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INTER CLUB LEAGUE

# RULES \& REGULATIONS EDITION 1 



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# KENT TENNIS 

PRESIDENT<br>Vanessa Webb

## HONORARY SECRETARY <br> Jason Baker

## Kent TENNiSYS Inter Club League Contacts

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## DISCIPLINE

In October 2015, the Council of the KCLTA approved a new Procedure to govern issues arising from breaches of the LTA Code of Conduct. The LTA has overall control over disciplinary offences throughout the UK, but the County needs to be able to deal with its own domestic incidents. The new Procedure provides the framework for doing so. It is intended to cover mainly the Kent InterClub Competition, but also the County Cup wherever that is played. Apart from the County Cup, the Procedure does not apply to official LTA tournaments nor to the District Leagues, which have their own procedures. Nor does the Procedure cover breaches of the County Competition Regulations, which are dealt with by the Competitions Committee.

Most tennis players are aware of the essential points of the LTA Code of Conduct, even if they have not studied them. Cheating, intimidation, foul language, unsportsmanlike conduct on court, can all be conduct which breach the LTS's mantra "Fair play, enjoy, respect", and which may breach the Code. The more serious offences such as drugtaking, matchfixing, and physical assaults will be normally referred to the LTA.

The important aspects of the new Procedure are:

- Complaints must be sent in writing (which includes emails, but not texts or FAX) to the County Disciplinary Officer, within 2 days after the incident, together with full details and supporting evidence.
- Complaints will normally be handled by the Disciplinary Officer, but if considered serious enough will be passed to a Panel of Council members.
- Penalties for proven misconduct are discretionary, but range from reprimand to forfeiting a match and/or suspension of a player.
- The process to be followed is intended to be as informal \& nonlegalistic as possible.
- Appeals to a Panel of the Council are provided for.
- The Procedure can also apply where there is conduct off court which is such as to bring the County into disrepute. An example may be harassment via social media of an individual which involves the County itself.

There have, in fact, been very few incidents within the domestic competition in the County over recent years which were in breach of the Code, and it is expected that this excellent record will continue.

The current Disciplinary Officer for the County is Geoff Stephenson. His contact details are:

Home phone: 02084608809
Mobile: 07932683702
Email: gstephenson@barristernet.co.uk

## ONLINE RESULTS PROCESS

This information details the online results process. Results will be submitted by captains online. By doing this, it benefits your players and the opposing teams in the division as league tables will be up to date.

## THE ONLINE RESULTS PROCESS*

## At the match:

Both captains must complete and sign the Kent TENNiSYS Interclub league scorecard and retain their own copy.

## After the match:*

The home captain to submit result online within 48 hours of the match.
The away captain to check the result online.

## Your login details are:

The login/password is unique to your club and has been sent to your match secretary. Match secretaries are to distribute these details to captains only and are not to change the password.

## Home captain follow the steps below:

1. Go to http://Ita.tournamentsoftware.com/member/login.aspx
2. Type in your Login name and Password and click 'Login'
3. Click on the relevant league under active tournaments
4. Click on your event / category
5. Click on the relevant draw (division)
6. Click on your club name
7. Click on the 'Matches' tab under your club name
8. Click on 'Modify' or the relevant match
9. Click 'Enter rubber results'. If your match is a 2-2 draw with a winner based on rubbers or games, click on the winning team in the "shootout" drop down box
10. Read the instructions in the box and follow the drop down process (to 'add a player' see FAQs below). If happy with the results click 'Verify'. You MUST enter all players names using either their BTM number or by typing their name; otherwise the players' will not appear in the result 11. Read the instructions in the box and click 'Save' if the result is correct (to make alterations click 'modify'). Confirm is for use of AWAY captains only
11. Now click on the draw name to see your position in the table
12. If you enter an "Unknown Player" remember to add their names in the comments section to allow league organisers to cross reference nominations
13. Please only confirm a match if you agree the scores and information is correct. i.e if the shootout winner has not been entered, please do not confirm and inform the league organiser through the comments box or via e-mail.

