

Tennis Seniors Association of South Australia Inc - TSSA



Trading Names: Tennis Seniors SA or South Park Tennis Seniors Centre
ABN: 48 070 901 457
Location: (located in the Adelaide Park Lands)
opposite 118 Greenhill Rd. UNLEY SA 5061
Postal Address: attn TSSA Secretary,
2/33A Old Tapleys Hill Rd, GLENELG NORTH SA 5045
Email: secretarytenniseniorssa@gmail.com
Website: <https://play.tennis.com.au/TennisSeniorsSA>

Person/s with Lead Responsibility:
TSSA Secretary & TSSA Competitions Manager

Approved:
Update approved by TSSA Committee:
15 December 2020

Next Review Date:
ASAP after 2021 AGM

COMPETITION COORDINATORS DUTIES & TASKS,

and NOTES for TEAM CAPTAINS

involved in SEASONAL COMPETITIONS (October-March & April-September)

held at SOUTH PARK TENNIS SENIORS CENTRE

1. RESPONSIBILITIES

TSSA Committee has overall responsibility for the control and conduct of all TSSA competitions.

TSSA Committee appoints a committee member to act as the **TSSA Competitions Manager**, who is also appointed as a **TSSA Member Protection Information Officer**

TSSA Competitions Manager is responsible for the appointment, induction, and support of **Competition Coordinator/s** for each competition conducted by TSSA. Their role as a **TSSA Member Protection Information Officer** is to deal with any complaints that may arise.

2. DUTIES:

Prior to the commencement of a scheduled TSSA competition season (**SUMMER COMPETITION** October - March and **WINTER COMPETITION** April-September): -

2.1 Each **Competition Coordinator** will review this document and identify any anomalies or suggested improvements and forward them by email to the **TSSA Competitions Manager**.

2.2 The **TSSA Competitions Manager** will provide to each **Competition Coordinator**:

- a schedule of subscription and/or match fees applicable for the coming season
- a list of teams playing in their competition as prepared by the **TSSA Recorder/s** that includes the names of all **Team Captains**, the names of players in each team, and each player's mobile and/or home phone numbers and email address
- keys to access the Clubhouse and gates, and 4-digit security codes, as applicable (*refer to 4.6* herein for additional access details)
- a form for the **Competition Coordinator** to sign, acknowledging their receipt of the keys and codes, acceptance of obligations for their use during the competition season and for their return to the **TSSA Competitions Manager** at the end of the competition season
- the name and contact details of the Park 20 Consortium Facility Manager; and the location of hard and soft copies of [Incident & Near Miss Report Form](#) and [Maintenance Request form](#)
- the location of the defibrillators and first aid kit

2.3 Each **Competition Coordinator**, upon receipt of their Teams List, will: -

- review the list to ensure they contain the names of each **Team Captain** and their players, and includes the mobile/home phone number and email address of each nominated player
- follow up with individual **Team Captains** if there appear to be any omissions from the lists
- induct each **Team Captain** into their role by providing them with a copy of this document and giving any clarification and further information, as necessary or requested
- request **Team Captains** to ensure their team members are aware of and familiar with **TSSA's RULES for Seasonal Competitions** and provide any assistance to **Team Captains**, if required
- support **Team Captains** to ensure, as far as possible, that matches are played in accordance with **TSSA's Tennis Etiquette & Rules for Non-Umpired Matches**

DUTIES continued:

- 2.4** Where a **Competition Coordinator** is advised of or becomes aware of a player's on-court or off-court behaviour at the competition venue that breaches **Tennis Australia Code of Behaviour**, **TSSA's Rules for Seasonal Competitions** or **TSSA's Tennis Etiquette & Rules for Non-Umpired Matches**, the **Competition Coordinator** must report this to the **TSSA Competitions Manager**.

Upon receiving in writing details of the player's alleged behavior, the **TSSA Competitions Manager** will deal with the complaint as the appointed **TSSA Member Protection Information Officer** adhering to the Complaints Procedure outlined in Part IV of [Tennis Australia's \(TA's\) Member Protection Policy](#)

3. COMPETITION COORDINATORS' GENERAL TASKS:

Competition Coordinators will:

- Monitor forecasted *weather conditions for their competition venue and if the forecast is for inclement or hot weather ($\geq 36^{\circ}\text{C}$ or $\text{WBGT} \geq 32.5^{\circ}\text{C}$), a **Competition Coordinator** may decide, and then notify **Team Captains** the night before the scheduled competition, that matches will be cancelled.

