

## Requesting Non-member Participation on Central Park Tennis Club USTA teams – the Process

(This document supplements the Central Park Tennis Club USTA Guidelines dated October 2016)

From the CPTC USTA team formation guidelines:

*Team Captains must petition the Tennis Committee for non-member participation.... The Tennis Committee will only approve non-member participation when a captain can demonstrate that all members at that level have been asked to play. Team Captains are encouraged, but not required, to have eligible players “play up” (e.g. a 4.0 player playing on a 4.5 team).*

### Overview

Any captain wishing to add non-member players must petition the tennis committee as soon as possible in advance of the team deadline set by USTA. Consideration should be given that time is needed for the tennis committee and the staff to adequately notify the membership of openings on a CPTC team.

### Process

- Three months or so before team forms are due to USTA, the Club will communicate to past captains, interested captains, and the general membership that USTA teams for that season should be getting formed. This document will also be provided as a reminder to those who may want to request non-member participation on a team. Furthermore, this document will be sent to all past captains who have previously requested non-member participation on a team.
- The Club will communicate that any captain who wishes to add non-members to a team roster must submit a request to the Tennis Committee prior to submitting USTA team request paperwork to the Club Manager.
- If the Tennis Committee determines that this might be a viable request, they, along with the staff, will notify members that there are openings on a team for members rated at that level and that the team will be filled with members rated at that level prior to non-members being allowed to participate.
- CPTC staff will advertise team availability in the following ways when possible, and a deadline for the member to contact the captain will be specified:
  - The Baseline
  - The weekly email blast and perhaps a separate dedicated email blast
  - The TV in the bottom lobby
  - A sign-up sheet at the front desk
  - Bulletin boards in locker rooms
- In addition to the above notification, the team captain will make a reasonable effort to contact all members rated at the level of play.
  - The staff will assist the captain in identifying members known to be at the USTA level
- The captain will email those members with a team invitation, including a firm deadline for response. Any interested members looking for a team must make a good faith effort to contact any captain at that level **by the publicized deadline**. If that captain is not responsive, the interested member should make a good faith effort to contact the Club Manager or the chair of the Tennis Committee as soon as possible and before USTA team formation forms are due. It is

incumbent on both the captain and the interested player to communicate interest, need, and the team formation status.

- It is at the USTA captain's discretion to include member players from a lower level of play. On a combined rating team, such as mixed or 55+, it is also at the captain's discretion to include members at a lower USTA level than the "average" rating for that team (e.g., allowing a 4.0 on a 9.0 team).
- The Tennis Committee recognizes that at certain age and performance levels it can be more difficult to form teams (e.g., 2.5, 5.0, 9.0, 10.0, 65+) and that these levels may be more apt to request non-members to supplement their USTA roster.
- The Tennis Committee recognizes that in some limited circumstances a team captain may request the addition of non-members after the team registration form has been submitted and/or after the start of the season.
- The Tennis Committee can set a ratio of members to non-members on any one team, determine the maximum non-member participation allowed, and impose a limitation of the number of seasons any one non-member can participate on a CPTC team. Please refer to the Central Park Tennis Club USTA Guidelines for more information.

#### 2016 – 2017 USTA Deadlines

<b>Season</b>	<b>USTA due date</b>	<b>Period of play</b>
Adult 55	8/1/2016	Sept - Nov
Mixed 18	8/1/2016	Sept - Dec.
Adult 40	12/5/2016	Jan - March
Adult 18 Day	2/1/2017	Mar - June
Adult 18 weekend	2/15/2017	Mar - June
Adult 65	2/1/2017	Mar - May
Mixed 40	4/1/2017	June - Aug
Mixed 55	5/1/2017	June - Aug



## REQUEST TO ADD NON-MEMBER TO CPTC USTA TEAM

Requester's Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Which USTA League \_\_\_\_\_

What level of Play? \_\_\_\_\_ Dates of Play? \_\_\_\_\_

Have you read CPTC's current USTA Team formation policies? \_\_\_\_\_

Are you asking for an exception? \_\_\_\_\_

How many confirmed members do you have on your team? Please list their names here:

How many non-members are you requesting?

What attempts have you made to fill this team with members?

Would you like to present to the Tennis Committee?

All request forms must be filled out completely before they will be reviewed by the Tennis Committee.

\_\_\_\_\_  
Requester's Signature                      Date

\_\_\_\_\_  
Tennis Committee Chair                      Date

Requester's contact information (email/phone):

Approve

Decline