

Waverley Tennis Junior Convenors and Venue Supervisors



**Waverley
TENNIS**

Overview

- Waverley & District Tennis Association (WDTA) trading as Waverley Tennis, has 2 seasons of Junior competition (14 rounds of Home & Away matches each season).
- Summer season (Term 4 & Term 1) and Winter season (Term 2 & Term 3).
- This is a 1 court competition. Some venues may have 2 courts available for matches.
- Saturday matches start at 8:15am and conclude by 12:15pm
- Sunday matches start at 8:30am and conclude by 12:30pm

Venue Supervisors

- On competition days the Home Club shall provide a SENIOR Club member to act as a Venue Supervisor and referee in the case of a dispute.
- A Venue Supervisor must attend each venue used by the Home Club (including 'outside' venues). And wear the WDTA Supervisor's Vest.
- Venue Supervisors should know and apply the Waverley Tennis By-laws, Rules of Tennis, Correct Dress Regulations and the Code of Conduct and be able to make decisions, while maintaining a commonsense approach.
- There are many documents available on the Waverley Tennis website Resources tab -
<https://www.waverleytennis.asn.au/publications.html>

← Indicates that this point has been added or updated to this booklet since October 2020

ON COMPETITION DAYS, CONVENORS/SUPERVISORS NEED TO:

- Be in attendance at the Home venue for the entire Junior competition day, and will be referred to as the **Venue Supervisor**.
- **Arrive 15 minutes** before the start of play, so that players have time to warm up before the match.
- ← Welcome and introduce themselves to away teams (players, parents/guardians) and wear the **WDTA Supervisor's Vest for the duration of all matches**.
- The vests are essential as they allow parents/guardians of visiting teams to easily identify whom to contact if an issue arises during play.
- Scoresheets
 - ← Winter 2025 Season sees the introduction of an A4 sized scoresheet. There is no longer a yellow carbon copy, and Away teams are encouraged to take a photo of the scoresheet for their records.

- ← Ensure **scoresheets are filled in** correctly and legibly. Not just first names or initials – but full names in the correct order of play, Section/Grade, Match date – and done so **before starting the first set**. Also check that Clubs' names, competing teams, day and date are also completed.

- ← If you have an emergency player playing, remember to complete all the details required in appropriate section on the scoresheet. If the details are incomplete the emergency player will be deemed ineligible and all their games will be forfeited.

- At the end of the day, verify that scoresheets are completed legibly, with totalled sets and games, and **signed by both captains**.
- For Rubbers matches, the doubles player allocation must be completed –
 - eg 1 & 2, 1 & 3, 3 & 4.
- Venue Supervisors are **fully responsible** for correct completion of the scoresheets.

- Provide for members, parents/guardians and guests:-
 - tea and coffee making facilities and access to cold drinking water, and
 - a light morning tea (fruit, toast with spreads or biscuits etc.) is recommended.
- If the Venue Supervisor has queries on the day that they are unable to answer/resolve, they can contact the Waverley Tennis HOTLINE – ie Trevor Smyth - on 0468 958 927.

for their records.

WAVERLEY TENNIS

Singles/Doubles Rubbers

Please print all information using BLOCK CAPITALS

Date: _____ Round No: _____

Day: _____ Start time: _____ End time: _____

Grade: _____

Home Team

First Name, Surname

1st Singles Player

2nd Singles Player

3rd Singles Player

Doubles Player

Away Team

First Name, Surname

1st Singles Player

2nd Singles Player

3rd Singles Player

Doubles Player

Players

#1 Singles Rubber

#2 Singles Rubber

Doubles Rubber

Home: &

Away: &

Total games:

Match winner shall be decided by number of rubbers.

If there are errors made either on scorecard or online entry:

- Scorecards are final - if mistakes are made and signed by both captains, no amendments allowed.
- Teams MUST check that all details entered are correct and legible.
- Only exception if home team enters details incorrectly on TROLS.

