

BUNINYONG & DISTRICT TENNIS ASSOCIATION INC
Rules and Bylaws
2023

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Section 1 ASSOCIATION BY-LAWS

The Association By-Laws cover the Competition Rules by which all Competitions are managed and played. All rules relating to the governance of the Association are covered in the Association Constitution (Section 8).

1.1 TENNIS LAWS:

The Laws of Tennis as adopted by the Governing Body of Tennis in Victoria, Tennis Victoria, shall apply to this Association except as hereinafter modified. This shall apply to the Code of Behaviour and Tennis Etiquette and Rules for Non-Umpired Matches, also adopted by the aforementioned Governing Body. Details of these Codes and Rules can be accessed via a link on the BDTA website (<https://play.tennis.com.au/BuninyongAndDistrictTennisAssociation>) on the By-Laws and Constitution page.

1.2 MEMBER CLUB FACILITIES

Clubs who are members of the Association, as described in Section 8, are eligible to enter teams into any BDTA Competition. Clubs must ensure that lines and nets on all courts are kept in good order, and that courts in disrepair are not used to host matches. Amenities must be accessible during all matches, and Clubs must ensure that appropriate actions are taken if courts and/or rooms are not able to be used.

During finals, if courts or rooms are unavailable for play, due to works or poor condition, the appropriate Competition Secretary must be advised immediately, outlining which courts/rooms are affected, and when they will be available for use.

For Home & Away matches, Clubs must provide at least one court for Senior, Junior and Midweek matches. For all night matches at least two courts must be provided.

1.3 FIRST AID:

All clubs should have a first aid kit at the court where the match is played and this should include ice (or an ice substitute).

1.4 RIGHT TO USE OF COURTS

The Association has the right to use of the courts of any of the member clubs (with the exception of the courts already allocated for Association Pennant matches) for the purpose of holding Association events and activities provided courts are not required for prior club commitments, upon giving at least 4 days clear notice thereof to the club or clubs whose courts are required for finals matches and at least 7 days clear notice for all other events.

1.5 COMPETITIONS AND GRADES:

The Association shall be divided into one season of three competitions, namely Senior, Junior, and Women's Midweek. Team entries shall be graded by the relevant committee. Each committee shall have the power to decide all questions arising out of its competition matches not provided for in these by laws. Where a club is unable to field a standard format team, they may request special permission to play a non-standard team. The relevant Competition Committee will consider these special requests and grade the team/s appropriately.

The Association reserves the right to trial/introduce new competitions as it sees fit. A set of interim By-Laws must be available to Clubs/Players before the new competition is started, and these must be formalised at the following Annual General Meeting of the Association.

1.6 COMPETITION CO-ORDINATORS:

The following Competition Co-Ordinator's shall be elected at the Annual General Meeting:

1.6.1 **SENIOR COMPETITION CO-ORDINATOR** for each season and shall be responsible for setup and close off of the season in the MatchCentre, arranging the draw, checking player eligibility and publishing results.

1.6.2 **JUNIOR COMPETITION CO-ORDINATOR** for each season and shall be responsible for setup and close off of the season in the MatchCentre, arranging the draw, checking player eligibility and publishing results.

1.6.3 **WOMEN'S MIDWEEK REPRESENTATIVE** for each season will be responsible attending meetings and represent the Midweek competition's interests.

1.7 ATTENDANCE AT GENERAL AND ANNUAL GENERAL MEETINGS:

All clubs and Life Members shall be notified of the Annual or General Meeting at least twenty-one (21) days prior to such meeting being held. Clubs intending to participate in the activities of the Association and fail to send delegates to the Annual Meeting or any General Meeting will incur a fine of \$30.00.

Attendance at the General Meeting, held before the Annual General Meeting, for discussion of proposed rule changes, and information relating to the AGM, can be either in person or online.

Attendance at the Annual General Meeting must be in person.

1.8 ALTERATIONS TO BY-LAWS:

Each Competition Co-Ordinator has the authority to review and introduce/alter their own By-Laws during the year, if they believe it is for the good of the competition. The proposed change/introduction must come with an appropriate period of notice to all clubs and must be put forward as an alteration at the next Annual General Meeting and accepted by the Clubs to take permanent effect. If it is not accepted, the alteration is defeated, and should not be put forward again, without reasonable differences to the original proposal.

Alterations to these By-Laws must be submitted to the Executive Secretary no later than July 1, preceding the Annual General Meeting. All proposed alterations are to be circulated in writing to all member clubs twenty-one (21) clear days before such meeting.

Proposed alterations will be open for discussion, comments and clarification at the General Meeting held at least 28 days before the AGM. The proposer of the alteration may take feedback from this General Meeting and modify its original proposition if deemed appropriate, and the final wording sent out for voting with the AGM agenda and full list of proposed alterations. Final submissions need to be with the Executive Secretary at least 21 days before the date of the AGM.

Proposed Alterations will be considered accepted if more than 50% of the votes received are in favour of the proposal.

1.9 CONTACTING SECRETARIES:

Only club secretaries or the nominated club competition secretaries as listed under Club Contacts may contact the Executive Secretary, relevant Competition Secretary or Record Secretary.

1.10 RULE BOOKS AND FIXTURE CARDS:

Rules will be available on <https://play.tennis.com.au/BuninyongAndDistrictTennisAssociation>

1.11 CLUB REGISTRATION:

Registration of clubs will only be accepted in the name of a single bona fide club on the prescribed form which must be received by the Executive Secretary no later than the Annual General Meeting. Clubs are responsible for notifying the Executive Secretary, relevant Competition Secretary and all registered clubs of any changes to information after this date. Failure to do so will incur a fine of \$20.00.

1.12 RESULTS ENTRY & CONFIRMATION IN THE MATCHCENTRE

Information and instructions for use relating to the MatchCentre can be found on the BDTA website: <https://play.tennis.com.au/BuninyongAndDistrictTennisAssociation>

- 1.12.1 All competition results are input into the MatchCentre by the teams/clubs competing in the match. The home team is responsible for entering the results, and the away team confirming results, except during Finals or when a team receives a forfeit. In these instances, the winning team is responsible for entering the result, and the losing team the confirmation.
- 1.12.2 Any issues with players or the results entered should be identified using the dispute system in the MatchCentre. Any other complaints or disputes, not related to the scores, refer By-Law 1.21.
- 1.12.3 In the event of a set not being completed i.e. Due to injury or weather, the set must be identified as incomplete and scores recorded as is e.g. 4-1, and the reason for the abandonment noted in the comments section. In the event of injury, details of how the injury occurred should be provided.
- 1.12.4 In the event of a forfeit or sets not played, the players should be listed, the sets identified as Not Played and the reason selected from the list. Scores are not entered.
- 1.12.5 Each Competition Committee will determine their own individual timelines for score entry and confirmation (See Seniors 2.5.4, Midweek 3., Juniors 4.8.1).

