

C.A.R.A. TENNIS

Tennis: A game that is played with rackets and a light elastic ball by two players or pair of players on a level court divided by a low net.

Introduction:

C.A.R.A. tennis is designed to provide an entry level into competition experience, with emphasis on learning the game and sportsmanship. It is not designed for high level competition. Coaching a team can be a fun and rewarding experience provided coaches follow the rules, are organized, good communicators, can set and enforce boundaries, have solid ethics, and understand the responsibilities of coaching a team.

The coach is responsible for the operations and actions of the team as well as parents and other spectators. The majority of C.A.R.A. coaches are seasonal employees, so supervisors should familiarize themselves with the program enough to share information and resources with the coaches to get them up to speed. During the season, coaches are encouraged to contact the C.A.R.A. Tennis Chair and/or Co-Chair for assistance.

Most problems can be avoided by having representation at monthly meetings, the June coaches' meeting, and reading both the C.A.R.A. tennis rules and the general rules. Coaches should also have an understanding of the basic USTA rules found in A Friend at Court. These resources should be on hand for all practices and matches. In addition, coaches should always wear either

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their agencies uniform or C.A.R.A. shirt when on court for practices, matches, and for the state tournament.

Potential Problem Areas:

Unfortunately, some problems are due to the blatant shirking of responsibilities. It is our hope that coaches go the extra mile to provide good customer service and have the best interest of the children in mind. Coach's actions/inactions are a reflection of both the C.A.R.A. program and the agency you represent.

Discrepancies in this area include, but are not limited to:

1. Failure to have the coach or supervisor in attendance at monthly league meetings.
2. Failure to orient coaches, team members and their families to the philosophy of CARA.
3. Failure to instill a sense of court honesty, behavior, and etiquette for players and families.
4. Failure to organize information and rank players from strongest to weakest, as well as communicating with the opposing agency (no later than Wednesday) when organizing Friday matches.
5. Failure to place team members in the proper age group. Registrations forms should ask for the player's age as well as the actual birth date.
6. Failure to accurately identify players eligible for the state tournament, providing names and phone numbers when submitting to host agencies.
7. **Coaching:** Coaching is considered to be any technical, verbal, physical signals or advice given to a player. Only the coach or authorized C.A.R.A. staff may assist a player during a match. Coaches are expected to communicate this rule to parents, friends, and relatives. Coaches may ask spectators to leave the area or the facility, should they persist.

League Rules:

New- Players can play up in any division, however, if said player plays 3 matches in the upper division, that player must play in that division during state. If playing up, players do not have to play the #1 in that division, they can be ranked according to their skill level in said division.

1. Rules of the United States Tennis Association rules govern all play, in addition to any rules C.A.R.A. may establish.
2. The number of boys and girls for an ideal team will be 52. The age of the player on July 31, of the current year determines the age division in which he/she will play. Included are those players eligible to play high school tennis, or who have graduated during the current year. Players ranked in the top 10 of C.T.A. are ineligible. With the fluctuation in age categories

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annually represented, the breakdown of teams for singles and doubles will be determined at the beginning of every season, by the Committee, for regular season, district, and state finals. For the state tournament, the following breakdown of positions will be used as a guideline.

Age Categories:

Girls & Boys 18 & Under: 4 singles and 1 doubles

Girls & Boys 14 & Under: 4 singles and 1 doubles

Girls & Boys 12 & Under: 4 singles and 1 doubles

Girls & Boys 10 & Under: 4 singles and 1 doubles

*More than one player can play at each position – 4 is the deepest position in singles and 1 is the deepest in doubles. i.e. you can have 5 kids playing at position 4 for singles. When both teams have additional players in the same age group, they may be scheduled to play an official match. This will count as of the required for qualification to play in the District/State tournament.

3. Ranking Definitions for Position for 11U and down

#1's – Can consistently serve and can place/direct the ball. Has confidence and a consistent control of a variety of shots.

