

**SUNLAND VILLAGE EAST TENNIS CLUB
CAPTAINS HANDBOOK**

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SVE Board Approved Revision Date: 3/6/15

INTRODUCTION

The Captain's Handbook, is always evolving. When changes are voted on by the East Valley Senior Tennis League (EVSTL) that effect League players, they **MUST** be incorporated into this Handbook. **EVSTL RULES MUST ALWAYS TAKE PRECEDENCE.** Additional revisions voted by the Club membership must also be included in this Handbook. Captains have then a ready reference to the Rules of Play and management of their team lines to follow. The SVE Tennis Club EVSTL Coordinator; i.e., the Club VP referred to as the Captain of the Captains, and all Team Captains agree to abide by the Captain's Handbook.

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1. TEAM CAPTAINS

a) INTRODUCTION

Team Captains are the “key link” in the chain of East Valley Senior Tennis League (EVSTL) success. Knowledge of the rules, fairness, sportsmanship, flexibility, communication and a cool head are the best tools of the Team Captain.

How Team Captains manage their team and league play is of utmost importance in having a successful season. This handbook is intended to enable all Team Captains to perform their roll in a manner that:

- is fair to all,
- achieves reasonable equality among teams,
- allows every player to participate at the level of intensity where they remain competitive and strive to achieve 40-65 percent of games and/or matches won.

b) QUALIFICATIONS AND SELECTION

A Team Captain will be an active member of the SVE Tennis Club. An individual’s tennis level is an indicator of their playing ability and experience and may be a factor in evaluating an individual for a Captain position. It would be desirable to have a player with a 2.0 level or above be a Captain for the beginning players. A player gains experience helpful to becoming a good Captain by playing for at least 1 year in the EVSTL. An individual’s leadership, organizational and communication skills are the key skills required for a good captain. Ideal captain candidates are individuals who have played previously and are not currently playing; who have sustained an injury prohibiting them from playing.

All team captains/co-captains must agree to abide by this handbook, the EVSTL guidelines and the SVE Tennis Club rules and guidelines.

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The Vice President, acting as Captain of the Captains, must recruit and approve team captains for the season he/she is the VP. Individuals may volunteer for the captain position, be appointed by the Vice President or be elected by the members of the team. Captains will be asked in February each year to indicate their willingness to continue being Captain for the following season. Tenure is recommended to be a maximum of two years but may be longer if the Tennis Vice President and the team members are in agreement.

Every team from 1.5 through 4.0 should have a Captain and a Co-Captain. It is desirable that one of the captains be a man and the other a woman. The woman (whether a captain or co-captain) will prepare the ladies line-up each week including the arrangement for any needed play-up people and the man will do the same for the men's line-up. Captains are encouraged to "mentor" their Co-Captains, provide training and experience in completing the Captain duties. Two objectives would be (1) to prepare the Co-Captain, Captains are encouraged to "mentor" their Co-Captain, provide training and experience to be Captain in the absence of the Captain and (2) to encourage the Co-Captain to consider being a Captain.

In the event that no one or team player volunteers for Captain and Co-Captain positions, the team will be directed to fill the Captain and Co-Captain positions from their team players. All teams must have both a Captain and Co-Captain to be registered with the EVSTL. The number of teams at each level must be registered with the EVSTL no later than September 1 for the following season. Therefore if no one/team player is willing to serve, the team will be dissolved.

2. EAST VALLEY SENIOR TENNIS LEAGUE (EVSTL) PLAY

- a) **EVSTL WEBSITE: www.evstl.net**
- b) **PLAY GUIDELINES**

When a match is played without officials, as we play, the United States Tennis Association (USTA) CODE shall apply in any situation not covered by the rules of Tennis. Each Captain should have the Friend at Court Book, provided in the Captains Notebook, which contains the CODE.

EVSTL guidelines state that normal league play shall consist of:

- 1.5 2 men's & 1 women's Teams
- 2.0-3.5 3 men's & 2 women's Teams
- 4. 2 men's, 1 women's Teams

More matches may be fielded as court time and players available allow. The EVSTL allows captains complete flexibility to change the teams; i.e., add a Mixed (cannot play position #1), men's or ladies team. If both captains agree positional changes can also be made; i.e., two #1

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position teams can be played, with all players reporting #1 position stats. These players must be A players or very strong B players, who have played previously in the #1 position. The Captain's job is to set up fair competitive matches. Captains must refuse opponents who request to play two #1 lines if they do not have four #1 level players available. Likewise, Captains must not initiate a match with two #1 lines if four #1 level players are not available. Usually two #1 lines would be played at the end of the season when a number of eligible players are attempting to meet stats to move up.