1.13 FEES AND FINES:

- 1.13.1 All fees are invoiced to clubs and must be paid by Round three (3) of the competition. Unfinancial clubs will not receive points until full payment is received.
- 1.13.2 Where a club incurs fines in a competition during the season, its teams within that competition shall be eligible to compete in finals matches only after payment of such fines.
- 1.13.3 Where a club withdraws a team after grading and prior to commencement of play it will, at the discretion of the relevant Competition Committee, incur a fine of \$50.00.
- 1.13.4 Where a club withdraws a team after commencement of the relevant season it will, at the discretion of the relevant Competition Committee, incur a fine of \$50.00. In addition, the club will be responsible to supply umpires/referees in accordance with By-Laws 4.11.2.
- 1.13.5 Results are to be entered and confirmed by teams/clubs 48 hours after the scheduled match start time. Failure to do so, will result loss of 1 premiership point from the winning team.
- 1.13.6 Any clubs with monies outstanding as at June 30 shall not be permitted to nominate, have a club member accept nomination or vote at the Association meetings until all outstanding monies are paid.

1.14 ELIGIBILITY OF PLAYERS AND LATE REGISTRATIONS:

- 1.14.1 All players must be bona fide members of clubs registered with BDTA
- 1.14.2 Players not registered at the beginning of the season are considered late registrations and must comply with the relevant competition By-Law (Junior 4.9/Senior 2.1.4).

1.15 TEAM LATE REGISTRATION:

At the discretion of the relevant Competition Co-ordinator and before the third home and away match, additional teams may be permitted to take up byes. The club taking up a bye must approach the clubs with respect to unplayed matches. These matches must be completed by the end of the first rotation of home and away matches.

1.16 TENNIS ATTIRE:

Any clothing items produced by recognised tennis clothing manufacturers are allowed, and club approved clothing is encouraged.

Leggings or mid-thigh length compression shorts worn without skirt or shorts is allowed. The following articles of clothing are NOT permitted:

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

1.17 TROPHIES:

- 1.17.1 The members in the premier team in each grade in each competition shall be awarded a memento. In the junior competition, members of runner up teams shall be awarded a runner up ribbon.
- 1.17.2 Where a team wins a premiership and is undefeated throughout the season, they will be regarded as champions. This includes the participation in a scheduled home and away match where points are equally divided.

1.18 TOURNAMENTS:

Entries will be received from players according to conditions set by the relevant Competition Co-Ordinator.

1.19 DISPUTES AND COMPLAINTS:

- 1.19.1 The relevant Competition Co-Ordinator shall have the power to inquire into all disputes or complaints arising out of, or in connection with the competition matches.
- **Disputes** will be decided on prior to the commencement of the next round and shall be final. No dispute will be considered if the score sheet has been signed.
 - **Complaints** will be investigated and a decision reached at the earliest possible time.
- 1.19.2 Any club referring a dispute or complaint to the relevant Competition Co-Ordinator shall within three (3) days after the completion of the match in question, forward a statement in writing to the relevant Competition Secretary, together with a deposit of \$20.00 which shall be forfeited in the event of the dispute or complaint being deemed frivolous. It shall also, within the same time period forward a copy of such statement to the secretary of the other affected club/s. The relevant Competition Co-Ordinator shall call on the clubs concerned to appear before the Committee who shall, after hearing the evidence, decide thereon. The involved clubs shall have the right to have two members attend the Committee meeting.
- 1.19.3 In the event of a dispute or complaint arising in a finals match, a protest may be lodged. The protesting club shall, in addition to any other penalty, incur a fine of \$50.00 if the protest is deemed frivolous.

Section 2 SENIOR COMPETITION BY-LAWS

Where there is any reference to the Computer Recording System (MatchCentre) you may check instructions on the BDTA web site play.tennis.com.au/BuninyongAndDistrictTennisAssociation

PLAYER REGISTRATIONS AND ELIGIBILITY:

- 2.1.1 Each club must register its players through the MatchCentre.
- 2.1.2 In the event of a club being represented by more than one team in any one grade, no player having participated in five matches in one team shall be eligible to play thereafter in the other team(s), without the approval of the Senior Competition Co-Ordinator.
- 2.1.3 No player shall compete in more than one senior competition match listed on the same day.
- 2.1.4 No player shall play for more than one club in any one competition without the approval of the Senior Competition Co-Ordinator.
- 2.1.5 A player shall be deemed to have participated in a match if his/her name is listed in the match results in the MatchCentre.
- 2.1.11 Clubs are responsible for ensuring that their players amend any name changes, should they occur, in MatchCentre.
- 2.1.12 In the event of a club or player breaching these by-laws then the sets that the offending club/player participated in shall be forfeited.

TEAM AND GRADING STRUCTURE:

- 2.1.6 The number of teams in a grade shall be determined by the Senior Competition Coordinator, depending on the entries received.

Each four player mixed doubles team shall consist of two women and two men. Each match shall consist of six, eight game sets with the tie break at eight all, comprising four mixed doubles, one women's doubles and one men's doubles.

- 2.1.6.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one man and one woman. Should a team want to play an extra player (man or woman) then all three of these players can play two sets (they do not have to and can only play one if that is preferred by the team) – this must be decided prior to the start of play. This By-Law also applies in finals matches.
- 2.1.6.1.1 The only restriction on the order of play as outlined in rule 2.2.2.1 is that the same combination of players in a mixed pair cannot play together twice in one fixture excepting
 - a. in finals where there is a draw and a super tie breaker is required to be played

ORDER OF PLAY:

- 2.1.7 The time of starting matches shall be 1.00 p.m. (unless an alternative starting time has been agreed upon by both teams prior to the day of play)
The order of play shall be as follows, unless a change is mutually agreed to.

