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**OUACHITA WOMEN'S  
TENNIS ASSOCIATION**

**OFFICERS AND BOARD OF DIRECTORS**

2009-2010

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**PRESIDENT** ..... Debra Blackman  
**VICE PRESIDENT** ..... Melanie Deal  
**SECRETARY** ..... Valerie Matejowsky  
**TREASURER** ..... Racquel Kaelberer  
**IMMEDIATE PAST PRESIDENT**.... Gloria Alvarez

Cindy Strickler  
Amy Dewees  
Debbie Garner  
Ruth Milonski

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**PAST PRESIDENTS**

BETTY EVERS  
KAY McDONALD  
CHARLENE TUBBS  
DIANE GRAHAM  
JOANN HOYER  
DONNA UNDERWOOD  
SUE ROBINSON  
SHERRY AYCOCK - 1986-87  
JOAN KNOX - 1988-89  
KATHRYN VAN - 1990-91  
AMY DEWEES - 1992-93  
GLORIA ALVAREZ - 1994-95  
GLORIA ALVAREZ - 1996-97  
NANCY WILLIAMS - 1998-99  
JANIS BATTAGLIA - 2000-2001  
CATHERINE HARDY - 2002  
NANCY WALLACE - 2003-2004  
GLORIA ALVAREZ - 2005-2006  
GLORIA ALVAREZ - 2007-2008

**BY-LAWS OF THE OUACHITA WOMEN'S TENNIS ASSOCIATION**

Revised July, 2009

**ARTICLE 1 - NAME**

The name of the organization shall be OUACHITA WOMEN'S TENNIS ASSOCIATION.

**ARTICLE 2 - OBJECT**

The object of this organization shall be to promote tennis through clinics and other educational activities and to provide opportunities for participation in organized league play.

**ARTICLE 3 - MEMBERSHIP AND DUES**

The membership of this organization shall be comprised of any woman interested in OWTA objectives who has paid league fees. League fees, as determined by the board, shall be assessed for each league season. Substitutes do not pay league fees. A player playing in an adult league must reach at least the age of 19 in the year in which she plays.

**ARTICLE 4 - OFFICERS AND ELECTIONS**

**Section A.**

The officers of this organization shall be a President, Vice President, Secretary, and Treasurer. The officers shall be active members who have participated in three (3) out of the last six (6) league seasons.

**Section B.**

The duties of the President, Vice President, Secretary and Treasurer shall be those described in ROBERT'S RULES OF ORDER NEWLY REVISED.

**Section C.**

The officers shall be elected by the general membership of this organization. A Nominating Committee appointed by the President and representing flight members shall present at least one name for each office to be filled at least one month prior to the Summer mail-Out. Members nominated must be notified of their nomination prior to the mail-out and must have agreed to accept their nomination. Nomination shall also be accepted from the general membership.

**Section D.**

Any member meeting qualifications shall be eligible for election to any office. The term of office for officers and board members will be two years, staggered such that the President, Vice President and two members-at-large are elected in even-numbered years and the Secretary, Treasurer, and two members-at-large are elected in odd-numbered years. No person shall hold any office for more than two successive terms. After one year of absence, the member may be elected to the office again. Where service involves less than one year, more than six months' service shall be considered one term. The term of office begins January 1 and ends December 31.

**Section E.**

All elections shall be by plurality vote.

**ARTICLE 5 - SPECIAL MEETINGS**

Special meetings of the membership may be called at any time by the President. The President must call a special meeting when petitioned by a member in writing. Notice of such meetings shall be provided at least three days before the meeting.

**ARTICLE 6 - BOARD OF DIRECTORS**

**Section A.**

Subject to direction from the membership, the control and management of the Ouachita Women's Tennis Association shall be vested in the Board of Directors.

**Section B.**

The Board of Directors shall consist of the four officers and four board members, and the immediate Past-President. The four board members shall be elected in the same manner as the officers (see Article 4, Section C). Board members shall not serve more than four consecutive terms.

**Section C.**

Members of the Board of Directors are exempt from league fees during their terms of office.

**ARTICLE 7 - LEAGUE OPERATIONS**

**Section A.**

Members shall sign up for play at their current USTA rating level or one level above. For example, a player who has a 3.0 USTA rating may play at the 3.0 or 3.5 level in OWTA. Players who do not have USTA ratings shall self-rate in accordance with the [National Tennis Rating Program \(NTRP\) guidelines](#). If doubles partners have different USTA level ratings, the doubles team shall play at the higher member's level (or one level above).

**Section B.**

Flights shall be offered for each NTRP rating. No qualified player shall be excluded from playing because her USTA level is too high or too low. Therefore, the lowest level flight will include "and below" and the highest level flight will include "and above". For example, levels should be 2.5 and below, 3.0, 3.5, 4.0, 4.5 and above.

