



**Kansas City  
Junior Tennis League**

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[www.kcjtl.org](http://www.kcjtl.org)

**2010**

**Rules and Information  
Manual**

**Version 2010.02**

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# 2010 RULES & INFORMATION MANUAL

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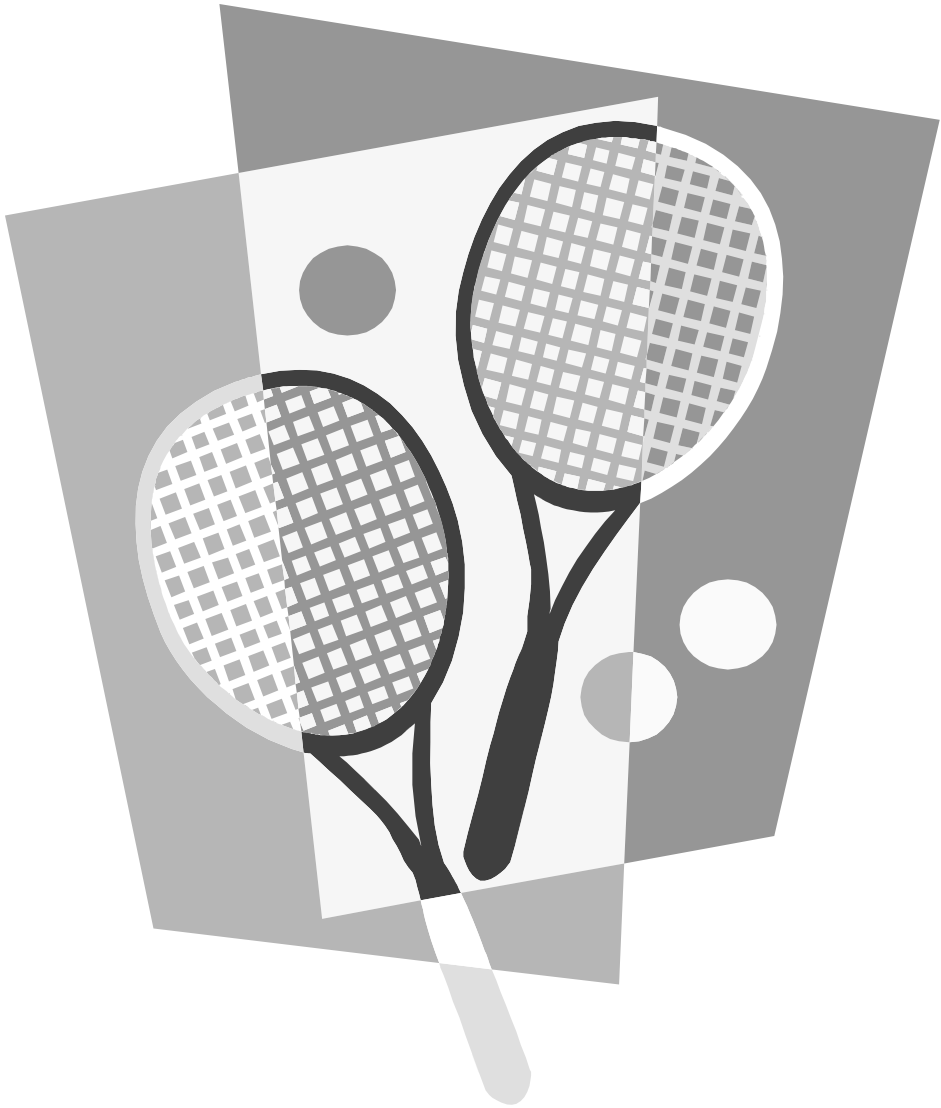
Board of Directors



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# 2010 Important Dates

- April—May .....JTL Team Parent/Coordinator training—TBA
- Saturday, May 15 (5 p.m.) ..... Team Roster Deadline  
(all team rosters and signed registration forms due)  
.....& Club Insurance Certificates Due
- Thursday, May 27 .....Schedules released to club reps and pros via website
- June 1-3 .....First week of league play  
(11&U falls on Memorial Day—pros will reschedule on their own terms)
- June 7-10..... Second week of league play
- June 14-17..... Third week of league play
- Saturday, June 19..... FINAL date for roster additions
- June 21-24..... Fourth week of league play
- Wednesday, June 23..... Tournament Sites Announced
- Wednesday, June 30..... Deadline for Tournament Entry 5 p.m.
- Jun 28 - Jul 1 ..... Fifth week of league play
- July 5-8.....Sixth week of league play
- Tuesday, July 6 .....Tournament Seeding Meeting at Carriage Club (dinner provided) 6:30 p.m.
- Monday, July 12 (rain date: Tuesday, July 13).....Doubles Tournament
- Wednesday, July 14 (rain date: Thursday, July 15).....Singles Tournament—Early Rounds
- Friday, July 16.....Singles Tournament—semis and finals of  
main draw and finals of consolation
- (Clubs/organizations will be sent a final bill for players added after June 1st.  
This bill must be paid by August 1, but all other payments must be in to KCJTL by  
June 30 in order for their players to be entered into the tournament.)
- Sunday, August 1 ..... Final Payments Due
- Sunday, August 15.....Site Director Reimbursement Requests Due



