

FOX VALLEY WOMEN'S TENNIS LEAGUE
BY-LAWS
Updated May 2026

NAME: The name of this association is the Fox Valley Women's Tennis League.

PREAMBLE: The Fox Valley Women's Tennis League is committed to competitive tennis in an enjoyable and social atmosphere.

I. STRUCTURE

A. Membership of the Fox Valley Women's Tennis League presently consists of the following clubs:

Barrington Hills Country Club
Biltmore Country Club
Dunham Woods Riding Club
Farmington Bath & Tennis Club
Hawthorn Woods Country Club
Inverness Golf Club
Ivanhoe Country Club
Lifesport Lincolnshire Tennis Club
Midtown Athletic Club
Park Ridge Country Club
Royal Melbourne Country Club
South Barrington Club
Twin Orchard Country Club
The Club at Wynstone

B. Any new club admitted to the League must be a private club with outdoor courts and clubhouse facilities. Any club that became a park district facility before 1990 may retain its League status.

C. There shall be four Divisions within the League: A, B, C, and D

D. Any new club seeking admission to this association shall submit a request in writing to the Executive Committee.

II. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer, all serving continuous two-year terms, unless an election is requested through the Nominating Committee.

B. The Nominating Committee shall consist of four persons other than the Executive Officers, approved by the Members-At-Large. No two Nominating Committee members shall be from the same club.

C. The election of nominated officers shall be voted upon at the annual Fall meeting by the entire membership.

D. The duties of the Executive Committee are to govern, interpret, and arbitrate the activities of the Fox Valley Women's Tennis League in accordance with its By-Laws.

E. A PlayDay Club shall be appointed annually by the President.

F. If an officer of the Executive Committee vacates her office, the Nominating Committee shall hold an election and the President shall appoint a temporary officer in the interim.

G. Any League expenditure which falls outside of normal operating expenses (i.e., postage, copying, stationery, plaque engraving, etc.) must be approved by the majority of the Board.

III. BOARD OF DIRECTORS

A. Members-at-Large

1. Members-at-Large shall be elected from their respective clubs.
2. Members-at-Large shall serve two-year terms, or longer if reappointed by their club.
3. Each Member-at-Large shall get one vote to represent the position of her club. If there is representation by more than one member from a single club, there shall be only one vote for that club.

B. Voting Members of the Executive Committee

1. The Vice-President, Secretary, and Treasurer shall each have one vote.
2. The President shall vote only in the case of a tie.
3. Executive Committee members do not vote as representatives of their respective clubs; rather, their votes should represent what they consider to be in the best interest of the League.
4. For votes that do not require the Members-At-Large, Committee members may vote by email.

IV. MEETINGS

- A. A Spring Board Meeting shall be held at least four weeks before the playing season commences to determine the following:
 1. Commitment to the number of teams fielded per Division per club.
 2. Collection of dues from clubs.
 3. Discussion of current matters.
- B. A Fall Board Meeting shall be held following both the regularly scheduled season and PlayDay to discuss business relating to the past season and items for consideration relating to the next year's season.
- C. The President shall call special meetings as deemed necessary.

V. TEAM AND MATCH SCHEDULE

- A. Eight scheduled matches shall constitute the season.
- B. Match play shall begin the last week of May or the first week in June depending on the timing of the fourth of July holiday.
- C. The League Website Liaison shall attempt to create a schedule with the League Scheduler that allows each team to play every other club in its Division/Flight.
- D. The League Scheduler shall attempt to create a schedule that allows teams to play home and away matches in equal numbers. However, due to clubs not fielding teams in equal numbers in all Divisions, and due to the inability of some clubs to host more than one team per day, scheduling inequities are inevitable and must be understood by the membership.
- E. A firm commitment to the number of teams to be fielded by each club and the Division in which they will play shall be submitted to the Board at the Spring Meeting; dues are to be paid at this time.