Tips for inputting results:

- $\quad$ Tiebreak scores are not recorded (E.g. 7-6, 6-4).
- Match tiebreaks to be recorded as 1-0 (E.g. 6-2, 2-6. 1-0). 'Match tiebreak' points are not recorded.
- $\quad$ Home team scores must be entered first (E.g. an away win is recorded 2-6, 4-6).
- You MUST use the "shoot-out winner" box when inputting the results on the tournament software site and do not leave the result as a draw.


## *Failure to do this will result in further action being taken

## Away captain follow the steps below:

1. Go to (need to add links to the leagues once they have been set up) Using the draws tab, find the match and check the result. If you need to challenge the result email the league organiser within 7 days of the result being submitted.

## FAQs:

## My password doesn't work?

Make sure you have typed the password correctly using case sensitive letters/numbers. The logins begin with 'Ita' (as in Lawn Tennis Association).

## I need to add a player to the club list?

If a player is not in the drop down box when inputting the rubber results you must click on the 'down arrow' symbol (next to clubs name) then click 'Add player' and first use 'Select player' tab and search for player on club list by inputting the first 3 initials of either their first name or surname. If the player is not on the club list then select the 'Add new player' tab (once in the system, player names will remain there for future matches). Add the player's details correctly, including British Tennis Membership number and click 'Ok'. To find a player's BTM number use the player search function at http://www2.Ita.org.uk/search/playersearch/. You will not be able to add players without their BTM number.

## What if we are given a walkover?

If a team concedes the match then a walkover is awarded to the other team and the result is entered using the 'Enter Team Result' option. To do this: 1) Follow steps 1-5 of the home captain process; 2) Click 'Enter team result'; 3) Select 'match not played, <team name> did not show'. Then click 'save'. Please 'add comment' stating the match was a walkover.

## How do I enter a result if a team has only 1 pair?

Follow steps 1-6 of the home captain process. In the space where a player hasn't turned up leave that space as 'select player'. In the 'winner' box put 'not played, no player for <team name>'. Do not enter a rubber score. In the comments please state that a team turned up with1 pair.

## If you have read the above information and are still having problems please contact the relevant league organiser

## REGULATIONS FOR COUNTY COMPETITIONS

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A. 1 Control of the Competitions: The Competitions shall be controlled by The Council of the Kent County Lawn Tennis Association. The Council may delegate all or any of the powers given to it to a Committee or Committees appointed by it for the purpose, or in case of emergency to the Honorary Secretary or a nominated member.
A. 2 Rules and Regulations: Competitions shall be conducted in accordance with the following Regulations and the Rules of Lawn Tennis and the Rules and Regulations of The Lawn Tennis Association, so far as these are applicable to the Competitions. They shall be under the general control of the Association's Competitions Committee, subject to the overriding authority of the Council.
A. 3 Club Eligibility: The Competitions shall be open to all Clubs registered to the Association, for which purpose Clubs include Associate Organisations and Educational Establishments other than Schools. No Club shall be eligible to compete until it has paid to the Association its subscription for the current year (together with any arrears) and the Entry Fee which, with the closing date for entries, shall be fixed by the Competitions Committee from time to time. The Competitions Committee shall have general power to accept all entries received or to exclude one or more teams of any Club in any year.

## A. 4 Player Eligibility and Restrictions.

Club Membership: The qualification to play for a Club in any match shall be full playing membership of that Club on the date of the match. "Full playing membership" requires a player to be elected in accordance with the Rules of a Club (other than a temporary member), a life member elected after payment of a recognised commutation of subscription or after some years of service to the Club, or a permanent official of the Club. A permanent official of the Club includes coaches, and the official must be a person with a salary or some form of contract with the Club.

The inter-club competitions are amateur competitions, no player shall receive any financial inducement or reward for participating in the competitions and/or representing any club. This includes any benefit received by a player either directly or indirectly, from whatever source, and whether monetary or in 'kind'.

British Tennis Membership (BTM): Each team player needs to be registered to play in the competitions. BTM can be obtained by signing up to BTM using the web link www.Ita.org.uk/Members/Join/ or by telephoning the LTA Services Hub on 02084877000 on the day of your match. Further information is available in the Competition Handbook.

If an ineligible team member (either by virtue of Club or BT Membership) plays in an interclub competition match, this player will be disqualified and their opponents awarded any rubbers in which the player took part (6-0, 6-0).