# **General League Information**

## **1. Purpose and Organization**

Kansas City Junior Tennis League was formed in 1954 to provide organized team match play for beginning and novice tennis players in the Kansas City metropolitan area. KCJTL is incorporated as a not-for-profit corporation, under IRS code 501c7. The league is governed by a volunteer Board of Directors elected by representatives of the member clubs and facilities. Each club/facility has volunteer parents who organize the team ladders and supervise league matches and a tennis professional who oversees the program.

## **2. League Management**

The day-to-day operation of the league is handled through management hired by the Board of Directors. The league office, run by the KCJTL Executive Director, handles the management and operations of the league; acts as a central clearinghouse for inquiries and information; is responsible for all scheduling; distributes league standings; collects all rosters, registration forms and fees; and coordinates overall management of league competition and the postseason tournament.

## **3. Participating Club/Organization Eligibility**

Any club or program that subscribes to the purposes of KCJTL can make a written application to the Board of Directors by February 15th of each year. If accepted by the Board, the organization will be an eligible participating club/organization for the upcoming summer season.

## **4. Membership Organization Requirements**

- a. Member organizations must pay a \$150 deposit due February 15th. This deposit will be applied toward final dues payment. In the event a club cannot enter a team after paying the deposit, they can get a full refund (\$150) until April 1st, half the fee refunded (\$75) between April 1st and May 15th, and after May 15th, no registration fee refund is available. Late fees will also be added after February 15th. A \$50 late penalty will accumulate every 30 days. Late fees are non-refundable.
- b. Each club or program must submit a certificate of insurance by May 15th of each year indicating coverage is in place for a minimum of \$1 million for general liability for its team and the use of its facilities for KCJTL regular season matches. KCJTL must be named an additional insured on the certificate.
- c. Member organizations must pay dues for each player that is listed on the roster at the beginning of the KCJTL season. This due date will be provided at the Spring informational meeting. Full dues must be paid for each player that is added to the roster during the season. **KCJTL dues are nonrefundable.** An exception may be made for illness or injury but will require a note from the player's physician. This request for a refund must be presented in writing with the physician's note to the KCJTL office by July 10th of the KCJTL season. A player's decision not to participate is not a valid excuse for a refund.
- d. Clubs must have at least four courts available from 1—3 pm on interclub day. The courts must have a center strap properly attached to the court, no dangerous cracks and accessible water. A club pro, club representative or team coordinator must be readily accessible to players at all times for questions or problems that may arise.

- e. Facility guest fees shall not be charged for the use of courts for scheduled KCJTL matches or the KCJTL tournament. Regular season and tournament matches must be played at no charge to KCJTL or its players.

**5. Team Registration**

- a. A minimum of six players must be registered in an age/gender division for teams competing in either the Aces or Ads Divisions, unless prior board approval has been given. When clubs/organizations submit their rosters, they select the division in which they want each of their team(s) to compete: Aces or Ads. (All teams from a club need not compete in the same division. Aces is a higher competition level than Ads.) When clubs/organizations submit their request, they should justify this position with background information about their players. However, the final decision on division placement is at the sole discretion of the KCJTL Team Placement Committee. All decisions are final.
- b. Clubs/organizations may enter **any or all** of the following age/gender divisions:

11 & U Girls	13 & U Girls	High School Girls
11 & U Boys	13 & U Boys	High School Boys
- c. If a club has at least 14 players on one age/gender ladder, they may be able to enter two teams in that age/gender division. To enter two teams in one age/gender group, a club MUST have the following:
  - A multiple of 6 players per team minimum on the roster.
  - At least 6 courts available for play from 1-3 PM on that age group's day of play (Monday, Tuesday or Thursday). The six courts must be in one location OR the club/organization must have four courts available at two different locations for a total of eight courts.
  - The club/organization must agree to play its top six available players on its No. 1 team and supply no less than six players on a subsequent team each week.
  - A team parent must be assigned to each team.
  - The subsequent team will compete in the Ads division for interclub and tournament play in the first year, unless an exception is granted by the KCJTL Executive Director and Board of Directors.
- d. If a club requests more than 4 teams in one age division, along with 5(c), it is necessary to have an additional four courts for play every week during the season.
- e. All player registration forms and team rosters are due to the KCJTL office by 5 PM on May 15th. A team will not be included in the schedule unless it meets the minimum player guidelines as explained in Rule 5a above.
- f. After May 15th, players may only be added to a team's roster if the player's registration form has been sent to the league office. No players may be added after June 20th. All players must pay full dues to compete in any portion of the KCJTL season.