At the beginning of the season many captains may be short players to field the suggested number of teams. The EVSTL member parks want all matches to field a #1 Team, since "B" players can play up to #1 position. However if you really feel you cannot field a #1 team, and the opposing captain agrees to not having a #1 team the match can be recorded as such. The League By-Laws do NOT require a #1 Team.

3. SELECTION OF TEAM MEMBERS

a) TEAMS SELECTED IN FALL

In the spring a listing of all players will be posted according to their level of play. In the fall, prior to the start of the new season, the selection of teams will take place, and the resulting teams will be provided to the EVSTL. This will determine teams based on the players who are actually available for play. When possible, Captains should be selected in the spring for the following season (unless the teams select their own captain). In the fall players will be ranked as A(position #1), B(position #2), or C(position #3) based on season stats, observation of season play and input from coaches. Captains and the VP will participate in the team selection process. Captains can designate a representative if they are not available at the time of team selection. The EVSTL now requires submission of the number of teams that will play at each level for the season no later than September 1.

b) THREE METHODS OF SELECTING TEAMS

1. Rebalancing is performed by the captains along with the Captain of the Captains who identify the A, B and C level players and then moving players as necessary to balance the strength of the teams thus keeping most of the players on the previous teams.

2. Captains Select is accomplished by first determining all of the players ranking A, B, or C by their statistics from the prior season, observation of their play and input from coaches. Second a player ladder in descending order of statistics is made, one for ladies and one for men. Third, by coin toss, the draw of the teams is begun awarding the first selection to the coin toss winner. The first selection is one player, the second selection is two players and then the selection is alternating one and one until all players have been placed on a team. A final coin toss will then be made to determine which team will belong to each Captain. The respective

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Captains would then be able to “fine tune” the teams with respect to spouses desiring to be on the same team. It is not recommended to place late season arrivals or injured players on teams at this time, as doing so creates a false view of the team of players available. This method of determining teams promotes *objectivity in* ranking of players, mixing of players and more equally balanced teams. It is recommended that this method be used at a minimum of every three years.

3. Blind Draw is accomplished by placing the names of players at comparable levels in a hat and drawing for the two teams. After the draw the captains and the captain of the captains will “fine tune” the teams using factors such as spouses on the same team, partial season players, current known injuries, etc. If the captains have already been selected, there will be a flip of the coin to determine which captain gets which team. If the captains have not been selected, the captain for each team may be selected by the players on each team. The Blind Draw method will be used if the majority of all the players at that level vote for a Blind Draw using a secret ballot.

c) NON-RESIDENT SVE EVSTL PLAYER POLICY

EVSTL allows teams at the 3.5 & 4.0 level to permanently add players from other EVSTL member parks to their rosters when that park does not have their own team.

1. Players desiring to play EVSTL Tennis at SVE must present a written request to do so to the Vice President (SVE EVSTL Coordinator), who would advise the SVE Tennis Club Board of the request.
2. Qualifying Player Criteria
 - a. Must be a resident of an EVSTL park.
 - b. Must be a minimum of 50 years of age.
 - c. Must be a member of the Tennis Club in which he/she resides; as determined by their payment of the membership dues.
 - d. Only players at the 3.5 or 4.0 levels are eligible.
 - e. The park of the player’s membership and residence is not able to field a team at the player’s level; i.e. when the player’s level is 3.5 or 4.0.
 - f. The player would roster on the SVE Team for the season.
 - g. The non-resident player would be considered a player of equal status with the SVE resident players.

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- h. The player(s) would be required to sign a Waiver of Liability, in accordance with SVE HOA policy, and this Waiver would need to be filed in the HOA office.
3. The player would be required to pay a \$30 EVSTL participation fee to roster and play for the season on an SVE 3.5 or 4.0 team. The player would NOT be a member of the SVE Tennis Club.
4. Players must meet one of the following criteria to be considered:
 - Meet the “EVSTL Must Move-Up statistics” required to move from 3.0 to 3.5; or 3.5 to 4.0
 - A player who has not played in the EVSTL will be required to successfully complete a SVE 3.5/4.0 placement match
5. A majority yes vote of the members of the 3.5/4.0 team(s) would allow **one or more players** to roster and play at SVE; vote by gender.
6. Since team compositions change every season, requests and team approval, if applicable, would always be for one season only. Non-resident EVSTL player(s) then must present a new request every season.
7. Tournament eligibility play of these non-resident players to partner with SVE players or players from their own residence park would be determined by the entry rules of each Tournament.