Where making an early determination regarding whether or not play can occur due to weather conditions could be problematic, a **Competition Coordinator** will make the final determination 1½ hours before the scheduled starting time and if play is determined NOT possible, will notify the **Team Captains**. Players must report to the match venue unless their **Team Captain** has been notified of cancellation by their **Competition Coordinator**.

- Provide a hard or soft copy report to the **Park 20 Consortium Facility Manager** of any [Incident &/or Near Miss](#) affecting the wellbeing of any player, such report to include the type and quantity (if any) of supplies taken from the First Aid Box.
- Where a need for facility maintenance or repairs is identified, complete a hard or soft copy of the [Maintenance Request form](#) and forward to the **Park 20 Consortium Facility Manager**.

In the event of inclement or *hot weather after the match commencement time, the **Competition Coordinator/s** will decide if play continues. In the event of play being *abandoned* due to the weather, a result in at least 25% of scheduled matches will constitute a valid round and unfinished matches will be scored in accordance with **RULE 6**.

***Competition Coordinators** will monitor WBGT in hot weather and will consider reducing match format when WBGT $> 30.0^{\circ}\text{C}$ and cease matches when WBGT $\geq 32.5^{\circ}\text{C}$ or $\geq 36^{\circ}\text{C}$.

Their determinations will be based upon [Tennis Australia's Extreme Weather Policy - 25 November 2019](#) and referring to the Bureau of Meteorology's (BOM) [Estimated WBGT \(Wet Bulb Global temperature\)](#) and [Apparent Temperature for Kent Town and West Terrace/ngayirdapira stations](#) and [weather radar](#), as necessary

4. COMPETITION COORDINATORS' SPECIFIC TASKS:

- 4.1** Arrive at the venue 20 minutes before the scheduled start time to prepare for the arrival of the players, who are required to be present at least 10 minutes before the scheduled starting time.
- 4.2** Open the clubrooms using Clubhouse key provided (#1) and disarm the alarm (*4-digit CODE*) located on the wall inside the clubroom adjacent to the door.
- 4.3** Switch on clubroom lights that are located on the wall adjacent to the bar on the northern side.
- 4.4** Unlock the Tennis Storeroom* and obtain one can of new balls and a clipboard/pen for each match to be played (i.e. one can per 2 teams).
**(key for storeroom is kept in a wall mounted Key Safe Box that has a 4-digit combination)*
- 4.5** Prepare **Score Sheets** for each match to be played (*suggest that this is undertaken prior to arriving at venue to save time*) by completing details including: -
- Title of competition
 - Date
 - Venue (if not at **South Park Seniors Tennis Centre**)
 - Court numbers allocated to teams for their matches
 - Team Names with name of the respective Team Captains inserted beneath.
- 4.6 Unlocking procedures**
- Unlock the Clubroom's main double doors – alternate Fire Exit
(*NB: #1 – same key opens the double doors from the Court side of Clubhouse*).
 - If night-time, or poor light, switch on lights for Courts 1-2 and Courts 3-6 (*Clearly labelled - Courts 1-2 & Courts 3-6. The light switches for these courts are located on the outside wall of the clubroom adjacent to the electrical switchboard and just inside the chain wire double gates at the western end.*)
 - Unlock the three (3) chain wire double gates that provide access to the enclosed terrace area in front of the clubrooms.
(*use U-shaped 'Royal Blue' key*)
 - Unlock the chain wire double gates located on the western end of fences enclosing Courts 3-6 (*use U-shaped 'Royal Blue' key*) and use the same key to unlock the padlock on the single gate on the southern side
 - Unlock the single chain wire gates located in the south eastern and south western corners of the chain wire fence enclosing Courts 7-18 (Hockey Field) (*use green dot coloured key to unlock padlocks*)
 - If night-time or poor light, switch on lights for Courts 7-10 '**South**'; 11-14 '**Centre**'; & 15-18 '**North**' as needed for matches. SA Power Network recommends a delay of 2 minutes between when turning on the pitch lights. Observe break between turning on light switches. That is, Turn on Tennis South – wait 2 minutes, turn on Tennis Central – wait 2 minutes, turn on Tennis North light switch
(*The light switches for these courts are located on the outside of the Hockey Pavilion's eastern wall that faces the courts/field and are labelled.*)

- **Forgotten the keys?**

Access the Grey box mounted on the wall adjacent to the Gas bottle using 3-digit code provided. Each key is colour coded - **remember to return keys to the Grey box after use.**



Yellow dot key – opens the chain lock on main double doors



Royal Blue U-shaped key – opens all Pavilion gates and gates to Courts 3-6



Emergency treatment gate access for Ambulance (see below)

White horizontal barrier leading from carpark into Court 1 area and Pavilion area.

