting of all votes. The final vote count will be relayed to the entire Committee.

Section 14: Responsibilities of the Chair.

- 1) Addresses and records important questions or issues that arise during the season.
- 2) Writes all determinations and other R&G messages as needed.
- 3) Leads all R&G meetings
- 4) Represents the R&G Committee at the 2 captain's meetings.
- 5) Attends all Board meetings.
- 6) Oversees grievances when her facility is not involved.
- 7) Welcomes new Committee members and explains what to expect as a member.
- 8) Advises the new Chair when her term is finished.

Section 15: Responsibilities of the Vice Chair.

- 1) Schedules the R&G meetings and confirms attendance
- 2) Facilitates adherence to the by-laws, including Roberts Rules of Order
- 3) Oversees grievances when the Chair is unable to lead and all grievances that involve the Chair's facility.
- 4) Assists the Chair in preparation for taking over.
- 5) Will assume the Chair position in the event the Chair resigns.

The Vice Chair will preside at any meeting a majority of the Committee members believe the Chair has acted in a manner not conducive to the order of business.

Section 16: Responsibilities of the Board Vice President. The Board Vice President will serve on the R&G Committee in a non-voting capacity. The Board Vice President will vote ONLY in the event of a tie after polling all Board Members. The Vice President's vote will be representative of the Board's opinion, not her own. The Board Vice President will participate in

discussions and be on all distribution lists.

Section 17: Responsibilities of the R&G Committee Members. Each Committee member should be familiar with the rules in Article VI and the bylaws in their entirety. They should assist their own facility in advising captains on whether they have a complaint that rises to the level of a grievance. They should advise that captain if the Committee member will support their complaint or not in the R&G discussions. The R&G Committee member of any facility that receives a complaint should assist the captain in their response to the complaint.

Article V – LEAGUE STRUCTURE

Section 1: Divisional/Match structure. The League shall consist of doubles teams in six (6) divisions entitled A1, A2, A3, B1, B2, B3, and C. Each division shall have up to six teams. As long as a division has six teams, each team is guaranteed ten matches within its division that season. Each match will play six courts of women's doubles with the outcome determined by the winner of two out of three sets played. When teams split the first two sets, a full third set will be played to determine the winner. For ties (6 games for each team), a 7 point tie-breaker (the first team reaching 7 points in the tie-breaker by a margin of 2) will be played to determine the set winner.

Section 2: Match days. The A1 and B1 divisions will play on Thursdays; A3 and B3 on Tuesdays; A2, B2 and C on Wednesdays. No scheduling changes are allowed. Teams that make unauthorized schedule changes will forfeit their chance to play the match.

The following format will be used when scheduling matches if courts are available:

- a. A facility with six (6) courts/no more than one (1) team match per day.
- b. A facility with twelve (12) courts/no more than two (2) team matches per day.
- c. A facility with eighteen (18) courts/no more than three (3) team matches per day.
- d. Facilities with two or more teams, who play on the same day and cannot

provide enough courts to accommodate their scheduled matches, will be responsible for securing additional courts to avoid scheduling conflicts.

Section 3: Expanding divisions and teams within the League. The Board of Directors may expand the number of teams within a division or the number of divisions, only at the recommendation of the commissioner and by a two-thirds vote. Quorum applies.

Section 4: Admission to the League. New facilities wanting to be admitted to the League must submit a written letter of request to the Board of Directors and Commissioner by the end of July following the Spring season or by the end of December following the Fall season. The request must receive approval from the board. Quorum applies. New facilities must meet geographical requirements and will not be added to the rotation schedules (Article II, Section 8 and Article III, Section 3) until they have been active in the League for one year (two seasons).

Section 5: Requirements for Joining the League. To be eligible to join the League, a facility must submit a team roster with a minimum of 12 players and have at least six (6) courts (hard or soft) available for regular matches. These six courts may be in two different locations, provided the Commissioner determines the driving or walking distance is reasonable. The Commissioner, at her discretion, may decide if the courts are safe and in appropriate playing condition.

Section 6: Withdrawal From The League. Board Representatives will contact captains after each season to determine if there will be teams from their facilities withdrawing prior to the next season. The Board of Directors and Commissioner must receive written notification from the Representative requesting withdrawal by June 15th following the spring season or by November 15th following the fall season.

