

West Coast Cup Team Tennis Manual

Revised April 19, 2016

West Coast Cup Partners:



Los Angeles Tennis Association (LATA)



San Diego Tennis Federation (SDTF)



San Francisco Gay & Lesbian Tennis Federation (GLTF)



Palm Springs Desert Tennis Association (DTA)



Vancouver Tennis Association (VTA)

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1. HISTORY

- 1.1. The first West Coast Cup (hereafter referred to as WC Cup) was held in San Diego on August 20-21, 2011.
- 1.2. This event was patterned after CAL/PAC Cup with an intended participant group of GLTA players from Los Angeles, San Diego and San Francisco ranked C and lower or USTA 3.0 or lower.
- 1.3. In 2012, Palm Springs was added to the roster of cities participating in West Coast Cup.
- 1.4. In 2013, Vancouver was added to the roster of cities participating in West Coast Cup.
- 1.5. Winners:
 - 2011: San Diego
 - 2012: San Diego
 - 2013: San Francisco
 - 2014: San Diego
 - 2015: San Diego

2. HOSTING CRITERIA

- 2.1. San Diego initiated WC Cup and was the first host. San Diego will be followed by San Francisco, Los Angeles, Palm Springs and then Vancouver in that order.
- 2.2. Once WC Cup has gone through one cycle that cycle shall continue unless a city chooses not to host. If that occurs, the next city in line will have the option of hosting and so on through the cycle.
- 2.3. If a city forfeits its turn to host, that city will not host again until its turn comes up again in the cycle.

3. HOST CITY RESPONSIBILITIES

- 3.1. **Event Scheduling, Notification and Budget**
 - 3.1.1. The Host City will advise the other cities of the date options that are available for hosting WC Cup. The expectation is that this event will occur sometime during the month of August or October and shall be scheduled such that it does not conflict with another “Cup” event.
 - 3.1.2. This information will include a preliminary budget that will include a cost per player, as well as any costs for players above the complement of 12 players per team, and travelling companions/partners.
- 3.2. **Ranking Database**
 - 3.2.1. The Host will contact the GLTA in order to get a copy of the database as of the ranking deadline for GLTA rankings.

3.2.2. This information will be distributed to the other cities upon receipt.

3.3. Trip Planning Assistance

3.3.1. The Host will provide any information that will make the trip a better experience for the other cities. This will include attempts to find Hosted Housing when requested.

3.4. Advance Scheduling

3.4.1. The scheduling of matches will be done in advance in order to ensure that there is a fair and equitable event.

4. CITY CAPTAIN RESPONSIBILITIES

4.1. Appointment and Notification

4.1.1. All participating cities will identify their City Captain by April 1st and share this information with the other cities.

4.1.2. Each City Captain will ensure that all potential participants are aware of the eligibility criteria and will enforce it in their home club.

4.2. Fee Payment

4.2.1. Participating cities will send 50% of the registration fee to the Host City 45 days in advance of the event as one payment (check or money order). If a city fails to field a team, they will forfeit this payment.

4.2.2. The remaining 50% will be paid at the draw party (again in one check).

5. TOURNAMENT DIRECTOR RESPONSIBILITIES

5.1. List of Duties

5.1.1. The Host City shall choose a Tournament Director (which may or may not be a City Captain for the Host City) to organize the details of the current WC Cup event.

5.1.2. The responsibilities of the Tournament Director include, but are not limited to:

5.1.2.1. Selecting the WC Cup weekend (which should be in August unless there is unanimous agreement among City Captains to move the date to a different month),

5.1.2.2. Securing a playing facility:

a) Overseeing and managing the tournament facility throughout the course of the weekend,

b) Arrange for and ensure that at least one USTA official is to be present and on site for the duration of the WC Cup event, and

5.1.2.3. Overseeing a social function on Saturday evening.

5.2. Communicating Event Dates

- 5.2.1. The Tournament Director will communicate to the City Captains important information regarding these responsibilities in a timely manner.
- 5.2.2. The confirmed dates of the WC Cup weekend must be communicated to the City Captains no later than April 15 to ensure appropriate planning and reasonable availability.