#2's – Can consistently serve 60% of the time. Understands court positioning and attempts to consistently place the ball.

#3's – Can consistently serve 40% of the time. Can maintain a three (3) ball rally. Has some understanding of court positioning and has limited ball placement.

#4's – Has had one or two lessons. Novice player. Cannot consistently serve from respective service line and maintain a two (2) ball rally. May need assistance with scoring.

Ranking Definitions for Position for 12U and down

#1's – Can consistently serve and can place/direct the ball. Has confidence and a consistent control of a variety of shots.

#2's – Can consistently serve 60% of the time. Understands court positioning and attempts to consistently place the ball.

#3's – Can consistently serve 40% of the time. Can maintain a three (3) ball rally. Has some understanding of court positioning and has limited ball placement.

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4. Players need to have played in 3 regular season matches in order to be eligible to play in the district/state tournament. A player who was rostered and scheduled for 3 league matches during the regular season but is defaulted against, is therefore qualified to participate in the district qualifying/state tournament
 5. Departments that have more than one team should be as equally matched as possible. Switching players from one team to another may be done to fill voids or time conflicts.
 6. When a team is short of players in comparison to the opposing players, players on that team may play twice in order to provide a match experience for every child present.
 7. A player's position need not be filled if he is absent, but if the absence means the opposing agency's player will not have a match to play, than coaches need to work together on a solution. Following USTA guidelines, players should play up, but never down.
 8. The team coach shall determine the player positions, placement to be based on player ability. Players are to be ranked by ability level within the agencies player pool. A #1 singles player is the best player the agency has and so on down the line. Doubles is to be considered separate from singles and not viewed as playing down.
 9. Agencies shall not move a player into a lower division to increase the player's success during the regular season or for the state tournament. C.A.R.A. understands that agencies strength will not be equal when playing opposing teams. This allows the coaches, players, and parents the opportunity to see the differences in strength among all players in Colorado. Coaches can discuss any anticipated mis-matches ahead of match day
- *The goal of C.A.R.A. is to expose children to ENTRY LEVEL COMPETITION and to encourage the development of players during the season, emphasizing sportsmanship.
10. Friday match times are to be arranged between coaches. It is recommended matches begin on or before 8:30 am. Suggested scheduling shall begin with the younger age group players. There is always flexibility in scheduling to provide an opportunity for all to play. Coaches need to work with one another. The visiting coach must provide the home coach with their lineup by Tuesday. The Friday match schedule should be completed on Tuesday, or no later than Wednesday, so information can be distributed to the players/parents no later than Thursday morning. *Coaches should discuss their other on court responsibilities with the coaches at the June meeting to avoid line-ups being exchanged late at night or last minute.
 11. Make-up of rainouts is encouraged if time and scheduling allows. Decisions on make-ups are left to the departments concerned.
 12. Departments are encouraged to schedule scrimmages or challenge matches if they draw a bye during league play or if they wish the participants have more playing exposure. These

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matches will count as one of the required 3 needed for qualification to play in the District/State Tournament.

Match Format:

1. The no-ad scoring system will be used in all matches.
2. **Children 10 & under** will play their matches on a 60' tennis court, using the orange transitional ball **but will continue to use the regulation sidelines for all play formats**. We understand not all towns have added the 60' lines to a court location. If a town is hosting and does not have 60' lines, teams can work together to a) use temporary lines available on many tennis websites, b) use chalk, c) use tape made for sticking to such surfaces. Players will play a 9-game pro-set. (First to 9 games winning by a 2-game margin). When tied at 9-9, a 7-point tiebreaker (1st to 7, winning by 2), will be played to determine the winner.

*Children 10 & under may choose to play up into the 12's in order to play with a traditional, regulation ball.

3. **Children between 11 & 12, (12 & Unders)** will play their matches on a 78' regulation court, using a green transitional ball. Players will play a 9-game pro-set. (First to 9 games winning by a 2-game margin). When tied at 9-9, a 7-point tiebreaker (1st to 7, winning by 2), will be played to determine the winner.