- 4.7** Collect from each *Team Captain* their team's Match Fees, and any other fees lodged by *players* e.g. TSSA Membership and/or Annual TSSA Playing Fee, before commencement of their matches.
- 4.8** When opposing *Team Captains* have both paid their **Match Fees**, issue new balls and a clipboard/pen with their partially completed **Score Sheet** attached for the *Team Captains* to complete their respective players' details, and results of sets played as they occur.
- 4.9** In the event of inclement weather after the match commencement time, the *Competition Coordinator* will decide if play continues. If play is abandoned due to the weather, a result in at least 25% of scheduled matches in that competition will constitute a valid round and unfinished matches will be scored in accordance with **TSSA's RULES for Seasonal Competitions**.
- 4.10** Collect **Score Sheets** and cans of balls used for the round from the first named *Team Captain*, check that both *Team Captains* have signed the **Score Sheet**, and ensure that progress scores for any sets unfinished as a result of weather interruptions have been included.
- 4.11** Place the completed **Score Sheets** in the box allocated within the Tennis Storeroom.
- 4.12** Return the cans of used balls and clipboards/pens issued to *Team Captains* to the Tennis Storeroom.
- 4.13** At the conclusion of all matches in the round undertake locking procedures - use reverse order i.e. gates, lights and doors referred to in **4.6**, **4.4**, and **4.3** above, ensuring that all gates are locked, lights switched off and the main door to the clubroom is locked.

COMPETITION COORDINATORS' SPECIFIC TASKS continued

- 4.14** Encourage the players to stay on after completing their round of matches and enjoy using the clubroom facilities to socialise. Advise those players remaining that exit from the clubroom is only via the back door adjacent to the bar.
- 4.15** When all players have left, switch off the clubroom lights, set the alarm and lock the back door. If a *Competition Coordinator* is not staying at the clubroom until all players have departed, the *Competition Coordinator* must identify a person who agrees to accept the responsibility and will switch off the clubroom lights, set the alarm and lock the back door. Please place any chairs back under respective tables, where identified.
- 4.16** Complete a **TSSA Weekly Financial Report**, fill out a bank deposit slip (for the bank then being used by TSSA – “TSSA’s current Bank”) and undertake deposit of all **Match Fees** collected from *Team Captains* and any other membership or tournament fees paid by the players, at a branch of TSSA’s current Bank. Attach the Customer Receipt from the branch of TSSA’s current Bank to the completed **TSSA Weekly Financial Report** and forward the Report with the attached Receipt to the *TSSA Treasurer*.
- If a *Competition Coordinator* has collected membership fees, a copy of the **TSSA Weekly Financial Report** must also be forwarded to the *TSSA Membership Secretary* for noting and recording name/s of player/s paying membership fees.

5. EMERGENCY TREATMENT and AMBULANCE ACCESS

Prior to matches commencing, each *Competition Coordinator* must, after consultation with *Team Captains*, appoint players who agree and undertake to: -

- Collect the Defibrillator from the wall next to the kitchen and First Aid box from the Committee Room and make them readily available near Court 3 for emergency treatment of a player, if required;
- Call an Ambulance, if required;
- Treat a player with the Defibrillator and render First Aid, if required;
- Undo the Carpark emergency access barrier and remain by the entrance to the Carpark to direct an arriving Ambulance driver to the site of the emergency, if an incident requiring an Ambulance occurs;
- Lock the Carpark Barrier after any incident where it had to be opened;
- Notify Next of Kin following any emergency;
- Return the Defibrillator to its location on the wall next to the kitchen and First Aid box to the Committee Room at the conclusion of each match.

