



*Guidelines  
for  
Junior Venue  
Supervisors  
and  
Team  
Managers*

**"Serving Grass  
Roots Tennis"**

Founded 1979

**Waverley and District  
Tennis Association Inc.**

# **GUIDELINES FOR JUNIOR VENUE SUPERVISORS AND TEAM MANAGERS**

To enable the smooth running of Waverley Junior matches the following is a summary of the most important By-laws set out in the handbook and on the Waverley website.

## **ATTENDANCE**

Unless previously advised otherwise by your home club Junior Convenor, all players should be at your match venue 15 minutes prior to the starting time for warm up to enable matches to start on time (Sat 8:15am, Sun 8:30am).

## **COMPLAINTS**

Complaints regarding players or conduct of matches must be forwarded to your club convenor for action. The Association will not accept complaints direct from players or parents.

## **FIXTURES**

For your convenience, there is a printable fixture available from the Waverley website which lists all of your team's matches together with venue details and convenor contacts should you have issues arriving on time.

To download and print the details for your team, go to [www.waverleytennis.asn.au](http://www.waverleytennis.asn.au) From the top bar select "**Fixtures**" then from the drop down menus select **Season and Day, Section** and then your team.

Download the PDF then print.

## INCLEMENT WEATHER

It is the Venue Supervisor's decision as to when matches are declared a washout, taking into account court and weather conditions. No players are to leave the venue until the Venue Supervisor advises a washout and initials the scorebook.

Any team that leaves prior to this shall be deemed as forfeiting the match.

Should there be a chance of recovering the courts for play it is expected that all able-bodied persons should help with this task.

## INJURIES

A reasonable time is allowed for treatment of injuries or illness (usually around 15 minutes) There is a 30 minute timeline for a team to find a replacement player if necessary. The 30 minutes starts from when the injury occurred.

## ONE PLAYER SHORT

In doubles and triples matches if a team is a player short the remaining team members must play all sets possible. (the remaining sets are lost 6-0) Forfeiting with one player short is not acceptable.

## PARENT/CARER ATTENDANCE AT MATCHES

It is mandatory that one parent from each team is in attendance for the duration of all matches to handle any unexpected injury or illness of players.

## PARENT/SUPPORTER INVOLVEMENT

*Under no circumstances are Parents/Supporters to coach or communicate with players, in any way, while sets are in progress.*

**PLEASE NOTE:** Where there are concerns regarding coaching and undue involvement these should be referred to the Venue Supervisor for monitoring and action where needed. It is the player's responsibility to make line calls and keep score etc.

In D grade where there are often numerous young and new players it is acceptable for parents/supporters to remind players to make both line calls and call scores loud and clear (the latter prior to the next serve).

In some instances at the start of a new season if the players are struggling with keeping score and knowing which side to serve from etc., the Venue Supervisor should be approached to provide an

experienced person to go on court and help the players. Others ways in which parents/supporters can help are as follows:

1. Encouraging players to pick up both balls prior to serving.
2. Allowing obvious faults to go to the fence (not hitting them back).
3. Discouraging players from running on the next court to collect balls while a point in the next door match is in progress.
4. On red porous courts with young/new players, they should be encouraged to bag the courts at the end of each set from fence to fence, however, it is very helpful if adults can water courts from fence to fence and sweep lines when necessary.
5. It is not permissible for parents, players or siblings to be on court or in umpire's chairs while a match is in progress.
6. Parents/Supporters should always encourage good shots, good rallies and good sportsmanship.

## PLAYER ORDER OF MERIT

When teams are entered for competition club convenors nominate an order of play for each player in the team (strongest to weakest). Team managers need to be aware of this, and ensure that players participate in the correct order.

Loss of points apply if a player participates out of order. This is done to ensure that the strongest players play each other.

After 3 or 4 matches if a team manager feels that the playing order should be revised to allow for fairer play, this can be done by the club Junior Convenor requesting this revision to the appropriate Record Secretary.

## RESULTS ENTRY

It is important that match results are forwarded promptly to whoever is responsible at your club to enable all results to be entered on time.

Record Secretaries give their time on a voluntary basis to produce results in a timely manner and should not need to chase down missing results.

## WE HOPE YOU HAVE A GREAT SEASON

### WAVERLEY TENNIS

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