

## **Section A      CONTENTS**

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## Section 1 ASSOCIATION BY-LAWS

### 1.1 TENNIS LAWS:

1.1.1 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 Tennis Geelong website ( [www.tennis.com.au/tennisgeelonginc](http://www.tennis.com.au/tennisgeelonginc) ) on the By-Laws and Constitution page. Clubs must ensure that lines and nets are kept in good order.

### 1.2 ANNUAL MEETING:

1.2.1 The Annual Meeting of the Association shall be held in September. An Annual or General Meeting shall consist of delegates from each member club and Life Members of the Association.

Only delegates of clubs affiliated during the previous year and Association Life Members shall be eligible to vote at the Annual or General Meeting.

Voting by the clubs present and eligible to do so shall be on the basis of one vote per club. Two fifths of clubs shall form a quorum.

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 \$20.00.

### 1.3 MEMBERSHIP:

1.3.1 Any club desirous of joining the Association must first submit an application in writing to the Executive Secretary of the Association.

1.3.2 Clubs playing with Tennis Geelong must pay an affiliation fee, which will be set at the Annual General Meeting.

1.3.3 Any clubs with monies outstanding shall not be permitted to submit teams, nominate office bearers, or have a member accept nomination or vote at any Association meetings.

### 1.4 LIFE MEMBERS:

1.4.1 In recognition of long or outstanding service, the delegates at the Annual General Meeting of the Association may confer Life Membership on players or officials. A  $\frac{2}{3}$  majority of those members present, voting at the Annual General Meeting will deem those as Life Members. Nominations for Life Membership must be in the hands of the Executive Secretary no later than July 1 preceding the relevant Annual General Meeting.

### 1.5 AUDITORS:

1.5.1 Auditors of the Association shall be elected at the Annual General Meeting. They will be qualified accountants and be responsible for the annual audits of the accounts of the Association.

### 1.6 COMPETITIONS AND GRADES:

1.6.1 The Association shall be divided into two seasons 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.

### 1.7 COMMITTEES:

1.7.1 The following committees shall be elected at the Annual General Meeting:

1.7.2 **COMMITTEE OF MANAGEMENT** shall consist of: President, Senior Vice President, Junior Vice President, Secretary, Treasurer, and the Secretaries of each season's Senior Mixed Competition, Junior Competition, and the Women's Midweek Competition and two Ordinary Members.

1.7.3 **SENIOR COMPETITION COMMITTEE** for each season shall consist of a secretary, recorder and a minimum of 2 (two) members and a maximum of 7 (seven) members. The Recorder shall be responsible for receiving score sheets, checking player eligibility, and recording and publishing results.

1.7.4 **JUNIOR COMPETITION COMMITTEE** for each season shall consist of a secretary, recorder and a minimum of 2 (two) members and a maximum of 7 (seven) members. The Recorder shall be responsible for receiving score sheets, checking player eligibility, and recording and publishing results.

1.7.5 **WOMEN'S MIDWEEK COMPETITION COMMITTEE** for each season shall consist of a secretary, recorder and 4 (four) members. The Recorder shall be responsible for receiving score sheets, checking player eligibility, and recording and publishing results.

1.7.6 **WEATHER COMMITTEES** - A Weather Committee of three (3) will be appointed by each Competition Committee.

### 1.8 NOMINATION FOR COMMITTEES:

Nominations on the prescribed form for a position on any committee are to be in the hands of the Executive Secretary no later than fourteen (14) days prior to the Annual General Meeting. Where the number of nominations so received exceeds the number of vacancies on any committee, an election shall be held at the Annual General Meeting. Any vacancies not filled from prior nominations will be filled by nomination and election at the Annual General Meeting. No club is to have more than two (2) representatives on any one Competition Committee.

### 1.9 ALTERATIONS TO BY-LAWS:

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.

**1.10 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 Recorder.

**1.11 RULE BOOKS AND FIXTURE CARDS:**

Rule books and fixture cards will be supplied to member clubs at a rate decided by the Committee of Management.

**1.12 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.

**1.13 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 in accordance with By-Laws 2.10.2 and 3.10.2 and 4.11.2.

1.13.5 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 FINANCE:**

All accounts for the Association must be passed by the Executive Committee for payment. The Authority for signing documents, cheques and vouchers will be any two of the President, Secretary or Treasurer. The Honorary Treasurer shall maintain the necessary accounting records and the closing date of the financial records for audit shall be July 31 prior to the Annual meeting.

**1.15 ELIGIBILITY OF PLAYERS AND LATE REGISTRATIONS:**

1.15.1 All players must be bona fide members of clubs registered with Tennis Geelong Incorporated.

1.15.2 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/Women's Midweek 3.1.4).

**1.16 TEAM LATE REGISTRATION:**

At the discretion of the relevant Competition Secretary 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 round of home and away matches.

**1.17 TENNIS ATTIRE:**

For the Association fixtures, only recognised, acceptable tennis attire is permitted.

Track suits with correct tennis attire may be permitted.

Tights, leggings and skins can be worn under shorts or a skirt/skort

The following articles of clothing are NOT permitted:

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

Jeans shall not be worn during play.

**1.18 TROPHIES:**

1.18.1 The members in the premier team in each grade in each competition shall be awarded a memento, and a coloured mounted team photograph shall be awarded to the club.

NOTE: Photographs will only be provided by Tennis Geelong if bookings for photographs are made within the specified times.

In the junior competition, members of runner up teams shall be awarded a runner up ribbon.

1.18.2 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.

**1.19 TOURNAMENTS:**

Entries will be received from players according to conditions set by the relevant Competition Committee.

**1.20 HONORARIUMS:**

For services rendered to the Association each season, the President, Secretary, Treasurer, and each of the Competition Secretaries and Recorders shall be paid an annual honorarium, the amount of which shall be approved at each Annual General Meeting.

**1.21 DISPUTES AND COMPLAINTS:**

- 1.21.1 The relevant Competition Committee 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.
- 1.21.2 Any club referring a dispute or complaint to the relevant Competition Committee 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 Secretary shall call on the clubs concerned to appear before the Competition Committee who shall, after hearing the evidence, decide thereon. The involved clubs shall have the right to have two members attend the Competition Committee meeting.
- 1.21.3 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.

**1.22 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).

## Section 2 SENIOR COMPETITION BY-LAWS

### 2.1 PLAYER REGISTRATIONS AND ELIGIBILITY:

- 2.1.1 Each club must register its players on a special Registration Form supplied by the Association. The information provided must detail all players past performances, i.e. Saturday Pennant, other Association's Pennant and Indoor Pennant performances. A separate registration form is required for each competition for clubs entering more than one competition. All registrations must be in the hands of the Competition Secretary on the date set by the Association.
- 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 Competition Committee.
- 2.1.3 For all new players, and where insufficient background information is provided on the original Registration Form, the Competition Committee reserves the right to regrade players prior to their fifth pennant match.
- 2.1.4 A player not listed on the original registration form will be classed as a late registration and may be regraded prior to their fifth pennant match. Unless otherwise indicated to be registered lower, (this can be indicated in the comments section in the Competition Recording System (CRS)), a late registration will be graded into the section first played. The affected sets will be forfeited if the Competition Committee deem the late registration is of too high a standard for the section played.
- 2.1.5 No player shall play in any grade lower than he/she has been graded by the Competition Committee, without the approval of the Competition Committee.
- 2.1.6 No player having participated in a total of five matches in higher grades shall be eligible to play thereafter in lower grades during the season, without the approval of the Competition Committee.
- 2.1.7 No player shall compete in more than one senior competition match listed on the same day.
- 2.1.8 No player shall play for more than one club in any one competition without the approval of the Competition Committee.
- 2.1.9 A player shall be deemed to have participated in a match if his/her name is listed in the match results in the CRS.
- 2.1.11 Clubs are responsible for ensuring that their players amend any name changes, should they occur, in the Competition Recording System (CRS).
- 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.

### 2.2 TEAM AND GRADING STRUCTURE:

- 2.2.1 The number of teams in a grade shall be determined by the Competition Committee, depending on the entries received.
- 2.2.2 **SIX PLAYER MIXED TEAMS:**

Each six player mixed team shall consist of three ladies and three men playing nine six game sets with the tie break at six all, comprising three mixed doubles, three women's doubles and three men's doubles.

  - 2.2.2.1 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.

An additional player is only permitted to participate in either two women's/men's doubles sets or one mixed doubles set except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 2.6.1).  
This By-Law also applies in finals matches.
- 2.2.3 **FOUR PLAYER MIXED DOUBLES TEAM:**

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

  - 2.2.3.1 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.