Competitions: A player may play for only one Club in the Competitions of any one summer or winter season, except for Veterans and Ladies midweek events as below. One player who is over 65 can be used per team per match in the over 70's leagues

Veterans: Players shall be eligible for Veterans' events if they have reached the specified minimum age (Ladies 40 and 60 ; and Men 45,60 and 70 ) or will do so on or before 31 December of the calendar year in which the competition starts.

Ladies Mid-week and Veterans: The above restriction on playing for only one Club shall include Veterans', and Ladies midweek events, except that a player may play for one other Club in a Ladies Mid-week or Veterans' event, if the player's own Club does not enter a team in the event.

Junior: Players must be 12 and over at the start of the season: Summer, 1st April and Winter, 1st September. Under all aspects of safeguarding home clubs are responsible for their juniors and away clubs for their juniors.

## A. 5 Nomination of Team Players:

Nomination form: All Clubs entering teams in any Competition must send/e-mail to the appropriate competition organiser the full names and BTM numbers of the players for each of the teams which the Club has entered, including the lowest. The nominations must be sent in before the start of the season (as published in the competition handbook). If a match is played before the nomination form is received, the players involved cannot then play for either a higher or a lower team until the full nominations of the Club have been received by the competition organiser.

Nominated players: Any player nominated for a team in a Competition shall be ineligible to play for a lower ranked team in the same Competition, No player, whether nominated or not, who has played in three matches for a higher team, or teams, may then play for a lower team either in a Section match or in a Division final.

Division finals: Clubs may select only from players nominated for the team in the division final or those who have already played for that team or for a lower ranked team in that competition. In exceptional circumstances, when this cannot be followed, permission must be sought from the competition organiser to bring in a lower ranked player.

Nominations: The best two pairs available to play for a club in a competition should be nominated by the club for its first team, in order of merit, the next best available two pairs should be nominated for the second team and so on for all the teams entered in the competition. Likewise each pair (first and second pair) in each team should be nominated in order of merit.

These players should be current members as indicated in Regulation 4 and available to represent the club that season. Should circumstances change and any nominated players are no longer available to play in any of the matches for that team during that season the league organiser must be informed and a new list of nominations submitted to reflect this change.
A. 6 Divisions and Sections for Teams: The Summer and the Winter Competitions shall be divided into as many Divisions as the Competitions Committee shall decide according to the number of teams entered. Each Division shall be divided into two Sections (A and B), having regard, if practicable, to giving teams variation of opponents year by year. In the Summer Competition each Section will have six teams and in the Winter Competition five teams, but more or fewer teams may be placed in any Division (normally the lowest) depending on the number of Clubs that have entered. Each team shall play each of the other teams in the Section once only. Where two teams from the same club are drawn to play against each other in the same Division, the match between these teams is to be played before either team plays any other matches. Section winners shall play-off to determine the winner of a Division. To provide for exceptional circumstances the Competitions Committee shall have overriding power to place teams in whichever Division it considers appropriate and practicable as vacancies occur. New teams will normally start in the lowest Division.

## A. 7 Promotion, Relegation and Placing of Teams.

The winner of each Section in a Division shall be promoted, except for any team that scratches from a Division final (Regulation A.9). Each bottom team in a Section shall be relegated as well as any teams that withdrew from the Section prior to the start of the season. (As published in the competition handbook)

The winner of each match will be awarded 2 points, a drawn section match will be awarded 1 point.

Section Winners: The winner of each Section shall be the team which has the highest number of points. If two or more teams in a Section have an equal number of points, the winner shall be the team with the highest percentage of the total rubbers won to the total of all rubbers played (see formula below).
RUBBERS \% = [Total Rubbers Won $\div$ Total Rubbers Played] $\times 100$
If the two top teams have an equal rubbers' percentage, the winner shall be the team which won the match between them. If three or more teams have an equal rubbers' percentage, then the winner will be the team with the highest percentage of the total sets won to the total of all sets played, or if these are equal by such percentage of games. If a team scratches from a Division final, then it will not be promoted and the second team from either Section with the highest rubbers' percentage will be promoted in its place.

