



Welcome to the Flex League!

ACCESSING YOUR SCHEDULE IN TOP DOG:

Northwood uses the Top Dog website to manage and run our Flex League. This website allows you to view your match schedule, the current standings, the contact information of the other players, and to record your match scores.

All the information you need about the league and your division can be found by logging into the Top Dog website.

To get to the Top Dog Website, go to our website (NorthwoodRFC.com) and click on Tennis...Record Flex League Score and follow the links. Or, to get to Top Dog directly, click [here](#).

Once on the Top Dog website, do the following:

1. Click "Login" at the upper right side of the screen.
2. Login using your email address and the password: Northwood.
3. Click on your division name in the "Competitions" box on the left side of the screen.
4. Once logged in, you will be able to access everything described above.

Note: To view the player's contact information, you must login to Top Dog!

Reminder: Top Dog sets up who you play, but when you play your matches throughout the season is completely up to you and your opponent(s).

BOOKING YOUR MATCHES

1. All matches must be played at Northwood.
2. As a courtesy to the other players, please try to play all your matches. If you are having trouble scheduling with an opponent, please contact the club.
3. The player(s) listed first on the league schedule for the week are responsible for calling the club to schedule the match and to provide the balls for the match.
4. You may call Northwood (or stop by the desk) to book your Flex League matches. **In order to receive the discounted Flex League court rates, you must tell the desk at the time of booking that you are playing a Flex League match.** Please make sure to tell the staff the name of every person who is playing with you.



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5. You may book a court up to two weeks in advance.
6. You may **only** receive the discounted rate when you are playing an actual Flex League match for which the score is being recorded.
7. If you do not have a Northwood tennis membership, you may only reserve courts for your Flex League matches.
8. Court Cancellation Policy: Players must cancel 4 hours prior to start of court time or the player who booked the court will be charged the full court rate.

PLAYING YOUR MATCHES:

1. The Northwood Flex League follows the USTA rules regarding play. It is the responsibility of each player to know and understand these rules. Find the rules here: <http://www.usta.com/Improve-Your-Game/Rules/>.
2. Each match is scheduled for 1½ hours.
3. Each match will consist of two-out-of-three sets, no-add scoring. A seven (7) point tie break will be used. If a third set is needed, a ten (10) point Pro Set will decide the winner.
4. If match is not completed at the end of the scheduled court time, the player(s) ahead shall be declared the winner.
5. The winner of the match is responsible for reporting the score to Northwood.
 - a. We prefer you to use the Top Dog website to record your scores (see below).
 - b. If you are uncomfortable recording your scores this way, you may also report the scores to the Northwood desk staff upon completion of the match.



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RECORDING YOUR MATCH SCORES IN TOP DOG

1. To get to the Top Dog Website, go to our website (NorthwoodRFC.com) and click on Tennis...Record Flex League Score and follow the links. Or, to get to Top Dog directly, click [here](#).
2. Click "Login" at the upper right side of the screen.
3. Login using your email address (that you gave to Northwood when you registered for the league) and your password: Northwood
4. Click on your **division name** in the "Competitions" box on the left side of the screen.
5. Find the match for which you want to record the score in the "Scheduled" box on the right side of the screen (you can click "view all" if you do not see the match).
6. Once you find the match, click on "score" and record your match score.
7. Click Save and Exit when done.
8. **Note: If a match is not played by the end of the league, do not record it in TOPDOG.**

STANDINGS CALCULATIONS

1. The player with the most points at the end of the league will be declared the winner. Top Dog calculates points as follows:
 - a. 3 points shall be awarded for every match as follows:
 - i. If a match is won in 2 sets: winner gets 3 points, loser gets 0 points
 - ii. If a match is won in 3 sets: winner gets 2 points, loser gets 1 point
2. If points are tied at the end of match play, the winner of the head-to-head match will be declared the winner of the league.