**TIPS FOR TEAM MANAGERS**

**SCORESHEETS**

Please make sure all scoresheets are filled in properly, this includes: the section, date, team names and full player names, last name and first name.

The **HOME** team is responsible for entering the match results [www.mytennisadvantage.com](http://www.mytennisadvantage.com) by Close Of Business (5pm) on the Monday following the match day. *(loss of match points may apply for non-compliance)*

Scoresheets **MUST** be scanned or photographed and emailed to mrta\_tennisscores@umpire.com to arrive by Close Of Business on the Monday (5pm) following the match day. *(loss of match points may apply for non-compliance)*

**TENNISSCORES**

[www.mytennisadvantage.com](http://www.mytennisadvantage.com) is the system that the Macedon Ranges Tennis Association (MRTA) uses as its scoring system. Although tennisscores does have the draw loaded into the system, the official draw is the one sent to all clubs by the MRTA Junior Coordinator and can be found on the MRTA Website [https://play.tennis.com.au/mrta/](https://www.mrta.org.au/). If the draw on the tennisscores site is different, always refer to the draw on the MRTA Website as this is always the correct one.

When entering scores into tennisscores, please DO NOT enter NEW players. If you cannot find a player in the system, enter what you can and when you email the scoresheet through, make a note of the problem.

**ORDER OF PLAY, A grade and B grade**

A and B grades must play in ranked order as listed on the team entry form*. (Players playing in a position below their relative ranked order will be penalised by the loss of all games won by that player.)*

**MATCH AND PERMIT APPROVAL FOR EMERGENCY PLAYERS**

If you are planning to use an emergency player who is not registered to play this season, you must get match and permit approval BEFORE the player plays.

**FORFEITING MATCHES**

Forfeiting matches should always be a last resort. You can play with only 3 players, although this is not ideal it is better than a forfeit. Always speak to your club junior coordinator before you make the decision to forfeit as they will often be able to present you with some other options. Clubs are fined at the end of each season, per forfeit.

**UMPIRING**

D grade and C grade matches must have umpires. Both teams should share the umpiring duties. C1 teams can be encouraged to self-umpire, although an adult umpire should remain courtside in the central umpires’ position.

If an A grade or B grade player requests umpiring help, this ideally would be in the form of a court supervisor. In this case a court supervisor would stand in the central umpires’ position and supervise the players. The players should be calling every point. The server should be calling the score before they serve, including calling the game score before they serve their first serve. The receiver calls the line for their own ends, including service line, base line and sideline calls, a court supervisor can overrule a line call, a player from the other end cannot.

**All players** can and should be encouraged to call for a replay if a ball comes on the court, regardless of which end the ball is.

**Players** should always have control of the tennis balls . Servers are not permitted to serve their first serve and then throw the second ball behind them; they need to secure the ball. Nor are they allowed to put a ball on the base line while they serve the other and when their first serve goes in the other ball stays on the base line. Both of these bad habits constitute a hindrance as well as being very dangerous and should be actively discouraged. If the players cannot hold onto the ball, they need to tuck it away somewhere or put it in a pocket.

**UNDERSTANDING THE RULES**

Occasionally situations will arise when players, parents, officials may have a different understanding of the rules of play or the bylaws. All clubs should have a copy of the bylaws in their clubrooms and they are also readily available on the MRTA website ( version September 2020). Rather than arguing or agreeing to something you think is wrong, take the time to calmly find the correct rule. If you are still in doubt as to the interpretation call the MRTA Junior Coordinator on 0407808467.

**PROVIDING MATCH BALLS**

Home teams are responsible for providing the tennis balls. Clubs may provide 4 new balls or 2 new and 2 good used balls. If providing one pair of new balls and one pair of used balls in good condition, matched pairs should be used on each court, e.g. 2 new balls should be used on 1 court and the 2 good used balls on the other court so that each match is using a matched set of balls.

 **TENNIS ATTIRE**

Correct tennis attire (as listed with Tennis Victoria & MRTA) is required to be worn on the court during all matches. Recognised tennis type of garments should be worn. Colours are permitted.

Not acceptable clothing includes singlets, football shorts and jumpers, skins, leggings, board shorts, jeans, long trousers, cargo pants, cycling gear, gym clothing etc.

Footwear that is appropriate for all tennis courts.

Nonacceptable footwear includes skate shoes, cricket shoes, cross trainers and basketball boots. Soles of runners should be a herring bone design with no large ripples that damage the court surface.

**CODE OF CONDUCT**

 Details of the code of conduct for this competition are available on the MRTA website.

Situations may arise that will test the good sportsmanship of those that spectate and participate in this competition. If such incidents do occur, they must be reported to the team manager and then to your junior co-ordinator. It is the responsibility of the club to inform the match and permit committee of any issue. Parents must not intervene with any issue that may occur on match day.