Relegation: A team, or teams withdrawing from a section before the start of the season (as published in the competition handbook), will be relegated. In addition any team or teams which have conceded any section match (Regulation A9) or withdrawn after the season has started will also be relegated. All matches that these teams have played shall be disregarded in determining the Section winner. All results will be recorded as null and void on League Planner. If no team has conceded or withdrawn during the season, then the relegated team from each Section shall be the one which has the least number of points. If two or more teams have an equal number of points, the relegated team shall be the team with the lowest percentage of total rubbers won to the total of all rubbers played. If the two bottom teams have the same rubbers' percentage then the team
relegated shall be the team which lost the match between them. If three or more teams have the same rubbers' percentage, then the relegated team shall be the one with the lowest percentage of the total sets won to the total of all sets played, or if these are equal by such percentage of games.

## A. 8 Match Dates and Choice of Ground.

Match Dates: The Competitions Committee shall arrange the dates by which all matches shall be played and shall have power to scratch any of the competing teams which fail to play by those dates. All matches shall be played on the ground of a club affiliated to the Association unless otherwise mutually agreed. All competing Clubs are responsible for agreeing the dates for matches between them. All Clubs must confirm in writing/by email with each Club which they are scheduled to play, the date, time and venue of all their matches with those Clubs in these competitions and e-mail the competitions organiser using the Match Date form.

Choice of Ground: In the case of Division finals, choice of ground shall be given to the winning team from Section A in each Division with the exception of the first division which shall be decided by the individual league organiser. In the case of Section matches choice of ground shall be decided by the Competitions Committee. When a match has to be replayed, the visiting team for the original match shall have choice of ground:-

- if at least one member had arrived at the home team's ground
- or if a part score had been made after its arrival but the first round had not been completed (Regulation A.18),
- or if a Division final had resulted in a tie (Regulation A.19),
and so on alternately. Where there are 3 or 4 sections in a Division, the semi-finals will be played between the winners of Sections A \& B and Sections C \& D. The winning teams from Sections A \& C will have choice of ground. The Competition Organiser will decide which team has choice of ground for the finals.


## A. 9 Alteration of Match Dates and Scratching from Fixtures.

Match Dates: Once agreed between two Clubs, these shall be binding upon both, but may be altered only if a new date can be mutually agreed. Where there is a failure to agree, the original date will stand and may be altered only with the consent of the Competitions Committee, which will be granted only in exceptional circumstances, non-availability of players will not normally be a valid reason.

Postponed Matches: If a match is postponed the home club must offer their opponent's alternative dates within one week, and within the timescales of the competition. The date of any rearranged match must be confirmed by both clubs and the relevant competition organiser informed. Failure by the clubs to agree on a new date must be referred immediately to the competition committee. In exceptional circumstances permission may be granted for a match not to be played, this will be recorded as "un-played" and no points awarded to either team.

Scratching: Any Club intending to scratch shall give information of its intention to do so to the Match Secretary/Team Captain of the opposing Club not less than three days before
the date agreed upon for playing; failing which it may be reported to the Competitions Committee, which shall have power to take such action as it may deem expedient. In the event of a Club or Clubs scratching in a Section match the team(s) concerned shall automatically be relegated. The team should no longer take part in the competition and any remaining opponents must be informed by the club. In the event of a Club team scratching from, or failing to play, a Division final it shall lose any right to promotion which would otherwise have been due to it as a Section winner and, in the following year's Competition, it shall remain in the same Division at the discretion of the Competitions Committee in accordance with Regulations A. 6 and A. 7.
A. 10 Tennis Balls: At least four new balls per court shall be provided at the expense of the Club having choice of ground. They shall be of a brand designated as within International Tennis Federation specifications and (unless from a freshly opened pressurised container) of the current year.
A. 11 Composition of Teams: Each competing team in the Kent Summer and Winter Competitions shall consist of four players arranged in pairs. Each Captain shall number their pairs strictly in order of merit. If a club is only able to field one pair they must notify the opposing team in advance, and obtain confirmation from the opposing team. A penalty point will be deducted in this event.
A. 12 Changes in the Composition of Teams: A Club is not bound to play the same players in a team throughout a Competition; but no change shall be made in the composition of the team engaged in a match after the start of play. If a match has to be postponed at a time when there is no result (eg at least one round has not been completed), the composition of the team may be altered when the match is replayed subject to the nomination rules in Regulation A.5.