4. REBALANCE OF TEAMS PROCESS

The Captain of the Captains (VP) and Player Improvement Program (PIP) Director, along with the Captain and Co-Captain of each team will participate in a rebalance of their team should a rebalance be deemed necessary. As players move up or down, move away or as new players join the SVE Tennis Club, teams may not stay balanced. Teams may not have an adequate number of players to field a full complement of league players without a preponderance of lower level players. If for any reason during the current season, sister teams do not have equal numbers of A/B/C level players and the Match Play Logs and/or team stats indicate poor match results then the VP will discuss the issue with both Captains for their input. If the VP strongly feels a rebalance needs to take place, and agreement cannot be reached with the Captains, then the VP or designate will make the final decision on the movement of players from one team to the other.

5. VICE-PRESIDENT ASSISTANT

The primary duties of the VP are (1) to Captain the Captains and (2) act as the SVE Club representative to the East Valley Senior Tennis League (EVSTL). The VP and Club statistician

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provide the Member Club Information (MCI) and the SVE Roster of all teams to the EVSTL, updating them as necessary. An Assistant to the VP will be appointed by the Tennis Board, who may attend (without vote) Board and EVSTL meetings along with the VP. The VP and the VP Assistant (VPA) will work together to accomplish EVSTL team management and Captain education, advocating for players and captains alike. A duty of the VPA will be to coordinate the Placement Committee, who observes placement matches for all new and returning players who have not played in the EVSTL for two or more seasons. The VPA would not be a member of the placement committee, insuring the committee is independent of the VPA to determine the level of play appropriate for the new/returning player without the influence of the VPA.

6. PLACEMENT COMMITTEE

The purpose of the Placement Committee will be to observe placement matches to determine the level of play of new players, grossly misplaced players, or returning players who have not played EVSTL for two or more seasons. The VP Assistant will elicit a minimum of 3 (plus two alternate) 4.0s or similarly qualified players to serve on this committee for the current season, subject to Board confirmation. The VP Assistant will discuss the playing experience of the new/returning player and after consulting with members of the committee for players to choose from, will arrange an informal observation match to be played with three appropriate players from the desired level of play. The placement match will be observed by members of the Committee, and upon completion of the match (match length and/or number of matches to be determined by the committee) the committee will discuss the appropriate level of play for this player and advise the player. The committee will then advise the VP Assistant of the level of play for the new/returning player. The VP Assistant, the VP and the respective Captains will consult in the placement of the new/returning player to a team, and the VP will then advise the player. In the event there is not agreement on the placement of the team assignment of the player, the VP will make the final team assignment decision.

Should any member of the Placement Committee observe a player who is grossly “misplaced” at their current level, the VPA can be consulted for further evaluation to be made of the player. It is our goal and the goal of the EVSTL to have all players playing at the level of play based on their skills. This promotes the spirit of the League which is “fair, competitive matches”.

7. PLAYER CONSIDERATIONS

a) NEW PLAYERS

Players new to the SVE Tennis Club or returning players who have not played in the EVSTL for two or more seasons, will have their level of play determined by a Placement Committee. The VP Assistant (VPA) will consult with the player to determine the player’s realistic level of

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play and after consulting with the Placement Committee for players to choose from will coordinate an informal observation Placement Match with three appropriate players. Following the match the player will be advised of their level of play. The player's team assignment will be determined by the VP, the VP Assistant and the team Captains, and the VP will so advise the player. In the event there is not agreement in the placement of the team assignment of the player, the VP will make the final Team assignment decision.

New players who played in an EVSTL park in the prior year may be placed on an SVE team at the same level without a placement match if the new player has played a minimum of 5 or more matches below position 2 and achieved a game winning percentage of at least 40%, or if the overall percentage at all positions is 40% or more. If the player has played a minimum of 5 or more matches below position 2 and not achieved a game winning percentage of 40% or more, then the player will be placed on a team at the next lower level. If the player has not played a minimum of 5 or more matches below position 2 and has played a minimum of 4 or more matches at positions 1 or 2 without achieving a game winning percentage of 40% or more, the player has an option of a placement match or may volunteer to play at the next lower level.

