



EASTERN REGION TENNIS Inc.

A0031930C ABN 95 114 479 484



Handbook & Fixture



Summer 2018/19 Part 1 (Admin)

Committee 2018/19



PRESIDENT

Robert Jackson

9762-4522, 0408-321-848
robertjackson@bigpond.com

VICE-PRESIDENT

Charlie Roberts

0438-019-004
charlie.roberts@hotmail.com.au



VICE-PRESIDENT

Robert Kane

0407-329-040
marchgolf14@gmail.com

SECRETARY

Vacant

0447 844 329
secretary@ertinc.org.au



TREASURER

Mary George

0422-042-492
Marygeorge3@bigpond.com



EXECUTIVE OFFICER (Competitions)

Ray Van Weert

0447-544-287
comp_exec@ertinc.org.au

EXECUTIVE OFFICER (Tournament/Development)

Chris Thomson

0425 759 399

COMMITTEE MEMBERS

Ian Adderly

Competition Sub-Committee

EXECUTIVE OFFICER:

Ray Van Weert Ph. 0447 544 287

Email: comp_exec@ertinc.org.au

RECORD SECRETARY: (JUNIOR SATURDAY/SUNDAY)

Cynthia McKenzie,

Ph. 9736-9009, 0400 093 992, Fax 9727-0819,

Email: ert_junior@ertinc.org.au

Can be contacted on Saturday/Sunday mornings on 0400 093 992.

RECORD SECRETARY: (SENIOR SATURDAY)

Mary George, 0437 983 551

Email: ert_senior@ertinc.org.au

COMMITTEE MEMBERS

Deb Driessen 0408 338 786 **Brooke Driessen** 0400 650 198

Tournament/Development Sub-Committee

EXECUTIVE OFFICER

Chris Thomson 9836-1231, 0425 759 399

COMMITTEE MEMBERS

Nat Allsop 0400 575 347

How to Contact ERT

Email: secretary@ertinc.org.au Web: www.ertinc.org.au

ERT Phone 0447 844 329

Correct Tennis Attire

The Dress Regulations for competitive play for Eastern Region Tennis Inc. are as follows:

1. **Every competitive player shall dress and present himself/herself for play in clean and customarily acceptable tennis attire.**

1.1 Females are required to wear a dress/skirt or sports shorts and a top.

1.2 Males are required to wear shorts and a shirt.

The following items of clothing are specifically not acceptable:

NOT ACCEPTABLE

1. Jeans
 2. Sweat shorts.
 3. Dress shirts.
 4. Jogging shorts.
 5. Cargo pants/shorts
 6. Any article of clothing with advertising in any form (except for sporting company logos or lettering).
2. **Tracksuits** shall not be worn during the course of a match, except at the discretion of the junior supervisor (junior matches), if both captains agree (senior matches), or if the Association so decrees.
 3. **Tennis shoes** shall be worn that are suitable for the type of court surface. Venue clubs may determine which types of footwear are suitable for their court surface, subject to Association approval.
 4. ERT Inc. encourages all players to wear a **hat or cap** (and use sunscreen).
 5. Players who do not comply with the dress regulations must be given the opportunity to change their clothing (particularly before a match starts), prior to any action being taken.
 6. Should this not occur, a warning shall be given and then the player must be reported to their Club and the Association Secretary in writing so action can be taken.

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By-Laws for The Conduct of Matches

By-Laws - These by-laws are made pursuant to Rule 26 sub-clause 11, and generally of the Association Constitution Rules. Referred to as "Association" herein.

Competition is defined as - "Tennis Players, registered with the Association, competing in the various types of match-play nominated by the Executive."

Category is defined as - "An individual form of match play within a competition."

Registered Player is defined as - "any person registered with the Association on any official Eastern Region Tennis (Inc.) form for that season."

A Team Member is defined as – "a registered player listed on the official team entry form, or an emergency player who has played four (4) or more matches (subject to the discretion of the Executive) in any one team. Two of those matches played by an emergency must have been played before final three [3] rounds.

An Emergency is defined as – "a registered player who is not listed on the official team entry form and who has played three (3) or less matches" (see By-Law 7d for determination of when a player is deemed to have played a match)) in any one team or remains as an emergency at the discretion of the Executive if they have played four (4) or more matches in any one team".

1. RULES

- a) The rules of tennis as adopted by the Governing Body of Tennis in Victoria, shall apply to all matches, except where modified here-in after.
This shall apply to Tennis Etiquette, dress and the Code of Conduct, also available from the afore-said Governing Body.
- b) The Association has the right to request the use of any Affiliated Club courts, for Association competition.
- c) The Executive may change any item in the Appendices.

