

FOX CHAPEL RACQUET CLUB

WOMEN’S EVENING LEAGUE PLATFORM TENNIS COMMITTEE

TEAM GUIDELINES AND APPENDICES

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EVENING PADDLE COMMITTEE MISSION STATEMENT

The Women's Evening League Paddle Committee (WELPC) shall establish and maintain standards that encourage a fair and competitive women's paddle program for league play. The "one team approach" is a focus.

RULES OF GOVERNANCE

- The women's team paddle program at the FCRC shall be divided into 2 entities for the WPPTA Day and Evening Paddle Leagues. Decisions will be made separately for each league. This document applies to all FCRC women's evening league paddle teams and players and replaces all previous women's evening league paddle guidelines.
- The FCRC evening league will be governed by the Women's Evening League Paddle Committee (WELPC). The committee will be composed of 2 members from each paddle team existing at the club consisting of the Team Captain and Team Representative.
- The WELPC will elect a head of the committee, the Chair, from the committee.
- The Chair will serve a 2 year term. If the Chair loses her eligibility to sit on the WELPC (she ceases to be a captain or an elected representative of a team), she will be removed immediately as Chair and the WELPC will elect a new Chair as soon as possible to serve the remainder of the other's term.
- The WELPC will apprise the Women's Paddle Chair (WPC) of the workings of the committee and any changes made to the guidelines set forth in this document.
- If a captain or representative of the WELPC moves to a different team, or is unable to fulfill her duty to the committee, for whatever reason, she will relinquish her position on the committee. A new team captain or representative will be elected by her team and will become part of the WDLPC for the balance of the original term.
- Each team must select: 1. captain; 2. co-captain; and 3. WELPC representative, preferably at the end of the season.
- Meetings of the WELPC should be attended by the captain and the representative.
- The role of the co-captain is to attend meetings if the team captain or the rep can't attend a WELPC meeting.
- Team captains will serve a one year term. If a team maintains a captain for consecutive years, she may continue to serve on the WELPC.
- Elected team representatives will serve a 2 year term.
- Term is 12 months beginning August 1 and ending August 1 of the next year
- WELPC will meet at the beginning, in the middle and at the end of every season. The preseason meeting will determine team rosters, team practice and lesson times and any changes to the guidelines. Meetings will have agendas.

- Team members need to contact the Chair in writing if they are interested in a change of status, i.e., move to another team or join a day team.
- Behavior, grievance, and disciplinary policies are addressed within the Code of Conduct. Captains will distribute this document to all rostered players when the season commences. Captains are responsible for obtaining the signed form from their team members and providing it to the office. The signed form will be kept on record in the FCRC office. The form will apply to all seasons the player participates in the day or night league program. This will be kept on record in the FCRC office. Rostered players must sign the code in order to play. Once executed a player does not need to resign unless changes are made to the code of conduct. New players must sign.
- Grievance(s) pertaining to the application of these guidelines must be sent to the Chair in writing. The Chair will determine if the issues can be clearly addressed by reviewing these guidelines and discussing the issue with the player. If not, the Chair will promptly distribute the information and have a committee meeting to review the issues.
 - If Grievances pertain to a specific person or team, those individuals may be omitted from final review and voting related to the situation.
 - The Chair will respond to the player/captain in writing once the decision has been made.
- Recommended changes to these Guidelines should be in writing and include suggested changes, rationale, and explanation of how the change would continue to improve the “fair and competitive” nature of the program as stated in the mission statement. The Chair will distribute the recommendation to the committee members for review and consideration at the next regular committee meeting.