6. COMMISSIONER RESPONSIBILITIES

6.1. Requirements

- 6.1.1. The commissioner for the current year shall:
 - a) be selected by the city that hosted the previous year,
 - b) be a resident of the selecting city,
 - c) be chosen no later than March 1st to ensure timely adherence to the WC Cup manual,
 - d) oversee the eligibility process of each city's player roster

6.2. Duties

- 6.2.1. The commissioner shall arbitrate all disputes that should come up in accordance to this manual prior to the event.
- 6.2.2. A jury of the City Captains will decide disputes during the event.

7. PARTICIPANTS

7.1. Member Cities

- 7.1.1. Participating cities include members of the following organizations: Los Angeles Tennis Association (LATA), San Diego Tennis Federation (SDTF), Gay and Lesbian Tennis Federation – San Francisco (GLTF), and Desert Tennis Association (DTA) – Palm Springs, Vancouver Tennis Association (VTA) - Vancouver.

7.2. Eligibility

Players (Men)

- 7.2.1. Participating players may not have a GLTA ranking higher than “C” as of the week following the San Diego/Seattle tournaments in the year of competition.
- 7.2.2. Players with a GLTA “L” rating will be considered to be rated one skill level lower than their last tournament entered.
- 7.2.3. Those GLTA “L” ranked players will be assigned a skill level equal to the level below their last GLTA tournament played.

- 7.2.4. A roster player with only a GLTA "L" rating WILL NOT be counted toward the 1 unrated player allowed on each team's player roster.
- 7.2.5. In the absence of a GLTA ranking, a participating player may not have a USTA ranking higher than 3.5 men's ranking as of July 8 in the year of competition. A maximum of three players with a 3.5 USTA men's ranking will be allowed per player roster. Players with no GLTA rating and a 3.0 or lower USTA men's ranking will be allowed to participate in West Coast Cup. There will be no player roster maximum placed on players with a 3.0 men's ranking.
- 7.2.6. Participating players must be a member of their team's organization.

Players (Women)

- 7.2.7. Since some women players may have both a GLTA women's ranking and GLTA men's ranking, participating women players may not have a GLTA women's ranking higher than "B" or a GLTA men's ranking higher than "C" as of the week following the San Diego/Seattle tournaments in the year of competition.
- 7.2.8. Women players with a GLTA "L" rating will be considered to be rated one skill level lower than their last tournament entered.
- 7.2.9. Those GLTA "L" ranked players will be assigned a skill level equal to the level below their last GLTA tournament played.
- 7.2.10. A roster player with only a GLTA "L" rating WILL NOT be counted toward the 1 unrated player allowed on each team's player roster.
- 7.2.11. In the absence of a GLTA ranking, a participating player may not have a USTA ranking higher than 4.0 women's ranking as of July 8 in the year of competition. A maximum of three players with a 4.0 USTA women's ranking will be allowed per player roster. Players with no GLTA rating and a 3.5 or lower USTA women's ranking will be allowed to participate in West Coast Cup. There will be no player roster maximum placed on players with a 3.5 women's ranking.
- 7.2.12. Participating players must be a member of their team's organization.

7.3. Ranking Verification

- 7.3.1. The Host City will request a copy of the GLTA player-ranking database and distribute it to the other cities. The database shall contain results for each player for all events played through the weekend of the San Diego/Seattle GLTA tournament schedule, which will be used to calculate current rankings.
- 7.3.2. Each City Captain is responsible for ensuring that their players are in compliance with this regulation.
- 7.3.3. Rankings within a Club and Mixed Doubles rankings are not considered as an eligibility criteria for the WC Cup.
- 7.3.4. If a player doesn't have a ranking by the deadline in the GLTA database the City Captain will be responsible for completing an assessment. It is expected that this will be done in the spirit of fair play.

- 7.3.5. If a player with no ranking has been brought to the WC Cup competition, and the captains from at least two other cities agree that the player's skill level is clearly above that of a C level player, then that player can be removed from the competition. The captains will ask the USTA official to assess the player's skill level and make a recommendation. If the USTA official concurs that the player's skill level is above that of a 3.5 ranked male or 4.0 ranked female, the match will be forfeited.

