

HONOLULU TENNIS LEAGUE

LEAGUE REGULATIONS

January 2011

These HTL League Regulations shall become full force in effect as of January 2011.

SUMMARY OF REVISIONS/AMENDMENTS

1. First Edition, January, 2011.

**HTL
LEAGUE REGULATIONS
Table of Contents**

1.00 GENERAL	1
1.01 APPLICABILITY	1
1.02 AMENDMENTS	1
1.03 PLAYER AGREEMENT	1
1.04 WAIVER OF CLAIMS.....	1
2.00 HTL LEAGUE REGULATIONS	1
2.01 LEVELS OF PLAY	1
2.02 HTL PLAYER RANKING	1
2.02.01 Player Competition Levels.....	2
2.02.02 HTL Senior Player Ranking.....	2
2.02.03 Senior Player Competition Levels	2
2.03 ELIGIBILITY AND RANKING	3
2.03.01 Age Requirement	3
2.03.02 Eligibility and Ranking Guidelines	3
2.03.03 Returning HTL Players	3
2.03.04 Senior Ranking Considerations	4
2.03.05 Move Up/Split Up.....	5
2.04 LEAGUE PARTICIPATION.....	5
2.04.01 League Notification	5
2.04.02 Team.....	5
2.04.03 Team Captain	5
2.04.04 Player Participation	5
2.04.05 Entry Fee	6
2.04.06 League Registration.....	6
2.05 COMPETITION FORMAT	7
2.05.01 League Format	7
2.05.02 Order of Matches.....	7
2.05.03 Individual Match Competition	7
2.05.04 Team Matches.....	7
2.05.05 Team Match Scoring	8

2.05.06 Defaults and Disqualifications.....	8
2.05.07 Delays and Postponed Matches.....	9
2.06 RULE VIOLATIONS AND PROTESTS AND PENALTIES.....	9
2.07 LEAGUE PLAYOFFS.....	10
2.08 AWARDS.....	10
2.08.01 League Awards.....	10
2.08.02 HTL Tournament Awards.....	10
Appendix A – HTL LEVELS OF PLAY.....	11
Appendix B – ELIGIBILITY & RANKING CHART – ADULTS.....	12
Appendix C – ELIGIBILITY & RANKING CHART – JUNIORS.....	13
Appendix D – HTL RANKING SYSTEM.....	14
Appendix E – USE OF PUBLIC COURTS INFRACTION.....	16
Appendix F – HONOR CODE OF ETHICS.....	18
Appendix G - NO-AD SCORING AND NO-AD (NINE-POINT) TIEBREAKER.....	20
GLOSSARY OF TERMS.....	21

HTL LEAGUE REGULATIONS

1.00 GENERAL

1.01 APPLICABILITY

The HTL League Regulations (“REGULATIONS”) shall apply to all HTL Leagues. The ITF RULES OF TENNIS shall apply to all matches played in HTL Leagues except if modified herein. All individuals registered to participate in an HTL League shall be governed by these regulations.

1.02 AMENDMENTS

These REGULATIONS may be amended by the HTL Rules Committee with the approval of the HTL Board of Directors (“BOARD”). All proposed amendments shall be in writing and shall be forwarded to the BOARD at least seven days before any monthly BOARD meeting. No amendments to these REGULATIONS shall become effective prior to January 1st of the next HTL League Year.

1.03 PLAYER AGREEMENT

All individuals participating in an HTL League, as a condition of their participation, agree to abide, and be bound, by the HTL Bylaws; the HTL League Regulations; the ITF Rules Of Tennis; the HTL Honor Code Of Ethics (“CODE”) Appendix F; and all standards of good conduct, fair play, and good sportsmanship.

1.04 WAIVER OF CLAIMS

Individuals participating in an HTL League acknowledge the risks associated with playing competitive tennis, accept those risks voluntarily, and, in consideration of their participation in the HTL, assume all risks for bodily injury, waive all claims for injury and property damage, and release and hold harmless the HTL, its officers, members, any person sponsored by the HTL, and any agency or person authorizing the use of any facility used in conjunction with HTL League play with respect to any injury or loss caused by negligence or otherwise to the fullest extent permitted by law.

2.00 HTL LEAGUE REGULATIONS

2.01 LEVELS OF PLAY

- a. HTL Leagues are categorized into various playing level classes associated with a defined skill sets. These classes: A, B, C, etc. are associated to a set of standards defined by the ITF International Tennis Number (ITN) rating system. This system is based on describing the general characteristics of various playing levels. Appendix A describes these playing levels in relation to the HTL League classes.
- b. HTL Leagues shall be formed around these class levels for both Men and Women Leagues. The HTL Leagues that could be formed are:
 - 1) Men’s/Women’s Open League.
 - 2) Men’s/Women’s A League.
 - 3) Men’s/Women’s B League.
 - 4) Men’s/Women’s C League.
 - 5) Men’s/Women’s Novice League.
 - 6) Senior level Leagues.
- c. The BOARD shall decide the formation of these Leagues and when these Leagues will play during the HTL League Year.

2.02 HTL PLAYER RANKING

- a. Ranking vs Rating. While a rating system is designed to determine a player’s level of play, where a ranking system is designed to determine order of players – the HTL has chosen to use the term “RANKING” as a means of defining a player’s level of play within an HTL League.

- b. Each HTL League shall categorize entering players into three ranking levels based on perceived player skills and abilities, and tennis experiences as described in the HTL LEAGUE CLASSES Table Appendix A.
- c. Based upon the associated skill level the designated rank level is assigned as defined in the table below.

HTL PLAYER RANKING LEVELS

RANK LEVEL	ASSOCIATED SKILL LEVEL	HTL LEAGUE RANK DESIGNATION
1	Player performs at the High-Level of a League’s skill range.	A1, B1, C1, N1
2	Player performs at a mid-point of a League’s skill range.	A2, B2, C2, N2
3	Player performs at the Lower-Level of a League’s skill range.	A3, B3, C3, N3

- d. Once a new player starts playing in an HTL League, the automated ranking system program will compute a rank and adjust a player’s rank accordingly. Reference Appendix D for a description of the HTL Ranking System.
- e. Open League players are not assigned a Ranking Level.

2.02.01 Player Competition Levels

- a. Ranking levels are determinate factors as to what position/s (Singles/Doubles) a player shall compete in, as defined in the table below.