4. **13 & 14 year olds (14 & Unders)** will play their matches on a 78' regulation court, using a regulation tennis ball. Matches are the best 2 out of 3 sets. The first 2 sets will be played to 6 games, winning by a 2-game margin. Should the set become tied at 6-all, a 7-point set tie-break (first to 7, winning by 2) will be played to determine the winner. In the event a 3rd set is necessary, and in the interest of time, another set tie-break will be played to determine the winner.

5. **15-18 year olds (18 & Unders):** Same as Rule #4

6. C.A.R.A.'s philosophy concerning the use of tie-breakers is to use the same tiebreak regardless of whether it is a set tie-break or a match tie-break, to keep things consistent for our entry level to competition players.

10U COURT SET-UP

USING FOR
BOTH SINGLES
AND DOUBLES



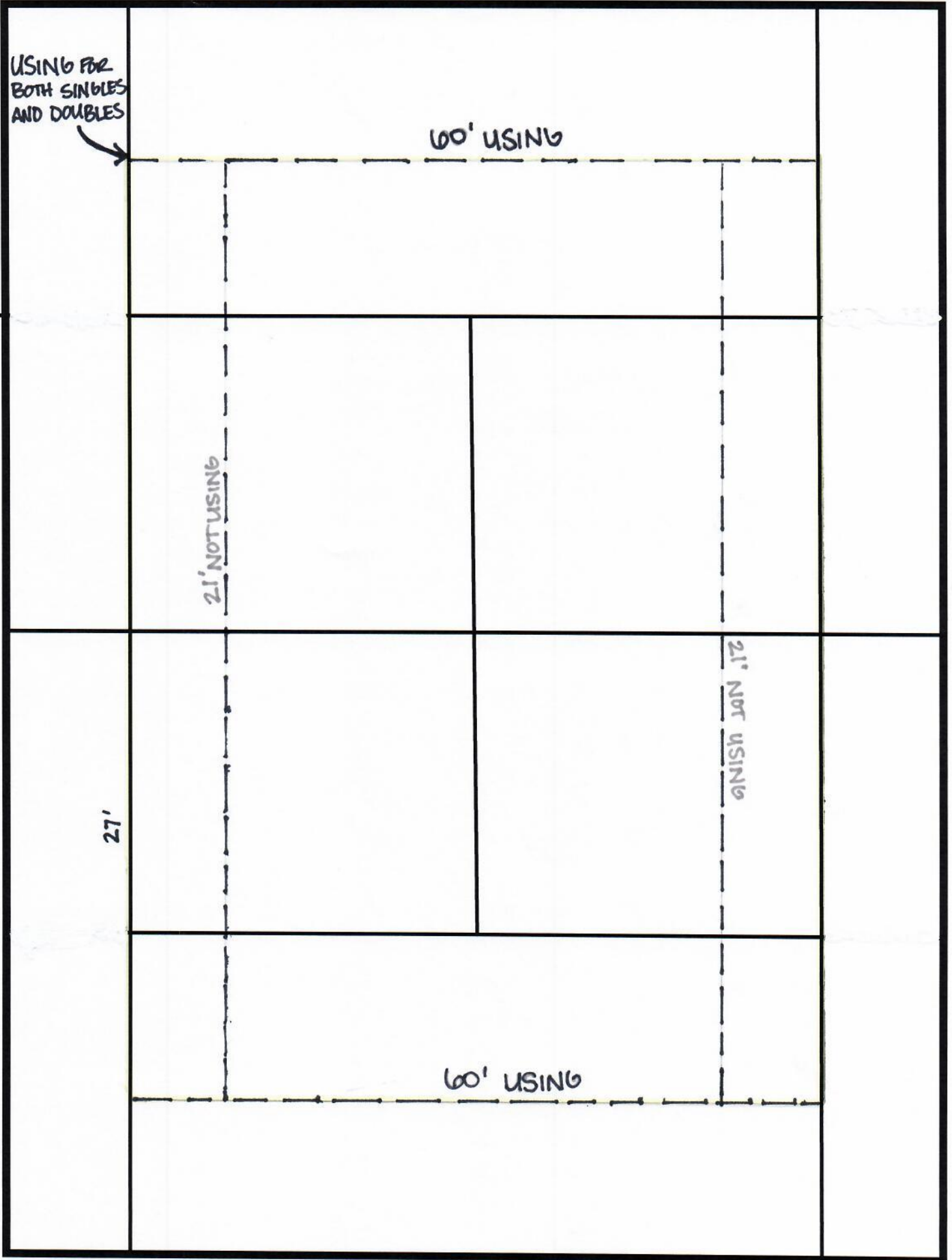
60' USING

21' NOT USING

21' NOT USING

27'

60' USING



7. In lieu of time, rain, or **heat** being a factor, the site director may alter the format for match play during the regular season, and at the district and state tournament for the welfare of safety of the participants.

Explanation-Singles Tie-Break:

A. A player who first wins 7 points shall win the game and the set, provided he leads by a margin of 2 points. If the score reaches 6 points all, the game shall be extended until a 2 point margin has been achieved. Numerical scoring shall be used throughout the tiebreakers.

B. The player whose turn it is to serve shall serve the first point which is delivered from the right (deuce) court. Points 2 and 3 are served by the opponent, beginning on the ad (left side) and ending on the deuce (right side) of the court. Thereafter each player shall serve alternately for 2 consecutive points until the winner of the game has been decided.

C. Players shall change ends after every 6 points and at the conclusion of the tiebreaker. Note: After any change of end, the server will serve his second serving point from the deuce side.

D. The player who served first in the tiebreaker game shall receive service in the first game of the following set.

E. The player (or pair for doubles) whose turn it was to serve first in the tiebreaker game shall receive service in the first game of the following set.

