

WESTERN REGION TENNIS ASSOCIATION INCORPORATED

BY-LAWS

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1.0 GENERAL BY-LAWS

1.1 Alterations to By-Laws

The By-Laws of the Western Region Tennis Association Inc. (The Association) may only be amended by the Council in accordance with the Constitution of the Association.

1.2 Interpretation

The Executive Committee of the Association will have the power to interpret these By-Laws in the event of any dispute. Any appeals against such interpretations shall be made to the Council of the Association, in writing, within 14 days of the notification to the Clubs concerned of the decision of the Executive Committee.

1.3 Name

The names "Westennis" or "WRTA" will be an acceptable abbreviation of the Association's full title in any promotional or internal communications.

1.4 Correspondence

All general inward and outward correspondence is to be directed through the Association Secretary/Administrator. Any correspondence relating to the activities of the Match Committee should be directed to the appropriate sub-committee designee. (Refer to fixture for relevant committee).

1.5 Financial Transactions

All financial transactions, including those related to any sub-committees, are to be conducted by the Association Treasurer and/or Administrator.

1.6 Fines

1.6.1 The Executive Committee and sub-committees have the power to impose fines as determined by these By-Laws (Refer - Schedule of Fines). All such fines are to be paid to the Association Treasurer and/or Administrator.

1.6.1.1 The Match Recorder can, at his/her discretion, decline to impose penalties prescribed by these By-Laws if the Recorder is not caused any inconvenience. (i.e. Phone calls to verify scores, when administering his/her recordings). However, all waiving of fines must be ratified by the Senior/Junior Match Committee.

1.6.2 Any Club not paying any fine within 35 days of notification of such fine shall automatically incur an additional fine in each such instance. If the original fine and penalty is not paid within a further 35 days, the Executive Committee shall have the power to impose another such penalty or to suspend the offending Club from all Association activities until such time as all the Club's outstanding fines are paid. All the fines issued during December will be deemed to have been notified on January 1st.

1.7 Tennis Rules

Except as varied by these By-Laws, the Rules of Tennis and Codes of Conduct as adopted by Tennis Australia shall apply to all Association events. For further details refer to Rules of Tennis or Tennis Victoria's Pennant Handbook.

1.8 Facilities

1.8.1 The Executive Committee shall determine the minimum standard of playing surfaces and facilities required by Clubs competing in Association events. The Match Committee for each competition may examine facilities at any time and determine whether they meet the minimum standard and take necessary action including the transfer of matches to other venues or the suspension of offending Clubs.

1.8.2 The Association may use any facilities of member Clubs for any activities, including finals matches, that are directly related to a competition in which the Club concerned competes provided that only those facilities that the Club normally uses for that competition are requested. All such requests must be confirmed in writing.

1.8.3 The Association may request the use of any member Club's facilities for any other Association activities provided that at least 7 days notice is given to the Club concerned and that the facilities are not required by the Club for any official Club activity.

1.9 Meetings of the Executive Committee

Any decision made in relation to these By-Laws requires a simple majority of those Executive Officers present at an Executive Committee Meeting of the Association. A quorum at such meetings shall consist of not less than one half of the elected Executive Committee of the Association. Notice of any such meetings shall be given to all Executive Officers. The Secretary/Administrator shall keep minutes of all such meetings.

1.10 Honoraria

The Council may decide to pay Honoraria to any of the following Association officials:

- Secretary/Administrator
- Treasurer
- Match Recorder
- Senior Match Chairperson
- Senior Match Secretary
- Junior Match Chairperson
- Junior Match Secretary
- Tournament Manager

2.0 SUB-COMMITTEES

2.1 Permanent Sub-Committees

2.1.1 The Council will elect the following permanent sub-committees:

- A Match Committee for the senior competitions.
- A Match Committee for the junior competitions.

2.1.2 Each sub-committee shall operate as described in these By-Laws and, unless otherwise stated by these By-Laws, shall remain in office for a maximum of 12 months.

2.1.3 Each sub-committee shall consist of a Chairperson, a Match Secretary and at least 3 members. No Club shall have more than 2 members on any one sub-committee unless insufficient nominations are otherwise received to fill the sub-committee.

2.1.4 It is the function of the appointed sub-committee secretary to keep the minutes of all meetings and report to the Executive Committee as required.

2.2 Temporary Sub-Committees

The Council or the Executive Committee may elect temporary sub-committees in accordance with the Constitution of the Association. Each sub-committee shall keep minutes of all meetings and report to the Executive Committee. The President and Secretary/Administrator shall be ex-officio members of all such sub-committees.

The sub-committees will follow the guidelines set out in the By-Laws Addendum.

2.3 Limitations

No sub-committee shall act in a way that is contrary to the terms of its appointment or to the Constitution and By-Laws of the Association. Nor shall any sub-committee make contractual or financial commitments without the expressed permission of the Council or Executive Committee.

3.0 COMPETITIONS - GENERAL

3.1 Match Committees

- 3.1.1 The Match Committee for each competition (Junior & Senior) shall be elected by the Council. Each Committee shall have the power, within the limits of the Constitution and the By-Laws, to make decisions and take any action required to conduct the relevant competition.
- 3.1.2 The Match Committee shall have the power to demand any information, relevant to the conduct of the competition, from any Club and may take disciplinary action relevant to the conduct of the competition.
- 3.1.3 The Match Committee may incur expenditure necessary for the normal running of the competition provided such expenditure is contained within a budget which has been approved by the Executive Committee. Additional expenditure may only be incurred after approval has been granted by the Executive Committee.
- 3.1.4 The Match Committee shall meet whenever necessary to conduct their regular affairs or whenever else required by the Chairperson or at least 2 sub-committee members. Each member shall receive notice of any such meeting.

3.2 Match Records

- 3.2.1 The Council shall appoint Match Recorders for each competition (Junior and Senior). These Recorders shall keep full and accurate records of all player registration and match results.
- 3.2.2 The recorders shall be members of the relevant Match Committees in addition to those members elected as per Clause 2.1.