New players from other EVSTL parks who have achieved the EVSTL stats requiring them to move up to the next level will be exempt from playing a Placement Match to rate at that level. Team placement of these players will be made by consensus of the respective Team Captains and the Captain of the Captains.

At no time will captains be allowed to "stack the deck" or be allowed to pick and choose who will be their team members.

b) RETURNING PLAYERS

After the league season has started, returning players must be assigned to a team by the Vice President, in consultation with the captains, so as to keep the teams balanced. This will include players returning after the season has started, players moving up during the season, players coming off Injured Reserve that have not previously been assigned to a team, etc. Returning players who have previously played SVE tennis in the EVSTL and have not played for one or more seasons may begin play at the next lower level without playing a placement match.

Players who are not able to play for more than one and less than two full league seasons, due to medical or other reasons, may join a team at their previous level of play, without a placement match. As an alternative, the returning player, at their option, may elect to move down to the next lower level of play. If the option to move down is selected, that player subsequently may elect, if done within twelve months of moving down, to return to a team at their previous level of play, without a Placement Match. As a condition of joining the team at their previous level of

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play or moving back up after having moved down, the player must maintain at least 35% games won for that season, for all matches played at court 2 or lower, based on end-of season stats. If the 35% games won stats are not achieved, the player must return to the lower level beginning with the next season. A full league season is defined as: November 1 through March 31.

If players are out for two or more full league seasons, they must play a Placement Match to qualify to return to their previous level or agree to move down one level.

c) PLAYERS WITH MEDICAL ISSUES THAT ALLOW THEM TO PLAY

If a player is not able to play at their current level due to a medical condition, they can petition with a written request to the Captain of the Captains (the VP), to play down one level (called a medical move-down). If players are not able to play one-level down they may then petition the Captain of the Captains to move down another level. The existing medical condition will be a determining factor in the decision. When the move-down medical condition is resolved the player may then move up to their level achieved prior to their medical condition without qualifying for that level.

d) PLAYERS NOT ABLE TO PLAY DUE TO MEDICAL OR OTHER ISSUES

When player's medical issues require them to stop playing, the player provides notification to the VP to be placed on **Injured Reserve**. (See Injured Reserve section for further detail, page 14)

e) PLAYERS WHO DESIRE TO MOVE DOWN

Players who desire to move down are eligible to move down if their game stats are 40% or below. If the player move-down request is due to an age related issue, the request to move-down must be reviewed and approved by the Captain of the Captains. Players themselves may not arbitrarily move themselves to a lower level.

8. TEAM RANKING AND PLAYER SELECTION FOR LEAGUE PLAY

To achieve the best possible competition in all League matches, Captains are to follow the EVSTL guidelines on structuring matches. (See EVSTL website: www.evstl.net). Captains will categorize their players into three groups: Group A, B and C. Generally you will rotate your Group A players in the #1 position, Group B in position #2, and Group C in position 3/4. You may also rotate your Group A players between position #1 and #2; Group B players between positions #1, #2 or #3, and Group C players between positions #2 and #3/4. Of course you would not ever play a Group A player in position #3 or a Group C player in position #1. In the event that a team has several players all qualified to play position #1 the captain will rotate play among those qualified from week to week. The same applies to players in groups B

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and C for position # 2, 3 and 4. Lower level players brought up should typically be played as group C and played at the lowest level position 3 or 4; however, the League permits you to play them in any position. New team members moving up from a lower level will normally begin at group C until their play indicates they can play at a higher position.

Players wishing to qualify to “move-up” should notify their Captain early in the season. The Captain will allow these players the opportunity to demonstrate their ability to be eligible to play position #1. Players will not be able to choose their #1 position partners.

When a team has more players than the opposing team can match, a player will be forced to sit out. Captains should maintain a record to assure that sit outs are equally rotated among all players.

The EVSTL admonishes every member club to monitor for “sandbagging”. It is the objective of the EVSTL to achieve as level a match playing field as possible. This objective can only be achieved when member clubs enforce the League **MUST** move-up/down policy. Team Captains are the first line in monitoring for “sandbagging”. A player must continue his/her normal rotation in position #1 to determine if his/her skill level will result in the **MUST** move-up statistics being achieved. If a Captain indicates a player refuses to comply, the Club Board must take action to comply with EVSTL rules. The League and all other member clubs expect corrective action to be taken.