TENNIS SENIORS SOUTH AUSTRALIA (TSSA)

Located in the Adelaide Park Lands near the corner of Greenhill Rd. & Peacock Rd.
opposite to where Roberts St. connects into Greenhill Rd. UNLEY SA 5061

WELCOME!

'Come Out and Play'



6. NOTES for TEAM CAPTAINS

6.1 *Team Captains* must ensure that matches commence at the stipulated time.

- *Team Captains* should notify their players that they are required to be present at least 10 minutes before the scheduled starting time to pay **TSSA Weekly Match Fees**.
- Each *Team Captain* must collect their team's full match fee and pay the fee (plus any other monies collected e.g. annual **TSSA Membership Fee** and/or **Annual TSSA Playing Fee** (refer **6.2** and **6.3** hereunder) to their *Competition Coordinator* prior to commencement of their matches.
- Match balls will only be issued when all fees have been paid.
- The *Competition Coordinator* may decide to commence those matches where opposing teams have paid their fees, notwithstanding other teams have not then paid.

6.2 *Team Captains* must lodge any additional fees collected from their players with their *Competition Coordinator* prior to the match commencing.

- *Players* in a team may seek to pay fees that include becoming a financial member of TSSA, the player's **Annual TSSA Playing Fee** (if the player is playing four or more rounds of matches in a competition), and/or entry fees for upcoming tournaments.
(For more detail refer to **TSSA's RULES for Seasonal Competitions, REGISTRATION**)
- *Competition Coordinators* will note on the **Score Sheets** any additional fees collected, and date and sign the notation. These signed notations will be noted by **TSSA's Recorders** to avoid any loss of points for playing a non-financial player. Each *Competition Coordinator* will advise **TSSA's Membership Secretary** upon lodgment of weekly match fees and membership subscriptions with **TSSA's Treasurer**.

6.3 *Team Captains* must ensure all their players are eligible to play.

- Eligibility criteria to play in a TSSA competition includes:
 - i) Minimum age of 35 years
 - ii) Being a financial member of **TSSA** and paying the **Annual TSSA Playing Fee** before playing a fourth (4th) match in any TSSA competition within a **TSSA Financial Year** (1 October – 30 September).
 - iii) A **"Fill-in"** &/or **Emergency Player** may not have played more than four (4) matches in another team within the same TSSA competition.
- *Team Captains* are encouraged where possible to use **TSSA members** as "Fill-ins", particularly new members unable to get a regular spot in a team.
- *Team Captains* must note that playing an ineligible player results in loss of match points, sets and games for all sets in which the ineligible player participated.

6.4 *Team Captains* must ensure all their players are aware of and familiar with **TSSA's RULES for Seasonal Competitions - SUMMER (October- March) & WINTER (April-September)**.

NOTES for TEAM CAPTAINS continued

- 6.5** Opposing *Team Captains* are responsible for completing the **Score Sheet** ensuring:
- Family name and Given name (*plus preferred name*) of each player in their team is **PRINTED** in order of merit.
(to avoid confusion with players having the same surname, DO NOT use only a player's initials)
 - Any *Emergency Players* or "*Fill-ins*" are noted by both *Team Captains* before play commences, and the player's phone number and email address must be included if that player has not previously participated in the competition.
 - If the *Emergency Player* or "*Fill-in*" is a player who is not a **Financial Member of TSSA** and wishes to become one, the *Team Captain* will support the player to complete a **TSSA Membership Application Form** for lodgment, ensuring that the following is provided:
 - (1) Full name and address
 - (2) Mobile and/or home phone number
 - (3) Email Address
 - (4) Date of birth*(Above details are entered into Tennis Australia's League Manager/Match Centre for recording of results and to facilitate communication.)*
 - BOTH *Team Captains* must sign the **Score Sheet**
 - *Team Captains* must ensure their **Score Sheet** is submitted to their *Competition Coordinator* after every match, including matches unfinished as a result of weather interruptions or otherwise.
- 6.6** *Team Captains* are permitted to play up to five players in men's or women's competitions, and six players in mixed competitions, but players **MUST** play strictly in **ORDER OF MERIT** and names of all players participating in the match must be written on the **Score Sheet** prior to commencement of the match.
- 6.7** *Team Captains* are **REMINDED** that in **FINALS** matches, only players who meet the qualification requirements are eligible to play. (*Refer to TSSA's RULES for Seasonal Competitions, - QUALIFICATION FOR FINALS*)