WAVERLEY TENNIS

Junior/Night Triples Sets

Please print all information using BLOCK CAPITALS

Date: _____ Round No: _____

Day: _____ Start time: _____ End time: _____

Grade: _____

Home Team

First Name, Surname

1st Singles

2nd Singles

3rd Singles

4th Singles

5th Singles

Doubles Only

Home Captain Signature:

Away Team

First Name, Surname

1st Singles

2nd Singles

3rd Singles

4th Singles

5th Singles

Doubles Only

Away Captain Signature:

Playing Order

Three Four Five

2 & 3 3 & 4 4 & 5

#1 #1 #1

1 & 3 1 & 4 1 & 5

#2 #2 #2

1 & 2 1 & 3 2 & 4

#3 #3 #3

Total games

Total sets

Match winner shall be decided by number of sets. If sets are equal, then number of games to decide.

Playing Order

Junior Triples - Three for H & A; Two Threes, Four or Five for Finals. Night Triples can use either Three or Four for all matches.

If there are errors made either on scorecard or online entry:

- Scorecards are final if mistakes are made and signed by both captains, no amendments allowed.
- Teams MUST check that all details entered are correct and legible.
- Only exception if home team enters details incorrectly on TROLS.
- If lots of errors, start a new score sheet!

Emergency Registration - Please enter all details. (Juniors only: M/F and Date of Birth is required)

| Id | Name: (First Name, Surname) | Age | Date of Birth | Personal Coach | Previous playing history |
|----|-----------------------------|-----|---------------|----------------|--------------------------|
| E1 | | | | | |
| E2 | | | | | |
| E3 | | | | | |

Comments

Please note:

- Teams of points and UTR scores for an emergency player and the opponent without supply of full correct details to either Junior Record Secretary at the cut-off time of 5 p.m. Monday.
- The player with missing information will be recorded as a 0 for each participating set.
- For inclusion in UTR results, this name must be the one that is being used by the player for UTR. If it is a different name than usual, the results will not be uploaded to the correct profile. The resolution of this must be done by the player's club convenor, and then submitted to the relevant Record Secretary.
- If possible, pre-register an emergency via email with relevant Record Secretary before day of match, to ensure no errors or omissions on scorecard.
- We suggest the club Junior Convenor check the details entered on TROLS for Junior especially important when the emergency player is playing in an away match.
- Waverley will not be responding to requests to amend details made directly to any of the Record Secretaries by players or parents.
- Score cards need to be retained for the season, in case the score is challenged.

- Make copies of the “Rules of Tennis” available <https://www.itftennis.com/en/about-us/governance/rules-and-regulations/> and ensure they are displayed at all times in their Tennis Club Clubhouse.

MATCH TIMES

- **Matches start at 8:15am Saturday and 8:30am Sunday.**
- Players should **arrive at least 10 minutes** prior to the start of their matches.
- **A 5-minute hit-up must be permitted prior to the first set for each player**, even if they arrive late. No further hit-ups are allowed.
- **Matches end at 12:15pm Saturday and 12:30pm Sunday.** The By-laws state that if players are in the middle of a set when the match time ends, they should complete the ongoing game but not the entire set. However, common sense should be used in this situation. If the match seems likely to go beyond the specified end time, the Venue Supervisor should discuss this with the players, parents/guardians to decide whether to continue playing or finish at 12:15 pm/12:30 pm.
- Upon completion of the first or each subsequent set, if the opposing team is not ready to start play within 10 minutes, the next set shall be forfeited. Matches are to be considered as played on 1 court only, even if a second court is available.

MATCHPLAY

- **Junior Singles/Doubles Rubbers (President’s Cup, Challenge Cup, A, A Reserve, B Special & B)**
 - Minimum 2 players (maximum 4 players) per team each week.
 - Order of play as set on Club Zone, must be adhered to.
 - Each week there is 1 Rubber of doubles and 2 Rubbers of singles.
 - Each Rubber is the best of 2 sets. When the match is at 1 set all, a match tiebreaker (first to 10 points with a margin of 2 points) is played. The tiebreaker set is written on the scoresheet in the third set as 7/6 (7 represents the winning team).
- ← During Rounds 1-14, the Home Club determines whether to start with Singles or Doubles Rubbers, ensuring the most efficient completion of the games.
- **Triples Singles/Doubles (C Special, C & D Special)**
 - 3 players per team each week (can play 3, 4 or 5 players during finals).
 - Team can play with one player short (more information provided below).
 - Order of play as set on Club Zone, must be adhered to.
 - Each player plays 1 set of singles and 2 sets of doubles.
 - A set is won by the first team to secure 6 games, with a margin of 2 games.
 - Therefore at 6/5, at least one more game is to be played to win 7/5 or even the games at 6-all.
 - At 6-all, a tiebreaker (first to 7-points with a margin of 2 points) is to be played.
- **Triples Singles/Doubles (D Green Ball)**
 - 3 players per team each week (can play 3, 4 or 5 players during finals)
 - Team can play with one player short (see below for more information)
 - The order of play is recommended but not mandatory.
 - Each player plays 1 set of singles and 2 sets of doubles
 - Each set is won by the first team to win 6 games in the set.
 - No tiebreaker is played in this grade.