9. USING LOWER LEVEL PLAYERS FOR LEAGUE PLAY

2.0 thru 4.0 captains may use players from the next lower level for EVSTL play subject to the following guidelines.

All available players at the scheduled playing level must be scheduled to play before bringing up lower level players; i.e., the red team must borrow from the white team any extra available players before bringing up a lower level player. If your “sister” team in the same level has a “bye”, that team’s A players or first position players cannot be borrowed to play in position #1. A borrowed player can never play position #1, excluding the 4.0 level.

Each team Captain, 1.5-3.5, will maintain a list of “A” players who are willing to play up and provide this list to the next level Captains. Captains needing a lower level player for their match will only select from this list and will rotate players being played up, giving all qualified the opportunity to play up. The upper level Captain will notify the lower level Captain whenever a player is played up. If an “A” player is not available the lower level Captain will be contacted to determine the next strongest player to be brought up. The “A” player list each Captain (1.5-3.5) maintains should change as player ranking changes and at mid-season. If an

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eligible player at the lower level is scheduled to play for their team, and another “A” player is scheduled to sit out, the player scheduled to sit out should be given first opportunity to play up. It is not fair for one player to play twice in the week and another eligible player not play at all.

When a lower level player has been invited to play up, he or she should be informed that in the event that a player from the correct level is available, before the scheduled play day, the invited player will be informed that they will not play up that week. The purpose of this is to make sure all available correct level players (from all teams) are playing before any lower player is brought up. Normally you would partner all of your level players together, before partnering one of them with a lower level player.

Subject to these guidelines, bringing players up from a lower level is encouraged since it provides great experience for those players and allows more people to play from both SVE and other parks.

10. HOST RESPONSIBILITIES FOR HOME MATCHES

Captains are responsible to contact captains from other parks to determine number of teams to play, to post sign up sheets, assign scorekeepers if required, provide balls for home matches, assign court set up, coffee and kitchen duties, court clean up and maintain match play logs. Captains usually delegate much of these duties among their team players. It is imperative that upon completion of scheduled matches that the courts and surrounding area are policed to pick up carpet pads, coffee cups, napkins and that flags are returned to the storage area.

11. COMMUNICATIONS

- A.** Team captains will maintain open communications with the Vice-President (Captain of the Captains) and other team captains with respect to bringing players up from lower levels.
- B.** Team captains will also maintain open communications with members of their team as to schedules, assigned duties and travel to other parks for league play.
- C.** Captains will review players’ stats a minimum of twice during the season (1/2 way and at end of season) to keep players informed of potentially moving up or players that need to drop a level in order to remain competitive. Players needing instruction and or critiquing should be encouraged to participate in practices or work with an instructor to improve their game.
- D.** As a captain you are responsible to contact captains from opposing parks to coordinate play for the coming week and to arrange your schedule accordingly. Match play is a team effort and as a captain you should strive to accommodate the skills and desires of the team. However, as captain you have the final decision on who plays with whom.

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E. You may seek a(1) higher level player or (2) the Director of the Player Improvement Program or (3) the Captain of the Captains to assist you in ranking players for positional play.

12. TEAM PRACTICES

Captains are strongly encouraged to arrange and participate in team practices, preferably scheduled two week days before the League match; i.e., 3.5 players would practice on Thursday and 2.0 players would practice on Friday, etc. These practices are approved by the Club and automatically blocked on the Hold My Court reservation system. The goal of team practices is to improve player tennis skills in order to maintain a respectable level of competition within the EVSTL. Practice sessions should be set-up for training purposes, which will enhance the individual player's level of play.

As a general rule, practice sessions will be run by a coach. Team Captains, with the assistance of their team members, will recruit an appropriate coach to run their team practices.

Captains/teams are strongly encouraged to select coaches from the Player Improvement Program (PIP) list, provided by the Head PIP coach and dependent on coach availability. If another coach is preferred, the team captain will recommend the coach to the Head PIP coach and/or the VP for consideration and approval. All coaches should have both strong coaching and teaching skills, in addition to good people skills. Captains may not be the best choice for the Team Coach.

Captains ONLY may invite players from other levels to attend their team practice. Players are generally allowed to attend ONLY their respective practice. A Captain inviting a lower level player to play up may want to invite that player to the team's practice.