# League Rules

1. **Minimum Standards for Player Participation** The following guidelines are provided to assist member organizations in determining if a player should register to play in the league. The purpose of these guidelines is to guard against a child feeling overwhelmed by the game of tennis and, consequently, losing the desire to play. Players need a certain confidence level in their knowledge of how the game is conducted just as much as they need a certain confidence level in their playing skills.
  - a. Players must be able to keep score using traditional scoring. They must understand that if they lose track of the score, they should go back to a place where both players agree. That may mean starting the game over.
  - b. Players must be able to get their serve in relatively consistently, keeping both feet behind the baseline.
  - c. Players must understand that it is their job to call the lines on their side of the net quick and loud. Players must know that balls hitting on the line are considered good.
  - d. Players must know that calls made by their opponent stand. No one is allowed to change an opponent's call. Players must understand that situations will arise that they are unsure about. When that happens, both players should feel free to ask the club's pro or team parent for clarification of the situation.
  - e. Club pros are responsible for putting players in "match situations" prior to their first KCJTL match so that the pro is certain that his/her players are capable of competing in KCJTL.
  
2. **Player Eligibility**
  - a. No player may compete in KCJTL matches or tournament play without a signed registration/waiver form on file with the KCJTL office.
  - b. Players must be members of the club they represent unless the following situation applies: (1) the club allows non-members AND (2) the player is involved in summer lessons at that club AND (3) the player is NOT a member of another KCJTL club. (NOTE: Any player may compete for an organization that does not have membership dues, such as a parks and recreation program.)
  - c. A player may participate for only one club per season and only one age/gender group in any KCJTL match/week, except in the situation that the club/team needs additional players to fill out a roster. If the club or facility allows this option, and the player pays an additional dues payment, they may be an official member of two teams in different age groups for the same club. If a player is not registered with the league as a member of a team but they play in a second match in any week in order to fill out a club's team, the score will be considered a 4-8 loss, no matter what the actual score of the match was.
  - d. Players who have accumulated 300 points or more by May 1st of each year in USTA sanctioned tournaments using the Missouri Valley USTA point system will no longer be allowed to play JTL regardless of requested age division (e.g. playing up a division). No exceptions.
  - e. Players will play in their respective age brackets according to their age on June 1. High School

Division players must not turn 19 on or before June 1. Championship Flight (main draw) singles winners from the prior year's KCJTL singles tournament must add one year to their tennis age for current year's KCJTL league and tournament play. This applies for only one year.

### 3. Team Participation

- a. A team's participation in any match requires a minimum of 4 players and maximum of 8 players. **Clubs are urged to play 8 players in order to allow the most players to participate.**
- b. Substitutions: If a team parent does not have 4 available players from the appropriate age group to compete during a weekly KCJTL match, they are encouraged to find substitutes under the following rules:
  - (1) "Eligible" substitutions can come first from a lower age division (that has not played a match already that week) or second from cross-gender substitution (that has not played a match already that week).
  - (2) If there are no "eligible" substitutions, then clubs should use a player who has already played a KCJTL interclub match during the week. This player would be considered an "ineligible" substitution and the match will be scored as a 4-8 loss. (This, however, is preferable to a no-show.)
  - (3) Substitutions must occur at the bottom of the ladder.

## Interclub Match Administration

1. Interclub match schedules will be released on the website approximately four days (one week-end) prior to the first date of play.
2. In order to determine weekly team lineups, each club should have an active ladder in each age/gender group with regular challenge matches. Ladder set-up, maintenance/movement, and execution of challenge matches are expected for each age/gender team within each club/organization. The rules by which these ladders are managed will be determined individually by each club/organization's pro. They are also responsible to communicate these logistics to their respective parents and players on those teams.
3. Matches will be played at the following days and times and all players should arrive at the START time:
  - 11 and under — Mondays at 1 p.m.
  - 13 and under — Tuesdays at 1 p.m.
  - High School division — Thursdays at 1 p.m.

If a club needs to reschedule a match, this must be confirmed by both teams at least 24 hours in advance with the club pro/representative.
4. Positions on teams will be determined by club ladder ranking.
5. A weekly match will consist of 4 singles and 2 doubles matches. The top 4 available players will play singles. The next 4 players on the ladder will play doubles if 8 players are available. Otherwise, singles players may play both as needed. The following table reflects how to position players on courts.