3.3 Player Registrations

- 3.3.1 Each player who competes in a competition must be registered in accordance with the By-Laws of the Association. A separate registration is required for each competition in which a player competes. For the purpose of these By-Laws, Summer Senior, Summer Saturday Junior, Summer Sunday Junior, Winter Senior, Winter Saturday Junior and Winter Sunday Junior are all regarded as separate competitions.
- 3.3.2 All such registrations shall remain in force until the player is transferred to another Club in accordance with Clause 3.4.
- 3.3.3 No player shall be registered in the same competition, with more than one Club at any one time. However, a player may be registered in another competition run by the Association, with other Club.
- 3.3.4 Each Club participating in a Western Region competition shall register all competition players for the applicable season and return their listing to the Recorder prior to the commencement of the applicable season.
- 3.3.5 Clubs may provide information of players on the Central Register Form for players that they are unable to place in a team.

Other Clubs may utilise these players to field teams as long as these players comply with clauses 3.4 and 4.9 and the appropriate Transfer Form is signed for the designated transfer period. At the end of such a period, the player will automatically transfer back to the originating Club.
- 3.3.6 Subsequent registrations may also be made with the Recorder or, if he/she is not available, the Chairperson/Secretary of the Match Committee, by telephone on the day of the player's first match and up to one hour prior to the scheduled starting time. However, an appropriate registration form must be forwarded with the match result card for the match in which the player competes.
- 3.3.7 The Match Committee may refuse to accept the registration of any player for whatever reasons it deems fit and must notify the Club concerned of the reason for such a refusal.

3.4 Player Transfer

3.4.1 ALTERNATIVE (A)

Any player wishing to transfer from one affiliated Club to another must ensure PART A and PART B of the official W.R.T.A. Transfer Form is completed by all relevant parties concerned, then forward same direct to the Match Recorder.

ALTERNATIVE (B)

Complete PART A only, then forward direct to the Match Recorder, who upon receipt of the application will immediately submit the request to the Club from which the transfer is requested, for completion of PART B.

Such application must be dealt with and returned to the Recorder within seven (7) days of receipt, or the transfer will automatically be granted by the Match Committee.

3.4.2 No player transfers shall be approved from the date on which team entries for the competition close until the date on which the Match Committee finalises all gradings for the competition.

3.4.3 If a player who was nominated in a team graded for a competition requests a transfer to another Club during the course of a season, an automatic suspension of 4 matches shall apply from the date the player is transferred, unless approval is sought from and granted by the transferring club to waive the four week suspension period.

3.5 Team Entries

3.5.1 Clubs entering teams in any W.R.T.A. affiliated competition must comply with the following requirements:-

3.5.1.1 Clubs must be financially affiliated with Tennis Victoria prior to the official commencement date of the W.R.T.A. competition.

No premiership points will be awarded to any Clubs failing to pay their respective Tennis Victoria affiliated fees by the due date and for the period such Clubs remain unfinancial.

3.5.1.2 Clubs shall provide the names of all proposed players for each team together with any other information as required by the Match Committee.

3.5.2 All nominated players shall be bona-fide members of the nominating Club and shall be registered with that Club for the relevant competition.

3.6 Team Gradings

3.6.1 The Match Committee shall divide each competition into any number of grades required to conduct such a competition and may place teams in such grades as it feels are appropriate according to the details provided on the entry forms.

3.6.2 The Match Committees may refuse or alter the nomination of any individual player considered to be of a standard significantly different to the grade nominated.

3.6.3 Clubs may appeal against any such gradings provided that such appeals are lodged at the official grading review meeting for the competition.

3.7 Referees

3.7.1 The Match Committees may appoint official referees to act at any events under their control. If no such referee is appointed or available, the Chairperson or Recorder for the competition may act as a referee except in any situation in which the acting referee's Club is directly involved.

3.7.2 All decisions made by an acting referee must be referred to the next meeting of the Match Committee for endorsement. Each official referee must present a written report on all decisions made to the next Match Committee meeting immediately following the conclusion of any event at which the referee officiated.

4.0 SENIOR COMPETITION SPECIFIC RULES

4.1 Fixtures

The number of rounds to be played, starting and finishing dates, breaks during the season and arrangements for playing finals matches for each season will be determined by the Council based on recommendations of the Match Committees.

4.2 Formats

The competition shall be provided in 2 different formats:

- The mixed sections shall consist of a maximum of 3 men and a maximum of 3 women and will be referred to as Format A.
- The pennant sections shall consist of a maximum of 3 players and will be referred to as Format B.

4.3 Order of Play

4.3.1 Any departure from Format A due to extraordinary circumstances, must be mutually agreed to by both captains.

The exception being mixed double pairings, which may be varied by the team captains, but must be entered on the scorecard prior to the commencement of play.

If a team utilises 2 male and 2 female players for Format A, the format shall be as follows:

FORMAT A	HOME TEAM	VISITING TEAM
1st Mens Doubles	1M & 2M	1M & 2M
1st Womens Doubles	1W & 2W	1W & 2W
2nd Mens Doubles	1M & 2M	1M & 2M
2nd Womens Doubles	1W & 2W	1W & 2W
1st Mixed Doubles	1st PAIR	1st PAIR
2nd Mixed Doubles	2nd PAIR	2nd PAIR
3rd Mixed Doubles	1st PAIR	2nd PAIR
4th Mixed Doubles	2nd PAIR	1st PAIR

However, if a team would like to utilise a 3rd male or/and 3rd female player for Format A, the format shall be as follows:

TEAM (with extra male player)

The no. 1 male player (1M) plays 4 sets.

The no. 2 male player (2M) plays 2 mens doubles sets.

The no. 3 male player plays 2 mixed doubles sets, basically replacing the no. 2 male player (2M) for the remainder of the match.

TEAM (with extra female player)

The no. 1 female player (1W) plays 4 sets.

The no. 2 female player (2W) plays 2 womens doubles sets.

The no. 3 female player plays 2 mixed doubles sets, basically replacing the no. 2 female player (2W) for the remainder of the match.

4.3.2 Any departure from Format B due to extraordinary circumstances, must be mutually agreed to by both captains.

FORMAT B	HOME TEAM	VISITING TEAM
1st Set (Singles)	1 P(layer)	1 P(layer)
2nd Set (Singles)	2 P	2 P
3rd Set (Singles)	1 P	2 P
4th Set (Singles)	2 P	1 P
5th Set (Doubles)	1P & 2P	1P & 2P

However, if a team would like to utilise a 3rd player for Format B, the format shall be as follows:

TEAM (with extra player)

The no. 1 player plays 2 sets excluding the doubles set.

The no. 2 player plays 2 sets excluding their first singles set.

The no. 3 player plays 2 sets, replacing the above players for the sets mentioned.