- F. The A and C Divisions shall play scheduled matches on Wednesdays.
- G. The B Division shall play scheduled matches on Thursdays.
- H. The D Division shall play scheduled matches on Fridays.
- I. Each team in each Division shall be comprised of three doubles teams: Court 1, Court 2, and Court 3.
- J. The Members-at-Large shall enter rosters of team members with email addresses and phone numbers on the League website by one week prior to the first match.

VI. CAPTAIN'S DUTIES

- A. As captain, you should provide each team member with a team roster, the team schedule for match play, and directions to the clubs. If any team member is new, make sure she understands the league policies. Direct all players to the league website at www.foxvalleytennis.com for directions, team standings, etc.

As host captain, you should telephone the visiting team two (2) days before your scheduled match to discuss lunch arrangements. Ask if there are any team members with special dietary needs and discuss your club's method of payment for the luncheon. Captains from the "cash only" clubs (see attachment for Reciprocal Clubs) are to collect \$210 (lunch/tennis fee is \$35) and present it to the host captain at the time line-ups are exchanged. It is expected that all team members remain at the host club for lunch. Lunches can also be boxed for take-out, if necessary. It is helpful to alert the visiting team to any extreme road construction delays you are aware of.

If matches are rescheduled, both captains should discuss food options.

You must appoint a team member to assume your responsibilities for any week that you may not be available. The captain of the opposing team must be informed of this change to facilitate luncheon or rainy day arrangements for the match.

The Fox Valley Tennis League is an OUTDOORS ONLY league. If the weather is questionable for match day, contact the visiting team no later than 8:30 a.m. to make plans for an alternate make up day/time/location. **Matches are to be made up by Noon of the Friday of the last week of scheduled matches.** These matches may be outside or inside at any location that works for both teams. If your team is listed as the "home" team, the Captain must get 3 cans of balls from the Club to take to the match. If a make up match is played indoors, the players will be responsible to cover the court costs of the indoor courts, as well. (See Section VIII.B for Weather Policy).

Rain policy scoring will take place if the match has to be stopped due to the heat. If a team chooses not to start play on a specific court, they will default that court. (See Section VIII.A for Rain Policy).

If there are any additions to your team rosters, including substitutes, you **must roster** your new player **BEFORE THE MATCH IS PLAYED** at www.foxvalleytennis.com. You must know your club's User ID and password to enter the "log in" section on the website. Please review the substitution rules of the By-Laws. You may draw subs from ALL the members of the teams immediately below you. (See Section VII. G&H) If there is a problem with entering Score Sheet information into the website, an email must be sent to the President by 6:00 p.m. the day of the match.

- B. All outdoor matches start at 10:00 a.m. The home team is responsible for providing timers to be located between courts; start them promptly at 10:00 a.m. Warm up/default times are as follows: If someone is 15 minutes late, they forfeit warm up. If they are between 16-30 minutes late, they lose the 1st set. If they are more than 30 minutes late, they forfeit the entire match (all 3 points). Indoor times may vary in case of rain; make sure you communicate to your team if the start time of a match changes when you move indoors. **NOTE:** Any set tie-breaks that are played when the time goes off, finish the point you are playing only. If the tie-break is not completed at the end of the point, the tie-breaker game does not count. This Fox Valley League will use the Coman rotation for tie-breaks. The difference is that the players switch ends after the first point and then after every four points (instead of every 6 points). This way

the servers are serving from their same side and there will not be a big swing in the first six points if it's sunny, windy, etc.

Know the penalty for arriving late to a match. If you are unable to field three courts for the scheduled match, please inform the opposing team as soon as possible. The forfeited match will always be on court 3. (Restated in Section VII.H for Default Rules)

As host captain, you must go to the website, www.foxvalleytennis.com and enter your match scores using your club's User ID and password in the "log in" section on the website. To keep the standings current, you must enter scores by 6:00 p.m. the day of the match. A copy of the Score Sheet shall be retained by both captains. Only Official Score Sheets shall be accepted.