PLAYER LATE ARRIVAL / MISSING A TEAM PLAYER

- If either team is unable to start any set within 15 minutes of the scheduled start time (i.e. 8:30 am Saturday and 8:45 am Sunday), the offending team shall forfeit the first set to nil.
- If the entire team is not in attendance 30 minutes after the scheduled start time
 - **and** no set can be played; **then** the entire match is **forfeited**;
 - **note** - this does not apply to Triples matches when playing 1 player short.
- When ALL a team's players arrive later than 8:30 am Saturday or 8:45 am Sunday, the Home Club has 2 options:
 - They can choose to play the first set or claim a forfeit.
 - They can inform the visiting players that the first set will only be played after all other sets have been completed. If the first set is unable to be completed, the visiting players will be required to forfeit that set or any unfinished games. If the Home Club is at fault, the opposite rule shall apply.
- Open Rubbers **MUST** have both players at the venue. If 1 player does not arrive by 30 minutes after the scheduled start time, then the entire match is **forfeited**. One player does not constitute a team and thus is recorded as a forfeit. Do not enter a set score even if one has been played.
- In Triples matches, you can play with one player short. In this case, the opposing team wins the three forfeited sets 6-0 each.
- If possible, the opposing team should exclude the equivalent player in the Order of Merit within their team for all Triples matches where a team is one player short.

EMERGENCIES

- ← Emergency players **must not strengthen** the team, or
 - play in a lower section or lower grade than their ability, or
 - have played for another WDTA Club in the same season on the same day, not even as an emergency.
- ← A player used in a previous season but not named in a team for the current season, is not automatically registered.
- ← A **regular team player cannot play below their nominated position**.
 - For example, nominated #1 player cannot play at #2 position, similarly #2 player cannot play at #3 position.
 - As long as the above rule is observed, an emergency player can play at either #1, #2 or #3 position – at the Club Convenor's discretion.
- ← How to register emergency players:-
 - Prior to the match, send an email to the relevant Record Secretary detailing their name, date-of-birth, gender, competition grade and experience before the match, OR
 - Ensure the player (or Team Manager) completes all the details requested in the Emergency section at the bottom of the Match scoresheet.
 - If the player is new, please allocate a grade to them, otherwise the player will automatically be graded in the grade they filled in for, which may not be accurate.
 - Do not leave the grade field blank.
- ← If the details of the emergency player are **not fully completed on the scoresheet**, or have not been emailed to the Record Secretary the player will be considered **ineligible**, and
 - their scores will not be counted.
 - Each set/rubber will be awarded as forfeit to opposing player and **NO UTR** score will be recorded for the player involved.

TIEBREAKER

- ← If the games are tied at 6/6 and you're playing a tiebreaker, follow these steps:
 - ← The player due to serve the 13th game serves the first point into their opponent's deuce (right) service court.
 - ← After the first point, the serve goes over to the other player, who then serves the next two points, serving first into the advantage (left) service court and then into the deuce (right) service court.
 - ← After every 6 points, the players change ends.
 - ← The player (team) first to 7 points (super tiebreaker-10 points), with a 2 point margin is the winner.
 - ← Look at the example below...

| | | | | | |
|---|---|---|---|--|--|
| 1st POINT A: 1 B: 0 | 2nd POINT A: 1 B: 1 | 3rd POINT A: 2 B: 1 | 4th POINT A: 3 B: 1 | 5th POINT A: 4 B: 1 | 6th POINT Change ends A: 4 B: 2 |
| 7th POINT A: 4 B: 3 | 8th POINT A: 4 B: 4 | 9th POINT A: 4 B: 5 | 10 POINT A: 4 B: 6 | 11th POINT A: 5 B: 6 | 12th POINT Change ends A: 5 B: 7 |

- ← Player A has won the Tiebreaker 7/5 and has won the set 7 games to 6 games. This is written on the scoresheet at 7 ⁽⁷⁾ / 6 ⁽⁵⁾
- ← The tiebreaker is regarded as one game played, therefore, in a rubber the pair who served first in the tiebreaker shall receive service in the first game of the following set of that rubber, and at the opposite end to where they finished the tiebreaker.

