

Women's Interclub Guidelines 2007-2008

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Version 1.0

Almaden Swim and Racquet Club

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1. DOCUMENT OVERVIEW

1.1 Purpose of the Document

This document is intended to clearly present the guidelines for the women's interclub tennis program at Almaden Swim and Racquet. It will be reviewed yearly and updated as needed to best reflect the needs of the program.

1.2 Creation of the Document

All content has been reviewed and approved by the Women's Tennis Representative(s), the Interclub Captains, the ASRC Tennis Pros and the Tennis Committee prior to inclusion within this document.

1.3 Document Control

1.3.1 Author(s) of the Document

Name	Position
Wendy Frazier	Women's Tennis Representative (2004-2006)
Jenni Eisenberg	Women's Tennis Representative (2006-2008)
Sandy Cao	Women's Tennis Representative (2006-2008)

Only the individuals listed above are/were authorized to make changes to the document.

1.3.2 Version / Changes

Date	Version	Author	Remarks
12/05	na	Wendy Frazier	Player placement description/court usage revised—reduced from 4 to 3 courts.
07/06	na	Jenni Eisenberg Sandy Cao	Add new A1 team, adjust A1/A2 practice times & add A1 match day; reinstate B3/IC Developmental group; include details of club-wide 2-year term limit on captains; add & clarify approved alternate list; add practice coordinator section; add player responsibilities section.
08/07	na	Jenni Eisenberg	Combine B1 & B2 into Super B; move A1 to Wednesday; revise team sizes & court needs
9/3/2007	1.0	Jenni Eisenberg	Updated with new format and required changes

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2. GENERAL

The Ladies Interclub program at Almaden Swim and Racquet is a competitive and social experience. Teams practice weekly and usually have at least 2 matches each month against other club teams of the same level. All effort will be made for players to play with other players at their similar skill level making interclub a great tennis experience.

3. TEAM INFORMATION

1. ASRC team levels are intended to be consistent with the rest of the Interclub League and how other clubs have set up their teams. The number of players on each team may vary each year based on players' skill level and ability to compete at the team level, number of courts available and number of matches available.

Team	Level	ASRC	Approx Roster
A1	USTA 4.0/3.5 ¹	1 team	12 players
A2	USTA 3.5	1 team	20 players
Super B	USTA 3.0	1 team	34 players
B3/Dev	USTA 2.5	1 team	14 players

2. Practices for the 2007-2008 Interclub Season will be as listed below. Court usage will be reviewed in January by the ASRC pros and Tennis Committee, and adjustments made in January.

A1 Wednesday 9-11am, 2 courts
A2 Mondays 9-11am, 3 courts
Super B Tuesdays 9-11am, 4 courts
B3/Dev Wednesday 9-11am, 2 courts²

3. Home match days for the 2007-2008 Interclub Season will be:

A1 4th Thursday of the month
A2 1st Thursday of the month
Super B 2nd Thursday of the month, various Tuesdays
Super B 3rd Thursday of the month, various Wednesdays

¹ On occasion a 3.5 rated player may be placed on this team based upon the pros' recommendation, existing team make-up, player's ability, spaces open on a team, etc.

² 1 court at AGCC & 1 court at ASRC until able to secure 2 courts at AGCC

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4. ASRC Pros and captains will determine the number of spaces available on each team each season.
5. Captains will be voted upon each year in June.
 - In May, the Women's Tennis Representative will initiate a request for anyone interested in becoming captain for the upcoming season to contact her. The Women's Tennis Representative will facilitate the voting process for each team. Voting for a new captain, if needed, should be completed by early June.
 - If an existing captain is voted-in by her team, and if she is willing to serve again, she may serve for an additional year. The club-wide 2-year term limit clause, however, must be adhered to. An Interclub captain may only serve for two consecutive years at the same level, after which she then must take a minimum 1-year break before captaining an Interclub team at the same level again.
 - In the event of a change in captains, the existing captain's term should extend through the summer months for consistency. The new captain's term will begin in September when the new Interclub season begins.
6. Each captain has a list of other club captains to contact for match play. Clubs played at each level may vary, as some clubs do not have teams at each level.
7. Regular interclub season will run September through the end of May.
8. Traditionally the season will end with a party the first Thursday of June. All Interclub participants, and other women interested in joining next year's Interclub groups are welcome to attend the end-of-year party.

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4. PLAYER PLACEMENT

1. Players will be placed on a team based on the following:
 - USTA level, record, opponents' rating and record
 - Interclub play and commitment - this means participation!
 - Pros' observation
 - Recommendation by Interclub Captains
 - Interclub match results are NOT a factor
2. Team and player placement review will take place twice a year: January and July.

Note: A player's new rating in July or December does not automatically justify an Interclub level change.