2. COURTS

- a) The type, condition and surroundings of each competing Club's courts shall be subject to the approval of the Executive.
- b) A match can be played on 2 different court surfaces as long as the Home Convenor and Away Teams supervising parent for juniors agree and both team captains for seniors agree. Finals matches can only be played on 1 court surface.
- c) The executive may request any Club to make repairs to their courts and surroundings that they deem necessary.
- d) Any club failing to make such repairs, to the satisfaction of the Executive, may be suspended from the Association.
- e) The provision of an alternative venue must be approved by the Executive.

3. COMPETITIONS

The executive shall arrange all competition-play and at all times, determine the days, dates and formats, as detailed in Appendices A & C.

4. ENTERING TEAMS

- a) Each club may enter any number of teams in any Association competition up to a maximum of two (2) teams for each court available i.e. a minimum of one court per home team.
- b) Teams must be submitted on or before the closing date for entries as determined and advised by the Executive. Teams must be entered using Online entry only. Each Club is required to nominate the Competition format plus grade or section in which it desires to enter a team. The Executive reserves the right to grade any team as it sees fit.
- c) Team entries may not be accepted, if not accompanied by team entry fees and any outstanding monies owed to the Association.
- d) All players listed in teams, when graded by the Executive, cannot play in any lower grade, without prior permission of the Executive.

5. REGISTRATION

- a) Prior to the commencement of each season, Clubs must register all team members using the On-line team entry.
- b) Additional registrations during a season must be submitted on the official emergency registration section of the result card and entered on-line on the ERT web site. Failure to do so will incur a penalty. Appendix J(s).
- c) No player may be registered with more than one Club in any one defined competition. Defined competitions are Saturday AM; Saturday PM; Sunday AM; Sunday PM.
- d) If a player is registered by more than one Club, affiliation will be determined by the first match played.
- e) The registration of a player may be refused or revoked by the Executive for disciplinary reasons or breach of by-laws.
- f) Players are eligible to play in more than one format during the season.

6. EMERGENCIES

- a) Emergencies may be registered during the season as per 5b.
- b) Emergencies may not play below the Grade for which they are registered, unless by prior approval of the Executive.
- c) Emergencies may be granted up to three (3) match permits, in order to obtain an accurate grading.
- d) Emergencies will be ineligible to play in a lower section or grade after having played four (4) matches in a higher section or grade, without prior approval of the Executive.
- e) No Emergency may play in any final series match unless having played at least three (3) matches for their club in that category, (two (2) of which must be played prior to the last three (3) home and away matches) without prior approval of the Executive. (see By-Law 7d for determination of when a player is deemed to have played a match).
- f) Emergencies must not strengthen the team if the team thereby becomes too strong for the section concerned or if the playing of the emergency gives an unreasonable advantage or disadvantage to another team in that section.

7. ELIGIBILITY

- a) All players must be: -
 - (i) Registered in accordance with by-law 5.
 - (ii) Financial members of their club in accordance with their own club's constitution.
- b) No player shall be listed to play in more than one match in the same round of the same competition as per By-Law 5(c). Matches shall be deemed to be played on the date of original fixture.
- c) A player having played four (4) matches in one team will not be eligible to play in any other team in that grade or section without prior approval of the Executive.
- d) A player shall be deemed to have participated in a match when:
 - 1) their name has been recorded on the official result card when a match has been played and completed,
 - 2) their name has been recorded on the official result card when a match has commenced but is unable to be completed due to unplayable conditions (see By-law 13) or
 - 3) their name has been recorded on the official result card when their team has received a win via a forfeit from the opposition.

A player will not be deemed to have played a match when their name has been recorded on the official result card but the match has been abandoned due to unplayable conditions (see By-law 13) before the commencement of the match. This applies for both team members and emergencies.

- e) If a team plays an ineligible player, that team will not score any Match points OR points for sets that the ineligible player played.
- f) Except with prior permission of the Executive a registered player may not play in a finals match unless having played at least three (3) matches for their club, in that section (see By-Law 7d for determination of when a player is deemed to have played a match).
- g) Players wishing to participate in Eastern Region Tennis squads and representative teams, must be a registered team member and have played four (4) or more matches in the current or one of the previous two seasons prior to the closure of nominations, unless prior permission is given by the Executive Committee.

8. TRANSFERS

- a) When a Club approves an application for the clearance of a player, during the current season, notice shall be forwarded to the Secretary of the Association, signed by the Club President or Secretary. A copy of such notification shall be sent to the Secretary of the Club to which the player is transferring.
- b) No clearance shall be valid until confirmed, in writing by the Association, and sent to both Clubs.
- c) A player whose clearance application is not processed or rejected within 30 days, may appeal in writing to the Association Secretary. Such appeals must then be ruled upon by the Executive within 14 days and all parties advised, in writing, of the decision.