Section 7: Probation and Suspension.

a. Any team that forfeits 10% or more courts (6 courts per season) during a season will be put on probation for the following season. If court forfeiture continues (10%+) the next season (two consecutive seasons), the team will

be suspended from the League. Once suspended, the team may reapply for admission to the League at a later date.

b. A team is only able to sub a maximum of 9 lines/courts per season no matter if it is one or two subs on a court. A season is Fall or Spring: there are two seasons in a calendar year. If a team does sub more than 9 courts, they will be put on probation for the following season. If the team continues the next season (two consecutive seasons), the team will be suspended from the League. League play must continue if a team is over the 9-court subbing rule through the end of the season or immediate removal from the league will occur by the Commissioner.

Section 8: Procedures for placing new teams within divisions. When a new team is seeking admission into the League, whether it is one from a new facility, or an additional team from an existing facility, the first wait list team will be placed in the division that has the team opening. After initial placement, the team will shift up or down within divisions based on the normal wins and losses format. If the first wait listed team chooses NOT to take the open spot, then that team will move to the bottom of the wait list.

Section 9: Team Registration Fees and Fines. Registration fees will be set by the Board of Directors prior to each season. The Commissioner will set deadlines for submitting both rosters and fees. Facilities/teams will be required to pay their registration fees by the appointed deadline or a fine of \$10 per team per match will be levied.

Section 10: Roster Deadlines. Failure to submit rosters with ALL required information by the deadline will result in a \$50 fine and the deduction of 6 points from the offending team's end of season score. If the roster and all required information is not submitted by the date of the first match, the team will incur an additional 6 point deduction from their end of season score.

Section 11: Player Definition. A player is defined as a woman 21+ years who is an active participant on an interclub team. A player may not play for more than one interclub team.

Section 12: Addition of New Players. Players, including those new and or

not on any current roster, within the league may be added within the first 5 weeks of play (½ way through the regular season). Rostering changes from one team to another are not permitted under this rule. This new player may begin play the week after they are added to their team's roster.

Section 13: Divisional Champions and Their Movement: The divisional champions and order of finish for the participating teams will be determined by the total number of individual courts won by each team in all matches that season against all opponents within the division. (Scrimmages do not count.) The winning team in each division will, in the next season, be moved up to the next higher division. The last place team in each division will, in the next season, be moved down into the next lower division.

Section 14: Ties: In the event of a tie, the winner will be determined using the following guidelines:

- a. The winner is the team with the most individual courts won in head-to-head competition between the two tied teams.
- b. If still tied, the winner is the team with the fewest sets lost in head-to-head competition between the two tied teams.
- c. If still tied, the winner is the team with the fewest games lost in head-to-head competition between the two tied teams.
- d. If still tied, the Commissioner will make the decision by tossing a coin.

Section 15: Captain's Responsibilities

a) Roster all players on the team by the League deadline and in compliance with Article VI, Section 8, at the beginning of each season.

b) Arrive at the match with a copy of the By-Laws, "The Code", and a completed score sheet ("completed score sheet" is defined in Article VI, Sec 5 ROSTER EXCHANGE). Both Captains are equally responsible for initiating the roster exchange at 9:25 am.

c) Record scores on the score sheets and (1)write in the winners for each match; (2)if any courts play a tiebreaker, record the set score as 7-6 and the tiebreaker score; (3)if a court has forfeited, write "Forfeit" beside the court; (4)sign each other's score sheet to indicate agreement on the recorded scores; (5)host team Captain, must post the scores no later than 9:30am the day following the match (*A violation of this rule will result in the

loss of one point from the offending team's end-of-season score); and (6) if not host team Captain, the visiting captain has until 9:30am on the second day following the match, to notify the commissioner of any scoring discrepancies.

d) The home captain, or her representative, must physically inspect the courts. If host Captain decides the weather is questionable, a call must be made to the visiting Captain as early as possible, but no later than 8:00 a.m. on the day of the match, to discuss cancellation or delay. Please keep in mind the driving distance of the visiting team.

e) The host team Captain, must notify the Commissioner the match is cancelled or postponed due to inclement weather and inform her of when an alternate match date has been set (Article VI, Section 13a and 13c: Weather and Make-up Procedures).

f) Communicate with and work closely with the facility's Rules and Grievance Committee member and Board Representative.

g) Discuss possible grievance situations(s) against an opponent with facility R&G Committee member first to determine if a formal grievance will be filed. Follow the grievance procedures noted in Article IV, Section 4 and copy the facility R&G Committee member on all related correspondence. Note: A grievance must be filed within 48 hours of the match (**R&G Grievance Form is provided on the League website.**)

f) Request assistance of facility R&G Committee member in responding to a grievance filed against the team.