3. Adjustments (moving up or down a level) may be made based on the following:
 - Available space on team.
 - Personal preference to move down.
 - ASRC Pros and captain feel the level of individual's play is below the level of other players on the team - the player will be moved down.
 - ASRC Pros and captain feel the level of an individual's play is above or too strong for current team - player will be asked to move up. This will be based on observation and interclub play.
4. Sign-up sheets for new interclub players will be posted in June and July. Any member not currently participating in interclub is eligible to sign-up.
5. Beginning level players should be evaluated initially by the Pros before joining the Super B team. If they are not ready to play at this level, they should join the B3 team.
6. If a new or current club member is interested in playing Interclub after the New Player Sign-up period, she will be assigned a team based on space availability and Pros' recommendation by observation, USTA rating, etc. A one-month trial period will be given and adjustments made accordingly based on feedback from the captain. If no space is available on a team, the player will be

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given consideration in January but can sign-up for the following fall and be guaranteed a place on a team.

5. CAPTAIN RESPONSIBILITIES

The captain each year is selected by the team and has the latitude to manage the season and team at her discretion. Her responsibilities include the following and may be defined in more detail to her team:

5.1 Matches

1. Post the Sign Up sheet or post on TennisOne.com (if being utilized) for each Interclub match approximately two to three weeks in advance of the Interclub to give the players opportunity to sign up.
2. Contact the other clubs in arranging the home Interclub matches, which should be done at least 10 days in advance of each match. Responsible for contacting away team, if she has not been contacted with details and arrangements.
3. Remove the Sign Up sheet approximately 7-10 days before the Interclub match to make arrangement for the match.
4. The Captain will plan the line-ups for the Interclub matches. She has the discretion of asking some stronger players for the more competitive matches.
5. The Captain will e-mail or call the players who have signed up and let them know if they are playing and if they are not playing. This can be done individually or as a team email. Note: The Interclub Captain does not necessarily take players in the order in which they sign the list. It would not be fair to those who are not there to sign up immediately each time.
6. The Captain will keep the list of players who have signed up as an alternate for a match. Inform any player who needs to get an alternate who is on the alternate list and which order the alternates should be called. Captain may choose to make these arrangements herself.
7. The Captain may ask players to be in charge of planning and setting up for lunch for a home match on a rotational basis.
8. The Captain should keep a score sheet for each match to record match results in case it is needed for player placement and team evaluation.

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5.2 Practices

1. Assign or request a Practice Coordinator for each month and inform them of their responsibilities.
2. Assist in planning the practice if help is needed.

5.3 Players

1. Advise players of expectations and responsibilities at the beginning of the season. This should include any other pertinent information and the main mode of communication.
2. Give all players a copy of the interclub schedule at the beginning of the season.
3. Be fair and equitable.
4. Listen to all ideas, suggestions and concerns and try to accommodate their request whenever it is feasible.
5. Give weighted consideration to partner requests. Request players have 2-3 partners, at least, but players must be flexible!
6. Players may sign-up as alternates if no space available to play in match or practice. Players at current level will be given first priority followed by players on the approved alternate list (see "Other" below for details). Once the current level alternates and the approved alternate list have been exhausted, then the captain is free to contact players at the next higher level.

5.4 Match Scheduling for Upcoming Season

1. The Captain will schedule the Interclub matches by setting them up with the other clubs for the next year. This can be done after playing a match with a club or can be started in the fall or early spring. The earlier scheduling is started the better the chances are of obtaining the desired schedule.

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2. Give the schedule to the tennis and club managers in August for home match dates to be verified and recorded. The ASRC Club Manager will compile a master schedule and distribute to all players.

5.5 Other

Interclub Captains should refer to the last page of this document and read the "Other" section. This section is placed at the end because it contains information that applies to the Interclub Captains, the ASRC Pros and the Women's Tennis Representative(s). Thank you.

6. PRACTICE COORDINATOR RESPONSIBILITIES

The Interclub Captain can request or assign practice coordinators each month. These are the basic guidelines for the Practice Coordinator's responsibilities and may be adjusted as needed for each team.

The Practice Coordinator's responsibilities should include the following:

1. Post sign-up sheets on the Interclub board. There should be a minimum of two practice sign-up sheets posted at a time. Work with the Interclub Captain to obtain the sign-up sheets. Alternatively, TennisOne.com may be used in place of sign-up sheets.
2. Take down the practice sign-up sheet 3 to 4 days prior to practice.
3. Talk with the Interclub Captain on how to fill any open practice spots using players from the team-level alternate list and the approved alternate list.
4. Sign-up players, space permitting, if they call or e-mail because they did not have the opportunity to add their names to the practice sheet.
5. *Optional*- A day or two before the practice, send out a reminder e-mail to the team with a list of those practicing. Check with your captain to see how this is handled for your team.
6. Plan the line-ups for the day of practice. Consult with the Interclub Captain for suggestions if needed. If there is an Interclub match that week, check with the Interclub Captain and put the partners together so they can practice together.