8. PLAYER ROSTER GUIDELINES

8.1. Submission Deadlines and Limits

- 8.1.1. City Captains must submit their roster of potential players, comprised of thirty (30) players or less, to the Commissioner and each City Captain, via e-mail or facsimile, no later than six (6) weeks prior to the scheduled WC Cup Tournament.
- 8.1.2. A maximum of one (1) player with no GLTA ranking is allowed on the roster of potential players.
- 8.1.3. A maximum of three (3) players with no GLTA ranking and either a USTA men's 3.5 ranking or USTA women's 4.0 ranking will be allowed per player roster.
- 8.1.4. Each potential player may only appear on one club roster at a time as players are not permitted to play for more than one club at any WC Cup event.

8.2. Verification Deadlines

- 8.2.1. On or before that date, the Commissioner will assign each City Captain the responsibility for reviewing the roster of another City Captain's roster for player eligibility, to ensure that each team's player roster is checked (though it is strongly urged that each City Captain check all of the other City Captain's rosters to ensure accuracy and thoroughness).
- 8.2.2. City Captains will then have exactly seven (7) days from the day they receive the rosters to check the eligibility of the players. Any problems/challenges to eligibility must be reported back to all City Captains within seven (7) days.
- 8.2.3. If a player's eligibility is not challenged within that seven (7) day period, the player is eligible to play, even if he or she is later determined to have a higher rating (unless the player submitted a different name spelling, alias, typo, etc.).

8.3. Ratings

- 8.3.1. GLTA ratings will be checked via the GLTA database provided. USTA rating can be checked via the USTA website:
<http://tennislink.usta.com/Leagues/Common/Default.aspx>

- 8.3.2. USTA eligibility will be based on a player's stated rating when rosters are due.
- 8.3.3. Posted player's ratings will be used no matter when that rating was established. ESR (early start ratings), dynamic ratings and self ratings will not be used.

8.4. City Captains Meeting

- 8.4.1. There will be a "City Captain's side meeting" at the draw/welcome party on Friday night where the final rosters must be unveiled for each specific position (ranked 1-12 for singles and 1-6 for doubles teams).

9. MATCH FORMAT

9.1. Singles

- 9.1.1. Each city will play 12 ranked singles players from its roster on day one.
- 9.1.2. Each player will play one match against a player from one of the other teams.
- 9.1.3. The match schedule will be arranged such that the #1 seed on a team plays the #2 seed on a different team and so on down the roster. The drawing of which city's #1 plays another city's #2 will be random.
- 9.1.4. If an even number of teams is participating, the schedule will be set to maximize the number of seeds playing the same seed on a different team – for example, #1 vs. #1.

9.2. Doubles

- 9.2.1. Each city will field 2 pairs of 6 doubles teams for a total of 12 doubles teams. Note: a city may submit a line-up with two different doubles teams at the same position (each team would then play one doubles match).
- 9.2.2. Two rounds of doubles matches will be played, so it is important to note that the doubles team designations will be used for both rounds. For example, doubles team #1 from city "A" in round one will still be doubles team #1 from city "A" in round two.
- 9.2.3. If the same team is playing in both doubles rounds then they must hold the same ranking in each round.

9.3. Rotation

- 9.3.1. The tournament director may decide if the rotation will flow from highest to lowest rank, or lowest to highest. The default order will be highest to lowest (ie. starting with player # 1) unless the director announces otherwise at least one week prior to the event.

10. TEAM COMPLEMENT

- 10.1. Each team will be composed of at least 12 players. This will allow for 12 singles and 6 doubles teams.
- 10.2. As per the rules, additional doubles teams may be added if a City Captain so chooses. This team composition will incur a cost per player to be determined by the host city that will reflect, court fees, participation in social events, etc. as well as any additional costs incurred.
- 10.3. The Host City shall determine a fixed cost for each additional player above the core 12 players on a roster, to include up to 3 City Captains, to ensure sufficient funds are secured for court fees, social events, etc.

