



**USTA SOUTH CAROLINA
AIKEN AREA TENNIS LEAGUE (AATL)
LOCAL REGULATIONS
Singles League Year 2016
AATL Web Site - www.aikentennis.com**

STATE LEAGUE COORDINATOR (SLC)

The following person has been appointed to implement and administer the South Carolina State Singles League Tennis Program:

Sam Hicks
PO Box 98
Drayton, SC, 29333
864-415-2351
samhicks@charter.net

AATL LOCAL LEAGUE COORDINATOR (LLC)

The following person has been appointed to implement and administer the Aiken Area Tennis League, and to interpret the Aiken Area Tennis League Regulations:

Shawn Risher
3100 Calli Crossing Drive
Graniteville, SC 29829
803-270-6428
Shawn_risher@yahoo.com

0.0 INTRODUCTION

South Carolina Singles League Regulations have full force and applicability at all levels of play and there is no authorization to modify, amplify or change them by Local League Coordinators, or Grievance or Grievance Appeals Committees.

0.01 The South Carolina Singles League Program is team competition for Adult 18 & Over men and women with levels of 2.5, 3.0, 3.5, 4.0, 4.5. The league also offers Adult 40 & Over men and women league competition at 2.5, 3.0, 3.5, 4.0, 4.5. Local winning Adult 18 & 40 & Over teams may advance to State competition. The Singles State League Coordinator will determine the number of teams at the 4.5 Men and 4.5 Women Levels that will play at State when the rosters for these levels have been submitted. Legal team rosters for these levels must be submitted by the initial league deadline date for the area in which the team is registering.

0.02 South Carolina has appointed Sam Hicks, as the SC State Singles League Coordinator to organize and coordinate all South Carolina Singles League activities and to interpret the SC State Singles League Regulations. USTA South Carolina has approved the Local League Coordinator

- to organize, coordinate, interpret and supervise all USTA League Tennis activities on the local level and report to the Director of Leagues.
- 0.03 All players, teams and Local Leagues must abide by South Carolina Singles League Regulations.
- 0.04 Local Leagues may write regulations to govern local play. South Carolina Singles League Regulations take precedence over Local League Rules and Regulations.
- 0.05 Local League Rules and Regulations must be approved by the State Singles League Coordinator prior to the start of the Local League Season.
- 0.06 Local League Rules and Regulations must be distributed to Team Captains before League Season begins.
- 0.07 Adult 18 participants must be a current member of the USTA and reach 18 years of age prior to or during the calendar year in which they play their first local league match.
- 0.08 Adult 40 players must reach 40 years of age prior to or during the calendar year in which they play their first local league match.
- 0.09 Local League Coordinators must offer all levels of play in their league in tennis link.
- 0.10 New regulations or changes in regulations are underlined red text.

1.00 GENERAL.

1.04 USTA LEAGUE.

1.04B Team Captain. Each team shall appoint a team captain to handle administrative affairs, and to represent the team in USTA-SC Singles League matters. The duties of captains are published at the end of these regulations, and include expected actions for all team captains. The duties published are considered part of the AATL regulation set, and are enforceable as such.

1.04C OFFICIAL INFORMATION SYSTEM. TENNISLINK is the official information system of the USTA League.

1.04 D LOCAL LEAGUES

1.04D (4) Team. AATL limits the number of players that appear on a team roster to 7 and the number of players that appear on that roster to at least >50% at NTRP level. The remainder of players can be at a less NTRP rating not to exceed 1.0 NTRP rating. 60% of AATL single players on a team must be South Carolina residents

1.04D (5) Two Team Leagues. If any Adult Division Age Group consists of only two teams in a level of play, each team must maintain its roster with at least 40 percent of its players at the designated NTRP level of play.

1.04D (6) Number of Teams. When a Local League does not have the required number of Teams, (two teams) for Adult 18 & Over or Adult 40 & Over, to constitute a level, the affected Local League Coordinators, shall either:

- (1) Offer to move that team to another age division offered in that area in that particular level, if applicable.
- (2) Move individual players to another team in that area, if applicable, or move them to an "Extra Players" flight to hold for future play in other leagues, i.e. Mixed, Combo, etc.
- (3) The Singles State League Coordinator may move a singleton team to another area's league tree only if it is agreed upon by both local league coordinators and accomplished before that

recipient area's deadline. Complete teams that are moved to play in a local league area other than their home local league must secure home courts in that local league they choose to participate unless both local league coordinators agree on something different.

