

TO: ALL USTA CAPTAINS AND CO-CAPTAINS

FROM: YOUR TENNIS CLUB BOARD

SUBJECT: GUIDELINES

I. USTA 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.

USTA HOME MATCHES SHALL NOT CONFLICT WITH ANY SCHEDULED VILLAGES' TENNIS CLUB EVENTS.

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 10 minute warm-up)

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.

II. EVENT COMMUNICATION

Our Villages' Tennis Club has a membership of over 240. Many current and social 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.

III. USTA MATCHES

- A. USTA matches shall be scheduled at 12 noon or later as documented in the Tennis Club Rules.
- B. Use courts #1, #2, and #3 (no more than three courts may be used for USTA matches at one time.)
- C. When there are back-to-back matches, additional time will be allowed for completion of each match.

IV. USTA TEAM PRACTICES

TEAM PRACTICES must be scheduled for 12:00 noon or later and are limited to one practice period (1½ hours) per week and a maximum of three courts.

V. 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.