An additional player is only permitted to participate in either two mixed doubles sets or one women's/men's doubles set, except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 2.6.1).  
This By-Law also applies in finals matches.
- 2.2.4 **SINGLE SEX GRADE TEAM: DOUBLES FORMAT:**

This format shall consist of four players. Each match shall consist of six sets of doubles with the tie break at six all.

  - 2.2.4.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one player. The additional player is permitted to participate in any position in either Set 1 or 2, as listed in the Order of Play (see By-Law 2.3.4), except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 2.6.1).  
This By-Law also applies in finals matches.
- 2.2.5 The tie break procedure is shown in section 5 of this book.

### 2.3 ORDER OF PLAY:

- 2.3.1 The time of starting matches shall be 1.30 p.m. in both Summer & Winter Competitions; (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.
- 2.3.2 **SIX PLAYER MIXED TEAMS:**
  1. First Mixed
  2. Second Mixed
  3. Third Mixed
  4. First Women's
  5. First Men's
  6. Second Women's
  7. Second Men's
  8. Third Women's
  9. Third Men's

### 2.3.3 **FOUR PLAYER MIXED TEAMS:**

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

### 2.3.4 **SINGLE SEX GRADES: DOUBLES FORMAT:**

1. Players 1 and 2
2. Players 3 and 4
3. Players 1 and 3
4. Players 2 and 4
5. Players 1 and 4
6. Players 2 and 3

## 2.4 **POINTS & BYES:**

- 2.4.1 The method of awarding points shall be on the basis on one point per set won and two points for overall winner on games. If games are equal then one point will be allocated to each team as its share of the games points. The team with the highest number of points is regarded the winner.  
If total points are equal, then the match is drawn.
- 2.4.2 No points will be allocated for a bye. A bye is not classed as a match.

## 2.5 **SCORE SHEETS:**

- 2.5.1 Before the commencement of play, the home team captain followed by the away team captain shall list the players for all sets on the official score sheet as specified under By-Law 2.3. Score sheets shall be fully completed by using BLOCK LETTERS.
- 2.5.2 In the event that a team fields players in a set differently to that listed on the score sheet, 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 (6-0).  
In no event should a set be replayed once it has commenced.
- 2.5.3 Each club shall record the scores, and at the conclusion of the match, each captain shall sign the score sheet. Score sheets signed by the team captain (of the day) cannot be disputed. Score sheets shall not be altered without the permission of the opposing captain.
- 2.5.4 The home team shall be responsible to enter results in the CRS and the away team to confirm results in the CRS, except in the Finals Series or when receiving a forfeit, where the winning team is responsible to enter results in the CRS and the losing team to confirm the results in the CRS.  
Timelines for entry and confirmation will be determined by the Senior Competition Committee and notified to participating clubs each season.  
A fine of \$5.00 per entry or confirmation of a result will be levied against clubs for non-compliance of this By-Law.

## 2.6 **PLAYER INJURY/ILLNESS:**

- 2.6.1 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 injured or ill player can take no further part in the match.
- 2.6.2 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.

## 2.7 **WALKOVERS and FORFEITS:**

- 2.7.1 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 twenty (20) 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.
- 2.7.2 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.
- 2.7.3 If a team is short of players, the sets not contested shall be forfeited –  
The order of forfeiture shall be as follows;  
Seniors six player teams; the 3rd mixed player, 3rd lady player, 3rd man player , four player mixed teams; the 2nd lady player, 2nd man player and for single sex teams the 4th players sets to be forfeited.
- 2.7.4 Any forfeited set must be clearly indicated in the CRS and the reason noted in the comments section.
- 2.7.5 In the event of a team giving a complete walkover, the Competition Secretary and the opposing club must be notified two hours prior to the commencement of play. Failure to do so incurs a fine of \$30.00. The team receiving a walkover, even if that team is the away team, must enter their players in the CRS, 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 CRS. Games will be included in percentage calculations. A walkover shall be considered applicable when two or more players are missing.
- 2.7.6 Any team making a default by failing to play any three (3) matches without good and sufficient cause (to be judged by the Competition Committee), or any club having been disqualified by the Competition Committee, 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.

## **2.8 ADVERSE WEATHER – Home & Away:**

### **2.8.1 ABANDONED BY THE COMMITTEE**

- The Competition Committee shall decide if matches are to be abandoned when the weather is wet or excessive heat prevails. An email shall be sent to Senior Representatives AND/OR allocated email addresses approx. TWO hours before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page.
- Abandoned matches will not be replayed.
- These matches cannot be used to qualify players as no score is to be entered into the CRS.
- 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 not receive any points.

### **2.8.2 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 CRS.
- A team already in an unbeatable position with respect to games will be awarded the two points for games; otherwise one point shall be awarded to each team.
- Players are not obligated to play on unplayable courts. See Section 5 for definition.
- If the captains cannot agree as to play starting/continuing, then the decision shall be referred to the Competition Committee.

### **2.8.2.1 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 CRS and the away team to confirm results in the CRS with both teams' players listed; these can be obtained when the agreement is reached verbally.

2.8.2.2 Even if a match has not commenced, the names of those players who would have participated in the match must be entered in the CRS.

### **2.8.3 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 34 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.
- If the temperature is 34 degrees or higher before play has commenced, by-law 2.8.2 applies.
- 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 34 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 CRS.
- If there is mutual agreement, play can continue regardless of temperature.

## **2.9 FINALS**

2.9.1 A player must play in nine (9) sets with their club to qualify for the finals in that season. Special permission may be granted by the Competition Committee, after submission of a written request, on a case by case basis. A player must not play below the lowest grade competed in during the season without the approval of the Competition Committee.

2.9.1.1 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 nine (9) sets could play in the finals providing permission has been granted and correct grading adhered to.

2.9.2 The Competition Committee shall allocate two courts for each finals match; full use must be made of both courts for the entire match.

2.9.3 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.

2.9.4 Competing teams are each expected to supply new tennis balls (as stipulated in By-Law 2.11), a score sheet and afternoon tea supplies including milk, tea, coffee, tea towels etc.

2.9.5 The time of starting all finals matches shall be 1.30 p.m. in both Summer & Winter Competitions; except when by-law 2.9.9.1, 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 20 minute intervals. The umpires/referee shall report any untoward incidents to the Competition Committee for consideration. Lack of umpires shall not be an acceptable reason for refusing to play any set or sets.

2.9.6 The finals series shall be played by the four sides scoring the most premiership 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 "Page" system i.e. 1 meets 2, and 3 meets 4 in the semi finals; loser of 1 and 2 plays the winner of 3 and 4 in the preliminary final and the winner of the preliminary final plays the winner of 1 and 2 in the grand final.

Finals in six team grades format 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 Competition Committee.

2.9.7 Each team is to submit a separate score sheet to the umpires listing their players. The umpires must not disclose the score sheets to the opposition, until both teams score sheets have been submitted. Once the score sheet has been submitted to the umpires, there can be no alterations to the order of the players, with the exception of by-law 2.9.11.

