

BYLAWS

GOULBURN MURRAY LAWN TENNIS ASSOCIATION

Registered No. A0058810

Incorporated on 04/02/2013

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1. GMLTA Meetings, Committees and Delegates
 - i. The competition shall be conducted and controlled by the Committee of Management and Delegates of the Goulburn Murray Lawn Tennis Association Inc.
- b. Meetings
 - i. AGM
 - ii. An Annual General Meeting (AGM) will be held prior to each season
 - iii. The AGM will take place in person or online at a reasonable time and location which will be communicated with clubs at least one week before the meeting
 - iv. Any GMLTA Club Member may attend AGMs and be invited to have input by the chair, but will not have a voting right at those meetings unless they have delegate status
 - v. A General Meeting is a meeting of all Club Delegates
 - vi. The ordinary business of the annual general meeting is as follows— (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then; (b) to receive and consider— (i) the annual report of the Committee on the activities of the Association

during the preceding financial year; and (ii) the financial statements of the Association for the preceding financial year submitted by the Treasurer (c) to elect the members of the Committee; (d) to confirm or vary the amounts (if any) of the annual subscription

- vii. The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.
 - viii. A General Meeting will follow the AGM
 - ix. A General Meeting can be called at any time by the Committee of Management or a majority of Club Delegates
 - x. Delegates absent from meetings will abstain their vote
 - xi. Any GMLTA Club Member may attend delegates meetings and be invited to have input by the chair, but will not have a voting right at those meetings unless they have delegate status
 - xii. A Committee of Management meeting is a meeting between the Executive titleholders and the Committee of Management Committee Members
 - xiii. A Committee of Management meeting can be set by any member of the Committee of Management
 - xiv. Only Committee of Management members are entitled to attend Committee of Management Meetings
 - xv. Other Club Delegates or club members may attend Committee of Management meetings on invitation but cannot vote
 - xvi. All Committee of Management meeting minutes are to be disseminated to all clubs
- c. Club Delegates
- i. Each member club may nominate two Club Delegates who will represent that club at any delegates meetings of the GMLTA
 - ii. A General Meeting is a meeting of all Club Delegates
 - iii. Each club will have one vote at all meetings
 - iv. Club Delegates are eligible for nomination for GMLTA Committee of Management positions
- d. Committee of Management
- i. The Committee of Management is made up of the four Executive Positions and three or five other Committee Members
 - ii. The Executive Positions are: President, Vice-President, Secretary and Treasurer
 - iii. The Executive Positions and Committee Members are elected at the AGM by nomination and a majority vote of Club Delegates
 - iv. All positions must be nominated by a Club Delegate and seconded by a Club Delegate
 - v. The Committee of Management shall consist of all members elected at the AGM at the beginning of the season or any General Meeting as fits
 - vi. Executives and Committee Members must be Club Delegates
 - vii. Each club can have no more than two members on the Committee of Management
2. Rules:
- i. The rules of tennis as outlined by the International Tennis Federation shall apply to all matches
3. Courts:
- i. A minimum of two courts and amenities shall be provided by the home club for each match
 - ii. Where the format is 8 players the minimum requirement is three courts
 - iii. A club may seek permission from the Committee of Management to play with fewer courts
4. Clubs
- i. All clubs with teams in a GMLTA competition will automatically be member clubs for the following season
 - ii. If a club does not enter a team for five years, they will no longer be a GMLTA member club
 - iii. If a club does not enter a team in the GMLTA, they may have delegates but not voting rights
 - iv. To join the GMLTA a club must
 1. Be Tennis Australia affiliated
 2. Receive a majority vote from clubs to join the association
 3. Have enough lawn courts to accommodate at least one home match or;
 4. Have enough synthetic grass courts to accommodate at least one home match and receive a majority vote from clubs