FOUR PLAYER MIXED TEAMS:

- | | | |
|----|-----------------|---|
| 1. | Men's Doubles | |
| 2. | Women's Doubles | |
| 3. | First Mixed | 1 st Man and 1 st Woman |
| 4. | Second Mixed | 2 nd Man & 2 nd Woman |
| 5. | Third Mixed | 1 st Man & 2 nd Woman |
| 6. | Fourth Mixed | 2 nd Man & 1 st Woman |

POINTS AND BYES

- 2.1.8 The winner of each completed match will be the team who wins the greater number of:
 - (a) Games: but if the number of games won is equal, then
 - (b) Sets: if the number of sets won is equal then the match will be tied.
- 2.1.9 Eight points shall be awarded for each completed match. Two points will be awarded to the winning team. In addition, one point will be awarded for each set won. Where a match is tied, one point will be awarded to each team.
- 2.1.10 Where in the opinion of BDTA by reason of weather or other good and sufficient reason a match cannot be commenced, each team will be awarded four points.
- 2.1.11 Where in the opinion of BDTA by reason of weather or other good and sufficient reason a match after being commenced cannot be completed then:
 - (a) If no overall winning result has been obtained, one point shall be awarded to each team for the match. In addition, one point will be awarded to each team for each set they won. Half a point will be awarded to each team for any unplayed or incomplete sets.
 - (b) If an overall winning result has been obtained, two points will be awarded to the winning team. In addition, one point will be awarded to each team for each set they won. Half a point will be awarded to each team for any unplayed or incomplete sets.

MatchCentre:

- 2.1.12 Before the commencement of play, the home team captain followed by the away team captain shall list the players for all sets in MatchCentre specified under By-Law 2.3.
- 2.1.13 In the event that a team fields players in a set differently to that listed in MatchCentre, then at the end of the game being played when the error is discovered, all games won by the defaulting team in the set shall be forfeited and the set resumed with the revised game score and with the correct player or players competing.
Should the error be discovered after the set is completed, then the set shall be awarded to the team NOT in default (8-0). In no event should a set be replayed once it has commenced.
- 2.1.14 The home team shall be responsible to enter results in the MatchCentre and the away team to confirm results in the MatchCentre, except in the Finals Series or when receiving a forfeit, where the winning team is responsible to enter results in the MatchCentre and the losing team to confirm the results in the MatchCentre.
- 2.1.15 If MatchCentre is unavailable scores may be recorded and entered online at a later time, the winning team captain must notify the record secretary if scores are unable to be entered by 5pm Saturday.

- 2.1.16 Timelines for entry and confirmation will be determined by the Senior Competition Committee and notified to participating clubs each season.

PLAYER INJURY/ILLNESS:

- 2.1.17 In home and away matches: in the event of a player being legitimately unable to commence or continue in a match, one man substitute and one woman substitute may be used in all matches where applicable. They must be available within thirty (30) minutes and replace the injured player for the remaining set(s). Interrupted sets are to be forfeited. The scores as they were at retirement should be entered into the MatchCentre. The injured or ill player can take no further part in the match.
- 2.1.18 Play shall never be suspended or delayed so that a player can recover their strength or physical condition. However, a player suffering from a treatable medical condition may be allowed one (1) ten (10) minute break for that treatment, and the interrupted set is to recommence after the last completed point.

WALKOVERS and FORFEITS:

- 2.1.19 In the event of either team not being present or both captains cannot mutually agree to vary the order of play as listed in By- Law 2.3, then fifteen minutes after the appointed starting time, the first set scheduled for play shall be forfeited by the defaulting team, with further sets being forfeited at fifteen (15) minute intervals until one hour after starting time. Any team not in attendance one hour after the appointed starting time shall forfeit the whole match.
- 2.1.20 Any club unable to field a complete team shall forfeit any sets for which it is unable to provide players. If a team is short two or more players for a match, then a walkover must be given. Alternative forms of play should be considered when a walkover is given so that social tennis can be played.
- 2.1.21 If a team is short of players, the sets not contested shall be forfeited; the 2nd lady player and 2nd man player.
- 2.1.22 Any forfeited set must be clearly indicated in the MatchCentre and the reason noted in the comments section.
- 2.1.23 In the event of a team giving a complete walkover, the opposing club, along with the Senior Competition Co-Ordinator, must be notified as early as possible. Failure to do so incurs a fine of \$30.00. The Senior Competition Co-ordinator is notified in order to ensure that all options have been explored, and to assist with looking at alternatives, and to ensure that all reasonable efforts are being made by teams to avoid a forfeit occurring. The team receiving a walkover, even if that team is the away team, must enter their players in the MatchCentre, marking the match as either Home Forfeit or Away Forfeit, to receive full points for the match. The team giving the forfeit must confirm this result in the MatchCentre. Games will be included in percentage calculations. A walkover shall be considered applicable when two or more players are missing.
- 2.1.23.1 For a Finals match, if a team gives a complete walkover, or forfeits sets through player unavailability (as opposed to player injury during the match), the relevant club is liable for a fine (at the discretion of the Competition Committee) in the amount of:
- \$250.00 for a Grand Final
 - \$100.00 for a non-Grand Final
- 2.1.24 For a Home & Away match, if a team gives a complete walkover the relevant club is liable for a fine (at the discretion of the Senior Competition Co-Ordinator) in the amount of \$50.00.
- 2.1.25 Any team making a default by failing to play any three (3) matches without good and sufficient cause (to be judged by the Senior Competition Co-Ordinator.), or any club having been disqualified by the Senior Competition Co-Ordinator., shall be deemed to have retired from the competition, and all points and scores for and against any club deemed to have retired from the competition shall be deleted from the records.

2.2 ADVERSE WEATHER – Home & Away:

ABANDONED MATCH BY THE SENIOR CO-ORDINATOR

- 2.2.1 The Association follows the Tennis Australia Extreme Weather Policy. In the event of the Senior Co-Ordinator cancelling or teams having to abandon matches due to extreme matches:
- Abandoned matches will not be replayed.
 - These matches cannot be used to qualify players as no score is to be entered into the MatchCentre.
 - Points will be divided equally, except when prior notification of a walkover has been given, refer by-law 2.7.5.
 - A team having a bye will receive half points.

INTERRUPTED MATCHES

- In home and away matches, any abandonment of play must not be arranged until one hour after the appointed starting time (unless agreed otherwise by both captains), and at this time all players must be in attendance. Nonattendance by a team/player at this time shall result in those sets being forfeited.
 - Completed sets and games of the abandoned match will stand; points for uncompleted sets will be divided equally. Players and results of both completed and incomplete sets must be entered and confirmed via the MatchCentre.
 - Players are not obligated to play on unplayable courts. See Section 6 for definition.
- 2.2.2 If the captains cannot agree as to play starting/continuing, then the decision shall be referred to the Senior Competition Co-Ordinator.