- 2.9.8 Finals matches shall consist of the same format as described under By-Law 2.2 Team and Grading Structure. The tie breaker shall be played as set out in these By-Laws.  
The winning team shall be the team with the most number of points in accordance with By-Law 2.4  
If a finals match is tied at the completion of play:
- Mixed teams shall play an additional mixed doubles set immediately to determine the match result.
  - Single sex teams shall play an additional doubles set immediately to determine the match result.
- The choice of partners shall be at the discretion of each captain, provided both players have participated in the match.
- 2.9.9 **ABANDONED BY THE COMMITTEE**  
If the weather looks doubtful, the Competition Committee will discuss if play is possible. If the day is cancelled then an email will be sent to Senior Representatives OR allocated email addresses, approx. TWO hours before the appointed starting time denoting the cancellation of that final. A notice will also be posted on the website and Tennis Geelong Facebook page.  
In the event of the **COMPETITION COMMITTEE** cancelling a final, the following will occur between the two teams competing; the one higher on the ladder at the end of the home & away season, will be deemed the winner.
- i.e. "Page" system – in the semi finals 1 meets 2, and 3 meets 4: a cancellation will result in 1 going straight into the grand final, with 2 playing 3 in the preliminary final. 4 is knocked out.  
- in the preliminary final a cancellation will result in the higher team on the ladder, at the end of the home & away season, going straight into the grand final  
"Knock out" system – 1 meets 4 and 2 meets 3 in the semi finals; a cancellation will result in – 1 and 2 playing in the grand final
- Should the grand final be cancelled then the higher team on the ladder, at the end of the home & away season, will be deemed the winner.  
For sections with a lesser number of teams, the structure of the final series will be determined by the Competition Committee, with the same format applied as above.
- 2.9.9.1 **INTERRUPTED MATCHES**  
If play has not commenced due to adverse weather, players and umpires are to remain at the courts until 3.00p.m. to attempt play.  
Players are not obligated to play on unplayable courts. See Section 5 for definition.  
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 completed by the Thursday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.
- 2.9.9.2 **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 34 degrees, play can cease without mutual agreement.
  - If the temperature is 34 degrees or higher before play has commenced, by-law 2.9.9.1 applies.
  - 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 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets.
  - If the match is abandoned it must be completed by the Thursday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.
  - If there is mutual agreement, play can continue regardless of temperature.
- 2.9.10 Additional players are allowed as per By-Laws 2.2.2.1, 2.2.3.1 & 2.2.4.1.
- 2.9.11 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 CRS. 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 2.2.2.1, 2.2.3.1 & 2.2.4.1  
In finals that have been postponed, the Competition Secretary must be notified prior to a substitute participating in a match.
- 2.10 UMPIRING:**
- 2.10.1 Umpiring in home and away matches is optional. All sets in a match may be umpired by a central umpire. If an umpire is requested by either team, the home team shall umpire that set and thereafter each club shall have its umpire officiating in each alternative set. Central umpires are permitted to call foot faults.
- 2.10.2 The Competition Committee shall appoint umpires for all finals matches as follows:  
**SECTIONS OF EIGHT:** The teams finishing seventh and eighth shall umpire the semi finals. The teams finishing sixth and fifth shall umpire the preliminary final. The teams eliminated during the semi and preliminary finals shall umpire the grand final.  
**SECTIONS OF SEVEN:** The teams finishing sixth and seventh shall umpire the semi finals. The team finishing fifth shall umpire the preliminary final. The teams eliminated during the semi and preliminary finals shall umpire the grand final.  
**SECTIONS OF SIX:** The teams finishing fifth and sixth shall umpire the semi finals. The teams eliminated during the semi finals shall umpire the grand final.  
**SECTIONS LESS THAN SIX** to be determined by the Competition Committee.

### 2.10.3 **Umpire Definition**

- An umpire can be any person as long as they are not a member of the competing clubs.
- The number of umpires required from each team is the same number of players in a team when competing during the home and away season.
- Failure to supply the correct number of umpires shall result in a fine of \$20.00 per absent umpire. The umpires must sign the relevant umpire sheet as proof of attendance and this should be verified by each of the captains.
- The Competition Committee can vary the above in the best interests of the Association, or if more than one team from any club exists in one grade, provided the clubs are notified three (3) days in advance of the match concerned.
- Clubs will be advised of details accordingly.

2.10.4 There is no obligation to provide umpires for unplayed sets after a result has been reached in a finals match.

2.10.5 The Competition Committee may nominate a referee for each match of the Finals series.

2.10.6 The umpires/referees have the following responsibilities:

Collection of team sheets consisting of personnel of teams in correct order of play.

Collection of the balls from opposing captains.

Transferring of names from each sheet and recording results of the sets as completed.

Umpiring the sets concerned.

Ensuring that the match is conducted in accordance with the Code of Conduct.

2.10.7 Umpires/referees are in sole control of the match and their decisions are final.

### 2.11 **BALLS:**

Top grade, Tennis Australia approved, coloured new balls shall be provided as follows:

SIX PLAYER TEAMS:

Home and Away: Three pairs by the home team

Finals Matches: Two pairs by each team

FOUR PLAYER AND THREE PLAYER TEAMS:

Home and Away: Two pairs by the home team

Final Matches: One pair by each team

Either team may provide an additional pair of new balls at any stage of the match.

### 2.12 **CONTACTING SECRETARIES:**

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

## Section 3 MIDWEEK COMPETITION BY-LAWS

### 3.1 PLAYER REGISTRATIONS AND ELIGIBILITY:

- 3.1.1 Each club must register its players on a special registration form supplied by the Association. Information requested listing all players past performances, i.e. Midweek Pennant, other association's pennants and indoor pennant performances, should be included on this form. All registrations must be in the hands of the Competition Secretary on the date set by the Association.
- 3.1.2 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 Competition Committee.
- 3.1.3 For all new players, and where insufficient background information is provided on the original registration form, the Competition Committee reserves the right to regrade players prior to their fifth pennant match.
- 3.1.4 A player not listed on the original registration form will be classed as a late registration and may be regraded prior to their fifth pennant match. Unless otherwise indicated to be registered lower, (this can be indicated in the comments section in the Competition Recording System (CRS)), a late registration will be graded into the section first played. The affected sets will be forfeited if the Competition Committee deem the late registration is of too high a standard for the section played.
- 3.1.5 No player shall play in any grade lower than he/she has been graded by the Competition Committee, without the approval of the Competition Committee.
- 3.1.6 No player having participated in a total of five matches in higher grades shall be eligible to play thereafter in lower grades during the season, without the approval of the Competition Committee.
- 3.1.7 No player shall compete in more than one midweek competition match listed on the same day.
- 3.1.8 No player shall play for more than one club in one season without the approval of the Competition Committee.
- 3.1.9 A player shall be deemed to have participated in a match if her name is listed in the match results in the CRS.
- 3.1.10 All matches must be played on the day scheduled unless By-Laws 3.8.2 and/or 3.8.3 applies.
- 3.1.11 Clubs are responsible for ensuring that their players amend any name changes, should they occur, in the Competition Recording System (CRS).
- 3.1.12 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.

### 3.2 TEAM AND GRADING STRUCTURE:

- 3.2.1 Each team shall consist of four women. Each match shall consist of six (6) six game sets of women's doubles. A tie break shall be played in the event of a score being six (6) games all. The tie break procedure is shown in section 5 of this book.
- 3.2.2 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one woman. The additional player is permitted to participate in any position in either Set 1 or 2, as listed in the Order of Play (see By-Law 3.3.1), except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 3.6.1).  
This By-Law also applies in finals matches.

### 3.3 ORDER OF PLAY:

- 3.3.1 Play shall commence at 10.30 sharp. (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;
  - 1. 1 & 2
  - 2. 3 & 4
  - 3. 1 & 3
  - 4. 2 & 4
  - 5. 1 & 4
  - 6. 2 & 3

### 3.4 POINTS & BYES:

- 3.4.1 The method of awarding points shall be on the basis on one point per set won and two points for overall winner on games. If games are equal, then one point will be allocated to each team as its share of the games points. The team with the highest number of points is regarded the winner. If total points are equal, then the match is drawn.
- 3.4.2 No points will be allocated for a bye. A bye is not classed as a match.

### 3.5 SCORE SHEETS:

- 3.5.1 Before the commencement of play, the home team captain followed by the away team captain shall list the players for all sets on the official score sheet. Score sheets shall be fully completed by using BLOCK LETTERS.
- 3.5.2 In the event that a team fields players in a set differently to that listed on the score sheet, 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 (6-0).  
In no event should a set or game be replayed once it has commenced.
- 3.5.3 Each club shall record the scores, and at the conclusion of the match, each captain shall sign the result sheet. Score sheets signed by the team captain (of the day) cannot be disputed. Score sheets shall not be altered without the permission of the opposing captain.
- 3.5.4 The home team shall be responsible to enter results in the CRS and the away team to confirm results in the CRS, except in the Finals Series or when receiving a forfeit, where the winning team is responsible to enter results in the CRS and the losing team to confirm the results in the CRS.  
Timelines for entry and confirmation will be determined by the Midweek Competition Committee and notified to participating clubs each season.  
A fine of \$5.00 per entry or confirmation of a result will be levied against clubs for non-compliance of this By-Law.

### **3.6 PLAYER INJURY/ILLNESS:**

- 3.6.1 In home and away matches: in the event of a player being legitimately unable to commence or continue in a match, 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 injured or ill player can take no further part in the match.
- 3.6.2 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.