5. Grades and Formats:
- i. Grades and formats will be included in the GMLTA Handbook as a separate document to the By-Laws
 - ii. The Committee of Management will offer clubs a list of grades and their formats
 - iii. Clubs will enter teams in their grades with a tentative list of players and a captain.
 - iv. The deadline of entry for teams will be three weeks before the start of the season
 - v. The same team cannot be entered into the same grade more than once
 - vi. Multiple formats for the same grade may be offered to allow clubs and teams to indicate their format preferences
 - vii. The Committee of Management will compile a draft of the composition and format of each grade
 - viii. The Committee of Management must seek to make the Association and its grades as equitable, functional and accessible as possible by combining grades, splitting grades and moving teams
 - ix. Permission must be granted from the entering club before the Committee of Management can move a team into a different grade in the draft
 - x. The draft will be distributed to clubs for their approval
 - xi. The composition or format of a specific grade set out in the draft can be overturned with a majority vote from team captains within the effected grade
 - xii. If the grade composition or format of a specific grade is overturned, an alternative must be put forward by the team captains within the affected grade
 - xiii. The alternative grade composition or format must receive a majority vote to endorse from the team captains within the grade concerned
 - xiv. A majority vote cannot be achieved with votes from only one club
 - xv. The Committee of Management must implement the alternative grade composition or format provided it is not overturned by peripheral grades that are affected
 - xvi. The alternative grade composition or format must be provided more than 14 days before the commencement of the season
 - xvii. If a majority approved alternative grade composition or format is not provided, the grades will stand as outlined in the draft provided by the Committee of Management
 - xviii. If the alternative grade composition or format is overturned by the peripheral grades affected, the grades will stand as outlined in the draft provided by the Committee of Management
 - xix. The Committee of Management can advise clubs in its draft if it believes a team should be moved into a different grade but can only do so having received permission from the club
- b. Formats
- i. The formats must include
 1. Number of players per match
 2. Sets played by each player and their order
 3. Gender of players in each role (if specified)
 4. Substitution circumstance
 5. Specific finals provisions
 6. Minimum number of courts a home team or finals venue must provide
 7. Finals formats
6. Commencement of Matches:
- i. Prior to commencing any match, the opposing captains should exchange team sheets
 - ii. Play will commence at 1.15pm
 - iii. If play has not commenced on each court by 1.45 pm, the offending team shall forfeit the first scheduled set
 - iv. Play shall be continuous on each court and if there is a delay of more than 15 minutes, the offending team shall forfeit that set
 - v. If no match has commenced by 2.15 pm, the offending team shall forfeit that match
 - vi. In the event of a dispute, the Committee of Management will determine which is the offending team
7. Registration of Players:
- i. Registration of players will be automatic with the naming of players on the team sheet

- ii. A club with two or more teams in the one section must advise the club's Pennant Secretary/Club Captain of the top two men and top woman player in each team after the fifth round
- iii. The listed ranked players are then unable to move to another team in the same section.
- iv. The unranked players, who must be named, are able to fill-in for the other teams in that same section
- v. The final decision on nominated players rests with the GMLTA Committee of Management
- vi. In exceptional circumstances players may fill in for other clubs to avoid forfeit as long as they meet eligibility
- vii. The Committee of Management shall have the power to grant a special permit where it deems reasonable and necessary

8. Eligibility:

- i. A player permanently transferring from one club to another of GMLTA during the season shall stand down for four matches
- ii. A player having played six or more matches with one club in the current season can play for another club provided
 - 1. It is not a finals match and one of the following
 - 2. Permission is granted from the opposition captain and the player has not already played for a different club more than twice that season
 - 3. The player is playing in a higher grade than the highest grade entered by their club
- iii. After playing 7 games in one section or in another Tennis Australia affiliated association, a player is not eligible to play in a lower section during the same season
- iv. To participate in finals series matches, a player
 - 1. Must have played in at least 12 sets or at least 25% of all home and away sets played during the season with the team they are to play for finals
 - 2. Or play at least 18 sets or 35% of all possible sets during the season with the club in this association provided they meet all requirements of section 6
 - 3. The Committee of Management can provide exemptions to allow finals eligibility
- v. A team shall forfeit to love all sets in which it was represented by a player not eligible to play therein for finals and regular season matches
- vi. No players shall represent more than one team in finals in the same section unless special permission is given by the Committee of Management
- vii. Team sheets are not to be entered for Washouts and heat outs and will not count towards finals eligibility.
- viii. In the event of a forfeit the forfeiting team is not eligible to enter team sheets.
- ix. The team receiving the forfeit may enter a side in for the forfeited match
 - 1. If a team is found to have entered a player who would not have been available that day (i.e. overseas or away on holidays), all current premiership points will be stripped

9. Player Substitutes:

- i. A player who is injured, becomes ill or is unable to complete a match may be replaced by a substitute player as listed as an emergency on the back of the team sheet
- ii. The nominated substitute player shall not replace the player in the uncompleted set
- iii. A female player may play as a male
- iv. In exceptional circumstances the Committee of Management may give permission for a male to play as a female
- v. Sub Rule:
 - 1. Teams may play with 1 extra man and/or woman
 - 2. Substitution of player has to be a direct swap and other players may not change positions in the team at the same time
 - 3. All substitutions have to be recorded on the scoresheet at the start of play.
- vi. Mixed doubles/final round of matches player combinations may only be chosen from players who have already played at least one match that day, unless there is an injury (By-Law 8. (i) – (iv))

10. Abandonment of Matches – Wet Weather/Hot Weather:

- i. Matches shall be played on the courts of the home club unless by mutual agreement of both captains