PLAYER COMPETITION LEVELS

RANK LEVEL	ALLOWABLE POSITIONS	HTL LEAGUE RANK DESIGNATION
1	1 st Singles, 1 st Doubles	A1, B1, C1, N1
2	1 st Singles, 2 nd Singles, 1 st Doubles, 2 nd Doubles	A2, B2, C2, N2
3	2 st Singles, 2 st Doubles, 3rd Doubles	A3, B3, C3, N3

- b. This system is intended to allow completion at equivalent skill levels. A player may move up only one level and may not move down to play in a lower ranking level.

2.02.02 HTL Senior Player Ranking

- a. The HTL Senior Leagues are formed to provide playing opportunities spanning the full range of HTL class levels as much as possible into a tri-level ranking system described below.

HTL SENIOR RANKING LEVELS

SENIOR RANKING DESIGNATION	CORRELATED CLASS RANKING LEVELS
S1	A1 – B1
S2	B2 – C2
S3	C3 – N3

- b. This method allows maximum participation across all HTL league classes.

2.02.03 Senior Player Competition Levels

- a. Senior league matches are limited to three doubles matches; players compete as defined in the table below.

SENIOR PLAYER COMPETITION LEVELS

SENIOR RANKING DESIGNATION	ALLOWABLE POSITION
S1	1 st Doubles
S2	2 nd Doubles
S3	3 rd Doubles

2.03 ELIGIBILITY AND RANKING

2.03.01 Age Requirement

- a. While the HTL Leagues are predominantly offered for adult players, juniors may be allowed entry. If under the age of 18, the signature of a parent or guardian is required on the player’s Honolulu Tennis League Application Form (“APPLICATION”). The minimum allowable age for any HTL function shall be fourteen years old. In order for a player younger than fourteen years old to participate, he must have both parental approval in writing and Ranking Committee approval. Each player shall have reached these age limitations prior to or during the calendar year in which such player plays in his/her first league match. Each HTL League may impose further age restrictions as it determines to be appropriate for that League.
- b. Senior Leagues. Each player shall have reached the age of 55 years prior to or during the calendar year in which such player plays in his/her first league match.

2.03.02 Eligibility and Ranking Guidelines

- a. Eligibility determination for players entering an HTL League for the first time should be based upon the experiences listed on the player’s APPLICATION. Based upon the player’s skill level and tennis history, the chart at Appendix B proposes an appropriate Class level he/she may be best suited to participate in and an associated rank that might be considered.
- b. Junior players should also refer to the chart at Appendix C to determine eligibility and ranking guidance based upon their junior tennis history.
- c. In all cases, eligibility and ranking consideration and approval of new players is at the discretion of an HTL League’s Ranking Committee. Each HTL League may further expand upon these guidelines and develop their own set of ranking standards as it determines to be appropriate for that League.

2.03.03 Returning HTL Players

- a. Ranking considerations for returning HTL Players. Once a player has participated in an HTL League, an end-of-season rank (or CURRENT RANK) will be computed. This CURRENT RANK shall be valid for the next five consecutive calendar years and will be used as the basis of eligibility for entry into an HTL League.
 - 1) Players re-entering an HTL League may request drops in rank under the following conditions of extended absence:

DROP IN RANK ELIGIBILITY

CALENDAR YEARS SAT OUT	ELIGIBLE DROPS IN RANK ^(a)
1	None ^(b)
2 – 3	One Drop ^(c)
4	Two Drops ^(c)
5 or more	None – re-enter as new player.

CONDITIONS:

- (a) All requests for a drop in rank will still be subject to the discretion and approval of a League’s Ranking Committee. A completed APPLICATION listing all tennis experience since last HTL participation will be submitted.

- (b) Men and Women B-League players that have attained an A3 CURRENT RANK may return to the next lower ranking (B1) after sitting out one calendar year.
- (c) A player who has not exercised his right to select an optional ranking as a CURRENT RANK in a subsequent League year may do so at the time of re-entry under any of the conditions described in the table above, except when the player has sat out for over five calendar years.

Example:

YEAR LAST PLAY : CURRENT RANK	CALENDAR YRS SAT OUT	YEAR RETURN	ELIGIBLE DROPS	CURRENT RANK	REQUESTED RANK
2005 : B2 Good to 2010 (inclusive)	0	2006	None	B2	N/A ^(a)
	1	2007	None	B2	N/A ^(a)
	2	2008	1	B2	B3 ^(b)
	3	2009	1	B2	B3 ^(b)
	4	2010	2	B2	C1 ^(b)
	5 & >	2011 & >	None	N/A	Request ^(c)

NOTES:

- (a) Player entitled to request another ranking for documented extenuating, medical, or physical reasons – subject to approval of Ranking Committee.
- (b) Subject to approval of Ranking Committee.
- (c) Subject to the requirements for entry as a new player and approval of Ranking Committee.

- b. Players who feel there are extenuating circumstances why they should be ranked other than what their CURRENT RANK is listed as, may request the Ranking Committee to consider a different rank.

2.03.04 Senior Ranking Considerations

- a. Players with a CURRENT RANK from an HTL Class League, should use that as the basis for assigning a Senior Rank.
- b. Players without any prior HTL Class League history should measure their skill level to the HTL LEAGUE CLASSES table in Appendix A and determine the relative HTL Class League they may be eligible for in order to draw a correlation to an appropriate Senior Rank.
- c. Since Senior League rankings are not managed by the HTL Ranking System, returning senior players should be able to use the Senior Rank last assigned, unless a change to their CURRENT RANK from an HTL Class League has occurred. In which case a review of their Senior Rank is warranted and should be adjusted accordingly.
- d. All ranking considerations are at the discretion of the League Coordinators.

2.03.05 Move Up/Split Up

a. The Championship team from each League shall follow the appropriate options defined in the table below:

MOVE UP/SPLIT UP OPTIONS

LEAGUE^(d)	MOVE UP^(a)	SPLIT UP^(b)
All Men’s Leagues	Optional	N/A
Women’s A		X ^(c)
Women’s B	X	X
Women’s C	X	X
Women’s Novice	Optional	X ^(c)

CONDITIONS:

- (a) Move up to the next higher League Class for the following league year.
- (b) If not electing to move up, then Championship team must disperse to form new teams with no more than four of the original team players on any single team for the following league year.
- (c) Must disperse under Condition (b), if team wins Championship for two consecutive years.
- (d) Open and Senior Leagues are exempted from these rules.