UNPLAYABLE COURTS

- In home and away matches should ALL courts be unplayable due to excessive weather leading up to match day, the host club official may seek agreement, from the visiting club official, to cancel all matches for the day scheduled at that particular venue.
 - The host club must enter results in the MatchCentre and the away team to confirm results in the MatchCentre with both teams' players listed; these can be obtained when the agreement is reached verbally.
- 2.2.2.1 Even if a match has not commenced, the names of those players who would have participated in the match must be entered in the MatchCentre.

EXCESSIVE HEAT

- The following website is the only site to be used to determine the temperature.
<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in.
- If the temperature reaches 38 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.
- If play has commenced, the temperature can be checked at the change of ends, but you must not hold up play to check the temperature.
- If 38 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets. Any games completed up until that time must be entered in the MatchCentre.
- On a day of Total Fire Ban in the Central District, all senior matches (excluding finals) shall be cancelled.

FINALS

- 2.2.3 A player must play in three matches with their club to qualify for the finals in that season. Special permission may be granted by the Senior Competition Co-Ordinator, after submission of a written request, on a case by case basis. Any player who plays in a final for a team they are not registered for (either at the start of the season or as a late registration) and does not get approval from the Senior Competition Co-Ordinator. will forfeit their sets.
- 2.2.4 This means that all players who play in another team in a final, for whatever reason, must be approved by the Senior Competition Co-Ordinator.
- 2.2.4.1 In the event of injury or unforeseen circumstances where a player cannot play in the finals, a junior from that club who has played in the Association junior and/or senior competition that season by playing the minimum three matches could play in the finals providing permission has been granted and correct grading adhered to.
- 2.2.5 The Competition Committee shall allocate a club for each finals match. The club must ensure that two courts are set aside for each finals match. Whilst the club may choose the surface, both courts must be the same surface.
- 2.2.6 Clubs should make sure their clubrooms, courts and facilities are open at least 30 minutes prior to starting time, for visiting teams. Clubrooms are to be left in the condition they are found.
- 2.2.7 Competing teams are each expected to supply new tennis balls (as stipulated in By-Law 2.10), a score sheet and afternoon tea supplies including milk, tea, coffee, tea towels etc.
- 2.2.8 The time of starting all finals matches shall be 1.30 p.m.; except when by-law 2.9.9.1 and/or 2.9.9.2 applies. If a match has not started within 15 minutes the referee/umpires shall penalise the team refusing or unable to play by awarding the set or sets in question to the team ready to play as a forfeit, from then on further sets not playable shall be forfeited at 15 minute intervals. The umpires/referee shall report any untoward incidents to the Senior Competition Co-Ordinator for consideration.
- 2.2.9 The finals series shall be played by the four sides scoring the most premierships points at the end of the home and away matches in grades of six teams or more. If two or more teams score the same number of points, the placing shall be decided by percentages.
Percentages shall be determined in the following order; firstly games then sets.
Finals for eight team grade formats shall be played under the "Knock out" system i.e. 1 meets 4 and 2 meets 3 in the semi- finals; winner of each semi-final to play in the grand final.
For sections with a lesser number of teams the structure of the final series will be determined by the Senior Competition Co-Ordinator.
- 2.2.10 If a finals match is tied at the completion of play teams shall play a 10-point Match Tie-Break immediately to determine the match result. The choice of one male and one female player to participate in this Tie-Break shall be at the discretion of each captain, provided both players have participated in the match.

ABANDONED MATCH BY THE SENIOR CO-ORDINATOR

- 2.2.11 In grades using the "Knock out" system, a cancellation of the semi-finals will result in the two home teams, i.e. 1 and 2, playing in the grand final.
Should the grand final be cancelled, then the team placed higher on the ladder is deemed the winner.

INTERRUPTED MATCHES

- If play has not commenced due to adverse weather, players are to remain at the courts until 3.00p.m. to attempt play. Players are not obligated to play on unplayable courts.
Otherwise, if a match has not commenced by 3.00pm or is interrupted by bad weather and play is impossible to continue, the match must be abandoned.
- 2.2.12 Additional players are allowed in finals as per By-Laws 2.1.6.1
In the event of a player being legitimately unable to commence or continue in the final, one qualified man substitute and one qualified woman substitute may be used. The approval of the umpire in charge must be obtained prior to a substitute participating in a match. All substitutes' names must be written on the score sheets indicating the relevant sets they participated in, this can be written on the back of the score sheet, these reasons must be transferred into the comments section of the MatchCentre. The substitute must be both immediately available and qualified to play. The injured or ill player can take no further part in the match. Interrupted sets are to be forfeited. This substitute player may be the additional player referred to in by-laws 2.1.6.1
In finals that have been postponed, the opposing team must be informed and any player must meet all existing eligibility criteria.

BALLS:

Top grade, Tennis Australia approved, coloured new balls shall be provided:
Home and Away matches: two pairs by the home team
Finals Matches: Two pairs by the home team

CONTACTING SENIOR CO-ORDINATOR:

For any official matter relating to these senior rules the club should direct correspondence through their own club's Senior Coordinator or Secretary who will contact the Senior Competition Co-Ordinator or the President/Secretary of the Association, unless the Associations By-Laws stipulate otherwise.