9. SUBSTITUTIONS

- a) If in the event of a player becoming incapacitated whilst playing, the current rubber/set shall be forfeited to the opposing team. Games already scored shall count. A substitute may then play in the remaining rubbers/sets
- b) A substitute player must be registered with the Association in the appropriate category. (see by-laws 5/6).
- c) Any substitute must be ready to commence play at the beginning of the next set/rubber in which the injured sick player is scheduled to play as per listed order of play (unless by mutual agreement by both captains to vary the playing order). If not ready to commence play, all unplayed sets/rubbers relative to the substitute player shall be forfeited.
- d) Once a player has been substituted out, they cannot take any further part in the match. If a player plays in the match after being substituted out, all sets played by that player after re-entering the match will be lost to love.

10. CONDUCT OF MATCHES

a) **Result Cards -**

For home and away matches, the result card shall be provided by the Home team and each captain must fill-in the Family name and First name of their own team members prior to the commencement of the match. If names are not recorded in full, a fine shall be incurred: - (see Appendix J (i)).

Any alterations to the card are to be approved and initialled by both captains.

The fully completed match result card must be signed by both captains and the result entered on-line by the home captain or a club official no later than the time specified in Appendix D(e). Results not entered on-line will incur a fine. Appendix J (a).

b) **Other: -**

Matches scheduled for daylight hours may not be continued under lights.

No breaks or rest periods are permitted between sets except to bag and water courts.

After scheduled match commencement time, hit-ups are restricted to five (5) minutes maximum. No hit-ups are permitted once all players have played a set.

c) **On-Line Entry of Result Card**

A club may have multiple members registered to enter results on-line. This facility is available for times as listed in Appendix D(e).

Score cards MUST be kept until 2 weeks following the Grand Final, in case of recall by the Competition Sub-Committee.

11. FORMATS

Details of all types of competitions are listed in - Appendix C.

12. START and FINISHING TIMES

Times for all competitions are detailed in Appendix A.

Late arrivals procedures are listed in Appendix B.

13. UNPLAYABLE CONDITIONS

- a) A match may be abandoned or play stopped under the following circumstances.
 - i) Bad Light – Play will cease at 6.30 pm or light up time whichever is earlier (Refer Appendix A).
 - ii) Rain – home club to decide if courts are unfit for play.
Either captain has the option to stop play due to rain if courts are considered to be unsafe or unplayable.
 - iii) Extreme heat – if the temperature at the venue reaches 32° Celsius or higher at the scheduled starting time, or any time thereafter, play may be stopped at the option of either captain. If the temperature reaches 36° Celsius, play must stop immediately. Temperature reading to occur using a thermometer placed in the shade at the venue.
 - iv) On days that have been declared a total fire ban in the areas covered by ERT, clubs which are within a high fire zone may call a “heat out” for both home and away matches - no earlier than 6.00 p.m. on the day preceding the scheduled match. The Club declaring the “heat out” must advise the opposition Clubs affected by this decision.
 - v) Frost – when court surface is frozen and courts are deemed unplayable by the home club.
 - vi) Other factors – when courts are deemed unplayable by the home club for any other reason.
- b) If due to rain, heat, frost or other factors the home court is deemed to be unplayable, the match shall be declared a draw. The visiting team must be notified by phone. Leaving a message on an answering machine does not constitute notification. If the away team is not notified they must attend the courts. The convenor/supervisor must remain in attendance at the courts until 15 minutes after the commencement time in order to complete the scorecard, when the visiting team arrives.
- c) In the case of rain or frost, such declaration must not be made earlier than one hour prior to the scheduled commencement of play.
- d) In the case of extreme heat, cancellation cannot be arranged prior to the scheduled commencement of play (other than for circumstances addressed in By-Law 13 a) iv above).
- e) The penalty for cancelling a match earlier than permitted shall be a fine as set out in Appendix J.
- f) If a match commences on a court and that court is not washed out, the match that commenced on that court cannot be washed out.

14. FORFEITS/WITHDRAWALS

- a) Fines and penalties are detailed in - Appendix J.
- b) Any club that cannot field a team for any match shall inform the opposing team and the appropriate Record Secretary as early as possible prior to proposed commencement of play.
- c) Once a forfeit has been given, it cannot be retracted.
- d) The team receiving a forfeit must enter the result on-line in which case entry must be done no later than the time specified in Appendix D(e). Results not entered by this time will incur a fine. Appendix J(a).
- e) If a player plays in a match and is also named on a forfeit card on the same day, the team receiving the forfeit shall lose their premiership points.
- f) After the notification of grading, a club must seek permission to withdraw a team from competition. The request must be in writing from the Convenor to the Record Secretary and be approved by the Executive.

