

# **By-Laws of the New England Preparatory School Girls Tennis Association (NEPSGTA)**

## **Article I - NAME AND PURPOSE**

1. This organization shall be known as the New England Preparatory School Girls Tennis Association (NEPSGTA), hereinafter referred to as "the Association."
2. The purpose of the Association shall be to promote and develop the sport of tennis for the mutual benefit of member schools and their female student-athletes.
3. The Association shall also foster professional relationships among schools, coaches, and spectators, and uphold the values of sportsmanship, fair play, and educational athletics consistent with NEPSAC principles.

## **Article II - MEMBERSHIP**

1. Membership is open to all NEPSAC member schools that field a girls varsity tennis team and that pay the Association's annual dues.
2. Dues must be paid in full by November 1 of the current school year for a school to be considered a member in good standing.

## **Article III - OFFICERS**

1. The officers of the Association shall be a President, a Secretary, and a Treasurer.
2. The President and *Secretary* shall be elected in the same year and the *Treasurer* shall be elected in an odd year.
3. Each officer will be elected for a three-year term at the annual meeting of the Association.
4. The President shall preside at all meetings of the Association and shall coordinate and direct the work of the organization during their term of office.
5. The Secretary shall record the minutes of all meetings and distribute them to member schools prior to the next meeting.
6. The Treasurer shall collect all dues, maintain accurate records of all receipts and expenditures, handle financial transactions as authorized by the Association, and present a written financial report at the Annual Meeting.
7. There shall be an Executive Committee consisting of the officers, the immediate past President, and representatives from each district/class.

8. The Executive Committee shall have the authority to conduct the business of the Association when a quorum is not present, to act on Association business when a full meeting is not feasible, and to enforce disciplinary measures for non-compliance with these By-Laws. The Executive Committee shall make every reasonable effort to consult the broader membership on significant or potentially controversial matters.

#### **Article IV - GOVERNING PROCEDURES**

1. These By-Laws may be amended by a two-thirds majority of member schools present and voting at the Annual Meeting. Only schools present may cast a vote (one vote per school). The Secretary shall take a roll call of member schools at the start of each meeting.
2. The Annual Meeting shall be held in the winter or spring. Notice of the meeting shall be sent to the membership at least two weeks in advance.
3. A quorum for the transaction of ordinary business shall be a simple majority of the member schools present. The President may vote to break a tie.

#### **Article V - GOVERNING POLICIES**

1. Annual Association dues shall be set by the Executive Committee and communicated to the membership each year. Dues are payable by October 1, with a grace period extending to November 1.
2. To remain a member in good standing, a school must pay its dues and have a representative attend the Annual Meeting at least once every two years.
3. Membership in good standing is required for participation in post-season activities.
4. Member schools are required to respond in a timely manner to Association and NEPSAC requests for information, including schedules, team rosters, match results, and all-star balloting.
5. Non-compliance with these By-Laws or with the Association's ethical standards may result in disciplinary action by the Executive Committee. Possible sanctions include a letter of censure, loss of Association privileges or awards, or suspension of membership for the following season. Notice of any disciplinary action shall be sent to the coach, Athletic Director, and Head of School.
6. All regular-season and tournament matches involving member schools shall be governed by applicable NEPSAC regulations.

7. Standing Committees may be appointed to study issues and make recommendations to the membership. There shall be one Standing Committee for each classification.
8. The President may appoint Ad-Hoc Committees to address specific issues. The term of an Ad-Hoc Committee shall coincide with the term of the President who appointed it, unless the succeeding President continues the committee.

### **Classification**

9. The Association shall classify member schools for the purpose of tournament selection and equitable competition. Classification shall be determined in accordance with the criteria outlined by the NEPSAC Executive Board and the guidelines of this Association.