- 4.3.3 For Format A: each set will be a 6 game advantage set, with a 12 point tie-break at 6 games all.
For Format B: each set will be a 6 game advantage set, with a 12 point tie-break at 6 games all.

4.4 Conduct of Matches – General

- 4.4.1 Before commencement of play, the home team captain followed by the away team captain shall list the players for all sets on the official result card in the order specified by the By-Laws.

Play will commence at 1:00 pm. A maximum hit-up of 3 minutes will be allowed before each set.

- 4.4.2 The home team shall provide the result card and 4 new Tennis Victoria approved balls for the match for Format A.
The home team shall provide the result card and 4 new Tennis Victoria approved balls for the match for Format B.

- 4.4.3 The match shall be played on the court(s) nominated by the home Club. The minimum number of courts specified for the competition will be used except that additional courts may be provided at the home Club's discretion.

- For Format A :
 - For 1 home team, 2 courts must be provided.
 - For 2 home teams, 4 courts must be provided.
 - For 3 home teams, 4 courts must be provided.
 - For 4 home teams, 6 courts must be provided.
 - For 5 home teams, 8 courts must be provided.
 - For 6 home teams, 10 courts must be provided.
 - For 7 home teams, 10 courts must be provided.
 - For 8 home teams, 12 courts must be provided.
- For Format B :
 - For every home team, 1 court must be provided.

- 4.4.4 In the advent of an additional court being made available or when Clubs use a spare court on a share basis, should the surface of the additional court be dissimilar to the allocated home court on which play commenced, either captain has the right to refuse to compete on the inconsistent court surface.

- 4.4.5 All sets are to be played in the order specified for the competition unless agreed otherwise by both captains.

- 4.4.6 All matches must commence at the starting time specified for the competition. If either team is unable to field the first set within 20 minutes of the official starting time, that set will be forfeited to love. Play will then proceed with the next scheduled set or any other set which players are available for.

If a set cannot commence as a result of no players being available within 40 minutes of the official starting time, the second set will also be forfeited to love.

Once play has commenced or the first set forfeited, all sets for which players are available will proceed continuously. If a team of minimum size is not present within 60 minutes of the official starting time, the match will be awarded to the opposing team on forfeit. (See 4.10.2 for definition of minimum size team). Points will be allocated per 4.6.

- 4.4.7 All matches are to be played at the time and place determined by the Match Committee which may alter such arrangements at the request of any Club provided that such alteration does not unfairly disadvantage any other Club in the competition.

- 4.4.8 The starting time for any match may be altered by mutual agreement of both teams.

- 4.4.9 No match can be played fully or partially under lights. All play must cease at the official sunset time as published in the daily press unless agreed otherwise by both captains.

4.5 Match Results

- 4.5.1 The home team shall be responsible for the delivery of the match result to the Recorder within 2 working days of the completion of each match. The match result must show full details of the match, including correct names of all players participating. The match result can be entered online via the website facility or the match result can be delivered to the Recorder by mail.

A fine will be imposed for all late results except in the case in which there is evidence that the late delivery was outside the normal control of the responsible Club (see Fine Schedule).

- 4.5.2 If the match result is not received by the Recorder within 7 working days of the completion of the match, the home team will receive another fine and forfeit the match to the opposition (see Fine Schedule).
- 4.5.3 For the last round prior to finals, the home team must deliver the match result to the Recorder within 24 hours of completion of the match.

For the finals matches, the **winning team** must deliver the match result to the Recorder within 24 hours of the completion of the match.

4.6 Premiership Points

- 4.6.1 For Format A: 6 premiership points shall be awarded to the team winning the most number of sets. An additional 1 premiership point shall be awarded to teams for each set won. In the event of sets being equal, 6 premiership points shall be awarded to the team winning the most number of games. If equal on sets and games, 3 points will be awarded to both teams.

If a match is not completed due to adverse conditions, 1 point will be awarded to the winner of each completed set and half a point to each team for uncompleted sets. If either team is in an unbeatable position when play ceased, it shall receive an additional 6 points, otherwise each team will receive 3 points.

In the event of a Bye, 10 points will be awarded. For a Forfeit, the maximum match points will be awarded to the team not in default.

- 4.6.2 For Format B: 4 premiership points shall be awarded to the team winning the most number of sets. An additional 1 premiership point shall be awarded to teams for each set won.

If a match is not completed due to adverse conditions, 1 point will be awarded to the winner of each completed set and half a point to each team for uncompleted sets. If either team is in an unbeatable position when play ceased, it shall receive an additional 4 points, otherwise each team will receive 2 points.

In the event of a Bye, 6 points will be awarded. For a Forfeit, the maximum match points will be awarded to the team not in default.

4.7 Most Consistent Player Points

- 4.7.1 Most Consistent Player Awards will be awarded at the end of competition based on home and away season results. One male and one female player per section shall be recognised as the most consistent player for Format A. One player per section shall be recognised as the most consistent player for Format B.

Participation in a minimum of 8 matches out of 15 matches must have occurred. If one bye occurs within a section, participation in a minimum of 7 matches out of 15 matches must have occurred.

- 4.7.2 For Format A: the result will be based on the player having the best percentage of won sets against lost sets. If 2 or more players have the same percentage, all players will share the award.
- 4.7.3 For Format B: the result will be based on the player having the best percentage of won sets against lost sets. If 2 or more players have the same percentage, all players will share the award.
- 4.7.4 Forfeit sets will not be included in the calculation of results.
- 4.7.5 If a player has played in 2 or more different sections, these results are distinct per each section.

4.8 Finals Matches – General

- 4.8.1 In general, the format for the finals series shall be the same as the home and away season for Format A.

If a team utilises 2 male and 2 female players for Format A, the format shall be as follows:

FORMAT A	HOME TEAM	VISITING TEAM
1st Mens Doubles	1M & 2M	1M & 2M
1st Womens Doubles	1W & 2W	1W & 2W
2nd Mens Doubles	1M & 2M	1M & 2M
2nd Womens Doubles	1W & 2W	1W & 2W
1st Mixed Doubles	1st PAIR	1st PAIR
2nd Mixed Doubles	2nd PAIR	2nd PAIR
3rd Mixed Doubles	1st PAIR	2nd PAIR
4th Mixed Doubles	2nd PAIR	1st PAIR

- 4.8.4 2 courts (of the same surface type) must be provided for each finals match. For Format A, both courts shall be used continually until the completion of the men's and women's sets. For the mixed sets, play can continue on both courts if both captains agree, otherwise play will be on one court only.