(4) Refund all or a portion of the registration fee in accordance with the Local League policy.

1.04D (9) AATL Team Composition. Except in the event of an AATL singleton team playing local league at state championships, AATL teams are required to have >50% players with residence inside the AATL boundaries (SC counties Aiken, Edgefield, Barnwell, etc.). AATL teams must play home matches at facilities within the AATL boundaries. Singleton teams placed in the AATL by the State League Coordinator must play all matches at AATL facilities, and are not required to have >50% players with residence inside AATL boundaries.

1.04E PLAYER REQUIREMENTS

1.04E(1) Each Single League team must maintain its roster through the Single State Championships with at least 60 percent of its players with South Carolina residence (the player's primary residence is to be defined in USTA records as South Carolina). This will be monitored by the Local Singles League Coordinator.

1.04E (2) Membership. All local leagues must be current members of USTA. All players must be current members of USTA through the Local League seasons, including local playoffs. USTA South Carolina fees are \$6.00 per player per League year, and are paid through Local League fees.

1.04F (1) ENTRY. Players who do not have a computer rating on file in TennisLink shall self-rate in accordance with the National Tennis Rating Program (NTRP) Guidelines and complete the self-rating process on TennisLink when registering for a team. Failure to do so or omission of information regarding a player's tennis history will subject the player, the captain, and/or others who condoned inaccurate self-rating to sanctions and disqualification.

1.04G PLAYER PARTICIPATION

1.04G (2) a During the AATL League Season a player may play on more than one team if they are at different NTRP levels within and age group (Adult 40 & Over 3.5 and 4.0) or same NTRP levels and within different age groups (Adult 18 & Over and Adult 40 & Over 4.0) in the same season.

1.04G (6) Players who qualify for South Carolina Singles Championships in 2016 may advance on more than one team within an Age Group only if they are at different NTRP levels. No accommodations for scheduling will be made at the Singles State Championships.

1.04G (6) (a) Players who qualify for the Singles Sectional Championships may advance on more than one team within an age group only if they are different NTRP levels. If eligible players do not participate at the State Championships, they may participate in the Sectional and/or National Championships. No accommodations for scheduling will be made at these Championships.

1.05 OFFICIAL BALL. Any USTA approved ball may be used in USTA League matches. In AATL matches, the home team is responsible for providing new balls, but new balls may be introduced to a match at any time, if all players competing in the individual match agree.

1.05b OFFICIAL SCORE REPORTING AND STANDING SYSTEM. Scores must be reported in TennisLink within 48 hours of the completed team match. TennisLink will automatically confirm scores 48 hours after the team match is initially reported in TennisLink if not confirmed by opposing Captain.

1.11 Membership 1.11B All players must be current members of USTA and USTA South Carolina through

the Local League seasons, including local playoffs and (C) any player who progresses to championship must be a current member through the championship.

1.14 1.04C (1) Official League Registration.

Rosters must be entered in TennisLink before League play begins.

- a. INITIAL ROSTER DEADLINE: Local League Team Rosters with minimum number 3 eligible players must be submitted into TennisLink no later than [April 16, 2016](#) in order to participate in the AATL [2016](#) Singles Leagues. Teams may continue to add players after this date per these league regulations, but only up until the last regularly scheduled match where a player can become eligible for state championships.
- b. The required State Singles Championship team entry fees and information must be received by the AATL Singles League Coordinator by [October 12, 2016](#).
- c. Once placed on a roster through TennisLink, there will be no refunds after league play begins. It is possible to transfer from one team to another without additional fees by contacting the Local League Coordinator to process the movement to another team if prior to match play beginning.
- d. Players may not move to a different team once match play has begun for that level, unless approved by the State League Coordinator.

2.00 LOCAL LEAGUE REGULATIONS.

2.01A Levels of Play. The following levels will be offered in the AATL Singles League.

Adult 18&Over: 2.5, 3.0, 3.5, 4.0, and 4.5 (men and women)

Adult 40&Over: 2.5, 3.0, 3.5, 4.0, and 4.5 (men and women)

2.01C Number of Teams. When the AATL does not have the required number of teams (two teams) to constitute a level in Adult 18 & 40 the State Singles League Coordinator, in consultation with affected Local League Singles Coordinators, shall either:

- (1) Assign singleton team to another Local League, in which case, (a) State Singles League Coordinator will transfer assigned team to League to which it is assigned and assigned team will abide by rules of host league; (b) host league will make rule regarding travel for matches.
- (2) Group singleton team with other singleton teams in the state and schedule a playoff among those teams to determine advancement to State Championships. State Singles League Coordinator will decide on date(s), playoff structure, and designate site and Local (host) League.