**Section C.**

Flights that are too small (fewer than 6 entrants) may be combined with higher and/or lower flights. Flights with more than 11 entrants shall be subdivided into 2 divisions; flights with more than 17 entrants shall be subdivided into 3 divisions, etc. The distribution of entrants into the divisions shall be by random distribution. The names (or teams) shall be drawn from a hat.

#### **Section D.**

Entrants who win their flight two consecutive seasons shall be designated as **promoted** and **must** play up one level. Entrants who finish and win less than thirty-five percent (35%) of games for two consecutive seasons are designated as **restricted** and **must** play down one level for at least one season. Promotion and restriction rules do not apply to summer season. Promotion and restriction rules do not apply to combined flights. When a doubles team is promoted or restricted, the designation shall attach to each player. Players may not avoid promotion or restriction by changing partners.

#### **Section E.**

Matches shall consist of two sets and, if necessary a Deciding-Match-Tie-Break in lieu of a third set. The Deciding-Match-Tie-Break shall be played in accordance with USTA rule for Deciding Match Tie-break.

#### **Section F.**

Scoring procedures for the determination of 1st, 2nd, and 3rd places shall be determined by the number of matches won divided by the total number of matches played. In the event of a tie, the player or team that has won when they played each other shall place higher. In the event of no head-to-head competition, percentage of games won shall determine the winner. In the event of a three-or-more way tie, if head-to-head does not determine a winner, the higher percentage of games won shall determine the winner.

#### **Section G.**

##### **1. RULES**

[USTA Rules of Tennis](#) and [The Code: The Player's Guide for Unofficial Matches](#) shall govern all situations unless otherwise specified in OWTA Rules or by board decisions.

## **2. SCORING**

All games shall be played using Ad (advantage) scoring. Whenever the set score reaches six games all (6-6), a Tiebreak (first to 7 by a margin of 2), as specified by USTA Rules for Tie-Break Game will be used. **All scores must be reported to the Flight Captain within 24 hours after each match.**

## **3. TIME AND SCHEDULING**

- a. Scheduled matches are to begin on time or as soon as the assigned courts become available. A fifteen-minute default rule shall be enforced.
- b. Warm-ups shall be limited to five (5) minutes.
- c. Breaks between sets are limited to two minutes.
- d. **A toilet visit may be requested after the completion of a point, a game or a set. Whenever possible, toilet breaks should be taken during the 2-minute break between sets.**
- e. Scheduled matches in progress will be allowed to complete play on courts in use. Subsequent matches scheduled for the same court must be delayed until the players on that court have completed their match, or may be played on other unreserved courts at the same facility as they become available. Players/teams shall not be disturbed or interrupted to determine how their match is progressing while a match is in progress.

## **4. TENNIS BALLS**

Teams/players assigned to bring balls for the match must provide **an unopened can of new hard court tennis balls.**

## **5. ATTIRE AND ETIQUETTE**

- a. Players shall wear proper tennis attire on the courts during all OWTA matches.
- b. NO drinking, smoking or food shall be permitted ON THE COURT while play is in progress.
- c. Spectators, including parents, friends, pets, coaches, etc. are welcome to watch and enjoy matches OUTSIDE the fenced playing area(s). Their role, however, is clearly restricted to that of a passive

observer with NO INVOLVEMENT OF ANY KIND during the match.

d. Show consideration to all players by keeping noise level (volume) down. Loud talking should be kept to a minimum on, near or around tennis courts that are in use.

e. Wait until players on another court have completed a point before walking across to another court, leaving the courts, retrieving/ returning a ball or asking for one of your balls to be returned.

f. To avoid controversy over the score, the Server should announce the set score (e.g., 5-4) before starting a game and the game score (e.g., 30-40) prior to serving each point.

g. In returning a loose ball to another court toss the ball so that it goes directly to one of the players on another court, preferably the server, between points.

h. After a game, collect the balls that are on your side of the net and either give them to the next server or place them on her baseline.

i. If the ball touches any **part of the line, it is good**. Call the ball out only if you can clearly see a space between where the ball hits and the line.

## **6. SUBSTITUTES AND SUBSTITUTION**

a. Substitutes may play at their USTA rated level or above.

b. Substitutes may NOT be drawn from the same division of the same flight.

c. Collegiate and professional players are not allowed as substitutes.

d. Each team may use up to three (3) substitutes and still be eligible for a prize, but **on** the fourth (4) and on each subsequent substitution, the team shall be penalized three (3) games. A team may have two (2) substitutes for the same match.

e. Substitutes, playing in a match that will be rescheduled, are not required to complete the rescheduled match; the original team member may complete the rescheduled match.

f. If a person is injured, has a major illness, major surgery, or change in employment, the partner is strongly encouraged to find a **permanent substitute** for her for the remainder of the season. However, once a permanent substitute is obtained the rule limiting the number of substitutions shall remain in

effect. If the original player returns during the season, those matches played by the substitute will be counted under the rule limiting the number of substitutions. The Flight Captain **MUST** be notified and **MUST** approve a permanent substitute before a match is played.

g. A player using a substitute must notify her flight captain before arriving at the court, giving the substitute's name and whether or not she is on the substitute list. Teams failing to comply with this rule will be penalized two (2) games for each infraction. A list of substitutes will be provided. If a substitute from the names provided is not available, the player may obtain a substitute elsewhere as long as she receives her Flight Captain's approval before the match.