By-laws Revised February 12, 2005 (By-laws Committee/Gray, Watts, Roemer, Keenan, Miller, Staab)

By-laws revised August 30, 2005 (Rules and Grievance Chair-Christine Richards)

Article VI - League Rules (At top of page)

Revised based on Board Minutes from Jan 17, 2006 by Joyce Gray, 2006 League Commissioner

Proposed Bylaws revision June 20, 2006 (Bylaws Committee/Deal and Gray)

Revised Jan 20, 2007, based on Board meeting held on November 28, 2006

Revised Feb 4, 2008, based on Board meeting held on January 22, 2008

Revised 1/22/09, based on Board of Directors Vote at Meeting January 14th, 2009.

Revised 12/10/09, based on Board of Directors Vote at Meeting Nov 18, 2009.

Revised 2/16/10, based on Board of Directors email vote on 2/15/10.

Revised 7/7/10, based on Board of Directors Vote at Meeting June 2, 2010.

Revised 7/31/10, based on Board of Directors Vote at Meeting July 26, 2010.

Revised 1/5/11, based on Board of Directors Vote at Meeting, Nov 8, 2010 and email vote on Art VI, Sec 5 change, Dec 29, 2010.

Revised 7/5/2012, based on Board of Directors Email Vote, dated June 14, 2012.

Revised 11/26/12, based on Board of Directors Vote at Meeting November 19, 2012.

Revised 1/23/13 based on Board of Directors Vote at Meeting January 8, 2013 Article II Sections 6&8s

Revised 11/22/14 based on Board of Directors Vote at Meeting November 22, 2014 Section 16, d.

Revised 8/3/18 based on Board of Directors Vote at Meeting 7/18/18, Article V Section 12, V Section 15d

League Rules Bylaws

Bylaws, Article VI - League Rules

Section 1: USTA Rules. All play will be governed by USTA rules and the "Code of Unofficial Matches" except where noted otherwise.

Section 2: Coaching. Coaching is expressly prohibited during match play. A coach may not, unless invited by both teams, enter the court enclosure. Coaching in any form will result in a forfeiture of the court affected. Exception: player injury.

Section 3: Controversy. When controversy occurs over the score, line calls, etc. during play, players may request a lines person. Either a club pro or one member from each team should be asked to monitor the court. If no monitor is available, players should resume play on the last point on which both teams agree. If controversy continues, the host team should notify the

Rules and Grievance Chairperson and Commissioner.

Section 4: Host Team's Responsibilities. The host team will be responsible for six free courts, one can of new balls for each court, the condition of the courts, water for the players, on-site bathroom facilities, food, snacks and beverages. **A violation of this rule will result in the loss of one point from the offending team's end of season score.

Exception: If there is a second make up (3rd attempt), the host facility can use their own discretion to provide any food or beverage other than water.

Section 5: Roster Exchange.

a) Players should arrive at the match site between 9:00-9:15.

b) At 9:25 the Captains (must) and all players (should) meet at a central location. The Captains will exchange completed score sheets. Both captains are equally responsible for initiating roster exchange at 9:25. (**A violations of the 9:25 exchange time could result in the loss of one point from the offending team's end of score.) A "completed score sheet" must contain all the information that would have been provided had the sheet been printed off the www.tenniscotes.com website. Specifically, it must contain: (1) the court numbers, (2) complete names of players (as submitted to the Commissioner at the beginning of the season- ex. Elizabeth Smith, not Beth S. or Lizzy or Shug, etc.) names should appear beside the court they are assigned to for the match, (3) rostered position of each player.

c) Immediately following the exchange, the Host Team will have "An Announcement of the Match". Any member of the Host Team or Facility Pro may conduct the Announcement. In the event of courts being split to more than one match site, it is recommended that either (1) the players still meet for the Announcement and then drive to the alternate site; or if that is not reasonable (2) the alternate site players could listen via cell phone (speaker) or have a separate Announcement for those players.