Keep a copy of the By-Laws with you at all matches. If you need to protest a match, you must file a written grievance for your team and submit it via email by 6:00 pm the day of the match/incident to the league President, Sharon Martinez, through your club's Fox Valley Representative. All information must be submitted in writing and Executive Board members should not be contacted directly. The matter will be investigated by the Executive Board. If the matter involves an Executive Board member's home club, that Executive Board member shall recuse herself. If the matter involves more than one Executive Board members' clubs, then the matter may go to the Members-At-Large whose clubs are not involved for a vote. The President may seek others from clubs not involved to form a grievance committee. **PROTESTS ARE SERIOUS AND SHOULD OCCUR RARELY.**

- C. Dress shall be 75% white; warm-up suits are not subject to the "white" rule. If a violation occurs, the matter will be addressed by the Fox Valley Board.
- D. The host team's responsibilities include:
 - 1. Greeting the Visiting Team as they arrive.
 - 2. The provision of balls, towels, and a courtside beverage.
 - 3. The attempt to provide three courts of the same surface, although this is not always possible.
 - 4. Hosting the post-match luncheon.
- E. Written line-ups must be exchanged by team captains PRIOR to match play.

VII. MATCHES

- A. Matches shall start precisely at 10:00 a.m.
- B. The warm-up shall be no longer than fifteen (15) minutes and is considered to be part of the match. Practice serves must be taken ONLY during the warm-up. If the toss has been decided, practice serves may be taken from the end of the court from which each player shall be serving. However, a player may only take practice serves from one end of the court.
- C. Matches shall be three sets/two hours, whichever is first.
- D. Time Limit Scoring: If a set is tied, the point is split. If a team is ahead by one game, the point is split. If the set hasn't started, the point is split. If a team is ahead by two games, that team wins the point. Any game point "in progress" at the time limit must be played ("in progress" is defined as "in service motion" and includes a second serve if the first serve is a fault). If the game is not completed, it does not count.
- E. All cellular phones MUST have ringers turned OFF for the entire match, and all smart watches must be on silent mode and not used during any game. NO EXCEPTIONS! Players may check phones and smart watches in a **true emergency situation** or if agreed in advance by all players on that court.

- F. A rostered player may sub up to 3 times in the next available higher level at their club. If a club has multiple teams at the next higher level, a player may only sub for one of the teams. If a player plays a 4th match in the higher level, that player is no longer eligible to play in the lower level for the rest of the season, and any subsequent matches played at the previous level will be defaulted.
- G. Teams will be penalized for an illegal line-up; the points for each infraction shall be awarded to the opposing team.
1. The suspicion of an unfair line-up should be reported the same day by the Team Captain to her club's Member-at-Large.
 2. The Member-at-Large shall email the grievance to the President by 6:00 p.m. the day of that match. The grievance may be followed up with additional information in writing via email to the President.
 3. The grievance shall be investigated by the Executive Board as outlined in Section VI.B who shall determine how the points shall be awarded for the affected match.
 4. An "illegal lineup" shall include situations that do not follow these general rules:
 - a. Court 1 players should be rated higher than (or generally be a stronger player than) the Court 2 players in the lineup for that day.
 - b. Court 2 players should be rated higher than (or generally be a stronger player than) the Court 3 players in the lineup for that day.
 - c. Currently rostered 4.5 and above players are not allowed to play B level.
 - d. With prior board approval, clubs that do not have an A team may have "A" players on their B level team as "Exemption Players". Such Exemption Players must play on Court 1 with a lower level B player. Board approval of the pairing prior to the match is required, otherwise default rules will apply. Lower level players who plays "up" with Exemption Players will not be penalized for playing a lower court in another match. This same process applies for clubs that do have a B team or C team.
- H. Default Rules (restated for emphasis from Section VI.B).
1. Fifteen minutes late – no warm-up; 16 through 30 minutes late – loss of first set; over 30 minutes late – loss of match. All matches start promptly at 10:00 a.m. Player must be on court not to be considered late.
 2. If courts/matches must be defaulted, the club's captain should be contacted as quickly as possible so she can notify her team.
 3. If courts/matches must be defaulted, the lowest court must be defaulted and all remaining teams must move up
- I. Injury Rule: If a player is injured during match play, the player may take one 5 minute time-out. If the player is then unable to continue, that team receives 0 set points for any sets not completed and their opponent receives 1 set point for any sets not completed.

