

TO: ALL CAPTAINS AND CO-CAPTAINS (USTA AND INTERCLUB PLAY)

FROM: YOUR TENNIS CLUB BOARD

SUBJECT: GUIDELINES

I: USTA AND INTERCLUB SCHEDULES

ALL organized league home matches and practice times must be coordinated with the Tennis Club Master Scheduler to avoid conflicts with other Villages' teams or club activities and to assure the courts are properly reserved in advance.

NO USTA MATCHES (HOME OR AWAY) SHOULD BE SCHEDULED ON DAYS THAT YOUR VILLAGES' TENNIS CLUB HAS EVENTS SCHEDULED.

NOTE: Should an opposing Captain schedule a match on a day that The Villages' Tennis Club has an event scheduled, please request a date change ASAP. This conflict will hopefully not be a problem if addressed immediately.

CANCELLED MATCHES - Captains or Co-captains must notify Master Scheduler and Communications Director of any cancelled matches immediately.

MAKE-UP MATCHES - Captains must first contact the Master Scheduler when scheduling a make-up match to assure court availability.

ALLOTTED TIMES - Please start your matches on time. (The "Code" allows a 10minutes warm-up, 5 minutes if you have ball boys.)

NOTE: If a team chooses to play a full third set and their allotted time has expired, they may be asked to change courts if another match is scheduled.

2023 MASTER SCHEDULER IS Lynn Dickson, Lacmlinarich@aol.com

II: Our Villages' Tennis Club has a membership of over 300. Many active and inactive members would appreciate easy and accurate access to team schedules so they can attend matches as well as plan other non-league play.

Your Tennis Club Board requests that ALL USTA and Interclub Captains or Co-Captains advise the Communications Director when original schedules are confirmed and with any changes that may occur thereafter.

2023 COMMUNICATIONS DIRECTOR IS Don Clark, don@clarke2.com

III - USTA MATCHES

A. USTA matches may be scheduled at 12 noon or later November thru February. Matches may be scheduled at 10:30 am or later March thru October.

B. Use courts #2, #3, and #4 (no more than three courts may be used for USTA matches at one time.)

C. When there are back-to-back matches, it is suggested there be two hours allowed for completion of the first match.

IV: USTA TEAM PRACTICES

TEAM PRACTICES must be scheduled for 12:00 noon or later and are limited to one practice period (1 ½ hours) per week and a maximum of three courts.

EXCEPTION: If teams wish to set up informal practices at earlier times by signing up for courts utilizing the “7 days and 10 minutes in advance rule”, they may do so. No person may sign up for more than one court for the same time slot.

NOTE: Team practices are limited to three courts whether they have been blocked off by the Master Scheduler or by using the 7 days and 10 minutes in advance rule. If additional courts are available at the time of practice and have not been previously reserved, a team may use more than three (3) courts. No more than one team may practice in the same time slot on the same day.

Any team deciding to establish practices under the “exception” must notify the Master Scheduler who will no longer block off their regular practice time.

V: INTERCLUB

Ladies’ Interclub home matches start at 10:30 AM, but in the case(s) where a visiting team is not willing to start later than 9:30 AM, a 9:30 AM start is permitted as an exception and four (4) courts are used.

VI: REFRESHMENTS

Please advise your members who will be providing refreshments that under counter supplies (including water) are for Club Tournaments use only—not for USTA or Interclub.