2.01C Competition Format.

2.01C (1) Round Robin. All AATL teams in a flight shall play each other team the same number of times, with a minimum of three total matches played.

2.01C (2) Team Match. Each team match will include 3 lines of singles for all levels.

2.01C (3) Match Scoring. The AATL will use the Coman Match Tiebreak (first to 10 by a margin of 2) in lieu of a third set in Local League play. There is a 2 minute rest period prior to beginning a Match Tiebreak, and continuous play is required throughout the Tiebreak.

2.01C (4) Team Lineups. Team captains for each team shall exchange their team line-up card simultaneously prior to the beginning of the team match. An individual match is started when the first ball is put into play. After the start of an individual match, if injury to, or illness of a player occurs, the opponents will be awarded a retirement for that individual match only. If disqualification of a player occurs, the opponents will be awarded a default. The default principles in [2016 USTA League Regulations](#), shall be applicable, with the modifications that:

- a. In the event of illness, injury, disqualification, or no-show of a player prior to the start of an individual match (once the lineup has been exchanged), a team may substitute a player in the affected position within the 15-minute default time, using a player not already listed in the lineup. If no such substitution can be made, the affected position only will be defaulted in local leagues.
- b. In the event that a team match must be re-scheduled and starting times are staggered, where opponents are not available and ready to play, defaults will be awarded in the affected positions only.
- c. For Weather Affected Matches, See Mandatory procedure "Matches Affected by Inclement Weather". Defaults given are voided in the event of rainouts, after scorecards have been exchanged, provided no individual match has started. If any match has started (first ball put in play), all defaults stand.
- d. Full Team Defaults (Majority of lines defaulted):
 - i. Full team defaults are not permitted in the AATL.
 - ii. Full team defaults result in deletion of all future matches from the league schedule for the offending team with those match dates becoming byes for opposing teams.
 - ii. If not in the last round robin of the local league season, the offending team will be DQ'd in all matches played in the round robin where the team default was given.
 - iii. Players on a team DQ'd for granting a full team default are not entitled to refund of any portion of their league registration fees.
 - iv. All matches played against a team removed during the League Season will be used to qualify players for Championship play.
- f. Players must be present and on court to receive a default except in the case of a known default where the captain giving the default has notified the receiving captain via phone and in writing (email with copy to LLC) in advance of the match that a line(s) will be defaulted.
- g. If an event affects several of the players from either team from playing at the scheduled match day/time, see the AATL Policy "MATCH CONFLICTS WITH OTHER EVENTS"
- h. The maximum number of individual lines that a team may default, prior to disqualification, is equal to the number of team matches.

2.01E (1) Team Match and Scoring.

(3) (a) All matches played against a team that drops out of League during League Season will be used to qualify players for Championship play.

(4)(b) Retirements will be used to qualify all players involved in retired match for Championship play.

(5)(c) Players must play at least one matches locally to advance to state. A default will count as a match.

2.02 Progression.

2.02A (2) Local League Competition. The AATL must complete the Local League Season prior to the South Carolina State League Championships. All singles league matches shall be completed, and recorded in TennisLink by the league season end date of October [12, 2015](#).

2.02B Championships

2.02B(a) All NTRP levels in the Adult 18 & Over and 40 & Over divisions must play a local league in order to advance to District Championships except as noted in 2.02B(c).

2.02B(b) The winner of each specific NTRP level in each age division in local league competition shall be entitled to advance to the State Championship. If the winning team is unable to attend, an alternate team, preferably the 2nd place team, can be asked to advance.

2.02B(c) The Singles State League Coordinator, along with the Director of Leagues in conjunction with the League Committee, will determine the number of teams in the Singles 18 & Over and 40 & Over levels, the 2.5 Men and 2.5 Women, and the 4.5 Men and 4.5 Women's levels, that will play at State Championships when rosters for these levels have been submitted. Legal team rosters for these levels must be submitted by the initial league deadline date for the area in which the team is registering.