For Format B, a minimum of 1 court shall be used continually until the completion of the match.

- 4.8.5 For Format A, both teams must commence the first 2 scheduled sets by **1.15pm**. In a 4-player team, this means all members of the team must be present. If a team is unable to play both these sets, the set or sets unable to be played shall be forfeited.

For Format B, both teams must commence the first scheduled set by **1.15 pm**.

In a 2-player team, this means at least 1 member of each team must be present. If a team is unable to play any set, the set or sets unable to be played shall be forfeited.

- 4.8.6 To be eligible to play in a finals match, a player must have participated in at least 3 matches in the applicable format for the Club he or she is representing.
- 4.8.7 A result card shall be supplied by the "home team". The "home team" is the team that finished higher on the ladder at the completion of the home and away matches. The **winning team** is responsible for delivering the match result during the final series (refer 4.5.3).
- 4.8.8 Secretaries of all competing and host Clubs shall be advised in writing of the dates, venues and other arrangements for all finals matches.
- 4.8.9 The away team in each final shall supply 4 new tennis balls which must be of a brand name approved by Tennis Victoria for Format A.
- The away team in each final shall supply 4 new tennis balls which must be of a brand name approved by Tennis Victoria for Format B.
- The home team shall be required to make available facilities required for the teams competing in finals matches, including the number and type of courts specified by the Match Committee.
- The competing teams are responsible for court preparation and cleaning of all facilities.
- The home team is responsible for providing afternoon tea.
- 4.8.10 The Match Committee shall appoint referees who will have the power to decide on all matters pertaining to the conduct of all finals matches.
- 4.8.11 Scoring for finals matches shall be as for home and away matches. The team winning the most premierships points shall be deemed to have won the match.
- 4.8.12 If a finals match is tied on the completion of play for Format A, an additional mixed doubles set shall be played immediately to determine the match result.
- The choice of partners shall be at the discretion of each captain.
- 4.8.13 If a match is abandoned due to adverse conditions, it shall be recommenced from the exact point at which play ceased, on the same day of the following week, except that the Match Committee may schedule the completion of the match at any other time if required.

4.9 Player Grading and Eligibility

- 4.9.1 Each registered player shall be graded, for the competition, in accordance with the accepted team entries or as determined by the Match Committees or Recorders. Each such grading shall remain in force for the duration of the current season only.
- 4.9.2 The Recorder(s) may grade any individual player who has not been previously graded as a result of team gradings provided that all such gradings are ratified by the Match Committee. If any such grading is refused or altered by the Match Committee, no penalty will be incurred.
- 4.9.3 A player must not compete in any match below the grade in which such player has been graded.

- 4.9.4 Any player who participates in 4 or more matches in any grades above that in which he or she was previously graded is automatically regraded to the next highest grade for which he or she is still eligible to play.
- 4.9.5 When 2 or more teams are accepted from one Club in the same grade, players nominated for one team are ineligible to play with the other team(s).
- 4.9.6 When 2 or more teams are accepted from one Club in the same grade, an emergency player who participates in 4 matches or more with one team is ineligible to play with any other team in that grade.
- 4.9.7 Any contravention of the above player grading and eligibility by-laws will result in:
- All set points in regards to the ineligible/unregistered player will be lost;
 - All premiership points in regards to the team using the ineligible/unregistered player will be lost; and
 - An associated fine as mentioned in the Fines Schedule will be issued to the club/team using the ineligible/unregistered player.

4.10 Forfeits

- 4.10.1 It is the responsibility of the Club/team captain giving a forfeit that they inform the opposing Club Match Secretary or appropriate team captain of the forfeit.
In addition, it is the responsibility of the Club/team captain giving a forfeit that they inform the Recorder of the forfeit. No team is required to record a match forfeit result online for the Recorder.
- 4.10.2 For Format A, the minimum size team that may compete without giving a forfeit is 3 players.
For Format B, the minimum size team that may compete without giving a forfeit is 2 players.
- 4.10.3 The team forfeiting shall be deemed to have lost the match with zero games won. The team receiving the forfeit shall receive all possible points for the match and be deemed to have won all sets 6-0.
- 4.10.4 A fine will be imposed for a forfeit. However, if a Club/team captain notifies the opposing Club Match Secretary/team captain and Recorder of the intention to forfeit by 8:00pm on the day prior to that scheduled for the match, a reduced fine will be imposed for a forfeit as listed in the Fine Schedule.
- 4.10.5 An additional fine will be imposed for any second and subsequent forfeit as listed in the Fine Schedule.
- 4.10.6 Any team that forfeits 3 matches in any one season will be automatically suspended from the competition for the remainder of the season - but subject to written appeal to the Match Committee within 4 days of the third match forfeit. No refund of team entry fees will be made in relation to suspended teams.

4.11 Adverse Conditions – General Matches

- 4.11.1 Adverse conditions are defined as:
- Continuous rain.
 - An official temperature of 36 degrees or greater - as broadcast by the Bureau Of Meteorology (www.bom.gov.au) for the Melbourne Metropolitan Area (Phone Number - 1900 926 109).
 - Courts unsuitable for play, as determined by officials of the host Club.
 - Poor visibility due to poor light or fog sufficient to cause street lighting to be activated.
 - Any other conditions mutually agreed by the team captains or determined by referees or the Match Committee.

In regards to the temperature reaching 36 degrees and above, all teams are required to stop play immediately. It is the responsibility of the team captains to have this monitored at hourly intervals.

- 4.11.2 In the event of such adverse weather causing play not to commence within 60 minutes of the official starting time or to be interrupted for a continuous period of 60 minutes or more, or by mutual agreement of team captains when such conditions indicate that the match cannot be completed, play shall be automatically abandoned and the match declared a draw unless a decision has already been reached.
- 4.11.3 The Match Committee may declare any round of matches to be abandoned in total prior to the scheduled starting time of the matches concerned.
- 4.11.4 For the Winter Competition, adverse conditions also include:
- Matches shall conclude at the times when street lighting is activated.