13. PLAYER IMPROVEMENT PROGRAM (PIP)

It is the objective of the SVE Tennis Club to provide its members with assistance in learning safe and level appropriate tennis skills. Tennis instruction should be a **building of skills** dependent on the specific level of each team, i.e., 1.5, 2.0, etc. What is appropriate to teach a 3.5 player may not be appropriate for a 2.5 player as that player has not yet achieved success for certain tennis skills.

All coaches will be encouraged to follow the PIP recommendations for teaching skills appropriate for each level. The specifics of each stroke ("how to") and teaching of "play strategies" should be consistent coach to coach, thus decreasing any confusion for the student. Consistency is KEY to player understanding and improvement as the player changes match partners and play levels.

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Coach-run practice sessions/clinics will include use of the ball machine, various teaching equipment, coach run drills, actual play with coach input, special sessions (shot of the week) and any other methods which would improve players' skills and enjoyment of the game.

Any member desiring to be involved in the PIP program should contact the VP or current Head PIP Coach to volunteer for a team coaching position.

a) APPOINTMENT OF THE PIP HEAD COACH

It is desirable that the Head PIP Coach demonstrates their coaching abilities as a Team Coach prior to filling the position as head coach. Any coach interested in becoming the Head PIP Coach should submit their name to the VP (Captain of Captains) in the winter for consideration for the next full season. If this position becomes vacant, the VP may seek outside assistance in filling the position. Tennis Club Board approval is required. The position of Head PIP will be approved yearly by the board. The Head PIP may differ every season.

The Head PIP Coach is responsible for:

1. Assuring that each team and coach has the necessary instruction materials to assist them in teaching.
2. Communicating with each coach to assure the teaching of specific strokes and play strategy is consistent level to level.
3. Communicating program, rule or date changes to all coaches.

When a team coach is not available to assist a team, the Head PIP Coach will assist the captains in developing appropriate drills or games that would assist the players at that level.

14. RECORD KEEPING

Captains will post their match play logs on the bulletin board at the conclusion of play. A copy of the match play log will be provided to the VP, and our statistician (SVE PC SPECIALIST) to retain and use to tabulate statistics for all positions of play. Player's overall statistics will be reported at least twice a season, at the half way-point and end of the season to Captains for their review. At the end of the season, annually in March, the SVE statistician will submit a report of the players who have played position #1 and their Match, Game and Set percentages to the EVSTL. **ONLY** these position #1 scores are reported to the EVSTL.

It is essential to provide a Match Play Log that is accurate and legible. Player stats are recorded from this Play Log, and are only as accurate as the Match Play Log.

- Individual partially completed rained out matches are NOT counted for the Team or the players; indicate rain-out on the Match Play Log
- Submit a Match Play Log if your entire Match is rained out indicating same

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- When a scheduled match is not completed because of player no-shows or emergencies, the match is not counted for the Team or the Players; indicate Player No-show/emergency on the Match Play Log
- If a player becomes injured during a match and cannot continue, the match is forfeited to the opponent, awarding them 2 points. Record the games played and note the player injured, and Won by Forfeit.
- If you make a player change, be sure the Log is clear as to who actually played the match
- Be sure to include the player's first and last name
- Be sure the Log accurately reflects the position played
- When changes are made ask yourself if the change will be clear to the Statistician, perhaps a note for clarity needs to be attached

15. INJURED RESERVE

When players who are team members, but not able to play due to injury, sickness, or other medical reasons (e.g., recovering from knee surgery) they are registered as "Injured Reserve" for their team. When "injured reserve players" are able to resume play, they may join their team again or they may want to consider "playing down" for medical reasons. A player who has moved down "temporarily, one season or less" due to temporary medical conditions and plans to move back up is exempted from re-qualifying to Move-up.

When the teams for the next season are formed, the season's Injured Reserve Players will be reviewed and depending on the medical situation it may be prudent not to roster them on a team until they are actually able to play again. If the player has not been able to play any matches for the season, the player may not be placed on a team.

16. PRIVACY OF PLAYER STATISTICS

The "statistician" for the club maintains player statistics (stats). The EVSTL requires position #1 statistics be provided to them at the League annual meeting in the spring, to identify the players who have met the MUST move-up League criteria. These **end of season position #1 stats are the only "public" stats** since the League gives all League members access to them on the League website.