## **7. RESCHEDULING**

a. **All doubles matches must be played on the date and at the time and location assigned unless weather or safety preclude. Failure to comply will result in an automatic default for both teams.**

b. Players shall call their Flight Captain if there is a question regarding playing conditions at their assigned courts. The Flight Captain is responsible for calling off matches due to weather. The Flight Captains are the only ones who should contact the facility management to determine court conditions.

c. **Exception:** Teams or persons who live out of Ouachita Parish shall be allowed to **contact their opponents** during inclement weather two (2) hours prior to their match to determine if match can be played or should be rescheduled. The decisions made at that time between those four (4) or two (2) players should stand. The Flight Captain must be notified.

d. Matches may be rescheduled after play has begun, if a weather or safety concern arises. Each player should record the score and who was serving from which side.

e. Postponed matches shall be played by the end of the season. In the event of last/final week "rain-out", team will have seven (7) days to complete play or both teams will default.

f. Players who are competing in USTA tournaments at state level or above are allowed to reschedule that week's OWTA match.

g. Substitutes may be used in a rescheduled, postponed, or interrupted match if all four (4) players cannot agree on a time. Any problem should be reported to the Flight Captain.

h. **SINGLES PLAYERS ONLY** will be allowed the week of their scheduled match and the week following to play their match unless weather does not permit. Any problems should be reported to the Flight Captain.

## **8. WITHDRAWALS**

a. If any player/team drops out for any reason at any point in a season, all of the teams/persons who have played them and all teams/persons scheduled to play them will receive a Bye. The person/team, who drops out, except for injury or serious illness, will not be allowed to play **singles OR doubles in the next season.**

b. If a team or person drops out with below 35% of games won, they must move down in the next season in which they play.

## **9. DEFAULTS/FORFEITS**

a. In the event of a default, the defaulting team will receive a 0-6, 0-6 score. The opposing team will receive a single 6-0 score. Any team defaulting/forfeiting twice (2 times) in a single season will not be allowed to play **singles or doubles** in the following season nor will they be eligible for a prize.

b. A team must have two eligible players available for play in each match or the entire match shall be forfeited.

## **10. RETIREMENTS**

If a player must retire during a match because of injury, illness or emergency (work, family, etc.), the score shall be calculated as if match play were

completed. Each player/team shall be given credit for any games won before the match was interrupted.

Enough games/sets shall be credited to the other team/player to constitute a win.

EXAMPLE: Team X wins the first set 7-6 over team Z in a tiebreaker. The second set is tied 5 games all when play is discontinued due to injury or illness of a player on team X. The score is calculated based on a completed match as follows:

SET NO. 1: Team X - 7 games; Team Z - 6 games

SET NO. 2: Team X - 5 games; Team Z - 7 games

(Team X member injured - team Z must win by two games.

SET NO. 3: Team X - 0 games; Team Z - 1 game

## **11. NEW TEAMS**

After two (2) years of non-participation in OWTA, a person who does not have a current USTA rating must self-rate in accordance with the National Tennis Rating Program (NTRP) guidelines.

## **12. FLIGHT CAPTAINS**

a. One person in each flight shall be designated the Flight Captain. The Flight Captain shall serve as liaison between OWTA players and the board.

b. Flight Captain responsibilities and duties include:

- i. To attend the Flight Captains meeting before the season starts.
- ii. To contact each team with necessary information concerning league play.
- iii. To obtain a good selection of qualified substitutes.

- iv. To record all scores and report them to the administrator in a timely manner .
- v. To promote courtesy and cooperation among flight members.
- vi. To facilitate communication between flight members and board members
- vii. To explain and enforce OWTA rules.
- viii. To prevent infractions when possible.
- ix. To notify players when infractions occur and penalties are levied.

### **13. PROTESTS - APPEALS**

- a. **Protests must be made in writing within two (2) days after a match and presented to the President or e-mailed to admin@owtatennis.com.**
- b. Appeals must be made by players and presented in writing to the President for approval by the Board of Directors.

### **14. RULE CHANGES**

The Board may enact rule changes at any time.

## **Section H. Glossary.**

A **retirement** occurs when a player is not able to continue playing a match after it is started.

A **match** is two sets and, if necessary, a Deciding Match Tie Break in lieu of third set.

A **season** is a portion of the calendar year, for example, fall, spring or summer.

A **flight** is a skill determined level of play, for example, 3.0, 3.5, etc.

A **league** is an organization such as the OWTA.

A **division** is a subdivision of a flight whose matches are played against each other.

**End of by-laws and OWTA Rules**