d) Immediately following the Announcement, players should go to their assigned courts and begin play. This should be at or close to 9:30 am.

e) Weather Delay - In the event of weather issues, Article VI, Section 13a, where the Host Team Captain has delayed the match to begin no later than 10:00, the 15 minute default time for tardiness is 10:15. Players arriving on the court later than 10:15 will result in automatic forfeiture of the position affected.

f) Changes to Roster after Exchange-Once the rosters have been exchanged, there will be NO further changes to the roster. The match will be played as the score sheet is printed/written.

g) Substitutions After Exchange of Rosters- No substitutions may be made after the exchange of rosters (9:25) EXCEPT in accordance with the following rule: In the event of illness or injury of a player, prior to the start of THAT individual match (after the lineup has been exchanged), a team may substitute a player in the affected position within the 15-minute default time, using a player not already listed on the lineup. This player being substituted must be at a rostered position, so as to legitimately play that court for the injured or sick player, without affecting any other courts. If no such substitution can be made, the affected position only will be forfeited. In case of a double forfeit, neither team receives the point.

h) Roster Exchange Time – is determined by the Host Team Captain's cell phone, watch or other timekeeping device. It is recommended that Captains or Acting Captains, upon arrival to the site, introduce themselves and agree on the time/location to meet at 9:25. This is a recommendation, not requirement please remember our Mission Statement

Section 6: Arrival Time, Grace Period and Tardiness. Players should arrive at the match site between 9:00 and 9:15am. Players should be on their proper courts and ready to start play at 9:30am. There is a grace period of 15 minutes, but neither team is under any obligation to give tardy players additional warm-up time. Players arriving on the court later than 9:45 a.m. will result in automatic forfeiture of the position affected.

Section 7: Rostered Players. Once a team roster for the season has been submitted, players remain at their rostered position for the duration of the season Any change in rostered position after the roster deadline will result in the loss of one point from the offending team's end-of-season score. Players rostered at the 1 or 6 lines must play at least 2 matches per

season or the captain must be able to explain the extenuating circumstances to her facility Board Rep and the R&G Chair. If it is determined that a player has not met the requirements, that player will be considered a ghost player and the offending team is subject to a one point penalty.

Section 8: Rostering. In individual match play, a player may play only 2 positions up or down from her position submitted on the roster. The same “2up/2down” rule applies to regular players only. Exception: When a team cannot fill court positions 1-4 with properly rostered players (no one available), then and only then can players (regular or sub) from courts 4, 5, or 6 move up higher than the 2 positions allowed.

Section 9: Substitution.

a. Substitution order. Substitution is permitted only from a lower division to a higher division. For example, a C player may sub on a B team, or a B player on an A team. You may not sub in a division below the division in which you are rostered. A substitute from a lower division may not play in a position above any rostered player on that higher division team. Once a substitute is pulled to play on a higher division team that substitute will remain on the higher division team's substitute roster all season. No substitute will be moved off a team once she has been designated as a substitute by a higher level team.

b. Use of multiple substitution players during a match. A team may substitute up to but no more than 4 players in any given match. A substitute from a lower division may not play in a position above any regular rostered player or substituted player on a higher division team. The 2 up/2 down rule does not apply to substituted players. For example, the B1 team is in need of 3 subs for a match. The following subs have been asked to play: player #1 of B2 (rostered at court 1), player #2 of B2 (rostered at court 1, and player #3 of B2 (rostered at court 2). Player #3 must play on court 6 and players #1 and #2 must play on courts 5 and 6 (if players are rostered in the same position, there is no order preference). A violation of this rule will result in a 1 penalty point being assessed to the offending team's end-of-season score and in addition, any "winning courts" where subs are played out of order, will be forfeited and that match score will be changed to a 6-0, 6-0 benefiting the non-offending team.

c. Individual player substitution frequency. A player may substitute on any higher division team up to but no more than 3 times per team per season. A violation of this rule will result in a 1 penalty point being assessed to the offending team's end-of-season score and in addition, any "winning courts" where a substitute exceeded the 3-time limit will be forfeited and that match score will be changed to 6-0, 6-0, benefiting the non-offending team.