2.04 LEAGUE PARTICIPATION

2.04.01 League Notification

- a. League Representatives will make notice of league start-up organizational meetings as follows:
 - 1) Newspaper announcement.
 - 2) Prior year team captains notified my email.
 - 3) Information sheet posted at HTL web site (<http://honolulutennisleague.ipower.com/>).
 - 4) Other means as deemed necessary by the BOARD.

2.04.02 Team

- a. Team sizes shall consist of the following:
 - 1) Men’s/Women’s Class Leagues (A, B, C, Novice) – minimum 8 players, maximum 16.
 - 2) Senior Leagues – minimum 6 players, maximum 12.

2.04.03 Team Captain

- a. Each team shall appoint a team captain who will be responsible for:
 - 1) Handling administrative affairs of the team, mediating disputes and if all else fails, reporting incidents and unresolved matters to League Representatives for disposition.
 - 2) Representing the team in HTL League matters; attending all organizational meetings or functions and disseminating all information to their team members.
 - 3) Being present at every team match (either himself or thru the appointment of an acting captain).
 - 4) The reporting of match scores to the League Clerk by the designated deadline.
 - 5) Ensuring that every team member has reviewed and understands the HTL REGULATIONS and CODE.
- b. A team captain and/or co-captain may be a non-playing participant. Non-playing captains/co-captains name will not be recorded in the Players List on a team’s ROSTER and will still be subject to payment of the Entry Fee.
- c. Coaches of Women’s League teams may not serve as a captain or co-captain.

2.04.04 Player Participation

- a. Any individual who participates in an HTL League should reside within the City & County of Honolulu.

- b. Participation shall be initiated with the proper completion of an APPLICATION as a part of registering for entry into an HTL League or by signature, for returning HTL players with a CURRENT RANK, on an HTL Team Application and Roster Form (“ROSTER”) to re-execute an original APPLICATION.
- c. Player Responsibilities.
 - 1) A player must review, understand, and abide by the HTL REGULATIONS and CODE.
 - 2) If a player feels that another player has not abided by the CODE, he/she may submit a written statement through his/her team captain to their League Representative.
- d. A player may participate in more than one HTL League in a calendar year, provided the player meets the eligibility requirements to participation in any of the following combinations of League participation. Multiple league participation examples are described in the table below.

MULTIPLE LEAGUE OPTION EXAMPLES

MULTIPLE LEAGUE PARTICIPATION	RANKING CONSIDERATION AND ELIGIBILITY FOR SUBSEQUENT CALENDAR YEAR PARTICIPATION
Play in a subsequent lower level League (same gender); e.g. moving from a Men’s B-League into the Men’s C-League.	The lower level League season-ending CURRENT RANK will be used. In the example cited, this would be the C-League ranking.
Play up to a higher level League (same gender); e.g. C-League eligible player, plays at B-League and later plays C-League. Or, as the case can be for women, play simultaneous Leagues; e.g. woman plays both B and C Leagues.	The higher level League season-ending CURRENT RANK will be used. In the example, this would be the B-League ranking.
Cross-gender League play – Women playing in Men’s Leagues may also request a drop of two ranks to enter the Men’s League. E.g. B-3 woman player may move into the Men’s C-League, entering as a C-2. <u>Exception:</u> Men may not play in any of the Women’s Leagues.	For cross-gender league play – two CURRENT RANKS may be maintained: one for the Women’s League and another for the Men’s League. For the example cited, the woman will retain her last established Women’s B-League CURRENT RANK of B-3 and have an established Men’s C-League season-ending CURRENT RANK.
Any of the Senior Leagues.	No rankings will be computed for these leagues.

2.04.05 Entry Fee

- a. An Entry Fee will be assessed on each individual participating in an HTL League. Current fee for the year will be posted in the information sheet of each League startup.
- b. Refunding of Fees. Any team withdrawing after approved ROSTERS have been returned automatically forfeits the entire team’s entry fees, except for the portion allocated to the General Fund, which shall be returned. The same applies to individual players that must withdraw due to extenuating circumstances or are denied eligibility.

2.04.06 League Registration

- a. A Captain’s Packet consisting of softcopy documents of the HTL ROSTER and player APPLICATION may be downloaded from the HTL web site or emailed to prior year team captains.
- b. The ROSTER is the official document for registering a team and its players into an HTL Class league. The ROSTER is also used by League Representatives to validate and record approved player rankings and eligibility for entering a league, and determine total team fees/charges.
- 2) The ROSTER, APPLICATIONS, and collected Entry Fees for a team shall be submitted at the designated League team captains meeting.
- 3) In the event that a player is listed on more than one ROSTER, the player shall be deemed a member of the team for which he/she plays first.
- 4) The League’s Ranking Committee shall screen all ROSTERS, make appropriate changes and return all ROSTERS to the respective team captains.

- 1) Any team which has a player re-ranked or rejected by the Ranking Committee may make a written appeal to the Ranking Appeals Referee.
- 2) A player re-ranked or rejected by the Ranking Committee may be replaced by another player only if all of the following conditions are met:
 - a) A replacement must be at the same ranking level as the player being replaced.
 - b) The replacement (if an eligible returning HTL player) must not have had a higher CURRENT RANK than the rank of the player being replaced.
 - c) All replacements are subject to Ranking Committee approval.
- 3) After approval of the ROSTER by the Ranking Committee, no changes may be made, except under extremely extenuating circumstances as determined allowable by the Committee.

EXAMPLE: Team submits a ROSTER of 12 players for the 2007 B League season. There are three B1's, five B2's and four B3's. One B1 is rejected based on a 2006 CURRENT RANK of A3 with a 1-2 record. One B3 without league experience is re-ranked B2 based on tournament experience. One B3 is re-ranked B2 based on a 2006 yearend ranking of B2 with a 1-3 record and 8.000 APPM. The following changes are allowed:

RANKING CHANGE EXAMPLE

B1 '06 rank (A3)	Rejected but may be replaced by a player eligibly ranked at B1.
B3 w/ no exp. (B2)	May be kept as a B2 or may be replaced with a new player to be ranked B3. If the B3 w/ no exp. is kept (B2), this team will end up with only two B3's.
B3 w/ '06 rank (B2)	May not be replaced.