TEAM PLAYERS

- All registered players must be a financial member of the Club registering them.
- Players eligible for junior competitions must be 18 years old or younger as of midnight on the date of the scheduled Saturday/Sunday Grand Final for that season.

- ← Players may NOT leave a venue during an ongoing match without the prior approval from the HOME Venue Supervisor.
- Players MUST play in the order specified in Club Zone. A warning will be issued for the first out-of-order play; subsequent out-of-orders will result in a loss of sets/points for the offending player.
- A Club may submit a request to Waverley Tennis Record Secretary to change the playing order only up to Round 10. No changes to the order of merit are permitted during the Finals series.
- No player may play below their approved grade (unless such player has been approved to play as a permanent player in a lower graded team).
- Once a player plays more than three matches in any team, that player cannot play
 - for another team in a lower grade, nor
 - a lower section within the grade, nor
 - another team in the same section
 - without prior permission of the Waverley Tennis Match Committee's relevant Record Secretary.
- After a player has played in 4 games with a team, they will be permanently assigned to that team or a higher graded team.

COURT SURFACE & BALLS

- Home & Away matches teams can play on 2 different surfaces. Finals must be played on 1 surface.
- Home & Away matches - 2 new & 2 good used balls to be provided by the Home Club. Finals - 4 new balls must be supplied.

BREAKS

- Rubbers Competitions (President's Cup, Challenge Cup, A, A Reserve, B Special and B)
 - Players must NOT leave the courts between sets (except for toilet breaks and a water bottle refill) and with permission of the Venue Supervisor
- Triples Competitions (C Special, C, D Special and D)
 - Players may come off the courts between sets.
 - Players must NOT leave the courts during a set, except for toilet breaks and with permission of the Venue Supervisor.

HOTLINE

- If the Venue Supervisor has any queries on the day that they are unable to answer or resolve, they can contact the Waverley Tennis HOTLINE, ie Trevor Smyth, on 0468 958 927.
- ← Trevor can also clarify any issues regarding WDTA by-laws.
- ← By contacting the Hotline, most issues can typically be resolved satisfactorily without needing to lodge a protest or complaint.
- ← If an issue arises prompt action is recommended, so as to prevent escalation.

SPORTSMANSHIP

- Players MUST always conduct themselves in a sportsmanlike manner and show respect to the Venue Supervisor, Umpires (when required), opponents, spectators and others.
- Abusive behaviour (either verbally or physically), constant yelling, or behaviour detrimental to the sport (including blatant cheating) will not be tolerated.

- If the above occurs, the Venue Supervisor shall immediately issue a warning to the player to refrain from such conduct.
- If the player persists with the unacceptable conduct, the Venue Supervisor should advise that an official complaint will be submitted to Waverley Tennis and, in turn, provide a full report on the unsatisfactory conduct and warnings given to this player.
- Under no circumstances should the offending player be made to forfeit points or games.
- Venue Supervisors are NOT empowered to take on the role of a Referee. They must leave the handling of reports of violations of the Code of Behaviour and any appropriate penalties to Waverley Tennis.
- We do not call foot-faults in Waverley Tennis Competition, but the Venue Supervisor may have a quiet word with the server about foot-faulting.

INJURIES

- Each team is allowed one 10-minute suspension of play per injury or illness during a match
- If a player is injured or unwell and cannot continue, a substitute player can be brought in for the rest of the match.
 - ← **In Triples matches:**
 - ← If the injured/unwell player has not completed a set, the opposing team will be awarded that set. For example, if the set score is 3-2 with the injured player having won 2 games, the opposing team wins the set with a score of 6-2.
 - ← **In Rubbers matches:**
 - ← If the injured/unwell player has not completed a set, the opposing team will be awarded that set and also awarded the Rubber.
- The injured or unwell player's team has 30 minutes from the time of the injury or illness to have a substitute player ready to play on the court.