Section 3 MIDWEEK COMPETITION BY-LAWS

To be edited by the midweek ladies competition committee

Section 4 JUNIOR COMPETITION BY-LAWS

Where there is any reference to MatchCentre you may check instructions on the BDTA web site play.tennis.com.au/BuninyongAndDistrictTennisAssociation

4.1 TEAMS AND PLAYERS:

- 4.1.1 The Junior Coordinator for each club will submit team entries to the Junior Competition Co-Ordinator by the deadline stipulated by the Junior Competition Co-Ordinator. Each entry will include a list of players and the requested Grade for each team. The Junior Competition Co-Ordinator will review team entries and request further information about teams and players from the club Junior Coordinators prior to then finalising the competition format, the composition of each Grade and the teams participating in each Grade.
- 4.1.2 All players in the competition must be under the age of twenty-one years as at December 31st of the year that the junior competition season commences.
- 4.1.3 The Junior Competition Co-Ordinator may at their discretion choose to include development competitions as played in accordance with Tennis Australia guidelines.
- 4.1.4 A-Grade and B-Grade teams to consist of 3 players, being any combinations of girls and boys (i.e., 3 boys, 3 girls or a mixed combination). Each player will play 1 set of singles and 2 sets of doubles. The best player in each team should be ranked #1. Singles play will be 1 v 1, 2 v 2, 3 v 3. Doubles play will be 1&2 v 1&2, 2&3 v 2&3, 1&3 v 1&3.
- 4.1.5 C1-Grade teams will consist of 4 players, being any combinations of girls and boys (i.e. 4 boys, 4 girls or a mixed combination). Each player will play 1 set of singles and 1 set of doubles. The best player in each team should be ranked #1. Singles play will be 1 v 1, 2 v 2, 3 v 3, 4 v 4. Doubles play will be 1&2 v 1&2, 3&4 v 3&4.
- 4.1.6 The remaining C-Grade teams will consist of 4 players, being any combinations of girls and boys (i.e. 4 boys, 4 girls or a mixed combination). Each player will play 2 set of doubles. Doubles play will be 1&2 v 1&2, 3&4 v 3&4, 1&3 v 1&3, 2&4 v 2&4.
- 4.1.7 The Junior Competition Co-Ordinator may vary the make-up of each Grade competition (number of players and format including sets and games played) prior to the start of the season where required to ensure an even competition as dictated by player numbers and skill level.
- 4.1.8 If a player has played four or more matches in the higher grades, they are not eligible to return to lower grades during the current season, except with the permission of the Junior Competition Co-Ordinator.
- 4.1.9 No player shall play in any grade lower than that they have been graded in by the Junior Competition Co-Ordinator unless special permission has been granted.
- 4.1.10 All clubs must provide an adult (over 16) to supervise each fixture match. If a club has one or more A-Grade or B-Grade teams playing at the same courts, they need only to provide one supervisor.
- 4.1.11 Before the commencement of play, the home team captain/supervisor and the away team captain/supervisor shall list the players for all sets on separate scorecards. No player shall play more than one set of singles and two sets of doubles in any one match. The two separate scorecards will then be exchanged by the opposing team captains/supervisors before the commencement of play, and then combined onto a single official scorecard.
- 4.1.12 In all grades, where clubs have more than the required number of qualified players, the team is permitted to play a maximum of two additional players per match. This rule also applies in finals matches.
- 4.1.13 In the event of a club being represented by more than one team in any one grade, no player having participated in five matches in one team shall be eligible to play thereafter in the other team unless special permission has been granted by the Junior Competition Co-ordinator.
- 4.1.14 No player shall play for more than one club in one season without the sanction of the Junior Competition Co-Ordinator.
- 4.1.15 No player shall compete in more than one Junior Competition match listed on the same day.
- 4.1.16 In the event of a club or player breaching these by-laws, then the sets that the offending club/player participated in shall be forfeited.
- 4.1.17 A player shall be deemed to have participated in a match if their name is listed in the match results on MatchCentre.

4.2 MATCHCENTRE

- 4.2.1 At the end of the match or as matches progress the scores entered on the scorecard are to be entered onto MatchCentre. The winning team is responsible for ensuring that the scores for the entire match are entered onto MatchCentre by 5pm of the day the match was played. The losing team is responsible for reviewing and confirming or disputing the scorecard on MatchCentre by 5pm the following day.
- 4.2.2 In the event of a walkover (forfeit) the winning team must enter the result on MatchCentre.
- 4.2.3 If MatchCentre is unavailable scores may be recorded and entered online at a later time. The winning team captain must notify the Junior Competition Coordinator if scores are unable to be entered by 5pm Saturday.
- 4.2.4 If a team wishes to protest and MatchCentre is not available, the team supervisor should liaise with the club Junior Coordinator who can then lodge a protest with the Association Secretary in accordance with the Protest By-Laws.
- 4.2.5 The Junior Competition Coordinator is able to alter the MatchCentre scorecard in the following circumstances:-
 - a) An ineligible player has been played. The set is forfeited to nil.
 - b) The number of games or sets is totaled incorrectly.
 - c) Where there is clearly incorrect information on the scorecard.
- 4.2.6 Clubs are responsible for ensuring that player details are updated on MatchCentre. Where a team cannot register a player on MatchCentre and has to select Unspecified player the club Junior Coordinator must be notified, who will then contact the Record Secretary so as the player's current information is loaded onto MatchCentre. Any Unspecified player that is not updated by the responsible club will have 1 point deducted for each set played by the Unspecified player from the team concerned.
- 4.2.7 If play is abandoned for all matches, as notified by the Junior Competition Co-Ordinator, then no scorecards are to be entered on MatchCentre.

4.3 PLAY

- 4.3.1 All sets throughout the year, including finals, shall be first to 6 games with a tie-break played at 5 games all, unless the competition at the start of the season for any Grade is modified by the Junior Competition Co-Ordinator (e.g. A-Grade may play 8 game non-advantage sets for singles matches).
- 4.3.2 Play shall commence at 9.00 a.m. Alternative start times for HOME and AWAY matches can be arranged by mutual agreement by the clubs involved except for Finals matches when permission from the Junior Competition Co-Ordinator is required to alter the start time. Players should arrive early to warm-up to ensure play can commence on time. In the event that the first and/or second set cannot commence within 15 minutes of the agreed start time, the offending team shall forfeit the first and/or second scheduled set for play. From then on, further sets not playable shall be forfeited by the defaulting team at 15 minute intervals. Any player not in attendance within 30 minutes of the agreed start time shall forfeit their designated sets for the whole match. Any team not in attendance within one hour of the agreed start time shall forfeit the whole match. Any forfeited set is to be clearly marked on the scorecard and entered onto MatchCentre with the reason stated in the comments section.
- 4.3.3 If a team is short of players, the sets not contested shall be forfeited.
- 4.3.4 In the event of a team giving a complete walkover, the opposing club and Records Secretary must be notified by 8.00 a.m. The team receiving a walkover, even if that team is the away team, must enter their players on MatchCentre, marking the match as either Home Forfeit or Away Forfeit, to receive full points for the match. The team giving the forfeit must confirm this result on MatchCentre. Games will be included in percentage calculations.
- 4.3.5 Any team making default by failing to play three (3) matches without good and sufficient cause, to be judged by the Junior Competition Co-Ordinator, or any club having been disqualified by the Junior Competition Co-Ordinator shall be deemed to have retired from the competition, and all points and scores for and against any club deemed to have retired from the competition shall be deleted from the records.