Section 10: Forfeiture.

a. If a player (regular or sub) is found to have played more than 2 positions out of roster position, that individual court will be forfeited and a 1 point penalty will be assessed.

b. When a team must forfeit a court because they do not have enough players, the forfeit is taken from the bottom of the line-up; i.e. the first court forfeited is #6, then #5, etc. If a match is postponed because of weather or court conditions before the rosters have been exchanged, the court that had been forfeited in may be filled in the make-up match

c. Forfeits on make-up matches will not go toward the overall forfeit total for the season

d. At the time of roster exchange if both teams cannot field a court then it will be considered a double forfeit and that line will be left blank with no names showing when the scores are input.

Section 11: Players Out of Position (wrong court) / Error Discovered

After Match Is Complete: If any players are found to have played on a different court than the one assigned on the exchanged roster, those courts are in violation of Art. VI, Sec. 5(f) and could result in the loss of one penalty point from the offending team's end-of-season score. (For example, if the player/partners assigned to court 2 on the exchanged roster played on court 3 by mistake, and the player/partners assigned court 3 played on court 2, and no one realized until after the match was over – this could result in the loss of 1 penalty point for this error. Even though 2 courts are involved the maximum penalty would be 1 penalty point, EXCEPT when the 2 up / 2 down rule is violated, see below*.) Because the error is found after the match is complete, it is assumed that all matches were played in good faith and the match scores will stand, so as not to

harm or help any individual player but to penalize the offending team as a whole. Infractions must be filed with R&G within 48 hours of match time by the non-offending team.

*ADDITIONAL penalty if the 2 up / 2 down rule is violated. If the players that were found to have played on the wrong courts (described above) were also found to have violated the 2 up / 2 down rule, this should be treated as a separate and additional rule violation. The Commissioner should assess a penalty point and forfeit the courts, as stated in Art. VI, Sec.

10a. (Example, (same as above) the player/partners assigned to court 2 (rostered 1) on the exchanged roster played on court 3 by mistake, and the player/partners assigned to court 3 (rostered 5) played on court 2.) In this scenario, two rules have actually been violated, as the result of one act: Section 11. Players on wrong court (R&G matter, if grievance filed) and Section 10. Forfeiture due to 2 up /2 down rule violation (Commissioner assessed penalty).

Section 12: Cell Phone Rule: As a courtesy to all players, cell phones, pagers, and similar devices are to be turned off or silenced. In the event one of the devices sounds on the affected court while in play, the following cumulative penalty system will be enforced against the offending doubles team.

FIRST DISTURBANCE: Offending doubles team will be penalized the loss of one point.

SECOND DISTURBANCE: Offending doubles team will be penalized the loss of one game.

THIRD DISTURBANCE: Offending doubles team will be penalized with the forfeiture of the match.

Section 13: Weather, Major Traffic and Make-up Matches

a. Weather. The host team's captain must make a physical inspection of the courts prior to the match. She must notify the visiting captain by 8:00 a.m. the morning of the match if the match is cancelled or delayed. If no phone call is made, the match is played as scheduled. Every attempt should be made to play the match on the scheduled day if play can begin

within 30 minutes of the scheduled time, or by 10:00 a.m. If the match cannot be started by 10:00 am, then it should be rescheduled. If, by 8:00 a.m., the host team captain determines that the match can begin by 10:00 a.m., she must notify the visiting team's captain to discuss a later warm-up time for both teams. If weather and court conditions are a problem the day of the match, the home team captain will always make the final call about playing the match.

b. Major Traffic Disturbance. In case of major traffic disturbance, the captain of the home team has the discretion to start late. The captain of the visiting team needs to call the captain of the home team as soon as possible. The home team captain will always make the final call about playing the match.

c. Make-up Procedures.

i. If the match needs to be rescheduled, then the home team is OBLIGATED to offer two (2) dates within a three-week period, from and including match day (i.e. Tuesday to Tuesday), to complete the match. This must be done within 48 hours. The visiting team is then OBLIGATED to select one of these two (2) dates within 24 hours. **A violation of this 48/24-hour rule will result in the loss of one point from the offending team's end-of-season score.

ii. If one of the two dates offered is already a PIC make up match, a third date must be offered. This must be confirmed with the commissioner.