UMPIRES

For Home and Away matches:

- Umpires can be organised by the Junior Convenor or Venue Supervisor. The Venue Supervisor or their delegate can umpire individual sets or rubbers.
- For 'D' Grade Junior matches, the Home Club should provide extra supervisors for all Home and away matches, who may be positioned on court.

PARENT/GUARDIAN BEHAVIOUR

- **Parents/guardians are not allowed on the court** where their players are competing. There should be no coaching or line calling from parents/guardians. Any issues will be dealt with by the Home Venue Supervisor.
- **Away teams MUST have a parent/guardian in attendance** for the entire match.
- **During a set or between sets in a rubbers match**, there should be no communication or coaching by parents/guardians.
- The Venue Supervisor is responsible for overseeing the involvement of parents/guardians/supporters and ensuring that they understand that players are responsible for keeping their own score and making their own line calls.
- Parents/guardians/supporters may remind players to call the score, but should not call it for them.
- If a parent/guardian/supporter is causing a disturbance at a venue, the Venue Supervisor has the authority to ask them to leave the Club area.

FINALS

- To be eligible to play in the finals, a player **MUST** have participated in at least 3 Home and Away matches for the same team in the same competition.
- Additionally, any matches played in a lower graded team for the same Club in the same competition (same day), can also be added to be eligible for finals.
- ← A **regular team player cannot play below** their **nominated position**.
 - For example, nominated #1 player cannot play at #2 position, similarly #2 player cannot play at #3 position.
 - As long as the above rule is observed, an emergency player can play at either #1, #2 or #3 position – at the Club Convenor's discretion.
- Players who compete in Saturday or Sunday competitions **DO NOT** qualify for the finals on the alternative day to their regular competition, as they are considered separate competitions.
- Heatouts and washouts do not count as matches towards finals eligibility.

MATCH SCORE POINTS

Points for each round will be awarded to teams as follows:

Rubbers

- Maximum of 11 points can be awarded each round for Rubbers (President's Cup, Challenge Cup, A, A Reserve, B Special & B)
- 1 point for each winning set (maximum 9 sets), **plus**
- Half a point for each uncompleted set, **plus**
- 1 point for each set forfeited in the match (forfeited rubber counts as 2 sets unless it's the third set that is uncompleted), **plus**
- 2 points for a winning match, **or**
 - 1 point each for a draw, FULL wash-out or FULL heat-out, or where a result has not been reached, **or**
 - 2 points for a forfeit (non-defaulting team only) plus 1 point for each winning set (max 2 sets per unplayed rubber).
- No points are awarded for winning Rubbers.

Triples

- Maximum of 8 points can be awarded each round for Triples (C Special, C, D Special & D) matches.
- 1 point for each winning set (maximum 6 sets), **plus**
- Half a point for each uncompleted set, **plus**
- 1 point for each set forfeited during the match to the non-offending team, **plus**
- 2 points for a winning match, **or**
 - 1 point for a draw, or full wash-out or heat-out, or where a result has not been reached, **or**
 - 2 points for a forfeit (to non-defaulting team only) plus 1 point for each winning set.
- If the sets are equal, then the number of winning games is counted. If the games are also equal the match is a draw.

RESULTS & LADDERS

- Record Secretaries will publish results on the Waverley Tennis website from the preceding round before the next round commences - usually between Wednesday – Friday.
- Waverley Tennis website has the weekly round results and the ladders at <https://www.waverleytennis.asn.au/ladders.html>

UTR

- ← Matches for all grades except D Grade are recorded and sent to UTR Sports for updating of appropriate players' UTR. This is done by an external business every couple of weeks.
- ← UTR Sports update and calculate the updated UTR results as soon as possible.
- ← If the data is not showing correctly in UTR Sports, please ask parents/guardians and players to firstly check that their
 - name (first and surname) are spelt **exactly the same** way for Waverley Tennis and their UTR.
 - Date of birth registered for Waverley Tennis is the same as for UTR Sports.
- ← All UTR queries must be submitted by authorised club officials via email to the relevant Record Secretary.
- ← Queries should be submitted within 2 weeks of the match being played.
- ← Waverley Tennis is unable to request any changes to UTR information submitted to UTR Sports once the season is completed.
- ← Any queries submitted directly to Waverley Tennis by parents/guardians or players will not be responded to.
- ← More information on UTRs can be found at <https://www.waverleytennis.asn.au/utr.html>

TEAM WITHDRAWAL

- If a Club needs to withdraw a team from competition, they must send an email to the relevant Waverley Tennis Record Secretary. The Club DOES NOT notify their opposition that they are withdrawing a team. The Record Secretary will notify all Clubs in that section once Waverley Tennis approves the withdrawal. There is a **\$100 penalty** for withdrawing a team.