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7. Be at practice on time to assign courts and partners. If you are not able to be at practice, assign someone to take over your responsibilities.
8. Provide names of alternates to any player who needs to get a substitute. This person should make the calls to get her own substitute. The Practice Coordinator should let the person know what order the alternates should be asked to ensure proper utilization of the team alternate and approved alternate lists. If for some reason the player is not able to make the phone calls, it is the Practice Coordinator's responsibility to find the substitute.
9. Cancel extra court or courts if there are not enough players signed up! This **MUST** be done at least 48 hours in advance or sooner if possible.

7. PLAYER RESPONSIBILITIES

Players chosen for each team have responsibilities and obligations to the team and the captain. These include:

1. Players must be available for practices AND Interclub practices.
2. Sign-up for practices and matches on the sheets located on the Interclub board.
3. If you are not able to participate after you have signed up, you should contact the Practice Coordinator (for practices) or the Interclub Captain (for matches) immediately. She will give you a list of alternates and the order in which to contact them as per the alternate guidelines. You are expected to make the calls for a substitute unless the captain suggests otherwise. Contact the practice coordinator or captain with the substitute's name so line-ups can be planned accordingly.
4. If you have signed on the alternate list and find that you are not available to play, please contact the Practice Coordinator or Interclub Captain. This will save an unnecessary phone call or e-mail if an alternate player is needed.
5. Contact the Practice Coordinator if you have to leave more than 10 minutes early from practice. This affects not only you, but 3 other ladies on your court!
6. Only sign your own name and not anyone else's name on the sign-up sheets. It is only fair to the rest of the players.

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7. There are many players signing up for Interclub this year and not everyone will be able to play each time. Every attempt will be made to be sure that playing time is equitable.
8. If you are not able to play, please sign the place where it says "Sorry I'm unavailable to play" so it is known not to call you if a substitute is needed.
9. Read e-mails often because e-mail is the main form of communicating.
10. Volunteer to be in charge of one of the home Interclub match lunches.
11. As a courtesy to the other team and our own players, plan on staying for lunch after matches. Even if you have to leave early, your attendance is appreciated.
12. Volunteer to be Practice Coordinator for one month during the year. Some captains may choose their Practice Coordinator each month. The captain will explain your responsibilities for your month.
13. "No shows" are not acceptable. Each player has a responsibility to show up and play when they sign up.
14. Be flexible with partnerships! Your partner requests may not be honored every practice or match but efforts will be made to facilitate this as reasonable.
15. Concerns should be addressed with the Interclub Captain first, ASRC Pros, Women's Tennis Representative(s) and finally the Tennis Committee, if needed.
16. Each player is expected to follow these guidelines in order to make for a well-organized Interclub.

8. OTHER

1. Interclub Captains and the pros will meet quarterly to determine the Approved Alternate List of approximately 3-5 players for each level. Meetings will take place on or near Sept. 1, Dec. 1, and March 1 in order to adjust or make any changes to the list as deemed necessary. The approved alternate list will include those players deemed of appropriate ability to sign up as an alternate for the team one level above their current team. Team

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captains will submit their recommendations to the pros. The pros will make any changes they feel are needed and have final approval of the list. Once the list is approved by the pros, the captain will contact the players on the list and let them know that they are allowed to sign-up in the alternate section for the higher level. The captain will also verify the player's desire to be on the approved alternate list.

2. Interclub Captains will attend a meeting with the other Interclub Captains (incoming and outgoing) in June to discuss ideas for next season. Make recommendations for player placement and team rosters, updates to the guidelines and other considerations for the new season. Include ASRC Pros and Women's Tennis Representative(s) in this meeting.
3. Women's Tennis Representative will be responsible for documenting any changes to the guidelines and other requests.
4. Interclub Captains should present all ideas, changes to the guidelines or requests to the ASRC Tennis Pros and the Tennis Committee for approval.
5. Around the end of July, the Interclub Captains and the ASRC Pros should finalize player placement and team rosters for the next season. Captains will notify their team of their placement.
6. Interclub Captains should address any other issues or concerns with the ASRC Pros first, then with the Women's Tennis Rep(s) and then with the Tennis Committee to resolve.

9. SUMMER INTERCLUB PLAY

Summer Interclub play runs from mid June for 6 weeks. Each Interclub group retains 2 courts each for practice. Practice times may remain at 9-11am, with Monday for A2s, Tuesday for Super Bs, and Wednesday for A1s and B3s. Team captains have the choice to request to move summer times to 8 - 10am.