2.03 State Championships.

The 2016 South Carolina Singles State League Championship will be November 19-21, 2016 at The Charleston Tennis Center. There is no progression beyond the State level.

2.03A Eligibility.

2.03A(4)b All matches played by a team that is removed from, or drops out of the league will be used to qualify players for Championship play.

2.03A (4) c Qualifying teams (Local League Winners) First and Second place teams for each League Type/Level shall submit the following:

a. Printed Roster with players not attending championships circled and highlighted.

b. Completed Captain Information form.

c. Single check made payable to "AATL", for an amount that includes \$20 for each player attending championships. This check will be cashed, and deposited to the AATL account.

d. A \$250.00 check made payable to USTA-SC is required from each team advancing to the state singles championships. The check is to be sent to the AATL Local League Coordinator to hold until the championship is completed. If the team completes the championship, the Local League Coordinator will destroy the check. For the teams withdrawing after October 30, 2015, the deposit check will be delivered to USTA-SC for cashing per USTA-SC rules and a grievance will be filed against all members on the team roster that is submitted for the championship. Sanctions against these team members may include that all members on the submitted roster be banned from participating in any playoff (state or higher) for a period of up to 11 months. Teams that forfeit a line at state will incur a \$100.00 fine payable immediately (cash or check) for each court defaulted. If a team does not pay the fine, a grievance may be filed against all players on the state roster, which could result in the suspension of play from any League play until the fine is paid. It is your team's responsibility to have players on every court at each match at a state championship.

e. All items in (a-d) shall be provided by the first place team, and items (a-b) by the second place team, to the AATL LLC by October 16, 2015. Upon notification by the LLC, that the first place team did not meet the deadline or declined the invite to state championships, the second place team shall provide items (d-e) within 48 hours to represent the AATL at championships.

f. Captains shall confirm receipt of information and checks by the LLC on or before the dates listed in (e). Information may be delivered to the LLC: Shawn Risher 3100 Calli Crossing Drive,

2.03 B Scoring and Rest

At the Singles League State Championship, a match tiebreak will be used in lieu of the third set and both sets and match tiebreak will use the Coman format. It is recommended that the Local Leagues use the Coman format for both sets and a match tiebreak in lieu of the third set.

2.03 C COMPETITION FORMAT

South Carolina- will use a round robin format in all levels of competition.

South Carolina- may issue wildcards to fill a championship draw.

A team shall consist of a minimum of three players of the same gender eligible to compete at a specific level of competition. Team members shall not have a higher NTRP rating than the level in which the team is competing.

2.03E(1) Championship Draw: The Championship Draw is a random draw done once local league competition is completed and rosters for State Championship entry are received. If possible, teams from the same local league will be put in separate flights. The number of flights at a given level will depend on the number of teams eligible. The championship Director will determine, before league competition is completed, if wildcards are needed to balance out the flights. Local Leagues receiving a wildcard for the championships will be eligible for a wildcard at the same level/flights the following year. If a Wildcard is needed, the LLC will be notified.

2.03L (c) Teams that withdraws from the Championships after the roster/fee submittal deadline date will forfeit fees. Championship fees must be submitted by the Championship deadline date along with the rosters for each team participating at the championships. A team substituted for the withdrawing team will not be responsible for championship fees other than for those players exceeding the number of players paid for by the withdrawing team. If fees were not paid by the withdrawing team, that team's Local League will pay fees. Recovery of championship fees will be up to the appropriate Local Leagues.

2.04 AATL Policy for Free Registration of Captains:

The AATL will register captains at no cost on or before the initial roster deadline per the following:

1. Captain is required to attend one 2014 Captain's meeting.
2. Team must have the required number of eligible players registered.
3. Captain must not have previously lost free registration privilege due to rules violations or grievance.
4. Excluding those violations listed in #5 below, two violations of any other AATL Regulations shall result in loss of free registration privilege for a period of one calendar year. The AATL LLC will notify the captain in writing (email) of the offense and penalty.
5. If a captain allows someone to compete in a match who is not on the team roster, if a captain's team drops out of State Championships after the information/fee deadline, or if captain's team grants a Full-Team-Default, the Free Registration privilege shall be lost for a period of one calendar year. The AATL LLC will notify the captain in writing (email) of the offense and sanction.
6. AATL Policy for Granting League fee Refunds

2.05 Refund of the league registration fee (less Tennislink \$3 processing fee) will be granted if a player requests to be removed from a team prior the initial roster deadline date for any reason. Requests for refunds will not be granted after the initial roster deadline except in the case where a direct to state team player is removed from the roster prior to the state deadline. It is a player's responsibility to submit refund requests to the AATL LLC. Full refunds (include \$3 USTA National Processing fee) will only be given by the AATL for the case where teams advancing directly to state championships have play cancelled by USTA-SC.