Explanation-Doubles Tie-Break:

A. In doubles, the procedure for singles shall apply. The player whose turn it is to serve shall serve the first point from the deuce side. Thereafter, each player shall serve in rotation for 2 points, in the same order as previously in that set, until the winners of the game and set has been decided.

B. Players change ends after every 6 points and at the conclusion of the tiebreaker.

C. The players (or pair in the case of doubles) whose turn it was to serve first in the tiebreaker game shall receive service in the first game of the following set.

Match Scheduling:

1. The breakdown of teams for singles and doubles will be determined at the beginning of every season by the committee, for regular season, district, and state finals.

2. Coaches should never schedule more matches than they have courts.

3. Limit warm up time to 5 minutes to keep matches running on time

4. The following time allowance is suggested as a guideline when scheduling league matches:

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10 & Under 9-game pro set = 45 minutes

12 & Under 9-game pro set = 45 minutes

14 & Under - 2 out of 3 sets (3rd set = 7 point tie-breaker) 1 hour

18 & Under -2 out of 3 sets (3rd set = 7 point tie breaker) 1 hour

5. Friday match times are to be arranged between coaches, with line-up exchange taking place with the opposing agency no later than Wednesday, so times can be distributed Thursday morning.

6. It is recommended that matches being on or before 8:30 am with the suggested scheduling to begin with the younger age group players. There is always flexibility in scheduling to provide an

Match Responsibilities:

1. The home team will furnish the balls. The number of balls needed for a match with two full teams would be approximately 64. 10 & Unders will play with the 2-toned green balls or green dot balls. These balls can be used for more than one match. Traditional balls may also be used for more than one match for the 12's, 14's and 18's, depending on wear.

2. Coaches are responsible for enforcing the established rules.

3. Provide a supervisor or part-time/full-time department employee who is knowledgeable in the C.A.R.A. Tennis Rules as well as the C.A.R.A. General Rules, at each court location.

