

## HOW TO HANDLE A FORFEIT

If a team does not have a full line up of players (8 players for 3.0-4.5 or 5 players for 2.5 and 5.0) you may forfeit up to two courts for a five court match or one court for a three court match without a Grievance being filed.

If a team knowingly begins a team match without a full complement of players for the lineup (e.g. 6 players rather than 8) said team **must** forfeit from the bottom. For example, a team with 6 players could either forfeit #3 doubles or both singles courts.

If a team knows 24 hours in advance of their scheduled match that they intend to forfeit a court, the captain **must** contact the facility and the opposing captain to cancel the court. **Note: A facility may charge a fee unless notice is given 24 hours in advance. The forfeiting captain may be responsible for full payment of that court unless the facility has been notified in advance of the cancellation.**

To contact the opposing Captain log into your account on tennislink and go to my My Teams, click on [Team Captains Report](#). As a Captain you will be able to view the contact information for all Captains in your division.

## LINE UP EXCHANGE-Substitutions

Please exchange the lineup card with the opposing captain 10 minutes prior to match time.

A player may be substituted for after the exchange if an injury, illness, or disqualification occurs during warm up. If a player no shows or is going to be past the 15-minute default time after the lineup has been exchanged, a player from the team can be substituted for that player only. That player must be registered and be ready to walk on the court. Five minutes warm up time is allowed.

After the match has started or the 15-minute default time as expired no substitutions are allowed.