- 4.11.5 If the temperature is predicted to reach 36 degrees or greater, as broadcast by the Bureau Of Meteorology (www.bom.gov.au) for the Melbourne Metropolitan Area (Phone Number - 1900 926 109) at 10.00am on the day of the match, the following will apply:
- All matches will be deemed abandoned and all matches will be treated like a draw
 - No team members are expected to turn up at the match venue
 - No match results need to be sent to the Recorder

4.12 Adverse Conditions – Finals

4.12.1 Adverse conditions are defined as:

- Continuous rain.
- An official temperature of 36 degrees or greater - as broadcast by the Bureau Of Meteorology (www.bom.gov.au) for the Melbourne Metropolitan Area (Phone Number - 1900 926 109).
- Courts unsuitable for play, as determined by officials of the host Club.
- Poor visibility due to poor light or fog sufficient to cause street lighting to be activated.
- Any other conditions determined by the Match Committee.

In regards to the temperature reaching 36 degrees and above, all teams are required to stop play immediately. It is the responsibility of the team captains to have this monitored at hourly intervals.

- 4.12.2 In the event of such adverse weather causing play not to commence within 90 minutes of the official starting time or to be interrupted for a continuous period of 90 minutes or more, play shall be automatically abandoned and the match declared incomplete unless a decision has already been reached. If teams do not abide by these rules, a fine will be imposed on both teams (see Fine Schedule).

The match result must be delivered by the home team to the Recorder within 24 hours of the abandonment of the match. A copy of the scorecard must be kept by the home team. The match will recommence from the point where play was abandoned at a date to be determined by the Match Committee. A fine will be imposed for a late scorecard (see Fine Schedule).

- 4.12.3 The Match Committee may declare any round of matches to be abandoned in total prior to the scheduled starting time of the matches concerned.

4.12.4 For the Winter Competition, adverse conditions also include:

- Matches shall conclude at the times when street lighting is activated.

- 4.12.5 If the temperature is predicted to reach 36 degrees or greater, as broadcast by the Bureau Of Meteorology (www.bom.gov.au) for the Melbourne Metropolitan Area (Phone Number - 1900 926 109) at 10.00am on the day of the match, the following will apply:

- All matches will be deemed abandoned and all matches will be treated like a draw
- No team members are expected to turn up at the match venue
- No match results need to be sent to the Recorder

4.13 Protests

- 4.13.1 All protests must be lodged by a Club Secretary within 7 days of the alleged offence and will be dealt with by the Match Committee within 7 days of receipt unless such protest is deemed, by the Match Committee Chairperson, to be unnecessary, vexatious or frivolous.

Any Club directly involved with matters concerned with any protest will be advised immediately of the subject of the protest and be given the opportunity to be represented at any meeting at which the protest is discussed.

- 4.13.2 In the event of any dispute, a match may be played under protest, provided that the opposing captain is aware of the protest and the facts are clearly stated on the scorecard. A subsequent formal protest must be lodged by the Club Secretary.

4.14 Substitutes

- 4.14.1 With the consent of the opposing captain, any eligible player shall be allowed to take the place of any player who is unable to complete in a match due to illness, accident or any other sufficient reason. To be a candidate as a substitute player – the player cannot have participated in any set on the match day. No such replacement shall take place during any set that is incomplete. Details of any such substitution must be noted on the scorecard. In the event of any dispute regarding the playing of a substitute, the match is to continue to be played, under protest, with the substitute participating as required.

4.15 **Withdrawal of Teams**

4.15.1 After team entries are graded, any withdrawal of a team must be made in writing to the Match Committee. If the withdrawal is made without good reason (as determined by the Match Committee), the offending Club will be fined as listed in the Fine Schedule. No refund of team entry fees will be made in relation to withdrawn teams.

4.16 **Court Attire**

Permitted: Males : Recognised, accepted tennis shorts, shirts and tops.
Females : Recognised, accepted tennis dresses, skirts, shorts and tops.

Not Permitted: Body shorts must be worn under tennis shorts or skirts.

No prominent advertising or lettering. Only small company logos measuring no more than 13 sq. cm. (2 sq. in.) are acceptable.

Ripple sole, jogging, running, cricket shoes with a raised heel or with studs, any marking shoes.

Tracksuits may now be worn during the course of a match. However, players are still required to abide by the dress code as listed above.

4.17 **Match Behaviour**

4.17.1 No player should behave in an unacceptable manner during a match. This includes verbal abuse, audible obscenities, visible obscenities, equipment/ball abuse and club facilities abuse. Any offender should be reported on the back of the scorecard or directly to the Administrator via the appropriate club secretary/club senior match secretary.

Non-compliance may lead to the following:

- a) A fine will be issued to the club on behalf of the offending person (see Fine Schedule)
- b) The offending person will lose the relevant set points
- c) The player will be suspended from the relevant competition for the duration to be decided by the Match Committee.

4.17.2 No spectator known to one of the players (ie parent, relative, friend, coach) should behave in an unacceptable manner during a match. This includes verbal abuse, audible obscenities, visible obscenities, equipment/ball abuse and club facilities abuse. In addition, no spectator should interfere with a match in progress. Any offender should be reported on the back of the scorecard or directly to the Administrator via the appropriate club secretary/club senior match secretary.

Non-compliance may lead to the following:

- a) A fine will be issued to the club on behalf of the offending person (see Fine Schedule)
- b) The player (related to the offending spectator) will lose the relevant set points
- c) The player (related to the offending spectator) will be suspended from the relevant competition for the duration to be decided by the Match Committee.

5.0 JUNIOR COMPETITION SPECIFIC RULES

To all intents and purposes, the Saturday and Sunday Competitions are the one competition, except where noted. All competition dates and rounds, including finals will be determined by the Junior Match Committee. A season's competition includes all home & away and finals rounds, including the Emergency Grand Final.

5.1 Scoring

5.1.1 *Where there is a clear result:*

Four (4) points will be allocated to the team winning the most games, plus one (1) point per team for each set won, plus one half a point (1/2) each for each incomplete set, or sets not commenced.

5.1.2 *Where there is no clear result:*

Two (2) points each where a match is incomplete or abandoned without a result, plus one (1) point per team for each completed set won, plus one half point (1/2) for each or any incomplete sets, or sets not commenced.

5.1.3 *Where a match is not commenced:*

Five (5) points will be allocated to each team.

5.1.4 *Bye or Forfeit.*

Five (5) points will be allocated for a bye. A team receiving a forfeit is allocated 10 points.

5.1.5 *Where a match is tied on games and sets:*

Two (2) match points will be allocated to each team, plus one (1) point per team for each set won.