<b><u>Club brings:</u></b>	<b><u>Singles</u></b>	<b><u>Doubles</u></b>	
4 players:	#1 - #4	#1 and #4	#2 and #3
5 players:	#1 - #4	#2 and #3	#4 and #5
6 players:	#1 - #4	#3 and #4	#5 and #6
7 players:	#1 - #4	#4 and #5	#6 and #7
8 players:	#1 - #4	#5 and #6	#7 and #8

6. If a club has two matches scheduled concurrently at a single location, the club must have access to six courts for two hours. The matches shall be run as follows: Singles #1—#4 for Match A and Doubles #1—#2 for Match B shall be started at 1:00 p.m. At the end of one hour, Doubles #1—#2 for Match A and Singles #1—#4 for Match B shall be started.
7. If a club does not field a team with a minimum of 4 players, it must default the 4th singles match and the 2nd doubles match (i.e., less than 4 players will result in at least 2 defaults). To declare a win by default in any numbered position, a club must have a player available to play in that position and the opposing club must have no opponent. A win by default is scored as an 8-0 victory.
8. **Host Team:** Each player on the host (home) team must bring one unopened can of balls to each interclub match.
9. **Player Playing in One Match—Singles or Doubles:** A 10-minute warm-up time is allowed. A player participating in one match will play an 8-game pro set. A 12-point tiebreaker is played if the score reaches 8-8. (See tiebreaker rules below—#17). If the host club has no time restrictions for courts, then the match should be played to completion. If a time limit needs to be enforced, a one hour time limit should be observed. The pro/club rep should give the players a 10 minute warning. At one hour, the players should finish the game they are on. If the score is tied, one more game is played and the 1 game advantage is considered a win. In a doubles match, if 1 or more players have already played but at least one has not, the group will decide whether a 10-minute warm-up is to be taken or not.
10. **Player Participating in Both Singles and Doubles Matches:** A player participating in both singles and doubles will, for both, play an 8-game pro set not to exceed 1 hour each (a 10-minute warm-up is included in the first match only). No tiebreaker will be played. The pro/club rep should give the players a 10 minute warning. At one hour, the players should finish the game they are on. If the score is tied at the end of 1 hour, one more game should be played,
11. **Injury/Voluntary Retirement:** If a match in progress must be stopped due to injury or because of a voluntary request by a player, the score should be recorded as is for injured or requesting player and extended to 8 games for the winning or non-requesting player for an 8-game pro set.
12. **Weather:** If a match in progress must be stopped due to environmental causes, the score should be turned in as it stands. Team coordinators or pros may try to reschedule the match in order to complete it. If the match is completed within the KCJTL season using the same players, the score should be turned in again, using the comments section in the score sheet page on the website. If different players are used, the match should be restarted. The team totals will be adjusted by the Executive Director.
13. **Arrival Delays and Penalties:** When a match is scheduled, all players from each team must come at the start time on that day. If a team is delayed during their travel to the match, they should call their opponent's club as soon as possible. No late penalties will be given for the first 15 minutes. For every 5 minutes after that, a 1 game penalty will be given. After 30 minutes, a

default will be awarded. If there is no call from the visiting team by 1:20 p.m., the match should be declared a default. Matches should begin when the visiting team arrives, and singles matches should conclude at 2 p.m. Doubles matches are then played. If singles matches are not completed, a one-game advantage is considered a win. Visiting teams should make every effort to arrive to matches on time.

14. **Scoring Discrepancies:** Since KCJTL players are at the beginner level, discrepancies on scoring and rulings **will** happen. If a disagreement occurs, all points played in good faith stand. (In other words, if a point is finished and *then* a player determines that the score was incorrect, the point stands. It is not replayed.) If players lose track of the score, they should return to the place where they both agree. If they agree on all points in a game, except one, they should replay only that point and then continue with completion of the game.
15. **Score Entry:** The home team is responsible for keeping the official score sheet. A team coordinator or club pro from each club must sign the form at the completion of the match, signifying their agreement that the score sheet is correct. The home team is responsible to see that the scores are entered on the website as soon as possible. It is also very important to give a copy of the score sheet to the club pro because they are needed for tournament seeding information.
16. **Match Winner:** A club's final score for the match consists of a winning percentage determined by the total number of games won divided by the total number of games played.
17. **Tiebreakers:** If the game score reaches 8-8, the 12-point tie-breaker should be used to determine the winner as follows:

The first player to reach 7 points with a margin of 2 points wins the set. A player must win by 2 points. The final set score is tallied 9-8.