Player stats for all positions (#1 and #2-4) are also provided to Captains at mid-season and the end of the season to assist Captains in decision making regarding their players. **Player stats belong to the player** and therefore Captains are to protect the privacy of each player's stats by

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sharing individual player stats only with said player; i.e., not the entire team or other players. End of season stats will identify those players who have not sustained a game winning percentage of 35% and **MUST** move down. A player may at any time request their stats from the club statistician. Player's stats are compiled from the Match Play Logs submitted by each Captain. The accuracy of the Match Play Log is therefore critical to the accuracy of the player's stats.

17. PLAYER MOVE-UP/DOWN POLICY

a) INTRODUCTION

EAST VALLEY SENIOR TENNIS LEAGUE (EVSTL)
REQUIRED REVISIONS 12-1-09

Effective 12-1-09 the EVSTL passed By-Law changes to improve fairness and competition in league play. CLUB CONFORMITY to the minimum rules of the EVSTL IS REQUIRED. A/B/C players are referenced in the following discussion: every level is divided into A/B/C players; "A" are the strongest, normally playing position #1; "B" are medium, normally playing position #2; "C" players normally play position #3 and below.

b) MUST MOVE-UP (EVSTL & SVE)

Any player who has met all the following **MUST** be moved up to the next higher level no later than the beginning of the next season; however, a player may elect to move up immediately. Play in position #1 a minimum of 6 matches, at least 3 of which must be played after January 1, AND

- a. win 75% or more of matches AND
- b. win 60% or more of games
- c. Stats are "locked" once achieved

Captains will not allow players to circumvent these move-up rules; qualifying A/B players will NOT be allowed to refuse to play position #1 in order to avoid moving up.

c) QUALIFIED MOVE-UP

Meet either of the following two options:

(1) "QUALIFIED" MOVE-UP

- a. Play at least 6 matches in position #1 or at least 6 matches in a combination of all matches in positions #1 and #2.
- b. Three matches must be played after January 1st, AND
- c. Win 66% or more of matches AND 55% of games, AND

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- d. Win 3 matches in position #1; 2 of which must be after Jan 1
- e. Stats are “locked” once achieved

Any player who has met the above is QUALIFIED, but not required to move up to the next higher level for the next EVSTL season; however this decision MUST be made following confirmation of your stats and no later than March 31 of the current season. Notify the VP in writing of your decision by March 31.

(2) Win the SVE Doubles Tournament

Players wishing to qualify to move-up should notify their Captain early in the season. The Captain will allow these players the opportunity to demonstrate their ability to be eligible to play position #1. Players will not be able to choose their position #1 partner.

New team members moving up from a lower level should normally begin play in the C group until their play indicates they can play at a higher position.

d) IMMEDIATE MOVE UP OF PLAYERS

The statistician will provide to the VP all the position #1 player statistics that have been completed right after the last league matches prior to the Christmas break. The VP will report the names and stats of players with high winning statistics (6 times in position #1; 75% match and 65% game wins) to the Board of Directors for their information, and the names to the VPA to arrange placement matches with the Placement Committee. Those players who successfully complete their placement match, as early as possible but no later than January 31, will move up immediately.

e) MUST MOVE-DOWN (EVSTL & SVE)

Any player who has met all of the following MUST be moved down to the next lower level no later than the beginning of the next season; however, a player may elect to move-down immediately.

a. Play at least 6 matches in other than position #1 and #2

b. Players who have been unable to sustain a GAME WINNING % of at least 35%

Players will not have the option of moving down other than for stats; SVE Tennis Club may grant move-downs for health issues or disabilities due to the aging process and will determine the move-down level of play appropriate.

Captains must rotate B players with C players to give the C players the opportunity to maintain their statistics.

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f) 1.5 LEVEL ADVANCEMENT

When players are new to tennis we place them in the “beginner” level with the assumption they will be beginners.

- (1) However, when a player develops quickly and demonstrates skills advanced for a beginner the 1.5 Coach and Captain will provide notice to the Captain of Captain who will arrange a Placement Match for the Player. The goal of the EVSTL and all Clubs is to play players at their appropriate level. This promotes fair and competitive league matches.
- (2) Statistics are not maintained for the 1.5 level. In many instances 1.5s are playing with 2.0 players. Advancement to the 2.0 level will not be automatic, nor will it be at the player’s choice. Players will be reviewed for their stroke development and readiness to play at the higher level. The 1.5 Coach(s), Captain and the Captain of the Captains will determine those players ready to advance.