## A. 13 Allocation of Courts for Matches.

Club Grounds: When a match is played on the courts of one of the Clubs taking part in the match then each pair of the visiting team shall play all its rubbers on the same court. Neutral Grounds: When a match is played on courts other than those of one of the Clubs taking part in the match the order of the courts shall be decided by lot.
A. 14 Playing Conditions: All matches in the Inter-Club Competitions played between the dates set by the Competitions Committee shall be played on the courts normally reserved by the home club for matches. These courts' dimensions must conform to the LTA rules and have surfaces that are safe for play in the prevailing conditions. The use of covered or floodlit courts to play a match in its entirety shall only be by advance mutual agreement between the two clubs. On the day of a scheduled match, when inclement weather conditions prevail, the home team has the responsibility of postponing the match, after consulting with the opposition team captain; and after consideration that every attempt should be made to play the match, if conditions might allow. Courts must be fit for play, taking both their surface and environmental conditions into account, when plays starts at the fixture's time or the mutually agreed start time after any delay. Both the home and visiting team captains must determine whether the courts are fit for play bearing in mind
that they are responsible for the safety of their players as covered by their clubs' public liability insurance.

## A. 15 Match Format and Order of Play.

Winter Match Format and Order of Play.
Each of the two pairs in a team shall play against each pair of the opposing team two tie break sets followed if necessary, by a deciding 10 point match tie-break should any rubber be tied at one set all. However if both teams agree prior to commencement of play, each of the two pairs in a team may play against each pair of the opposing team the best of three "tie break sets".

## Summer Match Format and Order of Play

Morning \& Afternoon Matches: Each of the two pairs in a team shall play against each pair of the opposing team the best of three "tie-break sets". However, where there are time or other constraints, the match format for Evening Matches may be used provided both captains agree before play starts.
Evening \& Mid-Week Matches: Each of the two pairs in a team shall play against each pair of the opposing team two tie break sets followed if necessary by a deciding 10 point match tie-break should any rubber be tied at one set all.

Order of Play: In the first round the first and second pairs shall play their opposite numbers; in the second round each first pair shall play the opposing second pair. Play in every rubber shall be continuous and without unnecessary delay from the first service until the rubber is completed.
A. 16 Start Times for Matches and Penalties for Lateness: Matches shall start at the times agreed by the two Clubs when arranging or confirming the date and venue of a match within the terms of Regulation A.8. If any player is not present (on court and ready to play) twenty minutes after the time fixed for the start of any match, one love set shall be conceded in the rubber from which the player is absent; if a player is forty minutes late the rubber shall not be played and the opponents shall receive two love sets; a player one hour late shall not be permitted to play in the match and the opponents shall receive two love sets in each rubber for which the player was scheduled.
A. 17 Finish Times for Matches: The time for cessation of play shall be agreed between the respective Captains before play commences. Failing such mutual agreement, play shall cease not earlier than 3 hours after the start of Morning \& Afternoon matches and 2 hours for Evening matches. In all matches where floodlights are not available play shall cease not later than natural light permits. If a result might be obtained by playing two further games these games shall be played even after the agreed finishing time unless the Captains agree that light and/or weather do not permit. If during the winter season either of the team captains considers that the light conditions have deteriorated sufficiently to adversely affect the visibility during a match, they should be entitled to request that, if the courts have floodlights installed, they should be switched on. Club rules regarding the use of floodlights must be observed. Any costs incurred by the use of the floodlights should be borne by the home team, irrespective of who has requested the lights to be turned on. The home team
is responsible for ensuring that the lights can be used if requested. Failure to make lights available means that sets unfinished at the time of the request are forfeited by the home team.
A. 18 Match Winners: Provided that at least one round has been completed, the team, which at the cessation of play has won the greater number of rubbers shall be the winner of the match. If the rubbers score is equal, then the team winning the greater number of sets (or games, if sets are equal) shall decide the result. Only if rubbers, sets and games are all equal is the match recorded as a draw. If a Division Final is drawn, a doubles match tiebreak (to 10 points, with two clear) shall be played between any two players from each team to determine the winner of the match.

