

Waverley Tennis Junior Competition Team Managers & Parents/Guardians



**Waverley
TENNIS**

Overview

- Waverley & District Tennis Association (WDTA) trading as Waverley Tennis, has two (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
- There are many documents available on the Waverley Tennis website Resources tab - <https://www.waverleytennis.asn.au/publications.html>

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 must stay onsite for the entire session.
- Welcome and introduce themselves to away teams (players and parents) and wear the WDTA Supervisor's Vest for the duration of all matches. The vests are essential as they allow parents of visiting teams to easily identify who to contact if an issue arises during play.
- Must 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.

NOTES FOR TEAM MANAGERS

Team Managers, please read these points in addition to the notes for parents.

YOUR TEAM

- Provide player and parent/guardian details (including mobile phone number) to all team members.
- Setup a chat group (eg WhatsApp) to communicate weekly with team players/parents/guardians.
- Send a confirmation message to the team on the Wednesday before the match to ensure that you

have enough available players for the coming round.

- Triples teams (D, D Special, C, C Special) can only have 3 team members play each round. If there are more than 3 players in a Triples team, create a roster of the players for the season.
- Rubbers teams (B, B Special, A Reserve, A, Challenge Cup, President's Cup) may play a minimum of 2 and a maximum of 4 players each round. If there are more than 2 players and the team is only playing 2 players per round, then create a roster of players for the season.

HOME AND AWAY MATCHES

- Players MUST arrive at least 10 minutes prior to the match starting time.
- Away teams should announce their arrival to the Venue Supervisor.
- Ensure that players' names are written on the scoresheet in the correct order of play, noting any emergency players, any previous playing history and date of birth (this is Important!).
- Under no circumstances should parents/guardians or supporters make line calls, call the score, or coach players while they are on court! If this is apparent, the Venue Supervisor should be advised.
- Team Managers should not try to resolve these issues themselves as this can lead to further conflict - they should ask the Venue Supervisor to step in and resolve any issues.

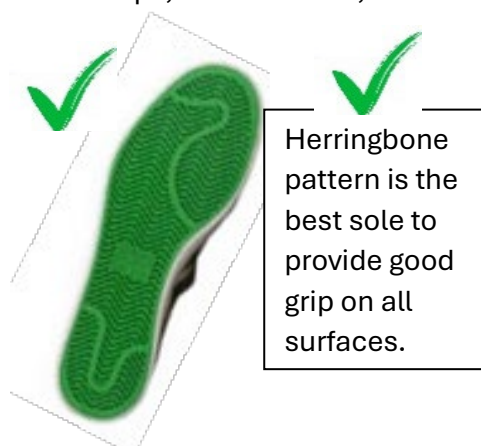
DOUBTFUL WEATHER

- On days of doubtful weather teams must attend both home and away match venues unless advised otherwise by the HOME Club Junior Convenor.
- At all times the Home Venue Supervisor shall have sole discretion as to when washouts are declared.
- A team leaving without the permission of the Venue Supervisor may be declared to have "forfeited" their match. Parents/guardians and supporters of both teams should be prepared to assist in restoring the courts to a playable state if needed.
- It is required that Team Managers (or a nominated team parent/guardian) of away teams remain at their match venue until their team's players have completed their morning's play.

TENNIS ATTIRE

When playing in Waverley Tennis competition players should wear the following: –

- Short-sleeve shirts with or without collars, that are tennis sportswear.
- Shorts, Skort, Skirt or Dress – preferably with pockets large enough to hold a tennis ball.
- Tracksuits, jumpers and hoodies may be worn while warming up and only during competition in inclement weather.
- No long-sleeved shirts, jackets or pants in Summer Season.
- Peaked cap, bucket hat, sunvisor hat
- Do not wear inappropriate clothing. No bare chest, No singlet tops, No swimwear, No street clothes.



NOTE; Home clubs shall have the right to refuse the wearing of footwear that they consider could cause damage to their court surfaces;

NO ripple soled shoes, no raised pattern, no raised heel.
NO black or coloured marking soled shoes (on acrylic courts) shall be worn at any time.



NOTES FOR PARENTS/GUARDIANS & TEAM MANAGERS

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 and 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.

SCORESHEETS

- Scoresheets are to be 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.
- 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 the scoresheets are to be totalled – Sets, Games & Rubbers - and **signed by both captains**.
- For Rubbers matches, the doubles player allocation must be completed – eg 1 & 2, 1 & 3 or 3 & 4.

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 Rubber, 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.