4.4 ORDER OF PLAY

The order of play is as follows unless a change is mutually agreed to by both team supervisors:

- 4.4.1 A Grade and B Grade:
 - a. 1st doubles
 - b. 3rd singles
 - c. 2nd doubles
 - d. 2nd singles
 - e. 3rd doubles
 - f. 1st singles
- 4.4.2 C1 Grade:
 - a. 2nd doubles
 - b. 1st doubles
 - c. 4th singles
 - d. 3rd singles
 - e. 2nd singles
 - f. 1st singles
- 4.4.3 Other C Grades
 - a. 1st doubles
 - b. 2nd doubles
 - c. 3rd doubles
 - d. 4th doubles
- 4.4.4 In the event that a team fields players in a set differently to that listed on the scorecard, then at the end of the game being played when the error is discovered, all games won by the defaulting team in that set shall be forfeited and the set resumed with the revised game score and with the correct player or players competing. Should the error be discovered after the set is completed, then the set shall be awarded to the team NOT in default (6-0). In no event should a set or game be replayed once it has commenced.

4.5 UMPIRING

- 4.5.1 A, B & C-Grades, except for the lowest two C-Grades, shall umpire their own sets. The lowest C-Grade shall be umpired by one adult on court per set. The second lowest C-Grade shall be umpired by one adult where either of the appointed team supervisors for that match determine players need help on a set-by-set basis. No other adults should be on court for the two lowest C-Grades except in exceptional circumstances. In exceptional circumstances, the adult supervisor may be required to appoint an umpire for any match at any Grade.
- 4.5.2 When an adult umpire is not provided in the lowest C-Grade, that club must forfeit the sets that the person was to umpire. Each club to umpire half the sets to be played.

- 4.5.3 At the start of each season, the Junior Competition Co-Ordinator may vary the rules relating to **mandatory** or **optional** umpiring.
- 4.5.4 For Grades where the Junior Competition Co-Ordinator has mandated the use of a central umpire, they will not be allowed to call foot faults. For all other Grades the central umpires officiating under this By-Law are permitted to call foot faults, provided that the central umpire is an adult and the offending player has in the first instance been warned once per set.

4.6 POINTS AND BYES

- 4.6.1 The winner of each completed match will be the team who wins the greater number of games. If the number of games won is equal then the winner will be the team who wins the greater number of sets. If both the number of games and number of set won are equal the match will be tied.
- 4.6.2 2 points will be awarded to the winning team. Where a match is tied, 1 point will be awarded to each team. In addition, one point will be awarded for each set won.
- 4.6.3 Where in the opinion of the Junior Competition Co-Ordinator by reason of weather or other good and sufficient reason a match cannot be commenced, each team will be awarded half the available points for that match.
- 4.6.4 Where in the opinion of Junior Competition Co-Ordinator by reason of weather or other good and sufficient reason a match after being commenced cannot be completed then if no overall winning result has been obtained, 1 point shall be awarded to each team for the match. In addition, 1 point will be awarded to each team for each set they win. Half a point will be awarded to each team for any unplayed or incomplete sets. If an overall winning result has been obtained, 2 points will be awarded to the winning team. In addition, 1 point will be awarded to each team for each set they win. Half a point will be awarded to each team for any unplayed or incomplete sets.
- 4.6.5 Half the available points will be allocated for a bye.**

4.7 BALLS

4.7.1 In A-Grade the home team shall provide 4 new balls for the days play.

- 4.7.2 In B-Grade the home team shall provide 4 'near' new balls for the days play.
- 4.7.3 In the remaining Grades the home team shall provide 4 balls in good condition except for the lowest two Grades in the competition where the home teams shall provide 4 green dot 75% low compression balls for the days play.
- 4.7.4 For finals matches each team will provide 2 new balls.

4.8 INCLEMENT WEATHER

- 4.8.1 The Association follows the Tennis Australia Extreme Weather Policy for Junior Competition regardless of age.
- 4.8.2 The Junior Competition Co-Ordinator has the power to abandon a round in the event of adverse weather conditions. Where such a decision to abandon the round has been made the Junior Competition Co-Ordinator will contact the Junior Coordinators at each club to relay the information.
- 4.8.3 Junior matches may also be abandoned by agreement between opposing team captains/supervisors if play cannot be commenced by 9.30am, or play cannot continue within 30 minutes of ceasing due to inclement weather.
- 4.8.4 Total Fire Ban in the Central District will not result in the cancellation of junior matches unless any section of the Extreme Weather Policy is triggered.
- 4.8.5 On a Code Red Day in the Central District all junior matches shall be cancelled.
- 4.8.6 Players are not obligated to play on unplayable courts. A court is considered unplayable if there is a reasonable chance of someone sustaining an injury during the match. Conditions that make a court unplayable include rain. Where the court is wet and slippery play cannot commence or recommence until players have used appropriate equipment to remove surface moisture to a point where no surface water remains and the weather is conducive to the courts drying.
- 4.8.7 Where a match is abandoned after being started a scorecard should be completed and signed by team captains, and results should be entered on MatchCentre, by the home team.

4.9 LATE REGISTRATION

- 4.9.1 At the discretion of the Junior Competition Co-Ordinator, and before the fourth round of home and away matches:
- Grading of teams may be adjusted where there is a clear mismatch, and the regraded team can take up the position of a bye in another Grade.
 - Additional teams may be permitted into the competition to take up byes.

4.10 CONTACT

- 4.10.1 For any official matter relating to these junior rules the club should direct correspondence through their own club's Junior Coordinator who will contact the Junior Competition Co-Ordinator or the President/Secretary of the Association, unless the Associations By-Laws stipulate otherwise.

4.11 FINALS

- 4.11.1 A player must play in 3 matches with their club to qualify for the finals in that season.
- 4.11.2 The finals series shall be played by the four sides scoring the most premierships points at the end of the home and away matches. If two or more teams score the same number of points, the placing shall be decided by percentages. Percentages shall be determined in the following order: firstly, games then sets.
- 4.11.3 The format for semi-final matches is 1 meets 4 and 2 meets 3. The winner of each semi-final to play in the grand final.
- 4.11.4 The Junior Competition Co-Ordinator will determine the semi-final venues for each match based on the top two teams earning the right to select a home venue or an available court at the Buninyong Tennis Centre, or if either of those two

options are not available their preferred other venue, in order of preference from A-Grade first through to the lowest C Grade last. The grand final matches will be played at the Buninyong Tennis Centre and Buninyong Community Tennis Club with courts allocated by the Junior Competition Co-Ordinator.

