

SOUTH HAWTHORN TENNIS CLUB

ROLE OF DUTY PARENT

A duty parent from each team must be in attendance at each home and away match.

The duty parent must stay for the entire duration of the morning.

It is the responsibility of that person to make sure that the team is looked after.

The duty parent does not organise and provides transport to away matches. If your child requires transport, please make the appropriate arrangements.

Prior to the match the duty parent should ensure that:

- Home matches:
Email team mid-week leading up to the match to confirm the rostered players and organise a meeting time at the courts (usually 15 mins prior to start time).
Collect new tennis balls and scorecards if playing at alternate home courts.
(Outside courts – alternate home court venue – The Stephenson Centre)
- Away matches:
Email team mid-week leading up to the match to confirm the rostered players and organise a meeting time at away venue. Players making their own arrangements to travel to the away courts should inform the duty parent.
Take a photo of scorecard to record match result **FOR CHECKING ON ERT WEBSITE MIDWEEK.**

On arrival at the venue:

- Greet the opposition team and introduce yourself to the duty parent
- Away matches – locate scorecard provided by opposition team
- Fill out the scorecard. You should encourage the team captain to fill out the scorecard, offering assistance if required. The scorecard should be filled out in the playing order on the roster – refer to roster
- Players should bag and water court and sweep lines (if applicable)
- Play is to commence on time. Initial hit up should take no longer than 5 minutes

During the match:

- No spectators or other players are to enter the playing area during the matches – this includes parents!
- No spectators or other players are to interfere with play, unless a matter of danger or injury
- No spectators or others outside the court are to make line calls or coach during play
- If the behaviour of players/parents is inappropriate, a supervisor (if there is one present at the venue) may intervene. Any gross misbehaviour should be reported to SHTC junior convenor ASAP
- Players must sweep and water courts after each set (if appropriate)
- Scorecard is to be filled in at the end of each set

After the match:

- Scorecard is to be completed, checked and signed by both team captains (you might like to double check this has been completed correctly)
- Home matches – return completed scorecard to court supervisor, Xavier College teams take photo of scorecard and send photo to Dylan (0411 133 935) at the completion of matches. Hardcopy of scorecard will need to be dropped off at South Hawthorn Tennis Club. Please leave in large cupboard in kitchen of clubhouse.
- Away matches – It is the responsibility of the home team to submit results to ERT. However, we do ask that you a photo of the official scorecard. Please keep this copy for the season, it may be needed if home team does not fulfil their duties.
- Home matches – return the old balls to venue manager in clubhouse.

If you have any questions regarding your role as duty parent please call:

Dylan Edgley ballistictennis@bigpond.com 0411 133 935

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