DIVISION PADDLE TEAMS

- Team size for each paddle team is a minimum of 8.
- If a team believes that they need or want more than 10 members, they must make a request to the WDLPC before the beginning of the new paddle year. Player availability should be considered and shared with the paddle chair when requesting more than 10.
- WELPC Chair and Team Captains, with input from the Director of Racquet Sports, will meet in late summer to determine final rosters for the upcoming season. At that time rosters will be adjusted to achieve the ideal team size. Data from the ranking and league weighted average data-will be used, if needed, to make objective adjustments to team rosters.
- Proposed rosters will be reviewed and approved prior to the WPPTA roster deadline.
- The WELPC, with input from the Director of Racquet Sports, will continue to have the ability to place new players onto the appropriate team during the season or as a new season begins. All Evening to Day players (or vice versa) and transfer players will be placed in this manner.
- As per WPPTA rules, there is no minimum number of times a rostered player is required to play.

- A player who is only rostered on an evening team will be given priority to play. If circumstances warrant, it will be addressed with the WELPC.
- Committee approval must be obtained if a team wants to add a player by playing a substitute a fourth time. Captains may add a sub but not add a player to the team roster without committee approval.

PLAYER MOVEMENT SYSTEM

- Data will be collected from multiple sources to determine player movement among teams. Data sources include team ranking, WPPTA website and pro input.
- Ranking – All team members rank rostered players using the Ranking Format in Appendix C.
- Injured players will receive a one year exemption regarding movement, but players must meet the criteria for an injury exemption described below. Injured players must submit their request for injury exemption to the WELPC.
- Injury Exemption Guidelines from Day Guidelines: A player is exempt from the challenge if they have suffered a debilitating injury. The injury may be acute, occurring at the end of the season, or the injury may have caused the player to miss the bulk of the paddle season. Chronic and over-use injuries are inherent in sports. If a player has been available to play paddle matches throughout the season or is playing non-league matches, they are eligible to be challenged. The committee will evaluate any conflicts over injury and make a determination, to the best of their ability, as to whether an injury exemption is valid.

APPENDIX A: FCRC WOMEN'S TEAM PADDLE CODE OF CONDUCT

In an effort to minimize misunderstandings, hard feelings and conflicts on women's paddle teams at FCRC, the FCRC Women's Team Paddle Committee, with the support of the FCRC Board, has adopted the following guidelines and code of conduct for all women wishing to be part of an FCRC paddle team.

Each player is asked to read the guidelines below and to sign her agreement. Match play will not be permitted unless and until a player's signed agreement is received by the Women's Team Paddle Committee.

Behavior Guidelines

- FCRC regards sportsmanship and camaraderie as important aspects of competition.
- Players are expected to demonstrate respectful behavior towards other players both on and off the court.
- Efforts will be made to give all interested women an opportunity to earn a position on a paddle team, but due to the popularity of paddle at FCRC and the limited number of teams in the league, a member of the club is not "guaranteed" or "entitled" to be on a team.
- The captain of each team will decide the line-ups, practice attendance and other such team matters as they arise.
- Players are highly encouraged to arrange their own paddle games and not envision team play and practices as their main source of paddle play.
- Bad or disruptive behavior or language during team practices or matches will not be tolerated and may be cause for removal from a team.

Grievance Procedures

- A written complaint must be presented to the Women's Team Paddle Committee Chair within a week of the incident.
- Within one week of being notified of a grievance, the committee will notify the accused offender in writing that a grievance has been filed against her and a description of the nature of the grievance. The accused offender has the opportunity to file a written response to the Women's Team Paddle Committee Chair within a week of being notified that a grievance has been filed against her. Within this response the accused has the right to request a hearing in front of the Women's Team Paddle Committee.
- If appropriate, the Team Captain and the Women's Team Paddle Chair will discuss the facts of the situation with any witnesses.
- If a request is made for a hearing by the accused offender, Women's Team Paddle Committee Chair shall schedule the hearing within one week of receiving the request.
- The Women's Team Paddle Committee will determine the appropriate disciplinary action, if any.