2.05 COMPETITION FORMAT

2.05.01 League Format

- a. Prior to any League startup, the BOARD shall decide when each of the Leagues will be played and determine the length of a League's season.
- b. An HTL League season should not exceed more than twelve (12) weeks, to include any playoff weekend/s.
- c. Each HTL League shall play at least one round robin level.
- d. A League with only three or four teams should play at a minimum eight matches.

2.05.02 Order of Matches

- a. HTL League Class matches; first singles, first doubles, second singles, second doubles, and third doubles.
- b. Senior League matches: first doubles, second doubles, third doubles.

2.05.03 Individual Match Competition

- a. Best of three NO-AD scoring sets.
- b. At 6-all in a set, a NO-AD tiebreaker will be played – first to 5 wins.
- c. See Appendix G for instructions on NO-AD scoring and tiebreaker.

2.05.04 Team Matches

- a. HTL League Classes: Two singles and three doubles.
- b. Senior Leagues: Three doubles.
- c. All matches for League play, playoffs and tournaments shall be scheduled by the Scheduling Committee.
- d. All play at public or private courts must conform to the rules and regulations of the body having jurisdiction over the tennis courts.
- e. No matches, make-up matches, practice play, warm up and/or social play from 7 a.m. to 12 noon or the designated time as specified on the permit on courts designated for public use at sites where the HTL has reserved courts by permit. Reference Appendix E for a description of the sanctions for this infraction.

- f. The home team shall provide the tennis balls for each individual match.
- g. All match balls shall be provided by the League.
 - 1) Team captains will pick up these balls at the designated time and place.
 - 2) The BOARD shall decide on the make and color of the tennis balls for uniformity.
 - 3) If any ball(s) fail due to manufacturing defects, the team captain shall report this to the League Representatives and return all three balls.
 - 4) If contestants, by mutual agreement, require additional balls, they may have these, but they may be required to pay for the cost of the balls.
- g. All matches must be started at the designated time and played on the designated date, unless postponed as provided for in Section 2.05.07.
- h. An individual match may not start with less than 30 minutes left before the scheduled start time of the next team match. Any individual match that has started at least 30 minutes prior to the next scheduled team match shall be allowed to continue until completed.
- i. Both team captains must exchange line-ups prior to beginning any individual matches and no later than 5 minutes before the scheduled starting time.
- j. Only players listed on the approved ROSTER shall be allowed to play and they must play in the allowable positions for their ranking level.
- k. After line-ups have been exchanged, no substitutions will be allowed.
- l. Warm-up time for each individual match shall be no more than 5 minutes including serves.
- m. Play shall be continuous, there are no breaks or rest periods during matches other than a one minute change of sides.
- n. At any given team match where less than 5 courts are available when play is to start, the home team will designate which individual match will be played first. The visiting team selects second; the home team third; the visiting team fourth; and the home team fifth. Where more than one court is available at the same time, when the home team selects the individual match to be played, the visiting team may then select the court and vice versa.
- o. Coaching.
 - 1) Players may accept coaching during the match as long as it is done during the one minute change of sides.
 - 2) Coaching should not interrupt the normal flow of match play or be disruptive in any manner.
- p. Persons, other than match participants should remain outside of the tennis courts when matches are being played unless otherwise agreed to by the team captains or designated captain.

2.05.05 Team Match Scoring

- a. Each individual match shall count as a win or a loss on the standings.
- b. A team match shall be decided by the team winning three out of five individual matches.
- c. The winning player(s) in each individual match shall keep the balls after the match is played.
- d. Individual match results and team match results shall be recorded on an approved form provided by the HTL.
- e. Result sheets must be signed by both team captains or designates at the end of team competition.
- f. Completed result sheets must be faxed or emailed to the HTL clerk no later than the Monday morning immediately following the match.
- g. Where no match result sheets are faxed or emailed, the team match shall be considered a double default.
- h. Team standings and match results will be posted on the HTL website or emailed to all team captains immediately following receipt and processing of match result sheets but not later than Wednesday of that week.
- i. During the course of the League season team standings will be determined in order by Win-Lost percentage.
- j. At season-end (with the completion of playoffs) player CURRENT RANK will be computed on three or more matches played. Reference Appendix D for a description of the HTL Ranking System.

2.05.06 Defaults and Disqualifications

- a. If a team cannot field a player when the lineup is exchanged, that match shall be defaulted.
 - 1) The team captain must designate the defaulting player(s) for the defaulting position(s) on the result sheet.
 - 2) Enter a score of "1" for the winner and "0" for the loser in the first set on the result sheet.
 - 3) In case of a double default, both teams will be charged with a loss and the home team shall keep the balls.
 - 4) Any team which has more than seven defaults will be subject to call before the BOARD for an explanation. The BOARD may then take action it deems appropriate.
- b. Default due to retirement due to injury, illness, etc.
 - 1) Enter match scores up to the time of retirement on result sheet.

- 2) Annotate "RETIRED" under the appropriate team player/s entry on result sheet.
- c. Players playing out of their ranking level will be defaulted for that match. These conditions are detected as match scores are entered into the system and will be recorded with the weekly match result postings.

2.05.07 Delays and Postponed Matches

- a. Delayed and postponed matches shall be handled as follows:
 - 1) A scheduled match shall be postponed if weather or other unforeseen extenuating circumstances prevent the start.
 - a) If it appears the match cannot be played due to bad weather conditions, an agreement between both captains to postpone the scheduled match can be made by phone. In this instance where both captains agree, players need not go to the courts.
 - b) If after arriving at the courts both captains agree that the weather conditions will not permit play during their scheduled time, line-ups must be exchanged.
 - 2) Team matches that have started, but are delayed due to incremental weather, may not resume if less than 30 minutes prior to the next scheduled team match for that court.
- b. Both captains will fax or email their line-ups on the result sheet by the following Monday. Failure to comply with this provision will result in defaults of all applicable matches.
- c. Only players on the original line-up result sheets shall play in make-up or rescheduled matches.
- d. All make-up or resumed matches shall be allowed a warm-up time not to exceed 5 minutes.
- e. Make-up matches shall be scheduled by mutual agreement between the captains/players involved and must be played within two weeks of the original match date. If an agreement cannot be reached or unforeseen circumstances such as bad weather prevent meeting the deadline, a League Representative must be contacted. Otherwise, matches not made-up within the two weeks will be counted as a double default.