How to play the points:

**Player A** (the first server of the set) serves 1 point from the right court.

**Player B** serves points 2 and 3 from the left then right courts.

**Player A** serves points 4 and 5 from the left then right courts.

**Player B** serves point 6 from the left court.

Players change sides.

**Player B** serves point 7 from the right court.

**Player A** serves points 8 and 9 from the left then right courts.

**Player B** serves points 10 and 11 from the left then right courts

**Player A** serves point 12 from the left court.

**If no player has a 2-point margin, play continues until a 2-point margin is reached. Players change sides after every 6 points.**

18. Scores are updated weekly on the league website ([www.kcjtl.org](http://www.kcjtl.org)), so it is imperative that scores be entered as soon as possible. Only teams with all score sheets and/or rain-out/reschedule forms submitted to the KCJTL office by 5 p.m. on the Monday following the final league match will be considered for team awards.
19. **Penalties:** A penalty of 10 games per player up to 60 games/club per week will be added to the games played total if a club/organization allows a player to compete who is not properly registered with the league.

## Club Representative Responsibilities

Club representatives should be tennis pros and/or knowledgeable parents who handle the day-to-day management of their club's players and teams, stay in contact with the KCJTL office and attend all meetings. This person or persons should select other volunteers to be "Team Coordinators" who handle the duties of overseeing interclub match play.

Club Representatives should understand the following:

1. Read and be familiar with the KCJTL rules and procedures. Be sure that your club professionals, team coordinators, and players are familiar with these rules and procedures.
2. Attend the KCJTL Spring Kick-off meeting in March and/or the Team Parent Training meeting in May. KCJTL procedures will be discussed and updated. Club contacts, calendar, manuals and other supplies will be distributed.
3. Assign a team coordinator for each of your age/gender teams and instruct them on their duties (see list of Team Coordinator Responsibilities). Be certain that they are familiar with the KCJTL Manual. Have them refer to the manual for any issues that arise during the season. Have copies of the manual available for all team parent volunteers. Encourage all team parents to attend a "Team Parent Training" session, held before the season begins.
4. Submit a completed roster—one for each age/gender division—and signed registration/waiver forms for each player by May 15th. Keep duplicate copies of registration forms and roster(s).
5. Collect the KCJTL membership fee from each player.
6. After May 15th, new players may be added to rosters according to the rules up until June 20th. New registration forms must be sent to the KCJTL office.
7. Provide all team coordinators with necessary information regarding how to print scoresheets from the kcjtl website, and how to record the match and sportsmanship scores on that sheet after the match has been completed. Make sure the scoresheets are then given to the pro or person designated to enter them electronically on the kcjtl website.
8. The scores will be available on the kcjtl website, and it is recommended that both team coordinators and/or club pros verify the scores on-line a week or so after the match. If your results are not submitted/entered by the designated representative, they will not be reflected on the website. The Executive Director will follow up with the club pro if your team's results are not included in the standings.
10. Attend the KCJTL Tournament seeding meeting held in July. Every club must have one Club Representative in attendance **throughout the entire seeding meeting**. *IF YOU HAVE TEAMS COMPETING IN BOTH ACES AND ADS DIVISIONS, YOUR CLUB MUST SEND TWO CLUB REPRESENTATIVES TO THE MEETING*. The rep or pro is there to make sure all of your players are entered into the tournament and to advocate for any top player's seed. Please bring the following:
  - Completed tournament entry list THAT YOU WILL RECEIVE FROM THE LEAGUE OFFICE.
  - Completed tournament seeding forms with player win/loss records.
  - All match score sheets to use as a reference.
11. Provide year-end feedback to your pro and/or the Executive Director, to be used for future changes/additions/enhancements for the league.

## **Team Coordinator Responsibilities**

1. Team coordinators must be a responsible adult, over 21, from a participating club. They are responsible for score sheets, the conduct of the club's players, and making sure players arrive at the match site on time.
2. The Team Coordinator is responsible for cancelling or stopping the match for weather, health or safety concerns.
3. The Team Coordinator must remain with the team during all matches or the match will be forfeited.
4. The Team Coordinator must enter the score on the website after each match, and/or give a copy to the club representative or pro for them to enter and keep.
5. Team Coordinators must call players and make sure that there are at least four (4) players for a match and preferably eight (8) players able to compete. Players should let the Team Coordinator know at the beginning of the season when they will be gone for vacations, camps, etc.
6. For all home matches, coordinators must make sure each player brings an unopened can of balls to the match.
7. Team coordinators should ensure each player from the home/host team brings or buys their opponent a cold drink after their match(es).
8. Prior to each match, team coordinators must remind players to exercise good sportsmanship and to call the lines and scores fairly.
9. Score sheets:
  - a. The Home Team is responsible for entering the KCJTL match scores on the website, however the Visiting Team Coordinator should verify the scores each week.
  - b. Both team coordinators should work together to ensure the scores are correct.
  - c. If the team coordinator prints off a scoresheet from the website prior to the match, all pertinent data will be included on the form.
  - d. Fill in the scores of each match as the players are finished and ask the players to collectively rate each other on sportsmanship as well. Note under the comments section any problems with sportsmanship, facilities, etc. Team coordinators must get their copy to the club representative or club pro since they are vital for tournament seeding information and to be eligible for league awards.
  - e. If the match is stopped while in progress, the score should be turned in as a partial score.
  - f. If the match is never played due to rain, a rain-out form must be e-mailed to the KCJTL office. If the match is rescheduled, then the score sheet should be entered immediately after the match.