iii. If a rescheduled match is rained-out again, the teams will receive three (3) additional weeks from the date of the second rainout to complete the match. The home team will again offer two (2) dates. **The 48/24-hour rule applies to each make-up attempt. All matches must be completed by the end-of-season deadline. Matches should be played at the regularly scheduled time of 9:30 a.m. Monday - Friday.

iv. After attempting to play a match 3 times and failed due to weather issues, the commissioner will automatically split the match 3/3.

d. Change of Location Allowances for Make-up Matches. In order to facilitate make-up matches within the required 3-week period, the host team may secure an alternate facility or may split court locations to various

sites. If Captains agree, staggered start times may be used. The host team will still be responsible for the courts, bathrooms, balls, and water, as stated in Host Team Responsibilities.

e. Extreme Weather Conditions. (1.) Matches may be postponed due to extreme weather conditions, such as unusually cold or hot temperatures, only if both captains agree on site, at match time. Both teams will be required to have twelve (12) players present or they will be subject to forfeiture from the bottom up. **Make-up procedures, as stated above, will apply. (2.) The commissioner will make the decision to call off all league matches for the day by 7:30am if the temperature and the wind chill combined is 25 degrees or below.

f. End-of-Season Deadline. All matches must be completed by the end-of-season deadline, which is set at the beginning of each season by the Board and the Commissioner.

g. 3/3 Split. If divisional standings are at stake with any team playing a match during the makeup week, every day that week will be used to play. Commissioner may set the makeup date past the second attempt to make up the match during the make-up week. If the match cannot be played due to weather by Friday of the make-up week, the commissioner may split the match on that day, 3/3.

h. Postponement After Match Has Begun. If a match has already begun (the first point played on any court) and is postponed because of weather, the individual courts must be completed with the same players, and at the same facility, or on courts agreeable to both pairs of opponents. All four players have 48 hours to schedule a mutually available date. The make-up must be completed within two weeks and may include evening or weekend times if needed. This is the only time that individual court matches may be made up separately.

i. School-closings/District-wide-In the event of a school district-wide bad weather cancellation or delays, teams must honor requests to reschedule matches.

Section 14: Harassment Towards PIC Commissioner, R/G Officers, PIC Board Members, Club Staff. If R/G believes and votes that any player violates the mission statement of our tennis league by harassing the

Commissioner, any R/G Rep, Board Rep, or Club Staff, her team will be assessed a point penalty by the Commissioner.

Revised 8/30/05; No revisions for Spring 2006(jg)

Current Revision July 2006.

Revised 1/20/07, based on Board of Directors meeting held on November 28, 2006.

Revised 7/30/07, based on Board of Directors email vote dated 7/23/07.

Revised 1/22/09, based on Board of Directors Vote at Meeting Nov 13, 2008 and January 14th, 2009.

Revised 12/10/09, based on Board of Directors Vote at Meeting Nov 18, 2009.

Revised 2/16/10, based on Board of Directors email vote dated 2/15/10.

Revised 7/7/10, based on Board of Directors Vote at Meeting June 2, 2010.

Revised 1/5/11, based on Board of Directors Vote at Meeting, Nov 8, 2010 and email vote on Art VI, Sec 5 change, Dec 29, 2010.

Revised 7/5/2012, based on Board of Directors Email Vote, June 14, 2012

Revised 8/18/2014 based on Board of Directors vote, August 5, 2014

Revised 9/8/14 based on Executive Committee meeting, Aug 2014 Section 13 C.

Revised 11/22/14 based Board of Directors committee meeting November 22, 2014 Section 9.

Revised 07/24/15 based on Board Meeting Spring 2015, Article VI Sections 13(c)(I) and 14. And Section 15 based on R&G meeting.

Revised 12/3/15 based on Board End of Year meeting, Article VI Section 13(c)(iv)

Revised 08-09-17 based on Board Meeting 07-25-17, Art II, Sec 7; Art V, Sec15d; Art VI, Sec 7.

Revised 8/3/18 based on Board Meeting 7/18/18, Art VI Section 13 a, Art VI Section 13c III,

Section 15: Mission Statement Violation

If a player is found to be in violation of the Piedmont Interclub Mission Statement as interpreted by the voting members of the Rules and Grievance Committee, a suspension of the player and/or a one (1) point penalty will be assessed to the team.