### **3.7 WALKOVERS and FORFEITS:**

- 3.7.1 In the event of either team not being present or both captains cannot mutually agree to vary the order of play, then by fifteen (15) minutes after the mutually agreed time, they shall forfeit the first scheduled set as per By-Law 3.3. From then on further sets not playable shall be forfeited at twenty (20) minute intervals. Any team not in attendance 1 hour after the appointed starting time shall forfeit the whole match.
- 3.7.2 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, between the players present, when a walkover is given so that social tennis can be played.
- 3.7.3 If a team is short of players, the sets not contested shall be forfeited –  
The order of forfeiture shall be as follows;  
The 4th lady's sets to be forfeited.
- 3.7.4 Any forfeited set must be clearly indicated in the CRS and the reason noted in the comments section.
- 3.7.5 In the event of a team giving a complete walkover, the Competition Secretary and the opposing club must be notified by 8.00 p.m. on the day prior to the day of the match. Failure to do so incurs a fine of \$30.00. The team receiving a walkover, even if that team is the away team, must enter their players in the CRS, 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 CRS. Games will be included in percentage calculations. A walkover shall be considered applicable when two or more players are missing.
- 3.7.6 Any team making default by failing to play any three (3) matches without good and sufficient cause, to be judged by the Competition Committee, or any club having been disqualified by the Competition Committee 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.

### **3.8 ADVERSE WEATHER – Home & Away:**

#### **3.8.1 ABANDONED BY THE COMMITTEE**

- The Competition Committee shall decide if matches are to be abandoned when the weather is wet or excessive heat prevails. An email shall be sent to Midweek Representatives AND/OR allocated email addresses approx. TWO hours before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page.
- Abandoned matches will not be replayed.
- These matches cannot be used to qualify players as no score is to be entered into the CRS.
- Points will be divided equally, except when prior notification of a walkover has been given, refer by-law 3.7.5.
- A team having a bye will not receive any points.

#### **3.8.2 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 CRS.
- A team already in an unbeatable position with respect to games will be awarded the two points for games; otherwise one point shall be awarded to each team.
- Players are not obligated to play on unplayable courts. See Section 5 for definition.
- If the captains cannot agree as to play starting/continuing, then the decision shall be referred to the Competition Committee.

#### **3.8.2.1 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 CRS and the away team to confirm results in the CRS with both teams' players listed; these can be obtained when the agreement is reached verbally.

- 3.8.2.2 Even if a match has not commenced, the names of those players who would have participated in the match must be entered in the CRS.

#### **3.8.3 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 34 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.
- If the temperature is 34 degrees or higher before play has commenced, by-law 3.8.2 applies.
- 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 34 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 CRS.
- If there is mutual agreement, play can continue regardless of temperature.

### **3.9 FINALS:**

- 3.9.1 A player must play in nine (9) sets with their club to qualify for the finals in that season. Special permission may be granted by the Competition Committee, after submission of a written request, on a case by case basis. A player must not play below the lowest grade competed in during the season, without the approval of the Competition Committee.

- 3.9.2 The Competition Committee shall allocate two courts for finals use; full use must be made of both courts for the entire match.
- 3.9.3 Clubs should make sure their clubrooms, courts and facilities are open for visiting teams at least 30 minutes prior to starting time. Clubrooms are to be left in the condition they are found.
- 3.9.4 Competing teams are each expected to supply new tennis balls (as stipulated in By-Law 3.11), a score sheet and afternoon tea supplies including milk, tea, coffee, tea towels etc.
- 3.9.5 The time of starting all finals matches shall be 10.30am; except when by-laws 3.9.9.1, 3.9.9.2 apply. 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 20 minute intervals. The umpires/referees shall report any untoward incidents to the Competition Committee for consideration. Lack of umpires shall not be an acceptable reason for refusing to play any set or sets.
- 3.9.6 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 "Page" system i.e. 1 meets 2, and 3 meets 4 in the semi finals; loser of 1 and 2 plays the winner of 3 and 4 in the preliminary final and the winner of the preliminary final plays the winner of 1 and 2 in the grand final.  
Finals in six team grades format 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 Competition Committee.
- 3.9.7 Each team is to submit a separate score sheet to the umpires listing their players. The umpires must not disclose the score sheets to the opposition, until both teams score sheets have been submitted. Once the score sheet has been submitted to the umpires, there can be no alterations to the order of the players, with the exception of by-law 3.9.11.
- 3.9.8 Finals matches shall consist of the same format as described under By-Law 3.2 Team and Grading Structure. The tie breaker shall be played as set out in these by-laws. The winning team shall be the team with the most number of points in accordance with By-Law 3.4. If a finals match is tied at the completion of play the teams shall immediately play an additional tie break SET to determine the match result. The choice of partners shall be at the discretion of each captain, provided both players have participated in the match.
- 3.9.9 **ABANDONED BY THE COMMITTEE**  
If the weather looks doubtful, the Competition Committee will discuss if play is possible. If the day is cancelled then an email will be sent to Midweek Representatives OR allocated email addresses, approx. TWO hours before the appointed starting time denoting the cancellation of that final. A notice will also be posted on the website and Tennis Geelong Facebook page. In the event of the **COMPETITION COMMITTEE** cancelling a final the following will occur between the two teams competing; the one higher on the ladder at the end of the home & away season, will be deemed the winner.  
i.e. "Page" system – in the semi finals 1 meets 2, and 3 meets 4: a cancellation will result in 1 going straight into the grand final, with 2 playing 3 in the preliminary final. 4 is knocked out.  
- in the preliminary final a cancellation will result in the higher team on the ladder, at the end of the home & away season, going straight into the grand final  
"Knock out" system – 1 meets 4 and 2 meets 3 in the semi finals; a cancellation will result in – 1 and 2 playing in the grand final  
Should the grand final be cancelled then the higher team on the ladder, at the end of the home & away season, will be deemed the winner.  
For sections with a lesser number of teams the structure of the final series will be determined by the Competition Committee, with the same format applied as above.
- 3.9.9.1 **INTERRUPTED MATCHES**  
If play has not commenced due to adverse weather, players and umpires are to remain at the courts until 12.30p.m. as, quite often, the weather has improved enough to then commence play.  
Otherwise, if a match has not commenced or is interrupted by bad weather and play is impossible to continue, the match must be completed by the Friday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.  
Players are not obligated to play on unplayable courts. See Section 5 for definition.
- 3.9.9.2 **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 34 degrees, play can cease without mutual agreement.
  - If the temperature is 34 degrees or higher before play has commenced, by-law 3.9.9.1 applies.
  - 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 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets.
  - If the match is abandoned it must be completed by the Friday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.
  - If there is mutual agreement, play can continue regardless of temperature.
- 3.9.10 Additional players are allowed as per by-law 3.2.2.
- 3.9.11 In the event of a player being legitimately unable to commence or continue in a final, one qualified substitute may be played. 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 CRS. 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-law 3.2.2.  
In finals that have been postponed, the Competition Secretary must be notified prior to a substitute participating in a match.

### **3.10 UMPIRING:**

3.10.1 Umpiring in home and away matches is optional. All sets in a match may be umpired by a central umpire. If an umpire is requested by either team, the home team shall umpire that set and thereafter each club shall have an umpire officiating in each alternative set. Central umpires are permitted to call foot faults.

3.10.2 The Competition Committee shall appoint umpires for all finals matches as follows:

**SECTION OF EIGHT:** The teams finishing 6<sup>th</sup> and 7<sup>th</sup> and 8<sup>th</sup> are to supply 4 umpires each to umpire the semi finals.

The team finishing 5<sup>th</sup> is to supply 4 umpires and the team eliminated from the semi finals is to supply 2 umpires to umpire the preliminary final.

The team losing the preliminary final is to supply 4 umpires together with the remaining 2 from the eliminated semi final to umpire the grand final.

**SECTION OF SEVEN:** the teams finishing 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> are to supply 4 umpires each to umpire the semi finals.

The team winning their way into the grand final is to supply 4 umpires to umpire the preliminary final in a different grade, where deemed practical by the Competition Committee.

The team eliminated from the semi final is supply 2 umpires to umpire the preliminary final.

The team losing the preliminary final is to supply 4 umpires together with the remaining 2 from the eliminated semi final to umpire the grand final.

**SECTION OF SIX:** The teams finishing 5<sup>th</sup> and 6<sup>th</sup> are to supply 4 umpires each to umpire the semi finals.

The eliminated teams of the semi finals are to supply 4 umpires each to umpire the Grand Final.

**SECTIONS LESS THAN SIX** to be determined by the Competition Committee.

#### **3.10.3 Umpire Definition**

- An umpire can be any person as long as they are not a member of the competing clubs.
- The number of umpires required from each team is the same number of players in a team when competing during the home and away season.
- Failure to supply the correct number of umpires shall result in a fine of \$20.00 per absent umpire. The umpires must sign the relevant umpire sheet as proof of attendance and this should be verified by each of the captains.
- The Competition Committee can vary the above in the best interest of the Association, or if more than one team from any one club exists in one grade, provided the clubs are notified three (3) days in advance of the match concerned.
- Clubs will be advised of details accordingly.