## **Player Responsibilities**

1. All KCJTL players should always wear clean and proper tennis attire and non-marking tennis shoes. NOTE: Kansas City Country Club has an all-white clothing rule. Players are expected to conform to the rule when playing at KCCC.
2. Players must bring a new can of tennis balls to each home interclub match.
3. Players should know and adhere to the official rules of tennis as listed on the website of the United States Tennis Association. The rules are available at [www.usta.com/rules](http://www.usta.com/rules). KCJTL matches are unofficiated and, therefore, are governed by "The Code" as listed on the USTA website.
4. Each player is responsible for calling lines on his/her own side of the court. Game score should be called before points begin. Set score should be called before each game begins. If in doubt, give the point to the opponent.
5. Players may not accept any coaching during the progress of a match.
6. Players will adhere to the rule of continuous play during a match. Stalling or intentional delay is unfair to both the opponents and those running the match. Verbal abuse or profanity will not be tolerated. Foot faults will not be called if they are minor infractions.
7. Player should shake hands and congratulate their opponent at the conclusion of each match.
8. It is customary for the host players to treat their opponent to a cold drink following a match.
9. Players should report to their team parent if they experience any sportsmanship problems during their match.

## **Spectator Responsibilities**

1. Spectators, including parents, relatives and friends, are welcome to watch and enjoy matches. Their role is restricted to that of a passive observer off the court with no involvement of any kind during the match. If questions arise that cannot be resolved by the players, club pros should be contacted for a resolution.
2. The role of the tennis professional during a match is limited to consultation only if players approach the pro with questions. No professional should facilitate scoring (except to run a tie-breaker). This is to ensure that no player feels intimidated by having the opponent's professional on or near the court. The rule applies as well to all assistant pros at a club or facility.
3. Parents of the players involved in the match are requested not to assist with tie-breakers. Another parent or pro should assist, if necessary.

## **Awards for League Play**

A team winner will be determined in each age/gender category by assigning points (see system below) based on percentage of games won. Six team awards will then be given to those teams with the most points in their category (NEW in 2010-with aces/ads awarded separately). An overall team championship award will also be given to the club with the highest cumulative club point total in each of three divisions (small club, medium club and large club) based on the same point system below. The large, medium and small division designations will be determined by the JTL board after registration closes and will be based on total number of players/club.

1. Final team scores are computed using the team's match standings. Teams must have all six weeks of match scores entered online to be eligible for the team awards.
2. Aces teams are awarded the following points based on divisional finish:

14 points	First place	8 points	Fifth place
13 points	Second place	7 points	Sixth place
11 points	Third place	6 points	Seventh place
10 points	Fourth place	5 points	Eighth place
3. Ads teams are awarded the following points based on divisional finish:

10 points	First place	4 points	Fifth place
9 points	Second place	3 points	Sixth place
7 points	Third place	2 points	Seventh place
6 points	Fourth place	1 point	Eighth place or lower
4. If a club/organization fields more than one team in any division, they are only awarded points for their best finish (not for both teams).
5. Best Sportsmanship recognition will also be given for each team within an age group/gender division. This recognition will be given to any team with exceptional sportsmanship ratings including Aces and Ads separately and will be announced in the fall newsletter and on the JTL website. Those teams receiving poor sportsmanship ratings for any match will immediately be disqualified.

## **Postseason Tournament**

### **1. Tournament Administration**

- a. The 2010 KCJTL Doubles Tournament will be played entirely on Monday, July 12 (rain date July 13). The 2010 KCJTL Singles Tournament will begin on Wednesday, July 14 (rain date July 15). Semifinals and finals of the main draw and finals of the consolation draws will be held on Friday, July 16.
- b. Dues-paying members of KCJTL who have shown commitment to KCJTL are eligible for the tournament. Players must have been an active member of their club's ladder and have played at least 3 challenge matches. A player who is of the quality to be ranked in the top 3 on his or her club's ladder, but who has not played at least 2 interclub matches, must gain special permission from the tournament director prior to the seeding meeting to play in the tournament. If permission is granted, that player must be considered for seeding.