11. SUBSTITUTES

- 11.1. After the ranked line-up is submitted to the Tournament Director, a substitution may be made only before a match if:
 - (a) a player is injured or does not show up, or
 - (b) upon unanimous agreement of the captains of the opposing teams.
- 11.2. If a substitution is made with a player that is NOT on the roster of potential players submitted six weeks before play, that match is still defaulted but the players may play an “Exhibition Match” if they so choose.
- 11.3. No substitutions may be made after the first point of a match has been played. Retirement from play will result in a win for the opposing team.
- 11.4. Players eligible for substitution are only the players who are on the roster that is submitted six weeks before the start of play, AND are not already listed to play singles (for a singles substitution) or twice for doubles (for a doubles substitution) in the final line-up (i.e. no player may play more than one singles match, nor more than two doubles matches).

12. MATCH RULES

12.1. Match Formats

- 12.1.1. All matches adhere to USTA rules. Matches are the best of three tie-break sets. However any host city may alter the match format, if ample courts are not available, to one of the following formats:
 - a) Match tiebreak in lieu of a full third set
 - b) Best of three tiebreak sets with no-ad scoring
 - c) No-Ad scoring with a match tiebreak in lieu of a full third set

12.2. USTA Rules and Decision Making

- 12.2.1. All decisions should be based on USTA rules. However, City Captains can overrule a decision if the captains vote unanimously to do so (e.g., a defaulted match can be overruled and played if the captains all agree to do so.)

12.3. Defaults

- 12.3.1. If a team does not have enough players to complete their roster and must default a match ahead of time, the default must be taken from the bottom up. For instance, with a 12 player roster, the first singles match default must be at the # 12 position, the second singles match default will be taken at the # 11 position, and so on. The same rule will hold for doubles.
- 12.3.2. If a team defaults a match prior to the match beginning, the match will be awarded as a victory to the non-defaulting team and counted towards matches won.
- 12.3.3. In the event of a tie, the match will be scored as a 6-0, 6-0 win and will be counted as such in tiebreaker calculations.
- 12.3.4. If a team defaults a match after the match has begun (due to retirement due to injury, loss of condition, emergency or penalty) the match will be awarded as a victory to the non-defaulting team and counted towards matches won.
- 12.3.5. In the event of a tie, the match will be scored with the non-defaulting team being credited with such number of additional games as would have been won if the match were completed and the non-defaulting team won every subsequent game from the point of default.

12.4. Sportsmanship and Conduct of Players and Fans

- 12.4.1. Players and observers at WC Cup shall abide by the following Standards of Conduct:
 - a) Players, persons who appear to be associated with a player, officials, and organizers of any tournament are under a duty to encourage and maintain high standards of proper conduct, fair play and good sportsmanship.
 - b) They are under obligation to avoid acts which may be considered detrimental to the game of tennis.
 - c) Players shall not engage in unsportsmanlike conduct such as: verbal abuse, visible or audible profanity or obscenity, racket abuse, ball abuse, physical abuse, or other unsportsmanlike conduct.

12.5. Penalties

- 12.5.1. The following actions will generally be penalized: insulting or abusive words and gestures that are directed at a person and words and gestures that are disrespectful, disruptive, or intimidating such as a loud “Come on” or “Okay” after the opponent double faults or makes an error on an easy shot.

- 12.5.2. The following actions will always be penalized: retaliatory calls or other unsportsmanlike conduct.
- 12.5.3. In addition to penalties that may be assessed against a player for their own actions per the Standards of Conduct, penalties may be assessed against a player for actions of a person associated with a player (ie. fan, captain, coach). A USTA official may request such abusive person/fan to desist or leave the tournament area. If the person refuses to follow the instructions to desist or leave, then the official may penalize the player associated with the person under the Point Penalty System below.
- 12.5.4. Upon notice of a conduct violation to the tournament director by a team Captain, a USTA official will be called upon to make a ruling. If there is no USTA official on hand, the assessment of warnings and penalties shall be made based on an immediate vote of the city captains. If a majority of the captains are in agreement, a warning or penalty violation shall be imposed.
- 12.5.5. If the infraction involves a non-player, play in the disputed match will not be halted unless a penalty is imposed.
- 12.5.6. If the infraction involves a player, play in the disputed match shall be halted while a decision/vote takes place and play shall then continue after the outcome of the decision. This process shall be repeated for ongoing offenses.
- 12.5.7. The Point Penalty System will penalize players for their own actions or those of their fans, coaches or captains as follows:
 - a) first offense = warning,
 - b) second offense = point,
 - c) third offense = game,
 - d) fourth offense = default.