2.06 RULE VIOLATIONS AND PROTESTS AND PENALTIES

- a. A team may file a protest/grievance against an opposing team or player whenever any of the HTL REGULATIONS and/or CODE are violated.
- b. Only a team captain or co-captain as listed in the team ROSTER may file a protest.
- c. In filing a protest, the following procedure shall be used:
 - 1) The team captain shall inform the opposing team captain immediately of the alleged violation. If the violation and its effect(s) cannot be resolved to the satisfaction of the team captain making the protest, the protest must be noted on the match result sheet with the time, date, and adequate information of the violation. The match should be completed "UNDER PROTEST."
 - 2) The team captain making the protest shall inform a League Representative that same day. If League Reps are not available, a BOARD officer may be contacted and a League Rep notified the following day. It will be the responsibility of that contacted League Rep to notify the other Reps and that League's Grievance Committee of the protest.
 - 3) A hearing or email review shall be held between the Grievance Committee and teams involved that same week. Should a hearing be called for, the two teams involved may be represented by no more than the team captain and two additional members each. The Grievance Committee may also call upon witnesses if available and as needed.
 - 4) The Grievance Committee shall hear from the parties involved and shall render a decision which shall be final.
- d. Penalties.
 - 1) Penalties may be imposed to any player/participant at the discretion of the League Representatives for any violation of the rules and regulations. The penalty may include defaults and possible suspension from any league play/participation for the remainder of the season and for up to the next two calendar years.
 - 2) Examples of some extreme violations include (a) assuming the identity of another player and (b) being involved in fighting or violence of any kind during league play. The team captain and/or co-captain may also be subject to the same penalties.
 - 3) Suspended player will re-enter at the rank held at the end of their last full year or partial year (if suspended midseason), whichever is higher.
 - 4) If at any time during the season, including the playoffs, it is determined that pertinent ranking information was incorrect or omitted on the APPLICATION resulting in an inappropriate ranking, all matches which the individual played in will be forfeited and the individual may be prohibited from playing in the HTL for the next calendar year. In addition, the team captain may be prohibited from being a captain for any HTL team for the next calendar year.

2.07 LEAGUE PLAYOFFS

- a. The League Representatives shall determine the format of League playoffs and inform team captains prior to the start of the season.
- b. Seeding into Playoffs will be determined by:
 - 1) The win-loss percentage of teams.
 - 2) When there is more than one division, division winners shall be seeded according to their perspective win-loss percentage. Second place division finishers shall be seeded subsequently, according to their perspective win-loss percentages, and so forth.
 - 3) If wild card teams are needed to finish off the playoff seeding, teams will be selected in accordance with their win-loss percentages.
 - 4) In case of a tie between two teams, the winner of their team match shall be given the higher position.
 - 5) In case of a tie among three or more teams, the following shall be the procedure to determine the final position.
 - a) The order of position shall be based on the overall record involving only those matches among the tying teams.
 - b) If two teams still tie, the winner of the team match between the two teams will be given the higher position.
 - c) If three or more teams still tie, the least number of sets lost will be used as the next tie-breaker. If still tied, the least number of games lost will be used.
 - 6) Any situation not covered by the above shall be left to the discretion of the League Reps.
- c. A player must have played three or more matches during the league season to be eligible to play in league playoffs. Matches won by default count towards qualification.
- d. Playoff balls will be provided by the League Reps.
- e. Generally, all rules defined under Section 2.05 COMPETITION FORMAT apply to playoff matches.
- f. A playoff team win shall be determined by the team winning three of the five individual matches. As soon as a team reaches their three individual match wins, any other matches still in progress should be suspended.
- g. The winning player(s) in each individual match shall keep the balls after the match is played.

2.08 AWARDS

2.08.01 League Awards

- a. The League Representatives shall decide the criteria for receiving awards and inform team captains prior to the start of its season. At a minimum, the following Award Categories shall be made.
- b. Award Categories.
 - 1) Division winner.
 - 2) Playoff Finalists. Champion (First place finisher) and Runner-up (Second place finisher).
- c. For each of the categories listed above, the following award levels shall be made and the number of awards that will be paid by the League:
 - 1) Team Award (1).
 - 2) Individual Awards (10). If more than ten individual awards are desired by a team, the team shall pay for the additional awards. (A team has the option of receiving the Team Award as an additional Individual Award, making that a total of eleven awards.)
- d. Should a team be eligible for multiple award categories, only one award category, for the higher accomplishment (Playoff Categories), will be made.
- e. As long as the listed minimum requirements are met, and budget permitting, the League may define additional award categories.
- f. Special awards.
 - 1) Undefeated Player Award.
 - a) Players must have played in at least 75% of the team matches, excluding playoffs.
 - b) Wins by default are counted towards an undefeated award. Losses by default are also counted, making the player ineligible for an undefeated award.
 - 2) Other special awards as deemed appropriate by the League.

2.08.02 HTL Tournament Awards

- a. Tournament awards shall be presented to the winner and runner-up in both singles and doubles in each League category.
- b. Special awards deemed appropriate by the BOARD may also be presented.

Appendix A – HTL LEVELS OF PLAY

ITF ITN	HTL LEAGUE CLASS	GENERAL CHARACTERISTICS AND SKILLS
1 ¹	None	This player has had intensive training for national tournament competition at the junior and senior levels and has extensive professional tournament experience. Holds or is capable of holding an ATP/WTA ranking and their major source of income is through tournament prize money.
2	Open	This player has power and/or consistency as a major weapon. They can vary strategies and styles of play in a competitive situation and is usually a nationally ranked player.
3	A	This player has good shot anticipation and frequently has an outstanding shot or attribute around which a game may be structured. This player can regularly hit winners or force errors off of short balls and can put away volleys, can successfully execute lobs, drop shots, half volleys, overhead smashes, and has good depth and spin on most second serves.
4	B	High-Level: This player has begun to master the use of power and spins and is beginning to handle pace, has sound footwork, can control depth of shots, and is beginning to vary game plan according to opponents. This player can hit first serves with power and accuracy and place the second serve. This player tends to over hit on difficult shots. Aggressive net play is common in doubles.
5		Lower-Level: This player has dependable strokes, including directional control and depth on both forehand and backhand sides on moderate shots, plus the ability to use lobs, overheads, approach shots, and volleys with some success. This player occasionally forces errors when serving. Rallies may be lost due to impatience. Teamwork in doubles is evident.
6	C	High-Level: This player has achieved improved stroke dependability with directional control on moderate shots, but still lacks depth and variety. This player exhibits more aggressive net play, has improved court coverage, and is developing teamwork in doubles.
7		Lower-Level: Is fairly consistent when hitting medium-paced shots, but is not comfortable with all strokes and lacks execution when trying for directional control, depth, or power. Most common doubles formation is one up, one back.
8	Novice	High-Level: This player is learning to judge where the ball is going, although court coverage is weak. Can sustain a short rally of slow pace with other players of the same ability.
9		Lower-Level: This player needs on-court experience. This player has obvious stroke weaknesses but is familiar with basic positions for singles and doubles play.
10 ²	None	This player is starting to play competitively (can serve and return/rally) on a full court using a normal ITF approved ball. The player is in the early stages of tennis skills development and is primarily learning simple tennis co-ordination tasks / exercises.