If neither of the rubbers in the second round has been completed they should not be included in the match score, and the result of the match decided by the score at the end of the first round. If one of the rubbers in the second round has been completed, this rubber should be included in the match score.
A. 19 Unfinished Matches: If in a Section match one round has not been completed at the time of cessation of play, the match shall be entirely replayed. The home club (Regulation A8) must offer their opponents alternative dates within one week, and within the timescales of the competition. The date of any rearranged match must be confirmed by both clubs and the relevant competition organiser informed. Failure by the clubs to agree on a new date must be referred immediately to the competition committee. In exceptional circumstances permission may be granted for a match not to be played, this will be recorded as "un-played" and no points awarded to either team.

## A. 20 Notification of Results.

Match cards: The captain of each team must fully complete the result card including names, initials and BTM's of all players and scores of all completed matches. The card must be signed by both captains. This card should be retained by the captains as a record of the match. The league organisers may request the match card to verify results.

Where League Planner is operative, the Captain of the home team shall ensure the result of each match (including first names, family name and BTM number of players and scores of all completed rubbers), are entered on League Planner, at the match both captains must complete and sign the Kent Interclub League scorecard and retain their own copy. After the match the home captain must enter the result on-line within 48 hrs of the match. The away captain must then confirm the result on-line. Please refer to the Kent Tennis Association website www.kenttennis.net or the Competition Handbook.
A. 21 Trophies for Division Winners: Each team which wins its Division final shall be awarded a trophy to be retained by that Club; the type shall be determined by the Competitions Committee. The trophies will be awarded at the AGM following the season in which thecompetition has been played. Clubs are expected to send a representative from their club to collect the trophy/ies. The Trustees of the Kent County Lawn Tennis Association for the time being shall be the legal owners of all cups and trophies in trust for the Association.
A. 22 Questions and Disputes: All questions of eligibility, qualifications of players, interpretation of the Regulations, or otherwise, in relation to the Competitions and any dispute arising between Clubs shall be referred to the Competitions Committee and/or Council, whose decisions shall be final and binding on all concerned. Should a Club involved in any dispute or protest have a member or members on the Committee or Council, that member or members shall not be eligible to speak or vote at any meeting at which the matter is being considered.
A. 23 Revision of Regulations: The Council shall have power to alter or add to the above Regulations as it, from time to time, may deem expedient, but notice of such proposed alterations shall be set forth in the notice convening the meeting and the alterations shall be brought up for confirmation at the next Annual General Meeting in accordance with Rule 11.2 of the General Rules.

## Please Note

The Kent TENNiSYS Inter Club Competitions are amateur competitions. No player shall receive any financial inducement or reward for participating in the competitions and or representing any club. This includes benefits received by a player either directly or indirectly, from whatever source, and whether monetary or in "kind"

## FINISH TIME FOR MATCHES

A. 17 Please allow 3 hours of daylight to play morning and afternoon matches, however, floodlights may be used if available in accordance with this regulation.

Finish Times for Matches: The time for cessation of play shall be agreed between the respective Captains before play commences. Failing such mutual agreement, play shall cease not earlier than 3 hours after the start of Morning \& Afternoon matches and 2 hours for Evening matches. In all matches where floodlights are not available play shall cease not later than natural light permits. If a result might be obtained by playing two further games these games shall be played even after the agreed finishing time unless the Captains agree that light and/or weather do not permit. If during the winter season either of the team captains considers that the light conditions have deteriorated sufficiently to adversely affect the visibility during a match, they should be entitled to request that, if the courts have floodlights installed, they should be switched on. Club rules regarding the use of floodlights must be observed. Any costs incurred by the use of the floodlights should be borne by the home team, irrespective of who has requested the lights to be turned on. The home team is responsible for ensuring that the lights can be used if requested. Failure to make lights available means that sets unfinished at the time of the request are forfeited by the home team.




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Clubs who meet Free Of Charge order quantities mid-year will automatically receive their Free Of Charge balls with their next drop.

Orders received after 31 August will not qualify for the Free Of Charge Ball Offer. The Free Of Charge Ball Cycle will then start again on 01 January.

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