4. Confirmation of match times and match pairing is to occur by Wednesday, prior to the Friday match, in order to distribute information to the players/parents in a timely manner. The visiting team will disclose team roster to home team coach by Tuesday evening to:

a. Determine the number of players both teams will have. If any changes occur before the Friday match, coaches should notify one another immediately, as well as any affected players.

b. Determine the time schedule for each age group.

c. Provide directions to the courts and a phone number for parents to call, should they become lost.

d. Prepare for the unexpected. There will always be last minute changes on match day, so prepare your parents, kids, and learn how to roll with it. Coaches will always work to get all players present a match. Use these moments as "teaching" moments to instill into parents and players that we all have to work together and honor our commitments.

5. Coaches will work together to have matches be as competitive as possible. Match records are not kept by C.A.R.A.

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6. Make sure players arrive at the appointed time of their matches.
7. Players will be given 5 minutes to warm up before a match. This must be enforced in the interest of time.
8. Players will call their own matches. CARA follows USTA regulations and enforces the point penalty system. Warnings are no longer a part of the PPS, but as an educational, recreational league, CARA will allow the use of a warning

1st infraction = Warning

2nd infraction = Loss of point

3rd infraction = Loss of game

4th infraction = Loss of match.

General Information for State Tournament:

1. C.A.R.A. will sponsor a 5 day tournament for players. Northern and Southern alignments will hold their own "district" tournament. Those reaching the semi's in their respective "district" tournament will advance to play on Friday morning, followed by the finals.

- a. 10 and unders play on Monday
- b. 12 and unders play on Tuesday
- c. 14 and unders play on Wednesday
- d. 18 and unders play on Thursday

2. Dates for Districts/State Tournaments will be set before the season starts. If weather becomes an issue, each district/state host (supervisor) is to make the eventual decision about play. It is highly suggested to try to "wait out" the weather, time permitting. If the weather just does not allow play, it will be best to have the next day scheduled as a backup. If the Thursday 15's can't play, they will have to be pushed to Friday (day of state), and their state finals will take place on Saturday. If the state finals are cancelled due to weather, they will be made up the next day (Saturday). If the weather is unplayable again all day on Saturday, the state host will determine date/time for the following week (should be played within a 10 day window). It will be best to add this information to the "Finals Info Slips" for the parents.

3. Tournament host agencies shall meet the following qualifications:

- a. Minimum of 12 courts in good condition and capabilities of completing the tournament in one day, weather permitting, during the designated week. If necessary, the tournament will be completed on a Saturday.

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b. Matches will be scheduled at no more than four locations, unless approved by the Tennis Committee. There must be at least one supervisor (part-time or full-time department employee) who is knowledgeable in C.A.R.A. rules, in charge at each court location.

4. State Tournament preparation is on-going during the off season and discussed at the Coaches Meeting in June. C.A.R.A. coaches are encouraged to contact other coaches in their district or the chair/co-chair for clarification prior to draw deadlines.

5. Attend all meetings called for the State Tournament which includes the Rules & Schedule Clarifications meeting in June (Coaches meeting) and the coaches meeting prior to State Finals (if there is one).

6. All coaches should encourage their players **NOT** to participate in other tournaments, which run concurrently with the C.A.R.A. State Tournaments.

7. Players must be available for their district match (scheduled on Mon, Tues., Wed., or Thurs.) **AND** their Friday semi/final matches. **Players not able to make themselves available on these 2 days should NOT enter the state tournament to avoid players advancing/winning by defaults.**

8. Just like in the regular season, any coaching is by designated/appointed C.A.R.A. coaches only and can be done at anytime during the match, as long as play is not disrupted. **At NO time will parents/spectators be allowed to coach players.** Coaches are required to wear their C.A.R.A. shirt at the district/state tournaments for ease of identification.