¹ Players of ITN 1 caliber are too advanced for participation in HTL League play.

² The ITF categorizes the ITN 10 level as a starting player. The HTL does not support a League for this caliber player; these players should enter the Novice leagues.

Appendix B – ELIGIBILITY & RANKING CHART – ADULTS

HTL Ranking	USTA Adult NTRP League	Collegiate Levels				USTA Open & Age Levels		High School tennis (Varsity or Jr Varsity)	Tennis Professional	Athletic Ability
		Div I - Top ranked Team or Player ^(a)	Div I - Unranked Team or Player ^(b)	Div II, III, NAIA, NJCAA - Top ranked Team or Player ^(c)	Div II, III, NAIA, NJCAA - Unranked Team or Player ^(d)	Junior 18's (Foreign or Domestic) ^(a)	Adult's (Foreign or Domestic) ^(b)			
Open	6.0	Age 40 and Under	Age 30 and Under			Age 30 and Under				
A(1-3)	5.0	Age 41 to 50	Age 31 to 40			Age 21 - 30	Age 31 to 40			
B1	4.5	Age 51 to 60	Age 41 to 50	Age 35 and Under		Age 31 to 40	Age 41 to 50			
B2	4.0	Age 61 and Over	Age 51 to 60	Age 36 and Over		Age 41 to 50	Age 51 to 60			
B3			Age 61 and Over			Age 51 to 60	Age 61 and Over	Minimum Level		
C1	3.5					Age 61 and Over		High School Post Season play ^(a)		
C2	3.0							High School Varsity	Minimum Level	
C3								High School JV		
N1	2.5									
N2	2.0									
N3										
NOTES:	<p>(a) Players with a USTA NTRP rating as designated in the table or played in any USTA Leagues of that rating should be assigned the indicated HTL rank.</p> <p>(b) Div I - Top ranked Team or Player. School ranked in top 75. Player ranked: Singles top 125 or Doubles top 90. (c) Div II, III, National Association of Intercollegiate Athletics (NAIA), National Junior College Athletic Assoc (NJCAA) - Top ranked Team or Player.</p> <ul style="list-style-type: none"> • Div II - School (Team) ranked in top 44. Player ranked: Singles top 50 or Doubles top 25. • Div III - Schools (Team) ranked in top 30. Player ranked: Singles top 25 or Doubles top 16. • NAIA - Schools (Team) ranked in top 25. Player ranked: Singles top 50 or Doubles top 25. • NJCAA - School (Team) ranked in top 24. Player ranked: Singles top 100 or Doubles top 40. <p>(d) Div II, III, NAIA, NJCAA - Unranked Team or Player. Anything other than the provisions specified in (c) above.</p>									
								(a) Post season play is defined as participation in OIA, ILH, or State Tour tournaments. (b) HS guide lines may also be applied if player is not an adult and not playing in USTA Jr tennis.	Full-time teaching professional or coach (current or former).	Players new to tennis but had competitive experience in other sports.

Appendix C – ELIGIBILITY & RANKING CHART – JUNIORS

HTL Ranking	USTA Junior Open Ranking ^(c)				USTA Junior Team Tennis (JTT) League ^(d)				
	1-15	16-25	26-30	Above 30	2.5	3.0	3.5	4.0	OPEN
Open	18 & under								18 & under
A(1-3)	16 & under	18 & under						18 & under	16 & under
B1	14 & under	16 & under	18 & under					16 & under	14 & under
B2		14 & under	16 & under	18 & under				14 & under	12 & under
B3			14 & under	16 & under			18 & under		
C1	12 & under							16 & under	
C2		12 & under		14 & under				14 & under	
C3			12 & under		18 & under	18 & under		12 & under	
N1				12 & under	16 & under	16 & under			
N2					14 & under	14 & under			
N3					12 & under	12 & under			

NOTES:

(a) Age considerations apply to the age that a player will attain by the end of the calendar year.

(b) As the Junior League groups players into 2-year age brackets, a 12 year old could be playing in a 16 & under age group. For ranking assignment purposes, the corresponding rank for the 16 & under age bracket (or the higher age group) would be used.

(c) Open rankings should be based on most current tournament Standings Lists of the past two years.

(d) Age groups listed across NTRP levels are as currently listed by the USTA.

Appendix D – HTL RANKING SYSTEM

HTL Ranking System.

- a. Player rankings shall be based on a points system incorporating only the matches played during a given League. This system is described herein.
- b. Ranking shall be based on an Average Points Per Match (APPM) method which is defined mathematically as the sum of the points from matches won and lost divided by the number of matches played.
 - 1) Matches won or lost due to a default shall not count in the ranking, however, all forfeited matches will count. A forfeit is defined as a match that has started but cannot be completed by the player(s) due to injury or other unforeseen circumstances (not including weather, in which case the match would be postponed and played at another date).
 - 2) HTL league playoff matches will count in computing the APPM.
- c. HTL tournament play shall not affect the rankings.
- d. A player shall be moved up or down in rank based on the computed APPM for playing three or more matches.
- e. The season-ending, computed APPM derived ranking shall be considered a player’s CURRENT RANK. This CURRENT RANK shall be valid for the next five consecutive calendar years and will be used as the basis of eligibility for entry into a League.
- f. Points awarded for winning and losing matches is determined by the League Class participation and the individual match that was played in, as listed in the POINTS AWARD TABLE below.
 - 1) LEAGUE – the League Class played in.
 - 2) POSITION – the individual match played.
 - a) 1S is the first singles.
 - b) 1D is the first doubles.
 - c) 2S is the second singles.
 - d) 2D is the second doubles.
 - e) 3D is the third doubles.
 - 3) The WIN-LOSS POINTS awarded for the match.