Disciplinary Guidelines

- The Women's Team Paddle Committee has the right to issue an immediate temporary suspension from team play (matches and practices). The temporary suspension shall be in force until a final decision is made regarding disciplinary action, but should not be longer than four weeks.
- After a first offense, there will be a written warning sent to the offender, and possibly a period of suspension from team play.
- After the second offense, the player may be forbidden to play on a FCRC competitive team for a period equivalent to one full season.
- After a third offense, the player may receive a permanent suspension from team play.
- Should a first offense be so egregious, the committee reserves the right to immediately and permanently remove the player from team play.
- Following a decision regarding any disciplinary action, the committee will notify the accused offender of their decision in writing. The accused offender has the right to appeal the decision in writing to the Women's Team Paddle Committee Chair. The committee will review the request and notify the accused offender of their decision regarding the appeal within two weeks of receiving the appeal.
- Any decision regarding disciplinary action shall require the majority vote of the Women's Team Paddle Committee members.

My signature below confirms my understanding and acceptance of the above written guidelines for the _____ paddle season and all future seasons I play for FCRC:

APPENDIX B: HANDBOOK FOR FCRC DAY PADDLE TEAM CAPTAINS

Election of Captains and Representatives

- Teams usually elect their new captains for the upcoming season at the end of the current season. Co-Captains are also nice. The outgoing Captain will be instructed to input the new captain's name and email onto the WPPTA website in order to get the league emails and instructions to the new Captain.
- Co-Captains can succeed their Captains the following year, but only if the team wants to do it that way. Teams often try to rotate their captains so that all can share in the responsibility. However, if the team has a wonderful captain and everyone is in agreement and the Captain is amenable, there is no bar to having the Captain stay on year after year.
- Representatives for purposes of serving the FCRC paddle committee, should be elected at the same time. This person serves a two year term if they stay on your team.

Responsibilities in August/September

The team captain will be asked to confirm the availability of returning players for league play for the upcoming season. If there are any new players joining your team, touch base with them to welcome them to your team.

The team captain needs to set a practice time with their team for which FCRC will block off courts weekly. Contact Len to coordinate and make sure that time is not taken. The team captain should make contact with Scott and/or John to see if they are available if they are wanted on a weekly basis. Most teams have booked them for their practices. You can have practices on one day for just open play and book clinics or playing lessons for the team another day, if desired.

The team captain needs to:

- attend all FCRC day paddle committee meetings,
- submit a roster onto the WPPTA website in September,
- get the code of conduct signed by all team players and submit to office,
- attend the WWPPTA league meeting of captains usually the last week in September. If they cannot attend these meetings, they can send the Co-captain. The Co-Captain can join the Captain in going to the league meeting if they want to and that could be good for newer players/teams.

The WWPPTA league will bill the team for two things.

1. There is a per-team league fee that will get charged directly to FCRC and the office will dole out that fee to each player rostered (or each player who played a minimum number of times). The teams that are not at clubs (i.e., the township teams), may get an invoice at the captain's meeting. You will not.
2. The league requires at least 8 players on each team to be an APTA member. The APTA is our national paddle organization and its members receive a Platform Tennis Magazine each month of the season. The league gets a reduced fee for membership, by signing us up as a league. All players are encouraged to join the APTA. The APTA's mission is "to govern the sport; grow participation among all levels and types of players across all regions and improve all aspects of the game."

Pre-Season Team Meeting

The Captain should call a meeting before the season begins to set forth how the team will be run that season (see below Responsibilities throughout the season). At this meeting the team should come to a consensus about a few crucial things:

1. Determine the frozen players. This can be figured out by vote of the team or by consideration of last year's results, etc.
2. If the frozen players are going to be played each week they are available or will they sit out on a rotation if there are more than 8 players on a team.
3. If the team wants everyone to play an equal amount of time (sit out equally) or should the captain try to play the strongest lineup each week regardless of times people are sat out. A team may reserve the right to change that decision dependent on whether the team is in trouble or is out of trouble ranking wise.
4. Encourage support and flexibility with both your captain and teammates.
5. Decide who will attend practices -- only those in the lineup that week, or all players available.
6. Determine if your team want to get a team shirt/hat/pants/fleece, etc. and allocate that responsibility to a team member.