3.10.4 There is no obligation to provide umpires for unplayed sets after a result has been reached in a finals match.

3.10.5 The Competition Committee may nominate a referee for each match of the Finals series.

3.10.6 The umpires/referees have the following responsibilities:

Collection of team sheets consisting of personnel of teams in correct order of play.

Collection of the balls from opposing captains.

Transferring of names from each sheet and recording results of the sets as completed.

Umpiring the sets concerned.

Ensuring that the match is conducted in accordance with the Code of Conduct.

3.10.7 Umpires/referees are in sole control of the match and their decisions are final.

### **3.11 BALLS:**

Top grade, Tennis Australia approved, coloured new balls shall be provided as follows;

Home and Away: Two pairs by the home team

Finals matches: One pair by each team.

Either team may provide an additional pair of new balls at any stage of the match.

### **3.12 CONTACTING SECRETARIES:**

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

**4.1 TEAMS AND PLAYERS:**

- 4.1.1. All players in the competition must be under the age of eighteen years as at October 1 (summer season) and May 1 (winter season) and will be eligible to play in the Junior Competition for the whole of that season. Sets are six (6) six games sets, with a tie-breaker at 5-all for all Grades, as directed by Junior Competition Committee at the start of each season.
- 4.1.2. Each club must register its players on a Special Registration Form supplied by the Association. Information requested listing all players past performances, i.e. Junior Pennant, or other Association's Pennants and Indoor performances, should be included on this form. A separate registration form is required for each competition from clubs entering more than one competition. All registrations must be in the hands of the Competition Secretary at a date to be fixed by the Association.
- 4.1.3. **MIXED TEAMS:** Comprise four players (two boys & two girls) playing: 2 girls singles sets, 2 boys singles sets and 2 mixed doubles sets.
- 4.1.4. **BOYS GRADES AND GIRLS GRADES:** Teams in Boys Grades and Girls Grades will consist of four players of the same sex playing four singles sets and two doubles sets. The Competition Committee may find it necessary to play a Boys Team in a Girls Section and vice versa.
- 4.1.5. Variations to team composition, as stipulated, may be permitted with the approval of the Junior Competition Committee.
- 4.1.6. If a player has played five or more matches in the higher grades, he/she is not eligible to return to lower grades during the current season, except with the permission of the Competition Committee.
- 4.1.7. No player shall play in any grade lower than that they have been graded in by the Competition Committee, unless special permission has been granted.
- 4.1.8. For all new players and where insufficient information is provided on the original Registration Form, the Competition Committee reserves the right to regrade players prior to their fifth Pennant Match.
- 4.1.9. Each Junior team is to be supervised by a responsible adult for the duration of the match.
- 4.1.10. Before the commencement of play, the home team supervisor followed by the away team supervisor shall list the players for all sets on the official score sheet in the order specified in the by-laws for the competition.
- 4.1.11. In the event of a team playing an unregistered player, the sets in which that player participated shall be lost to love. Incorrect name on a score sheet is regarded as an unregistered player. Clubs are responsible for ensuring that their players amend any name changes, should they occur, in the Competition Recording System (CRS).
- 4.1.12. In all sections, 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. In Single Sex grades, the additional player/s may only participate in the girls or boys doubles set/s as appropriate. In Mixed grades, the additional player/s (one girl and one boy) may only participate in the mixed double set/s as appropriate. Names of additional players are to be included when the score sheet is submitted. This shall be without reference to By-Law 4.13.
- 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.
- 4.1.14. No player shall play for more than one club in one season without the sanction of the Competition Committee.
- 4.1.15. No player shall compete in more than one Junior Competition match listed on the same day. This By-Law does not preclude junior players playing both morning and afternoon fixtures.
- 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 his/her name is listed in the match results in the CRS.

**4.2 PLAY**

- 4.2.1. Play shall commence at 9.00 a.m. Alternative starts can be arranged by mutual agreement by the clubs involved except for Finals matches. In the event of no sets being playable within 15 minutes of the agreed start time, the offending team shall forfeit the first scheduled set for play. From then on, further sets not playable shall be forfeited by the defaulting team at twenty (20) minute intervals. 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 score sheet and entered into the CRS with the reason stated in the comments section.
- 4.2.2. If a team be short of players, the sets not contested shall be forfeited -The order of forfeiture shall be as follows;  
Mixed Grades: Player 2 (girl) or Player 4 (boy) as applicable  
Boys/Girls Grades: the fourth singles.
- 4.2.3. In the event of a team giving a complete walkover, the opposing club must be notified by 8.00 a.m. and the Competition Secretary by 8.00 p.m. on the day of the match. Failure to do so incurs a fine of \$30.00. The team receiving a walkover, even if that team is the away team, must enter their players in the CRS, 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 CRS. Games will be included in percentage calculations. A walkover must be granted to the opposing team if less than three sets can be played.
- 4.2.4. Any team making default by failing to play three (3) matches without good and sufficient cause, to be judged by the Competition Committee, or any club having been disqualified by the Competition Committee 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.
- 4.2.5. All matches must be played on the morning of the day scheduled, unless By-Law 4.11.2 applies.

### **4.3 ORDER OF PLAY:**

The order of play is as follows unless a change is mutually agreed to.

#### **4.3.1 MIXED GRADES:**

1. Girls Singles (#1)
2. Boys Singles (#3)
3. Girls Singles (#2)
4. Boys Singles (#4)
5. Mixed Doubles (#1&#3)
6. Mixed Doubles (#2&#4)

#### **4.3.2 BOYS/GIRLS GRADES:**

1. Singles (1)
2. Singles (2)
3. Singles (3)
4. Singles (4)
5. Doubles (1 & 2)
6. Doubles (3 & 4)

4.3.3 In the event that a team fields players in a set differently to that listed on the team sheet, 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.

### **4.4 UMPIRING:**

4.4.1 At the start of each season, the Junior Competition Committee will direct which grades have the option of a central umpire and which grades are mandatory to have a central umpire for home and away matches. All sets in a match that require an umpire must be umpired by a central umpire, either an adult or assisted by an adult, with the umpires being drawn for each alternate set from each team in turn, with the home team umpiring the first set.

4.4.2 All central umpires officiating under this By-Law are permitted to call foot faults.

### **4.5 POINTS:**

4.5.1 The method of awarding points shall be on the basis of one point per set won, and two points per overall winner on games. If games are equal each team will receive one point. If total points are equal then the match is drawn.

4.5.2 No points will be allocated for a bye. A bye is not classed as a match.

### **4.6 BALLS:**

4.6.1 Two pairs of Tennis Australia approved new balls shall be provided by the home club for all grades.

4.6.2 For finals matches each competing team shall supply one pair of Tennis Australia approved new balls.

### **4.7 INCLEMENT WEATHER:**

4.7.1 The Weather Committee shall meet at approximately 7.45 a.m. on Saturday to decide if matches are to be abandoned when the weather is wet or excessive heat prevails. An email shall be sent to Junior Representatives OR allocated email addresses approx. ONE hour before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page. An abandoned round will not be replayed and teams will receive four points each except when prior notification of a walkover has been given, in which case the team having given a walkover shall not receive any points. A team having a bye will not receive any points.

4.7.2 In home and away matches, where court conditions or weather prevent continuation of play, by mutual agreement between the supervisors, the match can be abandoned. A match cannot be abandoned prior to 10.00 a.m. when all team members listed must be in attendance. If the supervisors cannot agree as to play starting/continuing, then the decision shall be referred to the Competition Committee.

Players are not obligated to play on unplayable courts. See Section 5 for definition.

Sets not playable because of non attendance will be forfeited. In the case of a match being abandoned, points are to be allocated for the sets played as per By-Law 4.5.1. Any points for sets not decided are to be shared. A team already in an unbeatable position with respect to games will be awarded the two points for games; otherwise one point will be awarded to each team.

4.7.3 If the temperature reaches 34 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.

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 and if the temperature is 34 degrees or higher then play can cease as above, you must not hold up play to check the temperature, this can only be done at change of ends in a timely manner. If the time, according to By-Law 4.7.2 has passed, you must wait half an hour to see if the weather changes before abandoning the remainder of your sets. Any games completed up until that time must be entered on the score sheet. Sets not finished will be divided equally. However by mutual agreement, you can continue playing.

### **4.8 RESULTS:**

4.8.1 Association score sheets must be used in recording results. Each club shall record the scores and at the conclusion of the match, each captain shall sign the score sheet. The home team is responsible to enter results in the CRS and the away team to confirm results in the CRS.