18. REVISION PROCESS

- (1) SUBMIT REVISIONS:** Suggested revisions to the Captains handbook, effective for the following season, can be submitted in writing by any member to the SVE Tennis Club President or Vice President. (the VP acts as the Club Captain of Captains; i.e., the EVSTL Coordinator)
- (2) COMMITTEE REVIEW:** Member or Board recommendations for revisions along with EVSTL CHANGES will be reviewed annually by the end of February by a Revision Committee, **called by the President. This committee of the President, Vice President, the Player Improvement Program (PIP) Head Coach, the Club Statistician, and others at the discretion of the Vice President (a Captain, member at large or Past President)**, will review all submitted recommendations and present resulting Captain Handbook policy change recommendations to general membership, in an open forum meeting, to be scheduled prior to the March Board Meeting.
- (3) MEMBERSHIP REVIEW:** The Committee will make the proposed revisions, together with any necessary explanations, available for membership by posting a hard copy at the courts, plus send the proposed revisions to membership in a Tennis Bulletin. A meeting chaired by the Revision Committee members will be scheduled to provide the general membership an opportunity to discuss changes in an open forum.

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- (4) **BOARD APPROVAL:** The Committee will then submit their recommendations to the Tennis Club Board for their consideration. At the March Tennis Club Board Meeting the proposed revisions would be discussed and finalized in a form to be presented to general membership for approval.
- (5) **MEMBERSHIP VOTE:** At the Tennis Club March Annual meeting a membership vote, by ballot, will be called for the proposed changes in the Captain's Handbook. If approved by a majority, the changes will take effect the beginning of the next season.

19. RECORD OF HANDBOOK REVISIONS

Rev Date: Rev. Description

- 4/7/10 Board Approval Date
- Rebalance of Teams Process
 - Eligibility to Move-Up Criteria
- 2/24/11 Board Approval Date
- Add definition on how to run a rating match
 - Remove rating match requirement for new players coming in from EVSTL parks where the player has met a 40% game winning requirement for the prior season
 - Remove fall rating match
 - Add: New Player who played in the EVSTL Park the prior year.
 - Add: Returning Players may play at the next lower level.
- 3/27/11 EVSTL Board Approved change
- Must move-up criteria:
 Add: Play in position 1 a minimum of 6 matches, at least 3 of which must be played after January 1, AND
- 3/31/12 EVSTL BOARD APPROVED CHANGES
- Can borrow sister team #1 player, but cannot play #1 position
 - Changed 1.5 Teams for League to 2 men & 1 women
 - Can play Mixed, but not in #1 position
 - No League position on NOT playing #1 line
- 3/31/12 SVE BOARD/MEMBERSHIP APPROVED CHANGES
- Review for Rebalance of Teams, spring, fall and mid season
 - Players notify Captain of desire to qualify to move up, but must prove eligibility

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- SVE eligibility to Move up added 3 matches after Jan; games to 58%
- Challenge Match based on player's end of season stats
- Immediate Move-up of Players, mid season defined as Jan 1, game winning % changed from 60 to 65%, play rating match
- Team coaching misc changes
- PIP Head coach new section

3/7/13 SVE BOARD/MEMBERSHIP APPROVED CHANGE

- Non-resident Player Policy
- Change in Captain's Select Method of Balancing Teams
- 4.0 Rating and Challenge Match Process
- Injured Reserve Policy Change

3/6/14 SVE BOARD/MEMBERSHIP APPROVED CHANGES

- Pulling lower level players up Process
- Playing two number # 1 lines
- Roster teams in the fall
- Rebalance of teams process
- Code of Conduct in Tennis Packet (SVE website: www.evstl.net)

11/13/14 SVE BOARD/MEMBERSHIP APPROVED CHANGES

- Vice-President Assistant Position created
- Placement Committee created and rating matches eliminated
- Placement of New/Returning players who have not played for two or more seasons
- Qualified Move-Up replaces Club Eligible Move-Up, and eliminates the Challenge Match

3/6/15 SVE BOARD/MEMBERSHIP APPROVED CHANGES

- Team captain misc. changes
- When possible, captains should be selected in spring
- Slight changes to Placement Committee
- Returning players clarification
- Injured Reserve change
- Qualified Move-Up clarification
- Immediate Move-Up procedural change