5.1.6 *Where a match is tied on games but one team wins more sets:*

This team will be deemed the winner of the match and be allocated four (4) match points plus one (1) point per team for each set won.

5.1.7 Each set will be the first to 6 games, with provision for 12-point tiebreaker at 5 all if necessary.

NOTE: A clear result is achieved if a team leads by 13 games or more after 4 sets are completed and 7 games or more after 5 sets are completed, or if either side has an unattainable lead including games played in sets not completed.

5.2 Player Grading and Eligibility

5.2.1 No player in one grade and in the same season may play in a lower grade than that in which he/she was originally classified without the consent of the Match Committee but may play in any higher grade or grades. If he/she plays seven matches in any higher grade or grades, they shall be automatically placed in the next highest grade that they have played. He/she shall not, without consent of the Match Committee, be eligible to play again in the grade in which he/she was originally classified for the remainder of the season.

5.2.2 A Club having two or more teams in the grade shall not change a nominated player from one team to the other without the sanction of the Match Committee. However, a Club can use a nominated player from one team to play for another team in the same grade as an emergency player for the home and away rounds – as long as they play in their graded position or above. The Match Committee will determine the team order for the specified match.

5.2.3 If an emergency player plays seven times in a team or grade, he/she shall only be eligible to play in that team and grade or in a higher grade. Junior and Senior are separate competitions.

5.2.4 A player playing in both the Saturday and Sunday competitions requires a separate registration per competition approved by the Match Committee.

5.2.5 A player in default of this by-law will have deemed to forfeit all sets he/she participated in, regardless of the result of the set actually played.

5.3 Substitutes

5.3.1 With the consent of the Match Committee or the Supervisor/Captain of the opposition team a substitute not debarred by change of grades, shall be allowed to take the place of any player who is prevented by illness, accident, or any other good sufficient reason from participating or continuing a match, provided that such substitute shall not take the place of any player in a set which has commenced.

- 5.3.2 The set is awarded to the non-offending team. The offending team retains games won in incomplete sets. Provided that if the consent of the Match Committee has not been obtained and the Supervisor/Captain of the opposing team does not approve of the substitute the match will be played and the opposing team may within four days protest to the Match Committee.
- 5.3.3 If the Match Committee considers that the substitute was not bona fide or that it resulted in an unfair advantage to the team concerned it may disallow the substitution and/or deal with the case in any other way it deems fit.

5.4 Timing of Matches and Punctuality

- 5.4.1 All matches for teams entered in "Odd" Sections shall be played on two courts starting at 8.00 a.m. and finishing at 10.10 a.m.
All matches for teams entered in "Even" Sections shall be played on two courts starting at 10.20 a.m. and finishing at 12.30 p.m.

- 5.4.2 All matches must commence play at the official starting time specified for the competition.

If either team is unable to start play for either, or both of the first two sets, within 10 minutes of the starting time, that set/s will be forfeited to love to the opposing team. Play will then proceed with the next scheduled set/s.

If either team is still incomplete within 30 minutes of the starting time, the player/s not in attendance shall forfeit all their sets to love to the opposing team. Play will then proceed with the remaining set/s

A team that does not show up with a minimum of 2 players for a match without prior notification shall be deemed to have forfeited, as per 5.19.6.

- 5.4.3 Any late arrivals or non-attendances must be noted on the back of the scorecard by the team claiming the forfeit or walkover.

- 5.4.4 Semi-final matches will start at the normal starting time for each format and continue until the match has reached a clear result for either side, regardless of the finishing time. Accordingly, "EVEN" format matches will NOT be scheduled to follow "ODD" format matches on the same courts, where possible.

- 5.4.5 All grand final matches will commence at 8.30am, regardless of the format, and continue until the match has reached a clear result for either side, regardless of the finishing time. The Junior Match Committee will schedule "Grand Final" matches at neutral courts, but, where possible, will grant the home side choice of surfaces.

NOTE: The home side is the side finishing highest on the ladder at the completion of the "home and away" part of the season.

5.5 Composition of Teams and Order of Merit

Teams may consist of three or more registered players, and will be nominated and play in order of merit. In rotating sides order of merit must be maintained. All players below number 2 (not including number 2) shall be graded as number 3. For number 3 players only the team will nominate the order. Order of merit must also be maintained when players play in a higher grade as an emergency. The emergency shall play below the registered players for the team.

The order of number 1, 2, and 3 may be changed by written application to the Recorder. This must be received by the Recorder prior to the commencement of the second half of the season.

A player in default of this by-law will have deemed to forfeit all sets he/she participated in, regardless of the result of the set actually played.

A team that has contravened the order of merit 3 times during a season, will have the fine reinstated for the remainder of the season and it will be issued with every subsequent contravention of the order of merit (see Fine Schedule).

5.6 Age Eligibility

All players must be eighteen (18) years or under for the duration of the designated season (i.e. Winter / Summer).

A player in default of this by-law will have deemed to forfeit all sets he/she participated in, regardless of the result of the set actually played

5.7 Order of Play

Each team will consist of 3 or 4 players.

The 3-player format:

1 st set	Player No 1	Singles
2 nd set	Players No 2 & No 3	Doubles
3 rd set	Player No 2	Singles
4 th set	Players No 1 & No 3	Doubles
5 th set	Player No 3	Singles
6 th set	Players No 1 & No 2	Doubles

The 4-player format.

1 st set	Player No 1	Singles
2 nd set	Players No 3 & No 4	Doubles
3 rd set	Player No 2	Singles
4 th set	Players No 1 & No 4	Doubles
5 th set	Player No 3	Singles
6 th set	Players No 1 & No 2	Doubles

A player in default of this by-law will have deemed to forfeit all sets he/she participated in, regardless of the result of the set actually played.

A team that has contravened the order of play 3 times during a season, will have the fine reinstated for the remainder of the season and it will be issued with every subsequent contravention of the order of play (see Fine Schedule).

5.8 Tie Breakers Singles and Doubles

5.8.1 *Singles*

A player who first wins 7 points shall win the game and the set provided he/she leads by a margin of two points. If the score reaches six points all, the games shall be extended until this margin has been achieved. Numerical scoring shall be used throughout the tiebreak game.

The player whose turn it is to serve shall be the server for the first point. His/her opponent shall be the server for the second and third points and thereafter each player shall alternately serve for two consecutive points until the winner of the game and set has been decided.