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

4.8.2 In finals, the winning team is responsible for entering results in the CRS and the losing team to confirm the results in the CRS.

4.8.3 A fine of \$5.00 per entry or confirmation of a result will be levied against clubs for non-compliance of By-Laws 4.8.1 and

#### **4.9 LATE REGISTRATION:**

Clubs must email late registration forms by the closing time for the respective entering of results in the CRS as notified by the Junior Competition Committee each season. It is the responsibility of the club playing the late registration to enter the player in the CRS. If a club plays a player who is considered too good for the grade participated, then he/she may be regraded by the committee. (By-law 1.15.2)

#### **4.10 CONTACT:**

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

#### **4.11 FINALS:**

4.11.1 A player must play in six (6) sets with their club to qualify for the finals in that season, special permission can be granted by the relevant Competition Committee on a case by case basis. A player must not play below the lowest grade competed in during the season except with the sanction of the Competition Committee.

4.11.2 In finals, clubs with junior teams are responsible for supplying a minimum of two (2) adult umpires as requested by the Competition Committee.

Failure to supply these umpires will incur an immediate fine of \$20.00 per match and umpiring for the following finals. The umpires must sign the score sheet as proof of attendance.

4.11.3 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.

Finals for eight team grades format shall be played under the "Page" system, i.e. 1 meets 2, and 3 meets 4 in the semi finals; loser of 1 and 2 plays the winner of 3 and 4 in the preliminary final and the winner of the preliminary final plays the winner of 1 and 2 in the grand final.

Finals in six team grade format 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.

4.11.4 Finals matches are to be played on courts as allocated by the Competition Committee.

4.11.5 Umpires have control of the match and all decisions made in accordance with Tennis Geelong rules and by-laws, as listed on the Tennis Geelong website, are final.

4.11.6 Each team is to submit a separate score sheet to the umpires listing their players. The umpires must not disclose the score sheets to the opposition, until both teams score sheets have been submitted. Once the score sheet has been submitted to the umpires, there can be no alterations to the order of the players, with the exception of By-Law 4.13.1.

4.11.7 The weather committee will meet on Saturday when the weather is doubtful. An email shall be sent to the Junior Representatives OR allocated email addresses approx. ONE hour before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page. In the event of the **COMPETITION COMMITTEE** cancelling a final the team highest on the ladder, at the end of the home and away season, competing will be deemed the winner.

i.e. "Page" system – in the semi finals 1 meets 2, and 3 meets 4: a cancellation will result in 1 going straight into the grand final with 2 playing 3 in the preliminary final. 4 is knocked out.

- in the preliminary final a cancellation will result in the highest on the ladder going straight into the grand final

"Knock out" system – 1 meets 4 and 2 meets 3 in the semi finals; a cancellation will result in – 1 and 2 playing in the grand final

Should the grand final be cancelled then the highest competing team on the ladder, at the end of the home and away season, will be deemed the winner.

For sections with a lesser number of teams the structure of the final series will be determined by the Competition Committee, with the same format applied as above.

4.11.8 No finals match shall be postponed prior to 10.00 a.m. Any decision to postpone after this time is the sole responsibility of the Tennis Geelong Official on duty or the Court Supervisor. The home team must notify the Competition Secretary of the stage of the match no later than 12 noon on the Sunday following the scheduled date of the match.

4.11.9 The Competition Committee will determine by what date the postponed finals matches shall be completed. The postponed matches shall be played at the original location unless permission is obtained or as otherwise directed by the Competition Committee. The postponed Finals match is to be self-umpired by the competing teams' Parents or Helpers. (as the previous week's duty has already been fulfilled by independent clubs)

4.11.10 If a draw is the result at the end of play in a finals series match in all grades, the #1 and #4 players will play a straight six (6) game set of doubles to decide the match. The deciding set shall be a tie-breaker at 5-all for all grades as directed by the Junior Competition Committee at the start of each season, and a straight 6 game set for all grades as directed by the Junior Competition Committee at the start of each season. Where more than one player has been used in the #1 and/or #4 positions, either of the players concerned may play in the additional set.

4.11.11 In the event of players being validly prevented from continuing in an uncompleted finals match in mixed grades, one qualified boy and one qualified girl substitute may be played, provided the Competition Secretary has been notified prior to the date set down to complete the match. In boys/girls and mixed special grades, one qualified substitute of the same sex may be played with the same notification proviso. (Note the provisions of By-Law 4.1.12.). The substitute players name must be entered in the CRS with a reason included in the comments section.

**4.12 BYES:**

At the discretion of the Competition Secretary, and before the third round of home and away matches, additional teams may be permitted into the competition to take up byes. The club taking up a bye must approach the clubs they were drawn to play prior to admission to the section with respect to completing unplayed matches. These matches must be completed before the end of the first round of home and away matches.

**4.13 PLAYER INJURY AND SICKNESS:**

- 4.13.1 In the event of a player being legitimately unable to continue in a match, one qualified boy and/or girl, depending on the grade, may be used. In HOME AND AWAY matches the substitute must be available within thirty (30) minutes and replace the injured player for the remaining set(s). Interrupted sets are to be forfeited. In FINALS MATCHES the substitute must be both immediately available and qualified to play in the grade concerned. Interrupted sets are to be forfeited. The substitute players name must be entered in the CRS with a reason included in the comments section.
- 4.13.2 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 Tennis Geelong, 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 Tennis Geelong, and due to the nature of the carpet fibres 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**

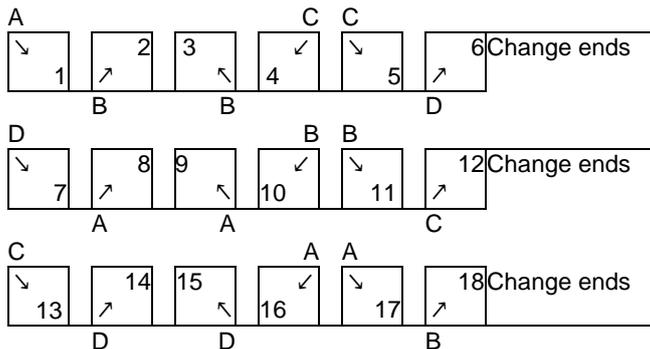
A tie Break set can be won by either;

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

The following CODE OF CONDUCT will be strictly adhered to by all members participating in Tennis Geelong events:

- (a) No player shall, during any match, and at all times within the precincts of the site of any Association events, engage in conduct to the prejudice or the integrity of the game of tennis.
- (b) PUNCTUALITY: Matches must proceed without delay in accordance with the By-Laws, and agreed order of play. Any player not ready to play within fifteen (15) minutes after his/her set is called may be defaulted (loss of set).
- (c) LEAVING THE COURT: A player may not leave the court area during a match without permission of the appointed umpires (if any), court supervisor where applicable, or mutual agreement of the players concerned. Violation of this rule shall be a default (loss of set).
- (d) DRESS and EQUIPMENT: Players shall dress and present themselves for play in proper tennis attire (by-law 1.17) and with appropriate equipment.
- (e) PHYSICAL ABUSE: Players shall not at any time physically abuse any Official, Opponent, Spectator or any other person within the precincts of the match site. Violation of this rule shall be immediate default of the remaining sets and if approved by the Committee following a report, suspension from the Competition. Physical abuse is the unauthorised touching of a person.
- (f) OFFENCES: Violation of any of the following rules in any one match shall, in the first instance be a WARNING, in the second instance be issued a FINAL WARNING and in the third instance immediate DEFAULT of the remaining sets:
  - (i) Unreasonable Delays: Players shall commence play after the expiration of an agreed warm-up period (not exceeding five (5) minutes). Thereafter play shall be continuous as provided in the Rules of Tennis and a player shall not unreasonably delay a match for any reason.
  - (ii) Audible or Visible Obscenity: Players shall not use any offensive obscene language or gestures within the precincts of the match site.
  - (iii) Abuse of Balls, Racquets or Equipment: Players shall not violently, or with anger, hit, kick or throw a tennis ball, racquet or other equipment or wilfully damage property within the precincts of the match site.
  - (iv) Verbal abuse: Players shall not at any time verbally abuse any Official, Opponent or any other person.
- (g) The Committee may suspend any player, official, spectator or any other person who engages in conduct to the prejudice of the integrity of the game of tennis.

**Section 7      STATEMENT OF PURPOSE**

- (a) To promote and encourage fellowship and the highest ideals of sportsmanship through the game of Lawn Tennis between its member clubs.
- (b) To arrange, manage, and conduct inter-club matches, Association tournaments and social functions.
- (c) To do all such ancillary things as are deemed necessary or desirable to achieve the purposes referred to in (a) and (b).