VIII. Weather

A. Rain Policy

1. In case of rain on match days, the host Captain shall contact the visiting Captain by 8:30 a.m. on the morning of play to determine play for the day. If the Captains decide to cancel the match due to rain, the teams will have two (2) weeks to reschedule the match to an agreed-upon date prior to Noon of

the Friday of the last week of scheduled matches. Each captain must give three (3) reasonable dates for the rescheduled match. The captains should communicate in writing. If the parties come to an impasse about finding a makeup date, the party responsible for the impasse as determined by the Board will be defaulted. These rescheduled matches may be outside or inside at any location that works for both teams. The "home" team is responsible to provide 3 cans of balls for the make up match. If the Board determines that a **"good faith" effort** is made by both teams to reschedule the match, but a day/time cannot be agreed upon, then the match gets recorded as a 0-0 in the standings.

2. If rain interrupts play, the following shall apply:
 - a) Any set played: points stand.
 - b) If before 10:30 am: score does not stand. Reschedule match and roster can be changed.
 - c) If between 10:31 am and 11:00 am: Reschedule match, with scores continued as of the time of the rain delay, and players stand. (Courts can be played at different times, if need be).
 - d) After 11:00 am, the following shall apply:
 - 1) Any set played – points stand
 - 2) If play stopped – score as Time Limit scoring (See Section VII.D).
 - e) Players must stay on premises during the rain delay until play resumes or the captains agree that the match be rescheduled.

B. Weather Policy

If there is a heat index over 100 degrees (or other weather event not covered elsewhere in the Bylaws), every effort shall be made to play the match. Team captains shall have the following options:

1. Play match as scheduled;
2. Play match earlier in the day, if courts are available;
3. Captains shall have discretion to move a match indoors (if available) or to reschedule the match.

IX. ELIGIBILITY

- A. Players must be adult members (21 or over) of a club within the Fox Valley league, or spouses/partners of such a member. Tennis professionals or junior club members may play in, but default rules shall apply.
- B. No player may play for more than one club in the FWTL.
- C. Players must be rostered BEFORE the match.

X. AWARDS

- A. First place teams in each Division/Flight, shall be determined by **an average of:**
 - (1) the points won / points lost ratio; and
 - (2) the points won / points lost ratio from games actually played. In case of a tie, winner will be determined by sets won, games won.
- B. Awards shall be given at the annual PlayDay Meeting.

XI. PLAYDAY

- A. Each season shall culminate with the annual PlayDay, to be hosted by Member Clubs.
- B. In the event of rain canceling play at the various sites, the luncheon shall be held at the host site.

XII. AMENDING PROCEDURES

- A. Amendments to the FVWTL By-Laws may be proposed at meetings of the Board of Directors.
- B. Any proposed amendments must be sent to all voting members of the Board of Directors at least two weeks prior to the date of the meeting when the vote is to take place.
- C. Any proposed amendment to the By-Laws must be passed by an affirmative vote of a majority of the voting members (or a proxy) present at the meeting.
 - 1. Once a proposed amendment had been approved by a majority of voting members present, the approved proposed amendment must be provided, in writing, to the playing membership prior to any season.
 - 2. The approved proposed amendment shall stand for one season on a trial basis.
 - 3. Near the end of the season, the approved proposed amendment shall be voted upon by the Executive Committee and Members-at-Large of the FVWTL.
 - 4. The proposed amendment must be passed by a majority of the ballots cast at a meeting in order to be permanently incorporated into the FVWTL By-Laws.