2.06 Other Situations: If there is a situation that is not covered by these rules and regulations, refer to

USTA State League Regulations. The advice and recommendations of the South Carolina State League Coordinator shall be secured by the LLC when deemed necessary. Questions regarding rules interpretations, refunds, Tennislink corrections shall be addressed by the AATL LLC: Shawn Risher (803-270-6428) Shawn_risher@yahoo.com

3.00 GRIEVANCE PROCEDURES (Refer to National Regulations)

3.01 ADMINISTRATION.

3.01A Grievances Committees.

3.01A (1) Local. All Grievance Committees shall consist of no less than three persons, including a chairman, to adjudicate grievances. The members of the Committee may be the same as or different in whole or part, from the committee first approved.

The Local League Coordinator has the authority to appoint the persons who shall serve on Grievance and Grievance Appeals Committees in the place of those persons listed below in the case of conflict of interest, absence or other inability to serve. Substitute appointments will come from members of the volunteer list given below the Grievance Committee.

The AATL Singles League Grievance Committee is:

James Mosteller, Chairman

Kristin Reamer, Member

Courtney Whitlow, Member

3.01B (1) Grievance Appeals Committees. All Grievance Appeals Committees shall consist of no less than three persons, including a chairman, to consider Appeals from the Grievance Committees. No member of a Grievance Appeal Committee may be a member of a Grievance Committee. The members of the Committee may be the same as or different in whole or part, from the committee first approved.

The Local League Coordinator has the authority to appoint the persons who shall serve on Grievance and Grievance Appeals Committees in the place of those persons listed below in the case of conflict of interest, absence or other inability to serve. Substitute appointments will come from members of the volunteer list given below the Grievance Committee.

The AATL Spring League Grievance Appeals Committee is:

Mo Garcia, Chairman

Ben Holmes, Member

Kenny Brown, Member

3.03B Local League Procedures.

3.03B (1) A complaint against a player or team alleging a violation during local league competition shall be filed in writing with the LLC prior to the commencement of the next team match in that flight involving such player or team, or within twenty-four (24) hours after the end of local league play, whichever occurs first, except a complaint based on ineligibility under USTA League Regulations which may be filed after knowledge thereof.

3.03B (2) Upon receipt of the complaint, the LLC shall send a copy of such complaint to the State Singles League Coordinator, party(s) to whom the complaint has been made and the Grievance Committee.

Grievance Procedures are outlined in the USTA League Regulations 3.00 Grievance *Procedures. The form for filing a grievance can be found at, www.aikentennis.com, under rules.*

MATCHES AFFECTED BY INCLEMENT WEATHER (Rules and Procedure)

General Weather Related Rules (Apply to all Inclement Weather Cases)

W1. Matches may only be postponed if courts are unplayable, as verified by both team captains, due to moisture, freezing, or the match time temperature is below 32 degrees. Matches may not be postponed due to excessive wind or heat.

W2. Matches may not be postponed more than one hour before match time, unless email notification of facility closure is received.

W3: Only players on the team roster for the originally scheduled match date/time are eligible for make-up matches.

W4. If some courts are playable at match time, other individual matches, not started due to unplayable courts, may not be postponed to a later date unless courts are still unplayable 30 minutes after the original match time. Postponed individual matches are subject to rules 2A-2D below.

W5: Team Captains shall schedule all individual and team make-up matches. Since substitution applies to all matches not started, exchange of scorecards and relying on players to arrange times to complete a make-up match is NOT permitted.

W6: Failure to follow the prescribed inclement weather make-up procedures listed for cases 1-3 will result in defaults.

Case 1: If courts are unplayable due to moisture, or temperature is below 32 degrees at match time, and both captains agree to postpone the match.

1A. Postponed matches shall be scheduled for play to occur within 14 days from the original match date.