## Section 8      CONSTITUTION

- 1      The name of the incorporated association is **TENNIS GEELONG INCORPORATED** (in these rules called “the Association”)
- 2.1    In these rules, unless the contrary intention appears:  
“Committee” means the Committee of Management of the Association.  
“Financial Year” means the year ending July 31.  
“General Meeting” means a general meeting of members convened in accordance with Rule 8.1.  
“Club” or “Member” means a club or Life Member who is a member of the Association.  
“The Act” means the Associations Incorporation Act 1981.  
“The Regulations” means regulations under the Act.  
“Delegate” means a delegate of a member club of the Association.
- 2.2.    In these Rules, a reference to the secretary of an Association is a reference
- 2.2.1    where a person holds office under these Rules as Secretary of the Association to that person; and
- 2.2.2.    in any other case, to the Public Officer of the Association.
- 2.3.    Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the **Acts Interpretation Act 1958** and the act as in force from time to time.

### QUALIFICATIONS OF MEMBERSHIP

- 3.1.    The members of the Association shall be bona fide tennis clubs within the Geelong and surrounding district. A club which applies for and is approved for membership as provided in these rules is eligible to be a member of the Association on payment of the entrance fee and annual subscriptions payable under these rules.
- 3.2.    A club which is not a member or has ceased to be a member of the Association shall not be admitted to membership.
- 3.2.1.    unless it applies as provided in Rule 3.3; and
- 3.2.2.    its admission as a member is approved by the Committee.
- 3.3.    An application of a club for membership of the Association:
- 3.3.1.    shall be made in writing; and
- 3.3.2.    shall be lodged with the Secretary of the Association.
- 3.4.    As soon as practicable after the receipt of the application the Secretary shall refer the nomination to the Committee.
- 3.5.    Upon an application being referred to the Committee, the Committee shall determine whether to approve or to reject the application.
- 3.6.    Upon an application being approved by the Committee, the Secretary shall, with as little delay as possible, notify the secretary of applicant in writing that it is approved for membership of the Association and request payment under these rules as the entrance fee and the first year’s annual subscription.
- 3.7.    The Secretary shall, upon payment of the amounts referred to in Rule 3.6. within the period referred to in that sub-clause, enter the applicant’s name in the register of members kept by him/her and, upon the name being so entered, the applicant becomes a member of the Association.
- 3.8.    A right, privilege or obligation of a club by reason of its membership of the Association
- 3.8.1    is not capable of being transferred or transmitted to another club, or
- 3.8.2    terminates upon cessation of its membership whether by resignation or otherwise.

### AFFILIATION FEES:

- 4.1    The amount of the entrance fee (if any) shall be determined at the Annual General Meeting.
- 4.2.    The amount of the annual affiliation fee (if any) and registration fees (per team) shall be determined at the Annual General Meeting and are payable no later than Round three (3) of any competition. Unpaid fees at this time are to be reviewed by the Executive and affected clubs advised of action to be taken.

### REGISTRATION OF MEMBERS:

- 5      The Secretary shall keep and maintain a register of member clubs in which shall be entered the full name, address and date of entry of the name of each member club and the register shall be available for inspection by members at the address of the Public Officer.

### RESIGNATION OF MEMBER:

- 6.1.    A member club of the Association who has paid all moneys due and payable by it to the Association may resign from the Association by first giving one month’s notice in writing to the Secretary of its intention to resign and upon expiration of that period of notice; the club shall cease to be a member:
- 6.2.    Upon the expiration of a notice given under Rule 6.1 the Secretary shall make in the register of members an entry recording the date on which the club by whom the notice was given, ceased to be a member.

### EXPULSION, SUSPENSION, OR FINING OF MEMBERS:

- 7.1.    Subject to these rules, the Committee by resolution may:
- 7.1.1.    expel a member club or player/s of the Association;
- 7.1.2.    suspend a member club or player/s from membership of the Association for a specified period;
- 7.1.3.    fine a member club or player/s in accordance with the Regulations, if the Committee is of the opinion that the member club or player/s;
- 7.1.3.1.    has refused or neglected to comply with these rules; or
- 7.1.3.2.    has been guilty of conduct unbecoming a member or player prejudicial to the interests of the Association.
- 7.2.    A resolution of the Committee under Rule 7.1.
- 7.2.1.    does not take effect unless the Committee, at a meeting held not earlier than 14 and no later than 28 days after the service on the member or player/s under Rule 7.3. confirms the resolution in accordance with this clause; and

- 7.2.2. where the members or player/s exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- 7.3. Where the Committee passes a resolution under Rule 7.1, the secretary shall, as soon as practicable, cause to be served on the member or player/s a notice in writing -
  - 7.3.1. setting out the resolution of the Committee and the grounds on which it is based;
  - 7.3.2. stating that the member or player/s may address the Committee at a meeting to be held not earlier than 14 and no later than 28 days after the service of the notice;
  - 7.3.3. stating the date, place and time of that meeting;
  - 7.3.4. informing the member or player/s that it/they may do one or more of the following:
    - 7.3.4.1. its/their duly authorised agent or representative attend that meeting;
    - 7.3.4.2. give the Committee before the date of that meeting a written statement seeking revocation of the resolution;
    - 7.3.4.3. not later than 24 hours before the date of the meeting, lodge with the secretary a notice to the effect that it/they wish/es to appeal to the Association in general meeting against the resolution.
  - 7.4.1. shall give the agent or representative of the member or player/s an opportunity to be heard;
  - 7.4.2. shall give due consideration to any written statement by the member or player/s; and
  - 7.4.3. shall by resolution determine whether to confirm or revoke the resolution.
- 7.5. Where the Secretary receives a notice under Rule 7.3, they shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date of which the Secretary receives the notice.
- 7.6. At a general meeting of the Association convened under Rule 7.5 -
  - 7.6.1. no business other than the question of appeal shall be transacted;
  - 7.6.2. the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - 7.6.3. the member or player/s shall through its/their agent or representative be given the opportunity to be heard; and
  - 7.6.4. the members present shall by the vote of their delegates vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 7.7. If at the general meeting -
  - 7.7.1. two thirds of the members present by the vote of their delegates vote in favour of the confirmation of the resolution, the resolution is confirmed; and
  - 7.7.2. in any other case, the resolution is revoked.
- 7.8. Any notice required by this Rule to be given to a member or player/s shall be given in writing to the secretary of the member at the address shown in the register of members.

#### **ANNUAL GENERAL MEETING**

- 8.1. The Association shall in each calendar year convene an annual general meeting of its members.
- 8.2. The annual general meeting shall be held on such day as the Committee determines.
- 8.3. The annual general meeting shall be specified as such in the notice convening it.
- 8.4. The ordinary business of the annual general meeting shall be:
  - 8.4.1. to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
  - 8.4.2. to receive the audited financial reports of the transactions of the Association during the last preceding financial year, including any trusts held in the Association name;
  - 8.4.3. to elect officers of the Association and the members of the Sub-committees;
  - 8.4.4. to receive and consider the statement submitted by the Association in accordance with Section 30(3) of the Act; and
  - 8.4.5. to transact any general business connected with the Association;
  - 8.4.6. to receive from committees reports on the preceding year.
- 8.5. The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 8.6. The annual general meeting shall be in addition to any other general meeting that may be held in the same year.

#### **SPECIAL GENERAL MEETINGS:**

- 9. All general meetings other than the annual general meeting shall be called special general meetings.
  - 9.1. The Committee, may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than fifteen (15) months would lapse between annual meetings, shall convene a special general meeting before the expiration of that period.
  - 9.2. The Committee shall, on the requisition in writing of members representing not less than 25% of the total number of members, convene a special general meeting of the Association.
  - 9.3. The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
  - 9.4. If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the member making the requisition, or any of the requisitioning members, may convene a special general meeting to be held not later than three (3) months after that date.
  - 9.5. A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meeting convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

## **GENERAL MEETING NOTICE**

- 10.1.** The Secretary of the Association shall at least fourteen (14) days before the date fixed for holding an Annual General or a General Meeting of the Association, cause to be sent to each member of the Association at its address appearing in the register of members, a notice by prepaid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 10.2.** No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 10.3.** A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

## **PROCEDURE:**

- 11.1.** All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules, as being the ordinary business of the annual general meeting shall be deemed to be special business.
- 11.2.** No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item members present (being not less than one third) shall be the quorum.
- 11.3.** A simple majority of the member clubs personally represented by their delegates (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 11.4.** If within half an hour after the appointed time for commencement of a general meeting, a quorum is not present, the meeting if convened upon the requestion of members shall be dissolved and in any other case shall stand to the same date in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than one third) shall be the quorum.