POINTS AWARD TABLE

LEAGUE	POSITION	POINTS FOR WIN	POINTS FOR LOSS
A	1S,1D	14	11
	2S,2D	13	10
	3D	12	9
B	1S,1D	11	8
	2S,2D	10	7
	3D	9	6
C	1S,1D	8	5
	2S,2D	7	4
	3D	6	3
N	1S,1D	5	2
	2S,2D	4	1
	3D	3	0

- a) If a player plays a higher position and wins, the person will receive the higher position points for the win.

- b) If the player loses at the higher position the loss points associated with his CURRENT RANK is awarded.
- c) For example, if a B2 player wins at first singles, he will receive B1 win points, but if loses, he will receive B2 loss points.
- g. Player Ranking Assignment. Once the APPM is computed, the new CURRENT RANK is assigned as defined in the RANKING ASSIGNMENT TABLE below
 - 1) HIGH-APPM designates the APPM which requires a player to move up one rank higher than the INDEX RANK.

Example: A C1 player or C2 player with the season-end APPM of 7.400 or higher is assigned a B3 CURRENT RANK or higher.

- 2) LOW-APPM designates the APPM which requires a player to move down to one rank lower than the INDEX RANK.

Example: A C1 player with the season-end APPM of 5.600 or lower is assigned a C2 CURRENT RANK.

- 3) The OPT-APPM range of APPM provides an option for a player to select the next lower ranking for a CURRENT RANK.
- 4) The ranking assignment system is as follows:

RANKING ASSIGNMENT TABLE

INDEX RANK	HIGH-APPM	LOW-APPM	OPT-APPM
A1	13.400	11.600	11.601-11.900
A2	12.400	10.600	10.601-10.900
A3	11.400	9.600	9.601- 9.900
B1	10.400	8.600	8.601- 8.900
B2	9.400	7.600	7.601- 7.900
B3	8.400	6.600	6.601- 6.900
C1	7.400	5.600	5.601- 5.900
C2	6.400	4.600	4.601- 4.900
C3	5.400	3.600	3.601- 3.900
N1	4.400	2.600	2.601- 2.900
N2	3.400	1.600	1.601-1.900
N3	2.400	0.000	NONE

Appendix E – USE OF PUBLIC COURTS INFRACTION

- a. If an infraction is discovered and is reported by the team captain to the opposing team captain prior and/or during the match play of the teams involved, a 2-match loss penalty shall be assessed to the overall team's win record.
- b. All matches will be played and recorded on sheets, however the team reporting the infraction must follow up with a written complaint with specific details as to where, when, what team, names of individuals involved to be sent to their respective league representatives.
- c. The 2-match loss penalty shall not affect individual standing but will be assessed against the OVERALL TEAM'S WIN RECORD STANDING.
- d. Once match play is completed between the teams, an infraction for penalty cannot be submitted. An after-the-fact situation will not be accepted as a valid claim. The infraction must be noted prior or during match play of the teams involved. Only Team Captains or, in their absence, acting or co-captains can claim this loss penalty.

EXAMPLE 1: It is the 3rd week of team play - the team standings are as follows:

NAME	WINS	LOSSES
Team Z	15	0
Team H	13	2
Team A	11	4
Team B	10	5
Team J	9	6
Team C	2	13

Team A is scheduled to play Team B at 7 am on (3) Keehi courts. It is 6:30 am and there are no other players at Keehi, so Team A takes 4 open courts to warm up on before Team B arrives. Team B arrives and identifies that members of Team A are using the 4th court assigned to the public. The team captain of Team B informs the team captain of Team A that he/she will be reporting an infraction of the use of public courts to the League Reps in writing. Teams A & B play their matches (Team B winning 3 matches) and send in their results with Team B sending in the written claim for 2-match loss penalty assessment to Team A*. The match results is Team A won 2 and Team B won 3.

Effect of penalty would be for Week 4 Standing:

NAME	WINS	LOSSES	ADJ WIN/LOSS	W/L PCT
Team A	13	9*	13/22	59%
Team B	13	7	13/20	65%

EXAMPLE 2: Using the 3rd week standings from Example 1 above; Team C is scheduled to play Team J at 7:00 am at Kilauea. Teams C & J exchange line-ups, 1st & 2nd singles first, following by 1st, 2nd and 3rd doubles. There is no one on the public courts. Some of the team players who are not scheduled to play today from Team C want to play socially. Members of Team C use the public court. Members of Team J report this situation to their captain and Team J captain informs Team C captain that they will be reported in writing of their infraction of use of public courts. The doubles still play their matches and Team J wins 5 matches. Assessment of a 2-match loss will be to overall win record of Team C*.

Effect of penalty would be for Week 4 Standing:

NAME	WINS	LOSSES	ADJ WIN/LOSS	W/L PCT
Team J	14	6	14/20	70%
Team C	0*	18	0/20	00%

Appendix F – HONOR CODE OF ETHICS

The Honolulu Tennis League urges all tennis players to review and play by these unwritten rules of tennis.

