

Information
for 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.

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).
- 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>

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.
- Introduce themselves to away teams and wear the **WDTA Supervisor's Vest**.
- Scoresheets
 - 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.
 - 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 – ie 1 & 2, 1 & 3 or 2 & 3.
 - Venue Supervisors are **fully responsible** for correct completion of the scoresheets.
- Provide for members, parents 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
- 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.
- 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.

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 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 Clubzone, 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).
- **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 Clubzone, 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 requirement to win by 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

- If you have an emergency player participating in your team, you **MUST** ensure the section at the bottom of the scoresheet is completed with ALL their details. 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.
- If the details of the emergency player are **not fully completed**, 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 players involved.
- An emergency player must NOT
 - strengthen the team,
 - play in a lower section or lower grade than their ability,
 - have played for another WDTA Club on the same day, not even as an emergency.

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 MUST play in the order specified in Clubzone. 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 appropriate
 - 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.
- 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.

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.

PLAYER TRANSFER

- **A player cannot represent 2 Clubs on the same day**, not even as an emergency. If they no longer want to play for a Club, a transfer must be obtained. Refer WDTA by-law #5 for more information.

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, i.e. Trevor Smyth, at 0468 958 927.

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.

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. 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.

- 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 BEHAVIOUR

- **Parents are not allowed on the court** where their players are competing. There should be no coaching or line calling from parents. Any issues will be dealt with by the Home Venue Supervisor.
- **Away teams MUST have a parent 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.
- The Venue Supervisor is responsible for overseeing the involvement of parents/supporters and ensuring that they understand that players are responsible for keeping their own score and making their own line calls.
- Parents/supporters may remind players to call the score, but should not call it for them.
- If a parent 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, can also be added to be eligible for finals.
- 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:

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.

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.

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 Universal Sports for updating of appropriate players' UTR. This is done every couple of weeks.

TEAM WITHDRAWAL

- If a Club needs to withdraw a team from competition, they must send an email must be sent to the appropriate 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 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)

When WGBT (wet bulb globe temperature) reading exceeds 32.5 degrees or the ambient air temperature exceeds 36.0 degrees:

- matches in progress MUST be suspended at the completion of the current GAME; and
- new games MUST NOT commence until WGBT is less than 32.5 degrees or the ambient air temperature less than 36.0 degrees.

SCORE DISPUTES

- Any disputes regarding scores must be emailed by the Club's Junior Convenor to the relevant Record Secretary, along with a copy of the scoresheet, before **4pm on the following Friday** to be considered. No scores will be investigated after the cutoff date.

CLUB / PLAYER / PARENT COMPLAINTS

- Players and parents 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/spectator/coach etc.) against whom the complaint is being made.

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 Clubzone – 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 CLUBZONE

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

SCORESHEETS

- Scoresheets **MUST** be **signed by both captains** and **retained** by the Junior Convenor or Team Captain for the entire season and are considered final.
- 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 players involved.
- All information recorded in the “Comments” section **MUST** be entered online by the Home Club. This is also where issues such as injuries, retirements, and forfeits during a match should be noted.
- Any score disputes, together with a copy of the scoresheet must be sent by the Club’s Junior Convenor to the relevant Record Secretary by **4 pm on the following Friday** to be considered. No scores will be investigated after the cutoff date.

FORFEITS

- The Club that **RECEIVES a 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”.
- To enter a forfeit, go to Clubzone – 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 Clubzone – 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 Clubzone – Enter Match Results and click on ‘**by phone**’, select “no player” and click on Washout.

FINES

Late result entry for Rounds 1 - 13 <i>(Juniors competition results entry closes at 7 pm Monday post matches)</i> <i>(Seniors competition results entry closes at 5:30 pm Tuesday post matches)</i>	\$15 / Club / competition
Late result entry for Round 14, Semi Finals and Grand Finals <i>(All weekend competition results entry closes at 8:30 pm Sunday post matches)</i>	\$15 / Club / competition
Failure to provide timely advice of outside court usage <i>(Visiting Clubs must be advised no later than the Wednesday before the match.)</i>	\$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). <i>(All WDTA member Clubs are to attend these meetings.)</i>	\$50 / meeting
Failure of a Club delegate to attend WDTA Match Convenors Meeting. <i>(All WDTA Clubs that are fielding Junior and/or Seniors teams in the upcoming season are to attend these meetings.)</i>	\$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 for duration of Junior Away Matches. <i>(Every Away match team MUST have a responsible adult in attendance, primarily to fulfil duty-of-care requirements.)</i>	\$50 / match
Withdrawal of a team after finalisation of the season's draw	\$100 / team

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GOT QUERIES ON THE DAY?
Contact the Waverley Tennis
HOTLINE
ie Trevor Smyth on
0468 958 927



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>

Information for Junior Convenors and Venue Supervisors

can be downloaded and printed from the
Waverley Tennis website under the tab
RESOURCES / PUBLICATIONS

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