Tournament Rules:

1. There will be separate brackets for 1's, 2's, 3's, and 4's for each division, except doubles, where all doubles players are considered to be ranked at 1. Brackets may be combined if there are 2 or fewer opponents in the player's division. When there are 3 opponents, a round robin will be played. If there is a tie, the highest number of games won determines the winner. The State Tournament Committee may fill the draw with the qualified semi-finalists from other districts.

2. A strong effort should be made to fill all brackets at the district level and have all kids play, to earn their berth into the state tournament on Friday, verses advancing them directly to the Friday semi's or the finals due to having no one to play.

NOTE: Avoid having players advance to Friday without playing a qualifying match. Potential exists for their not to be a semi-final opponent either, resulting in a C.A.R.A. player advancing to the state finals without having to play a match. This reflects poorly on the district hosts, state hosts, and the C.A.R.A. Tennis Program, in general.

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3. Age groups, rules of play, match length, scoring, and league rules will be the same as during the regular season, **WITH THE FOLLOWING ADDITIONS:**

a. Whatever position a player has played the MAJORITY of the time in league play, determines the position he/she should play in the State Tournament.

b. Coaches are urged to fill all positions for the State Tournament.

c. All participants shall have played in at least 3 league matches and are members of their agency's team to be eligible to play in the State Tournament. A player, who was rostered and scheduled for 3 league matches during the regular season but is defaulted against, is therefore qualified to participate in the district qualifying/state tournament.

d. Players may participate in only one event and age division.

4. Parents, Coaches, and Supervisors will adhere to the deadlines for the district/state tournament. **NO ADDITIONS WILL BE MADE AFTER THE DEADLINES.** Consider placing those asking to enter the tournament after the deadline, on a sub list, in case a scheduled player needs to withdraw.

5. It is the coach's responsibility to contact the district or state hosting sites immediately upon receiving information a player is unable to follow through on their commitment to play or that they have a late addition that would like to be placed on the sub list.

6. All district participants will receive a participation gift for playing in the tournament.

7. Trophies will be presented to the first and second place winners in each bracket at State.

8. Players must check in to the tournament desk at the district and state tournament at least 15 minutes prior to their scheduled match time.

a. USTA rules state a player forfeits their match, should they arrive 15 minutes past the scheduled match time, as court availability allows; however, in the case of mitigating circumstances, forfeiture will be left to the discretion of the individual tournament directors. (Having Friend at Court handy at this point in time is useful)

9. The Tournament Director's decisions shall be final after the tournament begins. C.A.R.A. rule interpretations can be appealed to a committee of the Tournament Director, Tennis Committee Chairmen, and Co-Chairman.

Tennis Committee District Representative:

Each district will be represented by a Tennis Committee Member. The duties and responsibilities of these representatives are as follows:

1. Act as a contact person for coaches in each district to:

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- a. Interpret rules
- b. Answer questions related to schedules, timetables, and general procedures
- c. Act as a liaison between the committee and a team representative with a complaint or protest.
- d. Work with the State Tournament Host to assist with general tournament organization.
- e. To review and evaluate the tournament upon completion.

State Tournament Host:

The State Tournament Director shall be a full-time professional staff member who is responsible for the State Tournament and who is familiar with the C.A.R.A. rules and philosophies.

1. Handles supervision at the tournament, including multiple locations.
2. Ensures there is at least one staff person/coach at each court location, at all times, during the tournament.
3. Handles any complaints or protests in accordance with C.A.R.A. Tennis Rules. Rules and interpretations can be appealed to a committee consisting of the Tournament Director, Tennis Committee Chairman and Co-Chairmen.
4. Perform any other functions as deemed necessary by the Tennis Committee.
5. The State Tournament Director must work to make sure all coaches from the participating districts check in at each tournament site, wearing their C.A.R.A. coach's shirt, and are required to offer help at the tournament.

Fees:

An \$8 participant fee, payable to the CPRA, is due by August 15, of each calendar year. A \$75 late fee will be assessed to agencies for failure to pay.