INCLEMENT WEATHER - Wet, Heat, Wind, Storm

- Venue Supervisors are responsible for deciding when to stop play based on current court conditions, the possibility of more bad weather, and the ability to get the courts ready in time to finish matches.
- The safety of players is always the top priority. Waverley Tennis supports and follows the Extreme Weather Policy of Tennis Australia, which can be found at <https://shorturl.at/bmS17>.
- ← All players should arrive at their venue for the day, unless their **OWN Club Convenor** advises them that play has been cancelled. Just because it is raining in your area does not mean that the opposing team's courts are also wet.
- ← Players and parents/guardians should NOT contact the opposition Club for details – please wait for your **OWN Club Convenor** to contact you.

EXTREME HEAT POLICY SUMMARY (temperature as listed on BOM.gov.au)

- ← When the ambient air temperature exceeds 35.0°C:
 - matches in progress MUST be suspended at the completion of the current GAME; and
 - new games MUST NOT commence until the ambient air temperature less than 35.0°C.

SCORE DISPUTES

- ← Any disputes regarding scores must be emailed by the Club's Junior Convenor or authorised Club official to the relevant Record Secretary, together with
 - a copy of the scoresheet, and
 - a short report detailing the key issues and the club's recommendation of action they consider appropriate
 - before **4pm within 2 Fridays of the match in question.**
- No scores will be investigated after the cutoff date.

CLUB / PLAYER / PARENT / GUARDIAN COMPLAINTS

- Players and parents/guardians must refer their complaints to their own Club Convenor or Club Secretary.
 - The Club must refer any dispute or complaint to the Committee of Management within 3 days after the completion of the match referred to. This should be done by sending a written statement of the matter in writing (emails are accepted) to the Waverley Tennis Complaints sub-committee, email complaints@waverleytennis.asn.au
 - Complaints should not be copied to the Club against whom the complaint is being directed.
 - Complaints will only be considered valid and processed by the Complaints sub-committee if they clearly identify and name the individual(s) (player/parent/guardian/spectator/coach etc.) against whom the complaint is being made.
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CLUB ZONE / TROLS

PRE-SEASON

Check your teams for the following:

- All team members are listed.
- The spelling of player names, genders and dates of birth are correct.
- Check your player's order of play, as out of order playing will result in:
 - first offence - a warning,
 - second and subsequent offences - loss of points for the team.
- Clubs with two teams in a section must ensure players play for the correct colour team.
- Check the fixtures on Club Zone – Menu selection #6, Lists and Fixtures.
- Friday before Round 1 verify the fixtures at <https://trols.org.au/wdta/fixture.php> for any late changes.

ONLINE RESULTS ENTRY VIA CLUB ZONE

- All match results must be entered via Club Zone at https://www.trols.org.au/wdta/s_start.php
 - Online entry for **Rounds 1-13**
 - for both **Junior Saturday and Sunday matches** closes **MONDAY 7 PM** following the match.
 - for **Senior Saturday matches** closes **TUESDAY 5:30 PM** following the match.
 - Online entry for **Round 14 and Finals** results
 - for **ALL Saturday and Sunday matches** closes **SUNDAY 8 PM**.
- There is a fine of \$15 per Club per competition for late online entry.

SCORESHEETS

- ← Winter 2025 Season sees the introduction of an A4 sized scoresheet. There is no longer a yellow carbon copy, and Away teams are encouraged to take a photo of the scoresheet for their records.
- ← Scoresheets MUST be retained by the Junior Convenor or Team Manager for the entire season and are considered final.
- Scoresheets MUST be **signed by both captains**.
- Ensure doubles combination for Rubbers matches (eg 1&3, 2&3 or 1&2) is filled in correctly.
- For all emergency players, full information must be supplied on the scoresheet (full name, DOB, gender, grading).
 - If this information **is not completed** in full, the player will be considered **INELIGIBLE**, and
 - their scores will not count, and
 - each set/rubber will be **awarded as a forfeit to the opposition** player; and
 - **NO UTR** score will be recorded for ineligible players.
- ← All information recorded in the “Comments” section MUST be entered online by the Home Club. Issues such as injuries, retirements, and forfeits during a match are also recorded here.
 - Details of forfeits during the match should include the players name and the reason for the forfeit.
 - Games already played will be recorded in the system and the set/rubber/match forfeited will be awarded to the opponent.
 - The comments will be passed onto UTR Sports so that the match will be recorded as incomplete.