## **CHAIRMAN:**

- 12.1.** The President, or in their absence, the Vice-President, shall preside as Chairman at each general meeting of the Association.
- 12.2.** If the President and the Vice-Presidents are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

## **ADJOURNMENT:**

- 13.1.** The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 13.2.** Where a meeting is adjourned for fourteen (14) days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 13.3.** Except as provided in Rule 13.1. and Rule 13.2, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **VOTING:**

- 14.** A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on the show of hands, been carried unanimously or carried by a particular majority or lost, an entry to that effect in the Minute Book of the Association is evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
  - 14.1.** Upon a question arising at a general meeting of the Association, a member club has one vote only.
  - 14.2.** All votes shall be given personally. Proxy voting is not permitted.
  - 14.3.** In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second casting vote.
  - 14.4.** A member is not entitled to vote at any General Meeting unless all moneys due and payable by it to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
  - 14.5.1.** If at a meeting a poll on any question is demanded by not less than three delegates it shall be taken at the meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
  - 14.5.2.** A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

## **COMMITTEE - POWERS:**

- 15.1.** The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 16.
- 15.2.** The Committee -
  - 15.2.1.** shall control and manage the business and affairs of the Association;
  - 15.2.2** may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
  - 15.2.3.** subject to these rules, regulations, and the Act, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

## **CONSTITUTION**

- 16.1.** The officers of the Association shall be
  - 16.1.1.** President;
  - 16.1.2.** Senior Vice-President;
  - 16.1.3.** Junior Vice-President;
  - 16.1.4.** Treasurer;
  - 16.1.5.** Secretary;
- 16.2.** The provisions of Rule 19 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in Rule 17.1.
- 16.3** Each officer of the Association shall hold office until the annual general meeting next after the date of their election but is eligible for re-election.
- 16.4.** In the event of a casual vacancy in any office referred to in Rule 17.1, the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of appointment.
- 17.** Subject to Section 23 of the Act, the Committee shall consist of -
  - 17.1.** the officers of the Association, each of whom shall be elected at the Annual General Meeting of the Association in each year, and
  - 17.2.** one representative from each of the Senior, Midweek Women's and Junior Competition Committees, each such representative to be elected by their respective Competition Committee;
  - 17.3.** two ordinary member elected at the Annual General Meeting.
  - 17.4.** No club shall have more than two representatives on the Committee.
  - 17.5.1.** Any member of the Committee who has a financial interest in any contract or arrangement made or proposed to be made with the Association shall disclose his/her interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration if his/her interest then exists, or in any other case at the first meeting of the Committee after the acquisition of his/her interest. If he/she becomes interested in a contract or arrangement after it is made or entered into, he/she shall disclose his/her interest at the first meeting after he/she becomes interested.
  - 17.5.2.** No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which he/she is so interested as aforesaid, and if he/she does so vote his/her vote shall not be counted.
  - 17.5.3.** No member of the Committee shall use his/her name, position or the name of the Association to make improper use of information gained from his/her position or to gain pecuniary benefit for themselves.

## **ELECTION OF COMMITTEE MEMBERS:**

- 19.1.** Nominations of candidates for election as officers or Competition Committee members of the Association-
  - 19.1.1.** shall be made in writing, signed by two (2) delegates of member clubs of the Association and accompanied by written consent of the candidate; and
  - 19.1.2.** shall be delivered to the Secretary of the Association not less than fourteen (14) days before the date fixed for the holding of the Annual General Meeting.
  - 19.1.3.** any candidate for nomination shall be a member of a member club of the Association.
- 19.2.** If insufficient nominations are received to fill vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 19.3.** If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 19.4.** If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 19.5.** The ballot for the election of officers and members of the respective Competition Committees shall be conducted at the Annual General Meeting in such and proper manner as the Committee may direct.

## **GROUNDS FOR TERMINATION OF OFFICE:**

- 20.** For the purpose of these rules, the office of an officer of the Association becomes vacant if the member club which the officer represents -
  - 20.1.** ceases to be a member of the Association;
  - 20.2.** becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
  - 20.3.** the officer resigns their office by notice in writing to the Secretary.

## **QUORUM AND PROCEDURE AT MEETINGS:**

- 21.1** The Committee shall meet at least three (3) times in each year at such place and such times as the Committee may determine.
- 21.2.** Special meetings of the Committee may be convened by the President or by any four (4) members of the Committee.
- 21.3.** Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted.
- 21.4.** Any four (4) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 21.5.** No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 21.6.** At the meetings of the Committee -
  - 21.6.1.** The President or in their absence the Senior Vice-President shall preside, or
  - 21.6.2.** if the President and the Senior Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.

- 21.7. Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 21.8. Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question; the person presiding may exercise a second or casting vote.
- 21.9. The President of the Association or in their absence the Secretary shall advise all members of the Committee of the date, time and place fixed for any committee meeting at least two (2) business days before the meeting date.

#### **MINUTES:**

22. The Secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names and persons present at Committee meetings.

#### **TREASURER:**

- 23.1. The Treasurer of the Association -
- 23.1.1. shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
- 23.1.2. shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 23.2. The accounts and books referred to in Rule 23.1 shall be available for inspection by members.

#### **REMOVAL OF COMMITTEE MEMBERS:**

- 24.1 The Association, in a general meeting, may by resolution remove any member of the Committee before the expiration of their term of office and appoint another person, eligible under Rule 19.1.3. in their stead to hold office until the expiration of the term of the first-mentioned member.
- 24.2. Where the member to whom a proposed resolution referred to in Rule 24.1 make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and request that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association, or, if they are not sent, the member may require that they be read out at a meeting.

#### **SIGNING OF NEGOTIABLE TRANSFERS:**

25. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

#### **LIFE MEMBERSHIPS:**

26. Life Memberships may be given for continued and devoted service to the Association upon written nomination forwarded to the Committee for consideration prior to submission to a General Meeting of the Association for voting upon.

#### **COMMON SEAL:**

- 27.1. The Common Seal of the Association shall be kept in the custody of the Secretary.
- 27.2. The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the Affixing of the Common Seal shall be attested by the signature either of two (2) members of the Committee or one (1) member of the Committee and the Public Officer of the Association.

#### **RIGHT TO USE OF COURTS:**

28. The Association shall have the right to the use of the courts of any of the member clubs [*groups*] (with the exception of 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 four (4) days clear notice thereof to the club or clubs whose courts are required for finals matches and at least seven (7) days clear notice for all other events.

#### **ALTERATIONS OF STATEMENTS OF PURPOSES AND RULES:**

- 29.1 These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.
- 29.2. Alterations to these Rules and the Statement of Purposes of the Association must be in writing and in the hands of the Secretary of the Association by July 1, preceding the Annual General Meeting. A minimum of twenty-one (21) days notice shall be given to all member clubs of these alterations. These alterations may be amended by 75% majority carried at a vote of members at the Annual General Meeting.

#### **SERVICE OF NOTICES:**

- 30.1. A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at its address shown in the register of members.
- 30.2. Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

**WINDING UP:**

- 31 In the event of the winding up or the cancellation of incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

**CUSTODY OF BOOKS AND DOCUMENTS:**

32. Except as otherwise provided in these rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Association.

**SOURCE OF FUNDS:**

33. The Funds of the Association shall be derived from entrance fees (if any), annual affiliations (if any), registration fees, donations, and such other sources as the Committee determines.

**NON PROFIT CLASSIFICATION:**

34. The assets and income of the Association shall be applied solely in the furtherance of its abovementioned objectives, and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

**GRIEVANCE PROCEDURE:**

- 35.1. The grievance procedure set out in this rule applies to disputes under these rules between -  
(a) a member and another member, or  
(b) a member and the Association
- 35.2. The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 35.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend at that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 35.4. The mediator must be -  
(a) a person chosen by agreement between the parties, or  
(b) in the absence of agreement -  
(i) in the case of a dispute between a member and another member, a person appointed by the Committee of Management, or  
(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 35.5. A member of the Association can be a mediator.
- 35.6. The mediator cannot be a member who is a party to the dispute.
- 35.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 35.8. The mediator in conducting the mediation, must -  
(a) give the parties to the mediation process every opportunity to be heard, and  
(b) allow due consideration by all parties of any written statement submitted by any party, and  
(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 35.9. The mediator must not determine the dispute.
- 35.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.