1B. Within 24 hours from match postponement, the home team captain shall provide the Visiting team captain a minimum of 2 dates to choose from for the make-up match(es) for each affected position, with proposed match times, (maximum of one Saturday or Sunday date for postponed weekday match, weekday times before 6pm may be given, but do not count toward the 2 date per position minimum as these times do not accommodate working players. The AATL LLC shall be notified, via email, of the postponement and proposed make-up dates/times at the same time as the visiting team captain. Acceptable examples for a 5 position match, rained out on a Sunday, include (2 options for each singles position, and 2 options for each doubles position,

*Monday, All positions at 6:30pm

*Sunday, Singles (1 position at 2pm or 7pm), Doubles (2 positions at 7pm) *Wednesday #2, Singles (2 positions at 7pm), Doubles (2 positions at 6pm)

Note: 3 different days are given, that include times after 6pm during the week, and any time on one weekend day. 5 total singles position times, and 7 doubles position times are provided. This is slightly more than the minimum, and captains are encouraged to provide as many options as they can. When individual matches are played on different days, they are recorded on the scorecard based on the order played. The first match played is #1, second #2, etc..

1C. After receiving the proposed make-up dates/times, the visiting team captain may decide how many of each position are played on the given dates/times and notify the Home Team Captain and League Coordinator, via email, within 24 hours (NOTE: Based on the timing in rules 1B and 1C, the schedule for make-up matches should be established with 48 hours after original match postponement.) If agreement between captains can't be reached, any disputed individual matches will be made up at a time decided upon by the LLC.

1D. After make-up scheduling, if a team must default an individual match on any of the make-up dates, the defaults shall be recorded at the lowest positions when scores are entered in TennisLink regardless of the defaulted match position.

1E. If a make-up match must be postponed due to inclement weather, it must be made up within one week or prior to the end of the original 14 day make-up window, whichever is later on the calendar, and rules 1A-1D, or 2A-2D as applicable, apply to all successive make-ups with the one week limitation applied.

Case 2: A court becomes unplayable after match start time, but before the start of the first point in the individual match.

2A. Case 1 rules 1A-1E apply.

2B. Defaults received during scorecard exchange count if any individual match has started, but are null and void if no individual match has started.

2C. For make-up matches, substitution of players on original scorecard may include any player eligible per rule W3.

2D. In the case of defaults received at originally scheduled match time, the players listed on the scorecard at original exchange receive the default, and are not eligible for substitution at other positions for this team match.

Case 3: Courts become unplayable due to moisture after the first point has been played in an individual match.

For this case, the match must be resumed from the exact point where it was stopped (i.e., same players, score, court position, court surface but not exact court, and service rotation) rescheduled for completion within 3 weeks of the original match date using rules 1A-1D above. Court surface may be changed if agreed upon by both captains.

MATCH CONFLICTS WITH OTHER EVENTS

Except in the event of weather, matches shall not be played after the originally scheduled match date, under penalty of default. Matches may be played in advance of the originally scheduled match for 2 reasons: (1) If the match date interferes with a USTA League Championship. (2) Special event deemed acceptable by the Local League Coordinator (i.e., tournament, tennis facility event, funeral, facility closure, etc., with number of players unaffected <number required to play a team match without full team default). For a conflict to be granted, the captain requesting a conflict must notify the LLC in writing no less than 14 days prior to the event causing the conflict, with a description of the event, and the names of the affected players. If the request for a conflict is granted, both captains will be notified, and only the players named will be permitted to compete in the conflict matches. The conflict matches shall be played prior to the regularly scheduled match.

If a conflict is granted, a minimum of three dates, with proposed match times should be given to the visiting captain to play the match early using the procedure given in rules MATCHES AFFECTED BY INCLEMENT WEATHER rules 1B- 1C. If no agreement can be reached on a date to play, the Local League Coordinator has the final say using dates proposed by both captains. If it rains the day of the conflict match, and no other day can be agreed upon to play, then the original date of the match stands.

DUTIES OF TEAM CAPTAIN

The following includes duties for AATL Captains which are enforceable as part of the AATL regulations.

Team Registration:

1. Complete Captain Registration Form on Aikentennis.com.
2. Familiarize all team members with regulations.
3. Secure at least three players by initial roster deadline.
4. Ensure all players meet the eligibility requirements as listed in these regulations.
5. Secure a facility for team to play out of, ensure membership requirements are met by all players, fees are paid to facility, and obtain a minimum of 3 court reservations for each scheduled match time.
6. Team captain is responsible for notification and communication to each team member, all information needed from or distributed by the LLC.