Responsibilities throughout the Season

Rules

The Captain should familiarize herself with all the WWPPTA league rules. They are on the website. It is suggested that you have a copy available. The frozen player and canceling for weather rules are often needed for reference.

Practices

The Captain may run the practices and/or rotate who is coming and/or find subs -- or delegate a "practice coordinator" to do so.

Lineups, Frozen Players and Subs

The Captain should be in charge of putting together teams and placing people where they should play in the lineup. Input from Scott and/or John could be very useful. Sometimes asking people who they would like to play with is useful. Sometimes it gets you into trouble.

Frozen players must be the top three players on your team. They shouldn't change much throughout the season. Some teams vote on who these people should be (at least to start out the season).

If you do not have eight players on your own team available for a given match, you must find a sub from a team below you. If the team plays on a different day, you don't need to call the captain but can rather call the player you are asking directly. If the team plays on the same day, you should ask the captain who you can use. Find a sub rather than defaulting a line -- everyone wants a match.

Food Responsibility for Matches

The Captain can dole out the food assignments or can delegate that to a "food coordinator". You can either have everyone bring something for each home match like a pot luck or assign two people per home match and they coordinate what each will bring.

Captain and Team Issues

Teams should work to resolve any issues that arise within their teams. It is recommended that captains take a leadership role in addressing and resolving team issues that are not included in the WPPTA rules and Guidelines.

Matches

Booking the Courts

The FCRC will block off the courts for your home matches soon as the league schedule comes out. Check to make sure the courts are blocked for your matches before the date of the match.

Preparing the Club

The FCRC will automatically make sure the courts are cleared/cleaned and there is coffee in the hut on match mornings. If you need things like an ice container or specific dishes/utensils, contact the FCRC office.

Contacting the Opponents

A day or two before your home match, contact the opponent's captain to make sure they know we have 4 courts and everyone will play at 9:30 or if you are sharing courts that morning, then which lines will go first.

Providing the Balls

For home matches, you must provide the balls. There are two brands of balls that the club usually sells -- Wilson and Viking. Either are acceptable. Have 6 new balls at your home matches and 4 balls in good shape for warm up. A team may request a new ball for a third set. One can either just pick up the sleeves each home match and have them billed to your team or buy a case and bring the sleeves. Balls by the case are cheaper.

Setting out the Food Spread

There should be food prepared by your team or catered by Danny out by the time the opponent's arrive. Usually, there are some drinks (iced tea, maybe a juice, diet coke), a coffee cake or mini muffins, chicken salad or egg salad, fruit and/or veggies -- a nice mix of noshes. You can make an effort to decorate with some flowers or seasonal centerpiece as well. Try to be social and gracious.

Inputting the Team Scores

For home matches, the captain enters the final scores on the WPPTA website. They must be done that day. You will learn how to do this at the WWPPTA league Captain's meeting. Bring your password to the match and you can input the scores at the lodge.

Social

The best part of being on a team is the social part. Teams should strive to have a holiday party and an end of season party. Traditionally these are at someone's house for dinner. Of course they can be at a restaurant or in the paddle hut and for lunch as well. Teams can also try to make a day of away matches -- while in Sewickley have a m and go shopping, don't just scatter. Same with the South Hills -- the Galleria is great for lunch and shopping as well.

Thanks to Lynn Thompson for putting together the Handbook for FCRC Paddle Team Captains

APPENDIX C: FCRC EVENING LEAGUE TEAM RANKING

Rank all team members listed (1 being the best). Use your best, impartial judgment when ranking players. Do not include yourself in the ranking. Your ranking form will remain anonymous and confidential. The results will be available after they have been tallied.

Consider the following attributes when ranking:

- Skills
- Ability to win with different partners
- Flexibility as a team member
- Court sense
- Mistake management/mental toughness
- “Match” vs. “practice” player
- Ability to successfully adapt/react/change strategy
- Who would you fear as an opponent?
- Are they respectful to partners and also opponents demonstrating a positive presence on the court?

Rank:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Please email or hand deliver this to _____ by _____.