12.6. Time Limits

- 12.6.1. Time between points and games shall be limited as follows:
 - a) 20 seconds between points,
 - b) 1.5 minutes between changeovers,
 - c) 2 minutes between sets and
 - d) 3 minutes for medical treatment after the injury is evaluated.
- 12.6.2. Coaching on changeovers must be conducted during the 1.5 minute changeover limit.

13. COMPETITION RESULTS

13.1. Scoring

- 13.1.1. Each win in singles or doubles counts as a point.
- 13.1.2. The point totals after the singles and doubles have been played will be used to determine the final winner.

13.2. Tiebreak Procedures

- 13.2.1. In the event of a tie, the tie shall be broken by the first of the following procedures that does so:
 - a) Fewest number of sets lost
 - b) Fewest number of games lost
 - c) Winner of head to head matches between the tied teams
 - d) Highest percentage of games won of all games played

14. INCLEMENT WEATHER

- 14.1. In the event of rain, completed matches will stand as played. Incomplete matches must resume at the exact set, game and point that the match stood when halted.
- 14.2. Line-ups for matches not started must conform to the rules for the placement of alternates.
- 14.3. If the teams have assembled to play and the event is delayed or interrupted by rain or wet courts, teams should be prepared to wait one (1) hour to determine if the courts become playable. If the courts are still not playable after one (1) hour has elapsed, teams are free to leave and reschedule, unless all City Captains agree to wait longer.
- 14.4. If rain delays prevent the completion of full matches, the City Captains must agree on alternative scoring methods, such as eight (8) game pro sets with no ad-scoring.

15. OTHER PROVISIONS

15.1. Coaching

- 15.1.1. Coaching is allowed on any changeover (except after the first game of a set) or at the end of set as long as the time taken for the coaching does not extend beyond the allowable changeover time.
- 15.1.2. Each team may designate up to 5 people to act as coaches (who may or may not be the City Captains). Persons who are neither players nor captains can be designated as coaches.
- 15.1.3. **ONLY** these five people are allowed to coach.
- 15.1.4. More than one coach can be on a court watching at a time, but only one can be coaching the player/players on the changeovers at a time.

15.2. Bathroom Breaks

- 15.2.1. Participants are entitled to one (1) bathroom break during each match.

15.3. Racket/String Breakage

- 15.3.1. In the event of a racquet or string breakage, a Participant shall have a maximum of three (3) minutes to leave the court to obtain a replacement racquet.
- 15.3.2. Violation of this time limit will result in forfeiture of the match.

15.4. West Coast Cup Rules Deadlines

- 15.4.1. In the event another city wishes to participate in West Coast Cup, that city must petition to be added to the roster no later than January 31st in the year that city wishes to compete. The city must be sanctioned with the GLTA and have an active club. In order for a city to be included, there must be a vote of the existing captains, and they must unanimously agree that the city can be included.
- 15.4.2. Changes to the “West Coast Cup Team Tennis Manual” must be made no later than March 1st of the year of the competition. In order to facilitate this, the commissioner will survey each captain after the event has been completed. All suggestions for rule changes will be circulated to the other captains, and a meeting will be set for the captains to vote on these rule changes. A majority vote of the captains is sufficient for a rule to be changed. In the event of a tie, there will be no change to the rule in question.

15.5. Key Milestones Summary

- 15.5.1. March 1st – Commissioner Identified
- 15.5.2. April 1st – City Captains Announced
- 15.5.3. April 15th – Date of Event Communicated
- 15.5.4. 45 Days Before Event – 50% Deposit Paid
- 15.5.5. 6 Weeks Before Event – Player Rosters Circulated
- 15.5.6. 5 Weeks Before Event – Player Roster Challenges Complete
- 15.5.7. Day Prior to Event – Draw Party/Captains Meeting/Balance of Fees Paid