- c. The tournament is played with a first-round consolation draw, ensuring all players play in at least two matches. Seeds are determined by the club representatives and pros at the tournament seeding meeting and all decisions are final.
- d. Any player who has played in non-JTL and/or USTA tournaments, especially those with USTA points, are required to play in the Aces division regardless of the division in which their team was seeded during the regular JTL season. Exceptions to this rule require the permission of the Executive Director prior to JUNE 30.
- e. For clubs/organizations with two teams in one age division, members of the Aces team will play in the Aces tournament and members of the Ads team will play in the Ads tournament. If a player has played two matches for his/her club's Aces team OR has had one victory in singles OR doubles while playing with the Aces team, the player must enter the Aces tournament.
- f. If a player has signed up and paid to play in two different age groups, that player may choose which age group he/she wants to play in the tournament, as long as the player has played in a minimum of three matches in the age group they want to play. Exceptions to this rule require the permission of the Executive Director prior to JUNE 30.
- g. Doubles partners should be from the same club and have played for that club all season. For clubs with two teams in one age division, an Ads-level player may play "up" into the Aces division for doubles only if they are playing with an Aces-level partner. Players may enter the tournament without a partner, and they will be paired up by the league office, if possible. Anyone not paired up will have their fee refunded.
- h. Each age/gender division plays at a different site. Site locations will be listed on the league's website ([www.kcjtl.org](http://www.kcjtl.org)) after June 23, 2010.
- i. Approximate times for first-round matches will be posted on the league's website 48 hours prior to the tournament date. Match times for additional rounds will be determined by the site director.
- j. KCJTL Championship Flight (main draw) singles winners from the prior year's tournament must add one year to their age for current year's KCJTL league and tournament play. This applies for one year only.
- k. The tournament entry deadline is June 30, 5 p.m. This deadline is **FINAL**. Entries are available at the clubs or ONLINE on the website. Paper entries are due back to the KCJTL office via mail or they can be dropped off at Overland Park Racquet Club, located at 6800 W. 91st St., Overland Park, Kansas, 66212. All entries must be signed by the player's parent. All doubles teams must have signed entry forms for both participants. Fees to enter singles or doubles have been included in the summer registration price so no additional fees will be collected.
- l. Proper behavior will be required. A player will be given one warning by the site director and then he/she may be defaulted by the tournament or site director for any flagrant misbehavior on court.
- m. New tennis balls will be provided by KCJTL for the tournament. Consolation draw matches will be played with the used balls from first-round matches.

## 2. **Procedures for Tournament Sites**

- a. Clubs must have at least four courts available all day. The courts must have a center strap properly attached to the court, no dangerous cracks and accessible water. All sites must have a KCJTL representative or other adult who is the tournament site coordinator. Teaching pros may not run the event unless they have no lessons scheduled for the day. Site coordinator/director

must be visible and/or readily accessible to players at all times. (Note: No tournament matches shall be sent away from the club's property unless permission to hold matches at the additional site is granted by the KCJTL tournament director.)

- b. Draw Sheets. Draw sheets for singles and doubles will be delivered to site clubs by Sunday, July 11th. No additional players will be added after the tournament seeding meeting.
- c. Trophies. Doubles trophies and consolation medals will be distributed to host clubs at the Tournament Seeding Meeting. Singles trophies will be awarded at Homestead on July 16th.
- d. Doubles Tournament. No players may change partners after the draw is made. If both players are not available 15 minutes after the match was to go on the court, the match is forfeited. After play is completed, fax or bring the draw sheets to the league office by 7 p.m. on the day of the event.
- e. Singles Tournament. Players are defaulted if they are not available to play 15 minutes after the match would have gone on court. In the main draw, play matches throughout the quarterfinals. All first-round losers move into a consolation draw. Play this to the final. Give each main draw semifinalist and consolation finalist the Finals Information Sheet (which will be provided to you at the seeding meeting or when the draw sheets are delivered) and go over it with them to be sure they know when and where to play their final matches. After singles preliminary play is complete, **all draw sheets must be delivered or faxed to the league office by 7 p.m. on Wednesday, July 14th.**
- f. Lunch Breaks. Players are entitled to a one-hour lunch break. Write on the draw sheet the time they are to return. The 15-minute default rule applies. Have a list of directions to fast food restaurants near your site.
- g. Rain. In the event of rain, there should be no cancellations until 1 p.m. that day without the permission of the tournament director. If there is a rain delay, the site director may reschedule matches as weather clears. Players should be provided a telephone number to reach the site director. Play as many matches as possible. If there is no let up of the rain by 1 p.m., the site director may cancel that day's tournament and have players return the next morning at 8 a.m. Talk to the tournament director before rescheduling for the next day.
- h. Site Director's Reimbursement. Site directors can receive compensation for their time if **they** complete the Site Director's Reimbursement Form (located in the appendices). A fee of \$12 per hour up to a total of \$100 per day has been budgeted by KCJTL per site for both the singles and doubles tournaments. KCJTL will not pay site directors unless this form is submitted to the office by August 15th.
- i. Problems. If a problem arises, contact the KCJTL office at 913.568.6963.