From the first point, each service shall be delivered alternatively from the forehand and backhand courts, beginning from the forehand court.

Players shall change ends after every six points until the winner of the game and set has been decided.

5.8.2 *Doubles*

In doubles the procedure for singles shall apply. The player whose turn it is to serve shall be the server for the first point. Thereafter each player shall serve in rotation for two points, in the same order as previously in that set, until the winner of the game and set has been decided.

5.9 Adverse Conditions – General Matches

5.9.1 Adverse conditions are defined as:

- Continuous rain.
- An official temperature of 32 degrees or greater - as broadcast by the Bureau Of Meteorology (www.bom.gov.au/vic/observations/melbourne.shtml) for *Latest Weather Observations* for Melbourne (Phone Number - 1900 926 109).
- Courts unsuitable for play, as determined by officials of the host Club.
- Poor visibility due to poor light or fog sufficient to cause street lighting to be activated.
- Any other conditions mutually agreed by the team captains or determined by referees or the Match Committee.

In regards to the temperature reaching 32 degrees and above, all teams are required to stop play immediately. It is the responsibility of the team supervisors to have this monitored at 30-minute intervals. Any match that finishes after the official temperature cut-off time will have all sets cancelled and a financial penalty applied (see Fine Schedule).

- 5.9.2 If the temperature is predicted to reach 40 degrees or greater, as broadcast by the Bureau Of Meteorology (www.bom.gov.au/vic/forecasts/melbourne.shtml) for the *Forecast* of Melbourne (Phone Number - 1900 926 109) at 7.00pm on the previous day of the match, the following will apply:
- All matches will be deemed abandoned and all matches will be treated like a draw
 - No team members are expected to turn up at the match venue
 - No scorecards need to be sent to the Recorder

- 5.9.3 In the event of such adverse weather causing play not to commence within 60 minutes of the official starting time or to be interrupted for a continuous period of 60 minutes or more, or by mutual agreement of team supervisors when such conditions indicate that the match cannot be completed, play shall be automatically abandoned and the match declared a draw unless a decision has already been reached. It is recommended that the 60 minutes be waited out as points will be awarded for finished sets and all games help to calculate percentage.

The scorecard must be filled out showing all relevant match details and delivered to the recorder by the home team even if no play takes place. Any non-attendances must be noted on the back of the scorecard.

- 5.9.4 The Match Committee may declare any round of matches to be abandoned in total prior to the scheduled starting time of the matches concerned.

5.10 Adverse Conditions – Finals

- 5.10.1 Adverse conditions are defined as:

- Continuous rain.
- An official temperature of 32 degrees or greater - as broadcast by the Bureau Of Meteorology (www.bom.gov.au/vic/observations/melbourne.shtml) for *Latest Weather Observations* for Melbourne (Phone Number - 1900 926 109).
- Courts unsuitable for play, as determined by officials of the host Club.
- Poor visibility due to poor light or fog sufficient to cause street lighting to be activated.
- Any other conditions determined by the Match Committee.

In regards to the temperature reaching 32 degrees and above, all teams are required to stop play immediately. It is the responsibility of the team supervisors to have this monitored at 30-minute intervals. Any match that finishes after the official temperature cut-off time will have all sets cancelled and a financial penalty applied (see Fine Schedule).

- 5.10.2 If the temperature is predicted to reach 40 degrees or greater, as broadcast by the Bureau Of Meteorology (www.bom.gov.au/vic/forecasts/melbourne.shtml) for the *Forecast* of Melbourne (Phone Number - 1900 926 109) at 7.00pm on the previous day of the match, the following will apply:
- All matches will be deemed abandoned
 - No team members are expected to turn up at the match venue
 - No scorecards need to be sent to the Recorder

- 5.10.3 In the event of such adverse weather causing play not to commence within 60 minutes of the official starting time or to be interrupted for a continuous period of 60 minutes or more, play shall be automatically abandoned and the match declared incomplete unless a decision has already been reached. All incomplete matches will be rescheduled by the Match Committee. If play is postponed without waiting for the specified time, a fine will be imposed on both teams (see Fine Schedule).

The scorecard must be filled out showing all relevant match details and delivered to the recorder by the home team even if no play takes place. A copy of the scorecard must be kept by the home team. Any non-attendances must be noted on the back of the scorecard.

- 5.10.4 The Match Committee may declare any round of matches to be abandoned in total prior to the scheduled starting time of the matches concerned.

5.11 Court Attire & Footwear

Permitted:

Boys; recognised acceptable tennis shorts and shirts and tracksuits.
 Girls; recognised accepted tennis dresses, skirts, shorts and tops and tracksuits.
 Boys & Girls; acceptable footwear excluding raised heels, studs or any marking shoes.

Recommended:

It is recommended that hats and sunscreen be worn during Summer Competition.

Any non-conformance of the dress code should be reported on the back of the scorecard for investigation by the Match Committee. This investigation may result in a fine being incurred (see Fine Schedule).

5.12 Result Cards and Tennis Balls

5.12.1 The home team shall provide a result card and balls for all matches. Two pairs of good second-hand balls should be provided. The balls used shall be any brand approved by the Tennis Victoria.

5.12.2 The home team shall be responsible for the delivery of the scorecard to the Recorder no later than Tuesday following the match.

A fine will be imposed for all late scorecards except in the case where there is evidence that the late delivery was outside the normal control of the responsible Club (see Fine Schedule).

5.12.3 If the scorecard is not received by the Recorder by Friday following the match, the home team will receive another fine (see Fine Schedule).

5.12.4 For the last round prior to finals, scorecards must be delivered by the home team to the Recorder within 24 hours of completion of the match.

Fine incurred (as per Fine Schedule).

- 5.12.5 The cards must show full details of the match, including:
- correct names of all players participating Full Christian and Surname.
 - signed by both team captains
 - signed by both supervisors
 - round number
 - section
 - home team including team number if applicable
 - visiting team including team number if applicable
 - date
 - correct scores and totals

Fine incurred (as per Fine Schedule).

5.13 Finals

The finals system to be used shall be a knock out system:

E.g.	Semi-finals (Week 1)	1 st match	1st v 4th
		2 nd match	2nd v 3rd
	Grand Final (Week 2)	Winner 1 st match v Winner 2 nd match	

5.13.1 *Umpires for the Finals*

The players competing in finals matches will umpire their own matches wherever possible. Both team Supervisors shall nominate competent people, who understand the rules, to umpire when requested. The Supervisors must ensure that all the details on the scorecard are completed and correct. All clubs hosting finals matches shall be required to appoint a competent senior member of their club to act as Referee to adjudicate on any disputes that arise.