- 4.11.5 In the event of a finals match being drawn, the first two doubles players listed on the scorecard (1 & 2) shall play four (4) games of doubles, (one serve each) with the winner being the team that wins the most games. If the match is still drawn, the first two doubles players listed on the scorecard shall play a 10-point Match Tie-Break to determine the winner.
- 4.11.6 Umpiring will be as per the regular home and away season. The Junior Competition Co-Ordinator will liaise with club Junior Coordinators to arrange one Venue Supervisor for each venue that hosts a semi-final or grand final. The Venue Supervisor should have a good knowledge of tennis and be able to resolve any issues that occur during the match, ensuring that the rules of tennis and the Buninyong & District Tennis Association By-Laws are followed. The Venue Supervisor will have ultimate control over all matches played at that venue. The Junior Competition Co-Ordinator will notify all club Junior Coordinators as to who the designated Venue Supervisor for each venue will be before the finals commence.
- 4.11.7 In the event that a result is not achieved for a semi-final the top team playing that semi-final shall proceed through to the grand final. In the event that a result is not achieved for the grand final, then the Junior Competition Co-Ordinator shall liaise with each team and their club's Junior Coordinator to arrange an alternate time for the grand final to be played. If an alternate time cannot be agreed then the top team playing in the grand final is deemed the winner (i.e., if the second and fourth team progressed through to the grand final the winner will be the second team).

4.12 PLAYER INJURY AND SICKNESS

- 4.12.1 Should a player in any team be unable to finish their sets through illness or injury in the course of play, then a substitute player shall be allowed to take such players place for those sets that have not yet commenced. Such substitutes must qualify under the eligibility rules and shall play in the position of the injured player as shown on the scorecard. Such substitutes must be available to play within 15 minutes to ensure that play is not unduly delayed. Remaining games in the unfinished sets are forfeited (i.e., if a set is 4 games all when a player is injured, that set is forfeited 6-4).
- 4.12.2 When a player cannot play further sets because of injury and a substitute player has commenced a set, the injured player cannot play any further sets in that match.
- 4.12.3 The substitute player's name must be shown on the scorecard and entered on MatchCentre, together with a reason for the substitution included in the comments section.
- 4.12.4 Play shall never be suspended or delayed so that a player can recover their strength or physical condition. However, a player suffering from a treatable medical condition may be allowed one (1) ten (10) minute break for that treatment, and the interrupted set is to recommence after the last completed point

Section 5 UNPLAYABLE COURTS

A court is considered unplayable if there is a reasonable chance of someone sustaining an injury during the match. Conditions that can make a court unplayable are, but not limited to:

- Rain
- Plant growth over the court, i.e. Moss, mould, algae etc.
- Broken or malfunctioning nets
- Issues with the surface of the court, i.e. Reasonable sized holes or bumps in the main area of the court

When issues arise with courts relating to ongoing fitness for play, clubs must notify the relevant Competition Secretary of the issue and the expected recommencement of use and move any affected matches away from these courts.

NOTE: whenever moisture is apparent on the surface of the court, efforts should be made by the players to remove this before commencing play. Suitable equipment, in good condition, should be readily available to do this, i.e. squeegees for hard courts and rollers for synthetic grass.

Plexipave, a common surface within BDTA, is known to become quite slippery, especially on older courts where the grit from the surface has worn away and moss, mould and/or algae has started to grow. These factors need to be considered when determining whether courts are playable.

Two examples of determining whether a court is playable are:

A) Overnight rain has left courts wet. The next day is cold and sunny, but the courts have trees creating shadows across the courts, and even after the use of squeegees, are not likely to dry in a reasonable time. The surface has some moss on it, and when scuffing a foot over the surface, there doesn't seem to be a lot of grip.

There is a reasonable chance of injury created by external conditions, therefore this court could be considered unplayable.

B) Overnight rain has left the courts wet. The next day is cold and sunny, and as there is no shade over the courts it looks like they are starting to dry out. After squeegeeing, most of the surface water is removed, and the courts continue to dry, so after a short delay and both teams are happy, play can commence.

Synthetic grass is the next most common surface within BDTA, and due to the nature of the carpet fibers and sand, tend not to be as slippery as plexipave, however, they can become water logged, which can have the potential to cause injury. This may be due to rain over days before play, and not enough time or the right conditions to dry out sufficiently.

Two examples of determining whether a court is playable are:

A) It has rained overnight, but is a clear day. The courts have a sheen to them. Excessive amounts of water have been removed with rollers, and the courts still have a sheen of water over some or all of the surface. When walked on, there is the sloshing sound associated with walking in/on water.

These courts are waterlogged and need quite some time to dry out. These courts could be considered unplayable.

B) It has rained overnight, but is a clear day. There is a wet sound when they are walked on. The courts are rolled and some water is removed. There is no sheen or puddles on the court, and the sound when walking over the court is better than before rolling. These courts are not waterlogged, and when both teams are happy, play can commence.

In all instances common sense should be applied, and player safety the primary concern.

Section 5A TIE BREAK PROCEDURE

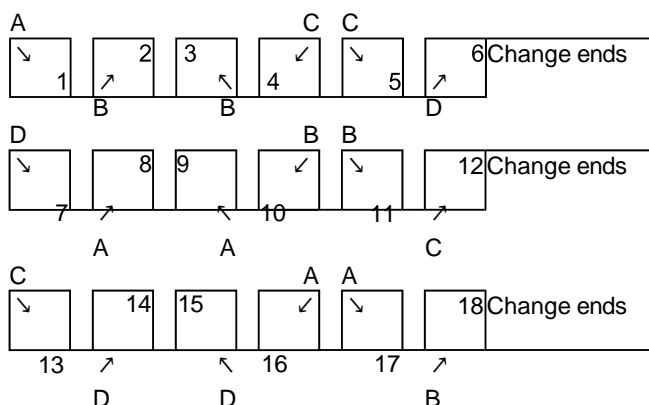
A Tie Break set can be won by either;

- (i) the first team to reach eight games with two games clear.
- (ii) in the case of the score reaching seven games all the result must be 9-7, or a standard first to seven points -(two points clear)- tie- breaker will take place at 8 all, and the score will read 9-8.
- (iii) in Junior Grades, tie breaker is played at 5 all and the score will read 6-5.