# APPENDICES

## **Roster of Participating KCJTL Clubs/Organizations**

This portion of the appendix will be published separately in the late May timeframe so we can provide the most accurate up-to-date information when the season starts.

This information can also be accessed at our league's website: **[www.kcjtl.org](http://www.kcjtl.org)**

Please contact your club pro or club representative for a copy of this resource or for more information.



# **RAIN-OUT/RESCHEDULE** **NOTIFICATION**

The KCJTL match between \_\_\_\_\_ and  
\_\_\_\_\_ was not played as scheduled.

Date of scheduled match \_\_\_\_\_

Location of scheduled match \_\_\_\_\_

Age group \_\_\_\_\_ Gender \_\_\_\_\_

Has the match been rescheduled? (circle one)    Yes                      No

If yes, when? \_\_\_\_\_

\_\_\_\_\_  
Signature of Home Team Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature of Visiting Team Representative (if available, but not mandatory)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone number

Note: Every effort should be made to reschedule all matches that have been rained out. It can be rescheduled for any time during the KCJTL league season and on any day of the week agreed upon by both teams. If the match is played, enter scores online at [www.kcjtl.org](http://www.kcjtl.org) or mail in the completed score sheet to the KCJTL office.

**KANSAS CITY JUNIOR TENNIS LEAGUE**

P.O. Box 6164, Leawood, KS 66206

Phone 913.568.6963

[mail@kcjtl.org](mailto:mail@kcjtl.org)

# 2010 KCJTL Board of Directors

<b>President</b>	Amy Sullivan
<b>Vice President</b>	Sally Jones
<b>Treasurer</b>	Marie Geiger
<b>Secretary</b>	Anne Epstein
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<b>Sportsmanship/Awards</b>	Jane Coppinger
<b>Team Coordinator Training</b>	Deb Schneider Carrie Sherron
<b>Tournament Assistants</b>	Jane Coppinger Carla Ohlhausen
<b>Website</b>	Shelly Marsh
<b>Tennis Pro Advisors</b>	Kevin Brennan Kevin Kowalik
<b>Executive Director</b>	Shelly Renft



**Kansas City  
Junior Tennis League**

[www.kcjtl.org](http://www.kcjtl.org)



# Kansas City Junior Tennis League

[www.kcjtl.org](http://www.kcjtl.org)

## Players' Code of Conduct/Sportsmanship

1. *Learn, honor and obey the rules of tennis and "The Code" ([www.usta.com/rules](http://www.usta.com/rules)).*
2. *Bring a new can of tennis balls to each home interclub match.*
3. *Announce the score loudly and clearly before serving each point.*
4. *Do not foot fault on your serve.*
5. *When in doubt, give the point to your opponent.*
6. *Do not stall or interfere with continuous play.*
7. *Do not complain, yell, curse, or hit or throw your racquet.*
8. *When a disagreement over score occurs, go back to the last score you agree upon and resume play from that point.*
9. *Do not accept any coaching during a match. If you and your opponent have a question that you cannot resolve, go ask the tennis pro.*
10. *Shake hands and congratulate your opponent at the end of the match—win or lose.*
11. *If your club hosts the match, treat your opponent to a cold drink after the match.*

## Parents' Code of Conduct/Sportsmanship

1. *Learn, honor and obey the rules of tennis and "The Code" ([www.usta.com/rules](http://www.usta.com/rules)).*
2. *Equip your child with a racquet, appropriate shoes, light colored clothing, a water bottle and a can of new tennis balls.*
3. *Make sure your child is on time for scheduled matches.*
4. *When watching your child's matches, keep your distance—do not hang on the fence.*
5. *Do not distract players from the sidelines by speaking loudly.*
6. *Do not attempt to coach your child during a match, and do not call lines, help settle disputes about the score, or interfere in any way.*
7. *Do not applaud your child's opponent's mistakes or errors.*
8. *Do not tolerate inappropriate behavior from your child such as cheating, stalling, screaming, foul language, or racquet abuse.*
9. *Respect your child's opponent at all times.*
10. *Be humble with your child's successes and gracious with his or her setbacks.*
11. *Remember that tennis is supposed to be fun for your child—the goal is to develop love for the game.*