1. Courtesy should be extended to your opponent. If you do not know him, introduce yourself. Offer to spin your racket to determine side and serve. At the conclusion of the match, shake hands and, if your opponent has won, offer him your congratulations.
2. If you do not have an umpire, then you must take on the job of linesman as well as player. You must call all balls as you would if you were a linesman and not the player – except that any doubt must be resolved in favor of your opponent.
3. When you are your own linesman, your obligation is to call all balls on your side of the net, but also to help your opponent when requested. You must call against yourself any ball that you clearly see out on the opponent's side whether he has asked your opinion or not. (An exception is your partner's first serve in doubles.)
4. Do not question your opponent's call unless asked. Ask your opponent's opinion when he is in a better position to see the ball than you. Do not enlist the aid of a spectator. You may think the spectator is qualified, but your opponent may not.
5. Calls of "out" and "let" should be made instantaneously. A delay or doubtful call implies that it was not seen clearly, and a ball you can't call out is presumed good. On a point ending placement, in which you have no chance to return the ball, the instantaneous call is not so important as it may be to achieve accuracy in the call with a more careful look. In any event, do not claim a "let" because you did not see the ball.
6. In doubles, if one partner calls the ball good and the other calls it out, the point goes to the opponents, as doubt has been raised, and it is not up to the two partners to come to an agreement.
7. In doubles, the receiver's partner should call the service line, and the receiver together with his partner should call the center and side lines of the service court.
8. When the first serve is obviously out, it is discourteous to re-return it across the net. Unless, of course, it is impossible to avoid the return.
9. The foot fault is one violation that cannot be called in the absence of a linesman or umpire. The person who foot faults unknowingly is taking advantage of his opponent. The fair minded person will break himself of a habitual foot fault in practice, by asking others to observe his serve. The person who foot faults knowingly is cheating.
10. Exclamations in the course of play can be used against you, as the opponent is entitled to demand a replay. However, he must do so immediately and not go ahead with the point and claim a replay later after he has lost the point.
11. In doubles, in the course of play there should be no conversation between partners except brief and simple instructions, such as "mine", "out", "run", etc.
12. The intentional swinging of a racket or your arms, or the making of noise to distract your opponent is not permissible.
13. With matches going on in adjoining courts, extend the same courtesies to those players that you would want for yourself. Do not retrieve your ball from or behind the adjoining court while play is going on. Do not ask for your ball or return a ball to the adjoining court while play is in progress.
14. You must volunteer honestly against yourself such violation as double-hit, double-bounce, ball touching your body or clothing, touching the net, reaching over the net, etc.

15. Never try to take advantage of an opponent by serving before he is ready. Your opponent may ask for a "let" if you "quick serve" him. However, if he either hits the ball or tries to hit the ball, he cannot then claim he was not ready.
16. During the match with no referee present, the players must conduct the match in accordance with the rules. Players may accept coaching during the match as long as it is done during the one minute change of sides. Other than this, play shall never be delayed or interfered with for the purpose of enabling a player to recover his strength or his wind, or to receive instructions or advice.
17. It is discourteous and distracting for parents, friends, or coaches to volunteer advice on line calls, scoring, or the conduct of the match. Gross unfairness should be reported to the League's Grievance Committee in writing (see section on Protests in the REGULATIONS).
18. Do not be a staller. This is gamesmanship to upset your opponent and a form of discourtesy. Stalling is:
 - a. excessive time being taken in arriving at the match to be played;
 - b. excessive warm-up (excess of five minutes);
 - c. moving at abnormally slow speed between points;
 - d. excessive time in toweling between games (limit one minute);
 - e. extra time at the end of the first set that ends on even games (play must be continuous);
 - f. server waiting at the net while receiver retrieves the ball;
 - g. unnecessary discussion to catch breath;
 - h. delay in clearing balls from the court between serves.
19. Tennis is an enjoyable game for all participants. You are exhibiting poor sportsmanship if you engage in:
 - a. loud postmortems after each point;
 - b. complaints of the type of shots your opponent makes;
 - c. sulking when you are losing;
 - d. throwing your racket;
 - e. hitting the ball in anger;
 - f. losing your temper;
 - g. use of vile language.
20. Spectators must show consideration for the players by avoiding DISTRACTING MOVEMENTS, ROWDY BEHAVIOR, DEROGATORY COMMENTS, and LOUD CONVERSATIONS, during the course of the match. If it is necessary for a player to request quiet of an audience, it should be done in a gentlemanly manner and through his team captain.
21. Drinking alcoholic beverages during a match is prohibited.
22. Players who knowingly and continually violate this Honor Code will be guilty of unsportsmanlike conduct. At the discretion of the HTL BOARD, he may be prohibited from further League play.

The HONOR CODE is a way of life. Learned in tennis, as part of the game, it will serve you well all your life.

Appendix G - NO-AD SCORING AND NO-AD (NINE-POINT) TIEBREAKER

NO-AD SCORING. Each game proceeds as in regular tennis scoring, but if the score reaches deuce, then the winner of the next point, or the seventh point in the game, wins the game. The receiver, or receiving team in doubles, selects which court to receive in – with the exception of mixed doubles (in which case, the receiver of the same gender as the current server will receive).

NINE- POINT TIEBREAKER OR NO-AD TIEBREAKER. The nine-point (sudden death) tiebreaker shall be used to determine the winner of a set when a set reaches six games all. The player or doubles team who first wins five points wins the game and set. Numerical scoring (1, 2, 3, etc.) is used throughout the tiebreaker.

SINGLES:

- 1) The player whose turn it is to serve is the server for the first and second points and will start serve from the DEUCE court, then serve the second point from the AD court. The opponent in serving the third and fourth points will do the same.
- 2) Players change ends after four points have been played.
- 3) The first server now serves the fifth and sixth points, with the opponent serving the seventh and eighth points.
- 4) If the score reaches four points all, the current server at that time serves the final point of the tiebreak game with the receiver selecting the court (DEUCE or AD) to receive in.
- 5) If there is a following set, the players shall "stay for one" after the tiebreaker. The player who started serve in the tiebreak shall receive for the first game of the next set.

DOUBLES:

- 1) The serving procedure described for singles apply, except that each player shall serve from the same end of the court in the tiebreaker that they were serving from during that particular set. Service order will be: 1-4-3-2. (First server, fourth server. Switch sides. Third server, second server).
- 2) Players change ends after 4 points.
- 3) Again, if the score reaches four points all, the current server at that time serves the final point of the tiebreak game with the receiving side selecting the court (DEUCE or AD) to receive in. And if this is mixed doubles, the receiver of the same gender as the current server will receive.
- 4) If there is a following set, the players shall "stay for one" after the tie-break. The team that started serve in the tiebreak shall receive for the first game of the next set.

GLOSSARY OF TERMS

APPLICATION – Honolulu Tennis League Application Form.

APPM – the average points per match computed to determine a player CURRENT RANK at season-end.

BOARD – HTL Board of Directors.

CODE – HTL Honor Code of Ethics.

CURRENT RANK – The end-of-season computed rank for a player.

HTL – Honolulu Tennis League

HTL League – Each individual league composing the Honolulu Tennis League: Men's A, Men's B, Men's C, Men's Novice, Women's A, Women's B, Women's C, Women's Novice.

ITF – International Tennis Federation

REGULATIONS – The HTL League Regulations

ROSTER – HTL Team Application and Roster Form