In the case of a tie on games and sets (as per 5.13.5), players 1 & 3 shall be umpired by the appointed referee.

The persons referred to above shall be the only persons allowed on the courts during play.

To be eligible for Finals a player must have played in at least four games in the current competition, in accordance with rules 5.2. Please note that these four games may include a mixture of Saturday and Sunday matches.

- 5.13.2 *Balls for the Finals*
Each team competing in final matches shall provide one pair of new Tennis Victoria approved tennis balls.
- 5.13.3 *Scorecards for Finals*
The team finishing in the higher position on the ladder at the end of the season is deemed to be the home team and shall provide the scorecard.
- 5.13.4 *Results of Semi-final matches*
The match result cards for semi-final matches must be received by the Recorder within 24 hours of the completion of the match, BY THE WINNING TEAM.

Fine incurred (as per Fine Schedule).
- 5.13.5 *Tied Final Matches*
If a team is tied on games and sets during the finals an additional set of doubles is to be played using players ranked No. 1 and No. 3.
- 5.13.6 *Rotating Teams*
If a team has been registered with 4 or more players then that team may play 4 players in any finals match. Play must be in the order as stipulated in By-Law 5.7. In an attempt to reward players for their participation during the season, clubs are encouraged to play with 4 players where able.
- 5.13.7 *Postponed Matches*
If a match is postponed due to adverse conditions (as per 5.10), it shall be recommenced from the exact point at which play ceased, on the same day of the following week, excepting where the Match Committee schedules the completion of the match at any other time. Matches rescheduled without the approval of the Match Committee will be forfeited by both teams.

5.14 Supervision of Teams – All matches

Clubs are required to provide a supervisor for each team. Non-compliance will incur a fine (see Fine Schedule). The supervisors will act as referees if required to adjudicate on matters of conflict.

The Supervisor is required to:

- Determine if the players, the supervisor, or a nominated competent person who understands the rules, will be umpiring before sets commence.
- Remain courtside for the duration of the match. This does not mean they need to be inside the court area.
- Check all details required are entered on the scorecard. Non-compliance by the offending team will incur a fine (see Fine Schedule).
- Ensure that only players, supervisors or umpires be inside the court area during play.
- Control the behaviour of all players during play (which includes verbal and physical abuse). The behaviour of team supporters (ie parents, relatives and friends) should also be controlled (this includes any interference of match progress). Any offenders should be reported on the back of the scorecard or directly to the Administrator via the appropriate club secretary/club junior match secretary. Any report may be investigated further by the Match Committee.

5.15 Umpiring – All Matches

- All players are encouraged to umpire their own matches wherever possible.
- If it is decided that an umpire is required, no Supervisor is allowed to umpire a match where a relative is playing. Another appropriate adult should be chosen to umpire the given match. If all attending adults are related to the playing member, the Supervisor can umpire.

5.16 Match Behaviour

- No player should behave in an unacceptable manner on court. This includes verbal abuse, audible obscenities, visible obscenities, equipment/ball abuse and club facilities abuse. Any offender should be reported on the back of the scorecard or directly to the Administrator via the appropriate club secretary/club junior match secretary. Any report may be investigated further by the Match Committee.
- No spectator known to one of the players (ie parent, relative, friend, coach) should interfere with a set in progress from outside the court area. Any offender should be reported on the back of the scorecard or directly to the Administrator via the appropriate club secretary/club junior match secretary. Any report may be investigated further by the Match Committee.
- Non-compliance will lead to the following:
 - a) A warning will be issued to the club on behalf of the offending person
 - b) A fine will be issued to the club on behalf of the offending person (see Fine Schedule)
 - c) The team related to the offending person will be suspended from the relevant competition for the duration to be decided by the Match Committee.

5.17 Players Transfers

Transfers of players as per Rule 3.4.1.

5.18 Player Registrations

Player Registrations are as per Rule 3.3.

A player in default of this by-law will have deemed to forfeit all sets he/she participated in, regardless of the result of the set actually played. A fine will also be imposed (see Fine Schedule).

5.19 Forfeits

5.19.1 It is the responsibility of the Club giving a forfeit that they inform the opposing Club Match Secretary of the forfeit. In addition, it is the responsibility of the Club giving a forfeit that they inform the Recorder of the forfeit. No team is required to record a match forfeit result online for the Recorder.

5.19.2 The team forfeiting shall be deemed to have lost the match with zero games won. The team receiving the forfeit shall receive all possible points.

5.19.3 If a Club notifies the opposing Club Match Secretary and Recorder of the intention to forfeit by 8:00 pm on the day prior to that scheduled for the match, the fine imposed will be one half the standard fine for a forfeit as listed in the Fine Schedule.

5.19.4 Any team that forfeits 3 matches in any one season will be automatically suspended from the competition for the remainder of the season - but subject of appeal to the Match Committee within 4 days of the third match forfeit.

5.19.5 A team that does not show up for a match without prior notification shall be deemed to have forfeit. Fine incurred (as per Fine Schedule).

5.19.6 A team that does not show up with a minimum of 2 players for a match within 30 minutes of starting time, as per 5.4.2, will be deemed to have forfeited. Fine incurred (as per Fine Schedule).

5.20 Protests

5.20.1 All protests must be lodged by a Club Secretary within 7 days of the alleged offence and will be dealt with by the Match Committee within 7 days of receipt unless such protest is deemed, by the Match Committee Chairperson, to be unnecessary, vexatious or frivolous.

Any Club directly involved with matters concerned with any protest will be advised immediately of the subject of the protest and be given the opportunity to be represented at any meeting at which the protest is discussed.

5.20.2 In the event of any dispute that cannot be resolved, a match must be played under protest, provided that the opposing captain is aware of the protest and the facts are clearly stated on the scorecard. A subsequent formal protest must be lodged by the Club Secretary.

5.21 Withdrawal of Teams

After team entries are graded, any withdrawal of a team must be made in writing to the Match Committee. If the withdrawal is made without good reason, in the opinion of the Match Committee, the offending Club will be fined. No refund of team entry fees will be made in relation to withdrawn teams.

Fine incurred (as per Fine Schedule).