### **Primary Criterion - Female Enrollment**

10. Schools shall be classified primarily on the basis of female enrollment at the start of each school year. The Association has established the following enrollment parameters:
  - **Class A:** 250 and above
  - **Class B:** 180 to 249
  - **Class C:** 110 to 179
  - **Class D:** 109 and below

### **Additional Factors**

11. In conjunction with female enrollment numbers, the Association shall also consider the following when determining classification:
  - Strength of program
  - Non-league schedule
  - Program history
  - League affiliation

### **Classification List**

12. The Association shall maintain and publish an annual Classification List. The most recent list shall be made available to all member schools.

### **Petition for Classification Change**

13. A member school may petition for a change in classification under the following conditions:
  - a. The school must be a member in good financial standing with the Association (all past dues and tournament fees paid in full).

- b. Petitions must be submitted in writing by the school's Athletic Director and must clearly outline the school's rationale for requesting a change in classification.
- c. Petitions must be emailed to the President of the Association by the published deadline for the upcoming season.

### **Duration of Classification**

- 14. Once a classification change is approved, the school shall remain in the new classification for a minimum of three (3) years. Schools experiencing temporary enrollment fluctuations are encouraged to take a long-term view of their enrollment and program plans (three to five years) when considering a petition.

### **Authority and Appeals**

- 15. The Executive Committee of the Association shall review all petitions and determine classification placements. In cases of disagreement between a school and the Association, the matter may be referred to the NEPSAC Executive Board for a binding decision, consistent with NEPSAC Classification Policies and Procedures.

## **Article VI - TEAM CHAMPIONSHIPS**

### **Purpose**

- 1. The Association shall conduct an annual end-of-year Team Championships tournament to determine class champions in girls' tennis. The tournament shall be organized by classification and conducted in accordance with these By-Laws and applicable NEPSAC regulations.

### **Format by Classification**

#### **a. Classes A and B**

- 2. Dual matches shall consist of six singles and three doubles (repeats permitted). Each individual match shall count as one point. A dual match shall therefore be contested out of nine points.
  - Singles: Best two out of three sets, no-ad scoring, with a ten-point tie-break in lieu of a third set.
  - Doubles: Eight-game pro-sets, no-ad scoring. Brief coaching shall be permitted during changeovers. A coach may stop the dual match once a team has secured five points (victory).

#### **b. Class C**

3. Dual matches shall consist of four singles and three doubles (no repeats permitted). Each individual match shall count as one point. A dual match shall therefore be contested out of seven points.
  - Outdoor matches: Best two out of three sets with ad scoring, and a ten-point tie-break in lieu of a third set.
  - Indoor matches (due to weather): Matches may be reduced to eight-game pro-sets with ad scoring when limited courts or time constraints require it. Brief coaching shall be permitted during changeovers. All individual matches must be completed even after a team has secured victory, so that every player has the opportunity to compete.

### **Tournament Schedule**

Quarterfinal and semifinal dual matches shall be played on Saturday. Finals in each classification shall be played on Sunday.

Quarterfinal matches shall generally begin in the morning on Saturday, with semifinal matches in the afternoon. Exact times may be adjusted by mutual agreement of the competing coaches or by the host site when necessary.

4. Finals shall be hosted, when possible, by schools with indoor courts.

### **Entry Fee and Tennis Balls**

Each participating team shall pay a tournament entry fee in the amount established annually by the Executive Committee. Payment shall be made through the designated NEPSAC or Association payment portal.

5. Each team must bring a sufficient number of new cans of tennis balls (as specified in the annual tournament information) to its first-round match. Matches shall be played with balls provided by one of the two competing schools; the winning team shall take any unopened cans forward to the next round.

### **Lineup Integrity**

6. Stacking of lineups is prohibited. Coaches must rank both singles and doubles players honestly according to ability.
  - A team's #2 singles player shall not be stronger than its #1 singles player.
  - A team's #3 doubles pairing shall not be stronger than its #2 doubles pairing. Coaches are expected to uphold the integrity

of the competition and not compromise fair play for competitive advantage.

**Authority**

7. The Executive Committee (or its designated Tournament Committee) shall oversee the administration of the Team Championships, including seeding, site selection, and enforcement of these rules. Any disputes arising during the tournament shall be resolved by the Executive Committee or its designee.

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**Approved:** August 21, 2026

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