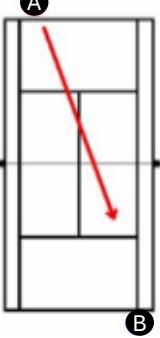
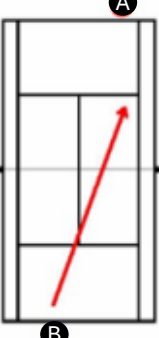
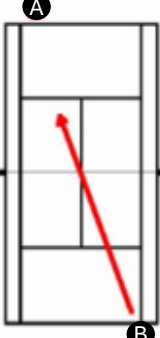
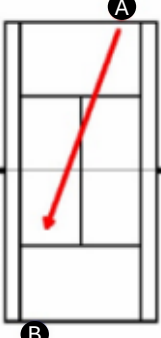
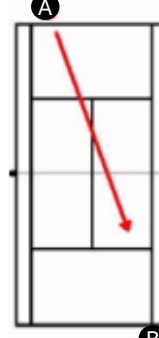
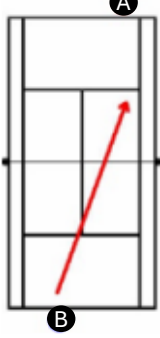
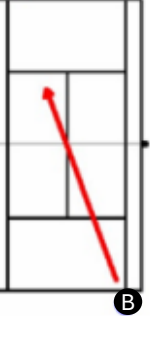
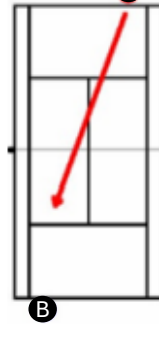

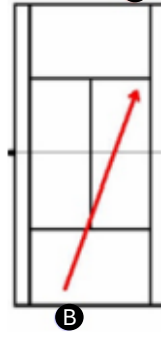
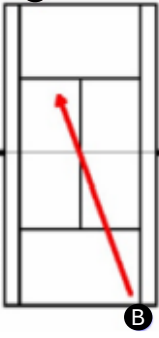
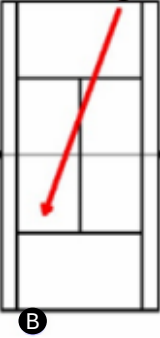
EMERGENCIES

- 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 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 advised to the Record Secretary the player will be considered **ineligible**, and
 - their scores will not be counted, and
 - Each set/rubber will be awarded as forfeit to the 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, it's the opponent's turn and they serve 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	10th 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 while a match is in progress, without the prior approval of the HOME Venue Supervisor.

- Players **MUST** play in the order specified by your Home Club Junior Convenor. A warning will be issued for the first out-of-order play; next out-of-orders will result in a loss of sets/points for the offending player.
- 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.

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.
- 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 and non-playing team members are not allowed on the court** where their players are competing. Coaching or line calling from parents/guardians or spectators is not permitted. 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.
- Parents/guardians/supporters may remind players to call the score, but should not call it for them.
- If a parent/guardian 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:
 - 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 to Waverley Tennis directly 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>

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 to the Club's Junior Convenor.
- This will then be forwarded to the Waverley Tennis relevant Record Secretary, along with a copy of the scoresheet, before 4pm - 2 Fridays after the match being queried to be considered.
- 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 will then refer the dispute or complaint to the Committee of Management within 3 days after the completion of the match referred to.

COURT CARE

Maintenance of our tennis courts is an important task to keep them in the best possible playing condition. For your safety and well-being and to enhance the longevity of the courts, please observe these rules for ALL COURTS.



SYNTHETIC GRASS & HARD COURTS

Before Play

- Remove all leaves, twigs, gumnuts, etc. by bagging or raking the court, fence to fence.
- This rubbish is to be placed in bins available.

After Rubber / Match

- Bag or rake the court, from fence to fence. Place the rubbish in the bin.

Wet Weather

- Do not play during rain or when courts are too wet.
- After rain, wait for the water to drain away before recommencing play.

EN TOUT CAS / CLAY COURTS

Before Play

- Remove all leaves, twigs, and gumnuts, by bagging the court, fence to fence.
- This rubbish is to be placed in bins available.

After Every Set

- Bag the court, from fence to fence.
- Lines must be swept after each set (except at the end of day)

Wet Weather

- Do not play during rain or when courts are too wet.
- After the rain, only puddles (not sheets of water) may be mopped up.

Hot and/or Windy Days

- Courts MUST be watered BEFORE BAGGING and BEFORE each SET.



FINES

Late result entry	\$15 / Club / competition
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 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



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

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Parents/Guardians and Team Managers

please observe the following

CODE OF CONDUCT

- ✓ Remember that children play sport for their enjoyment, not yours.
- ✓ Support participation by your children – let it be their decision to compete.
- ✓ Focus on the child's efforts and self-esteem rather than whether they win or lose.
- ✓ Never belittle or shout at a child for making a mistake, or for the team losing a match.
- ✓ Remember that children learn best by example – applaud the sides of the net.
- ✓ Always encourage children to play tennis according to the rules.
- ✓ Show appreciation and respect to Venue Supervisors and other volunteers, without whom your child could not play tennis.
- ✓ Help ensure that verbal and physical abuse do not occur at the tennis club.
- ✓ Remember that smoking and the consumption of alcohol is unacceptable at Junior 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>

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