HOW TO PLAY A TIE BREAK.

- (a) The pair who first win seven points shall win the set provided they lead by a margin of two points. If the score reaches six points all, the game shall be extended until this margin has been achieved.
- (b) 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 the set, until the winners of the game have been decided.
- (c) From the first point, each service shall be delivered alternately from the right and left courts, beginning from the right court.
- (d) Players shall change ends after every six points.

NOTE: Odd points served from the right court. Even points served from the left court.



Change ends every 6 points until one pair reaches seven points and two points clear or a margin of two points if 6 all is reached.

POINTS TO REMEMBER.

1. The first player to serve, being A in the diagram, serves only one point and thereafter every player serves two consecutive points throughout.
2. When players change ends at six points and subsequent changes, the player who serves the sixth point from the left court then serves from the right court from the other end.
3. The rotation of service must be strictly kept as throughout the set. This will mean that during part of the tie break players will be serving from the opposite end to that in which they served during the rest of the set.

Section 6 CODE OF CONDUCT

BDTA defer to the following documents for rules, definitions, procedures:

Document 1: Tennis Australia Etiquette and Rules for Non-Umpired matches

Document 2: Tennis Australia Code of Behaviour:

Part A - Weekly Competition Guidelines

Part B - Appendix 1: Match and Tournament Violations

These documents are available on the BDTA website, and are the basis for the Code of Conduct.

FOR PLAYERS

MATCHES WITHOUT UMPIRES OR REFEREES

Players are expected to abide by the rules and conduct as outlined by Tennis Australia in Document 1.

Violations of these rules and conduct should be reported to the relevant Competition Co-Ordinator, as a complaint as detailed in By-Law 1.21.1. Complaints can be reported by players, spectators or any person within the precinct of the match site, who is witness to the violation, to their club representative who will lodge the complaint with the Competition Co-Ordinator.

MATCHES WITH UMPIRES AND/OR REFEREES

On the occasions that BDTA appoint Umpires and/or Referees, they are actually considered Court Monitors, as defined in Document 2 Part A, as they are not fully accredited officials. As such, BDTA employ two ways for violations to be dealt with:

1. Delegation of Authority to award penalties

The Competition Committees delegate Chair/Central Umpires in consultation with appointed Referees to have the authority to award penalties for the following violations from Document 2 Part B:

2.2 Physical Abuse

2.3 Verbal Abuse

2.4 Audible Obscenity

2.8 Visible Obscenity

2.9 Abuse of racquets or equipment

2.10 Abuse of balls

Penalties for these violations:

FIRST Instance: Warning

SECOND Instance: Loss of a point

THIRD Instance: Loss of set/rubber

These penalties carry over to any other remaining sets/rubbers for the match.

If a player is defaulted, they are no longer able to participate in the remainder of the match and cannot be substituted.

2. Referral to Competition Committees

In the event of violations from Document 2 Part B relating to:

2.5 Unsportsmanlike conduct

2.7 Unreasonable delays

2.12 Best efforts

2.14 Failure to complete a match/a tournament

3.1 Dress and equipment

3.2 Conduct unbecoming

The Chair/Central Umpires in consultation with appointed Referees should, in the first instance, counsel and warn the individual, that their conduct is inappropriate and that if the behavior continues it will be referred to the Executive Committee.

If further instances of violation are observed, the Chair/Central Umpire and Referee together, should provide a written complaint to the relevant Executive Committee.

The complaint should detail the situation of the match, the violation, any witnesses and any other pertinent information. Any sanctions will be determined by the Executive Committee.

BEGINNER SECTIONS WITH MANDATORY CHAIR/CENTRAL UMPIRE (By-Law 4.4.1)

These sections are learning and should be treated as such. Players, parents and spectators should be counselled about inappropriate behaviour and where details of the Code of Conduct can be found. Clubs should ensure that all new junior players and junior parents are aware of where to find information relating to the rules of Tennis and of BDTA.

FOR SPECTATORS (PLAYERS NOT ON COURT, PARENTS etc.)

BDTA considers a Spectator to be a person who is not directly involved with the match in progress. Those directly involved include a player, umpire, linesperson, referee etc.

Spectators are not to direct play or instruct players, either during or between points whilst the match is in progress. Spectators are expected to abide by the rules and conduct as outlined by Tennis Australia in Document 2 Part B, in particular 2.13 Coaching and 2.15 Spectator Interference.

If requested by either team, a spectator can be asked to umpire a match. An example of this is could be players being unsure of how to play a tie break. The spectator must become the central/chair umpire, and participate in the match, not direct/score from outside the court boundary.

MATCHES WITHOUT UMPIRES OR REFEREES

In Junior events, violations of these rules and conduct can be reported to the Club Supervisor at the time, and in the first instance the Supervisor would counsel the individual that their conduct is inappropriate. If the behaviour continues, it should be referred to the Executive Committee by the Club Representative.

In all other instances, violations of these rules and conduct should be reported to the Executive Secretary, as a complaint. Complaints can be reported by players, spectators or any person within the precinct of the match site who is witness to the violation, to their club representative who will lodge the complaint with the Executive Committee.

MATCHES WITH UMPIRES AND/OR REFEREES

On the occasions that BDTA appoint Umpires and Referees, they are actually considered Court Monitors, as defined in Document 2 Part A, as they are not fully accredited officials. The appointed Referees can refer violations to the relevant Competition Committee, when relating to (Document 2 Part B):

2.2 Physical Abuse

2.4 Audible Obscenity

2.13 Coaching

2.3 Verbal Abuse

2.8 Visible Obscenity

2.15 Spectator Interference

Where possible, any instance of these violations, noticed by any linesperson involved in the match, or player should be directed through the Chair/Central umpire to the Court Referee.

If violations are observed by other spectators, this should be brought directly to the attention of the Court Referee.

In the first instance, the Referee must counsel and warn the individual that their conduct is inappropriate and that if their behaviour continues it will be referred to the Executive Committee.

If further instances of violation are observed, the Referee, together with the original reporter, should provide a written complaint to the relevant Executive Committee.

The complaint should detail the situation of the match, the violation, any witnesses and any other pertinent information. Any sanctions will be determined by the relevant Competition Committee.