Match Play:

1. Each team must guarantee availability of 3 courts for AATL matches. Any approved USTA surface is permissible. It is the home team's responsibility to have courts available and playable at match time. Separated courts may be used. Captains must designate the exact location of any separated courts prior to the match in writing (email) to visiting captain and LLC.
2. Home captain should contact visiting captain prior to match to confirm match location and match time. Also, it is the responsibility of the home team captain to contact the visiting team captain if courts are not playable. The captains may then discuss postponement, movement to another location, or rescheduling. If weather and availability of courts at visitor's site permits play, match should be played at visitor's courts.
3. Home team captain shall reschedule weather affected matches immediately and report rescheduled time to LLC within the 24-48 hour deadline.
4. Home captain shall convey to visiting team, at time of match and before exchanging lineups, if he/she is using multiple surfaces and which positions are on particular surfaces.
5. Scorecards are to be printed by captains from TennisLink for use during line-up exchange
6. Captains shall exchange line-ups simultaneously at match time. After scorecards have been exchanged, if a team receives a default, the receiving team may not change their line-up.
7. Persons serving as match captains are to agree on scores and players' names (as they appear in TennisLink) on scorecard before leaving match and sign each other's scorecards. The signed scorecard will be official agreement of the final match scores, and be used as records if later disagreement occurs.
8. Report scores through TennisLink immediately after each match. Any player on either team may enter the scores. Scorecards should be compared to be sure the names and scores are correct.
9. Errors in entering scores in Tennislink must be corrected by the LLC. Prior to requesting LLC correction, captains should agree that the correction is required. The LLC should be notified by one of the captains, via email with CC: of the other captain, the exact details of the required correction including match number, individual match line number, and the player/score correction required.

Sportsmanship: "Sportsmanship is the expectation that a player, coach or spectator abide by the rules of tennis and that they act at all times with fairness, courtesy and respect for others."

USTA publication "The Code", a handbook of ethics and fair play should be understood and followed by every player. Captains and team members are urged to become familiar with "The Code". The following additional guidance or clarification is provided:

1. Captain shall ensure team practices good sportsmanship.
2. CELL PHONES and all other electronic devices must be turned OFF. If a cell phone rings during a point, the opponent wins the point based on a hindrance. Emergency response personnel may utilize electronic devices, worn on their person, and set to vibrate mode for notification. Emergency response personnel shall notify their opponents of their status if a return call must be made during a match.

3. Every player is expected to call shots on their side of the net, and loud enough for his/her opponent to hear. Any out ball must be called promptly; otherwise, it is presumed good and in play. Late calls (made by player after their return clears net or goes out) shall be avoided, and are not to be honored by opponents.
4. Balls that are not clearly out should be ruled as good for the opponent. In the case of doubles, when a partnership is in disagreement of an in/out call (disagreement means both are certain but with opposite conclusions, and not that one is certain and the other uncertain), it should be awarded to the opponent.
5. Players shall call the score before each game and point to avoid confusion.
6. Players shall advise their home fans to show sportsmanship and applaud for good shots made – not points won from errors. Also, respect players on neighboring courts. Spectators may not aid players in making a line call, or in determining the correct score. Spectators should not communicate with players in regard to match specifics, or participate in the match in any way. Spectators should refrain from expressing opinions related to the match even if asked by players. Spectators shall not sit or stand at the end of the court immediately behind the servers or receivers if it is distracting to the players. Players may suspend a match to obtain captain's assistance to deal with an incident of spectator interference.
7. While spectators may clap for points well played, it should be remembered that the well-played point should be applauded regardless of who won the point. It is considered to be poor tennis etiquette to clap for unforced errors. It is the responsibility of each team to control the noise and behavior of its spectators. Loud, boisterous or unsportsmanlike behavior is unacceptable. If a problem exists with a spectator, the player(s) or her opponent(s) should ask the spectator to refrain from the particular behavior. If the behavior persists, team captains should be summoned to handle the situation.
8. Coaches or club pros must refrain from intrusion in discussions or negotiations between players or captains unless specifically asked by BOTH captains. Even then, it is the responsibility of the two captains, not the pro, to decide on the resolution of the incident.
9. DO NOT RETURN obviously out serves. This is considered rude, may be gamesmanship, and may unnecessarily delay the server to the point where granting a let is in order.
10. No spectators, children, pets or other team members shall be permitted within the confines of the playing area.