- ii. In the event of weather interruption, the home captain shall determine whether courts are playable
- iii. In the event of rain, no match shall commence later than 2.00pm unless by mutual consent of both captains
- iv. In the event of wet weather after play commences, all sets that are completed will be allocated premiership points
- v. Matches which become washed out after commencement of play will share the remaining allocated points
- vi. If play is washed out before a decision can be reached, each team shall receive half the points available for the sets and two points each for the match
 - 1. Goulburn Murray 1 - (8 sets) therefore 6 points being 4 for sets and 2 points for the match
 - 2. Goulburn Murray 2 - (11 sets) therefore 7.5 points being 5.5 points for sets and 2 points for the match
 - 3. Goulburn Murray 3 – 2 points each
 - 4. Goulburn Murray 3 Open – (11 sets) therefore 7.5 points being 5.5 5 points for sets and 2 points for the match
 - 5. Goulburn Murray 4 - (12 sets) – therefore 8 points being 6 points for sets and 2 points for the match
- vii. If wet weather interrupts play and all sets have been completed up to the commencement of the mixed:
 - 1. the team with the highest number of games at that time shall be declared the winner and will receive 4 points for the match and 1 point for each set played and won.
 - 2. The losing team will receive 1 point for each set played and won
 - 3. Subject to (9vi), the points for any remaining set not played after a match has been declared shall be shared evenly between the two teams
- viii. Clubs will call wash outs independent of the GMLTA Committee of Management, with the home team to make the final decision
- ix. Should the courts of the home team be too wet for play the home team may decide whether the match should be played on alternative courts that are acceptable to both teams
- x. If in a first round match, the home team's courts are unplayable and the match is played on the visiting team's courts, the return match (if any) shall be played on the courts of the opposing team if possible
- xi. The Committee of Management will determine a washout during finals
- xii. The Committee of Management will consult with the host club before making the final decision on a washout during finals
- xiii. If at 9am on the morning of the match the Australian Bureau of Meteorology forecasts the maximum daily temperature to be 38 degrees Celsius or above, play will be abandoned due to extreme heat
- xiv. Opposing captains may decide still agree to play due to changing weather circumstances
- xv. Extreme hot weather - In the event of extreme hot weather, captains may use their discretion on whether play may continue and if so the remaining points for unplayed sets be shared, if enough sets have been played
- xvi. Points allocations for heat outs will be the same as washouts
- xvii. Scoresheets not to be entered for heat out or washout
- xviii. Matches can be arranged to be played +/- 24hrs from the normal start time only if both captains agree. 1:15pm Saturday always takes precedent if no arrangement can be made

11. Code of Behaviour

- i. Players must comply with the Tennis Australia Code of Behaviour at all times

12. Balls:

- i. Home team shall supply one pair of new grass- court or all-court tennis balls from the Tennis Australia approved standard balls
- ii. Competing teams in finals shall supply two pairs of new balls for each match
- iii. The type of balls for finals matches shall be uniform and be set out by the committee of management when finals venues are released

13. Scoring:
- i. The home team will be responsible for the scores being entered online by 6pm the following day after the match. Failure to do so will incur a loss of 1 point every day at 8pm scores are not entered, unless the Committee of Management is notified of reason
 - ii. Results shall be correctly recorded online and signed off by the respective captains by 8pm two days after the match online also.
 - iii. Partly completed score sheets of unfinished matches must also be entered online.
 - iv. If the game is washed out before the commencement of play the home captain is to record the result as a washout online
 - v. The home team is responsible for entering match day results online no later than 8pm of the night following the match
 - vi. Home team's Saturday results not entered on the official website by Sunday night may also have their club fined \$50.00
14. Scoring of Premiership Points:
- a. (All grades except GM3)
 - i. A point for each won set plus four points for the team winning the most games
 - ii. If games are equal then sets will determine the result
 - iii. If sets are equal, the match points will be shared. Except GM3 where 4 points awarded to the team with most games and 0 for the loser.
 - iv. A team receiving a walkover (forfeit) will receive one point for each set and four points for the match.
 - v. The team conceding the forfeit may be fined \$50. The club of the forfeiting team will be required to provide a written explanation to the Committee of Management following the forfeit in order that the Committee of Management can determine whether a fine is appropriate
 - vi. In the event of a bye, teams will receive 50% allocation of points for sets and four points for a win (e.g.: 15 sets = 7.5 points + win = 4 points. Total of 11.5 points)
 - vii. In the event of a complete washout of all matches, teams shall receive 50% of possible points for that match.
 - b. GM3 Grades:
 - i. The winning team receives 4 points
 - ii. The team with the most games, wins the match
 - iii. If the games are tied, the team with the most sets, wins the match
 - iv. If sets and games are tied, the points will be shared with each team receiving 2 points each
 - v. Each team will receive two points in a washout or heat out
 - vi. A team receiving a walkover will receive the four points
 - vii. A team with a bye will receive 2 points
15. Finals:
- i. All Finals will be played on grass courts at a club nominated by the Committee of Management
 - ii. Three rounds of finals will be played over two weeks with
 1. The first round of finals commencing at 1:15pm on the Saturday of the first weekend
 2. The second round of finals commencing at 1:15pm on the Sunday of the first weekend
 3. The grand final commencing at 1:15pm on the Saturday of the second weekend
 - iii. The team with the most games will win a finals match
 - iv. If games are tied the team with the most sets will win a finals match
 - v. If games and sets are tied, a mixed doubles 10-point tie-breaker will be played between a mixed doubles pair selected by each captain. The team winning this tie-breaker will be the winner of the match
 - vi. Should a match in the finals series be interfered with by unfavourable weather, the match shall continue at such time and place appointed by the Committee of Management and shall commence from the last completed point of the unfinished match.
 - vii. Prior to the commencement of the match both team sheets must be completed, including emergencies, and signed off by the league official or opposing captain
16. Disqualification:

- i. The Committee of Management shall have the power to disqualify any player if aware of the player's ineligibility and deduct games won in which the ineligible player participated, awarding sets to the opposing team
 - ii. If aware of any irregularity in home and away or final matches, the Committee of Management shall have the power to disqualify a player or players or team. They may first call for an explanation which they may accept or reject at their discretion.
 - iii. The Committee of Management shall have the power to deal with any player or team, in any way it deems necessary, for misconduct, breach of rules, or for any other matter not provided for in these By-Laws but which could be considered unsportsmanlike or contrary to the wellbeing and conduct of the competition

- 17. Protests:
 - i. Any protest lodged by a club on any matter must be in writing and lodged with the Association within 5 days of the match concerned. The protest must be dealt with by the Committee of Management within 10 days of receipt of the protest.
 - ii. Any protest by a club during finals must be in writing and lodged with the Association Secretary within 48 hours of the match concerned. The protest must be dealt with by the Committee of Management within 48 hours of receipt of the protest.

- 18. Playing Dates:
 - i. Playing dates for all home and away matches and finals series shall be determined by the Committee of Management

- 19. Affiliation Fees:
 - i. Must be paid by the fourth playing match of the season
 - ii. Clubs in default shall forfeit all premiership points

- 20. By-Laws Amendment:
 - i. Any portion of these By-Laws can be altered or amended by the Committee of Management at any time by a majority vote from Club Delegates at a General Meeting
 - ii. The Committee of Management may amend By-Law 23 without a majority vote at a General Meeting

- 21. Appeals:
 - i. The appeals tribunal will consist of three people who will not be members of the GMLTA Committee. Appeals Tribunal members will be nominated and elected at the first appropriate General Meeting.
 - ii. A club shall have the right to appeal any determination of the Committee of Management
 - iii. Notice and grounds for appeal shall be lodged with the Appeals tribunal within 24 hours of the notification of a determination being given to the club
 - iv. Appeals shall be heard as soon as possible by the appeals tribunal who shall consider the appeal and notify the club of its determination as soon as possible

- 22. Emergency By-Laws
 - a. Circumstances of Emergency By-Laws
 - i. The Committee of Management has the power to make emergency By-Laws due to exceptional circumstances within the wider society
 - ii. The Committee of Management does not need a majority vote at a General Meeting to pass Emergency By-Laws
 - iii. Emergency By-Laws must not be in place for more than one season before requiring a majority vote at a General Meeting
 - iv. Emergency By-Laws must be revoked if the circumstances deeming their institution no longer apply

- 23. Emergency By-Law Implantation
 - a. 2020/21/22 Emergency By-Laws due to COVID-19 Pandemic
 - i. All clubs must follow the current health advice from the Victorian Department of Health and Human Services, Tennis Australia and Tennis Victoria

- ii. It is the responsibility of clubs to ensure health guidelines are followed at their venue, not the responsibility of the GMLTA including by providing sign-in facilities
- iii. Players must follow the health advice set out by the DHHS, TA, TV, GMLTA and by the host clubs
- iv. Afternoon tea may be shared if the health guidelines permit and clubs have a covid safe plan to ensure it can be shared safely
- v. It is the responsibility of the home club to determine whether to offer afternoon tea and to communicate arrangements with the visiting team
- vi. Players missing matches due to COVID-19 can be counted as having played for finals eligibility if
 - 1. Documentation from the DHHS is able to be provided upon request

24. Code of Dress:

- i Recognized tennis attire and footwear must be worn.

25. Other:

- i. Any matter not specifically covered in these By-Laws shall be referred to the Committee of Management whose decision shall be final
- ii. The Committee of Management must seek to amend the By-Laws to cover any foreseeable matters