FORFEITS

- ← The Club that **RECEIVES a match forfeit** from their opponent's team, **MUST enter** the result online. Their players entered will receive the sets as "played" against their names. The team that forfeits the match cannot claim their players as having "played".
- ← For example, if the Home team forfeits, the away team is responsible for entering the result in Club Zone.
- To enter a forfeit, go to Club Zone – Enter Match Results and click on '**by phone**', enter your players and click on forfeit.
- If the forfeit comes from the Home Club, then
 - Go to Club Zone – Enter Match Results, select the forfeited match and enter "No player" and click on forfeit.
- The **ultimate responsibility** for recording a forfeit remains with the **Home** Club.
- Failure to record a forfeit may result in a **fine** for "missing results" for the **Home** Club.

WASHOUT / HEATOUT

- If the match is washed out/heated out before any set being started, the Home Club is to enter this into the results for the day.
- Go to Club Zone – Enter Match Results and click on '**by phone**', select "no player" and click on Washout.

FINES

| | |
|---|---|
| Late result entry for Rounds 1 - 13.. (Juniors.competition.results.entry.closes.at.3pm.Monday.post.matches) (Seniors.competition.results.entry.closes.at.1.30pm.Tuesday.post.matches) | \$15 / Club / competition |
| Late result entry for Round 14, Semi Finals and Grand Finals (All.weekend.competition.results.entry.closes.at.4.30pm.Sunday.post.matches) | \$15 / Club / competition |
| Failure to provide timely advice of outside court usage (Visiting.Clubs.must.be.advised.no.later.than.the.Wednesday.before.the.match) | \$15 / per usage |
| Team forfeits from competition match - 1 st , 2 nd , and 3 rd forfeit by any team 4 th forfeit by the same team | \$30 each forfeit \$100 & comp elimination |
| Failure of a Club delegate to attend WDTA Council Meeting (includes AGMs). (All.WDTA.member.Clubs.are.to.attend.these.meetings) | \$50 / meeting |
| Failure of a Club delegate to attend WDTA Match Convenors Meeting. (All.WDTA.Clubs.that.are.fielding.Junior.and/or.Seniors.teams.in.the.upcoming.season.are.to.attend.these.meetings) | \$50 / meeting |
| Failure to provide a Venue Supervisor for a Junior match | \$50 / match |
| Failure to provide appropriate Finals Supervision | \$50 / match |
| Non-attendance of a responsible adult/parent/guardian for duration of Junior Away Matches. (Every.Away.match.team.MUST.have.a.responsible.adult.in.attendance?primarily.to.fulfil.duty_of_care.requirements) | \$50 / match |
| Withdrawal of a team after finalisation of the season's draw | \$100 / team |

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GOT QUERIES ON THE DAY?

For any **Weekend Junior** or **Senior Competition** queries,
contact the **Waverley Tennis**

HOTLINE

ie Trevor Smyth on

0468 958 927



**Waverley
TENNIS**

This document is designed to be read in conjunction with the **Waverley Tennis By-Laws** which are on the website at <https://www.waverleytennis.asn.au/waverley-by-laws.html>

Facebook - visit us at
<https://www.facebook.com/profile.php?id=100064867117592>

OTHER RESOURCES AVAILABLE ONLINE

- Information for Junior Convenors and Venue Supervisors
- Information for Junior Competition Team Managers & Parents/Guardians
- Procedures for Tennis Matches Played Without a Chair Umpire
- Weekend Handbook for the Current Season
- Code of Conduct for Parents

The above are available for download and printing from the **Waverley Tennis website** under the tab **RESOURCES / PUBLICATIONS**

<https://www.waverleytennis.asn.au/publications.html>

← Indicates that this point has been added or updated to this booklet since October 8680;

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