15. INCOMPLETE MATCHES

- a) An incomplete match is one in which inclement weather, bad light or time expiry causes play to cease before the match has reached its conclusion.
- b) If a match cannot finish, the actual scores shall be recorded on the match result card, signed by both captains, and entered on-line by the home captain or club official.
- c) For incomplete matches, all rubbers and/or sets and games completed will be counted towards determining if a result can be reached.

16. PROTESTS - APPEALS

- a) When a team desires to lodge a protest or appeal against the opposing team, they shall notify their Club Secretary who will lodge such protest or appeal with the Association Secretary no later than two [2] days following the match. The protest details must be sent by the Association Secretary to the opposing team's Club Secretary. The opposing Club Secretary must provide a response to the protest to the Association Secretary within five [5] days after receipt of the protest details. Where the protest results of a match may not be finalised before the Wednesday preceding either the semi-final or the grand final due to the timing advised in this By-law, the Association Secretary will determine the timeframe applicable and will advise the protesting club and opposing club accordingly.
- b) Clubs have the right to appeal against a fine or suspension according to the rules of the constitution (8-8)/ (8-9) to be heard by a separate nominated sub-committee.
- c) A fee must accompany a protest or appeal. Such fee will be forfeited, if the protest or appeal is considered frivolous." [Fee specified in Appendix J(c) & J(d)].
- cii)
- d) Any protest or appeal shall be ruled upon within 14 days of lodgement, by the nominated Sub-committee.

17. SCORING

Details of points, percentages and ladders are listed in - Appendix D.

18. BALLS

See Appendix I for a list of approved balls.

- a) **Seniors:** -
Four new balls shall be provided by the Home team for both home and away and finals matches.
- b) **Juniors:** -
Two new balls and two used balls, in very good condition, shall be provided by the Home team for home and away matches. Four new balls shall be provided by the Home team for home and away Rubbers matches. Four new balls shall be provided by the Home team for finals matches.

19. FINES and PENALTIES

Details of these are listed in - Appendix J.

20. TROPHIES

- a) The winning teams in section 1 shall receive a premiership pennant and trophies as determined by the Executive. The runners-up teams in section 1 shall receive a runners-up pennant and trophies as determined by the Executive. The winning team in all other junior sections shall receive a premiership pennant and medallions as determined by the Executive. The runners-up teams in all other junior sections shall receive a runners-up pennant and medallions as determined by the Executive. The winning team in all other senior sections shall receive a premiership pennant and glasses as determined by the Executive. The runners-up teams in all other senior sections shall receive a runners-up pennant as determined by the Executive.
- b) Certain sections will also have perpetual trophies/shields in addition to the above, but these remain the property of the Association. After being held by the winning club for approximately twelve (12) months, these must be returned to the Association.
- c) Failure to return perpetual trophies will result in replacement cost being the responsibility of the club concerned.
- d) Failure to return trophies in time for presentation will result in a fine as per (see Appendix J (m)).
- e) Perpetual Trophies/Shields shall be awarded to sections, determined by the appropriate committee.

21. JUNIOR COMPETITION

- a) Competitions, including any delayed finals, are open to players under 19 years of age as at midnight on the date of the scheduled grand final for that season.
- b) All junior matches shall be played in accordance with association by-laws.
- c) Start and finish times are detailed in the Appendices (see Appendix A (a) & (c)).
- d) Each Home Club shall arrange for at least one adult Supervisor to be present at home and away matches.
The responsibilities include: -
(i) the conduct of matches.
(ii) to enforce standards of behaviour.
(iii) to enforce standards of dress.
Failure to comply, will incur a fine (see Appendix J (f)).
- e) Each team playing away must be accompanied by a Supervisor or parent, who must be present for the entire match.

- f) Ball requirements are set out in by-law 18
- g) In the event of an unfinished finals match, the venue supervisor shall be responsible for the balls, the card until the match resumes, and phoning match details to the appropriate Record Secretary at times as advised. Late notification will incur a fine (see Appendix J(n)).
- h) Notwithstanding any other provision of the By-Laws, in junior Finals a team may use eligible registered team members in a direct substitution of up to two (2) players in the last two (2) doubles sets in the Mixed Singles/Doubles, Boys Singles/Doubles (Junior Saturday competition only), Girls Doubles, Boys Doubles, Junior Open Singles/Doubles and Junior Open Doubles. Notwithstanding any other provisions of the By-Laws, in Junior Finals a team may use eligible registered team members in a direct substitution of up to two (2) players in the last doubles set only in the Girls Singles/Doubles, Boys Singles/Doubles (Junior Sunday Competition only) and Junior Development Competition. Notwithstanding any other provision of the By-Laws, in Junior Finals a team may use an eligible registered team member in a direct substitution of one (1) player in the doubles set in the Open Rubbers and Presidents Shield. The player not substituted must remain in their player position.



TIE-BREAK

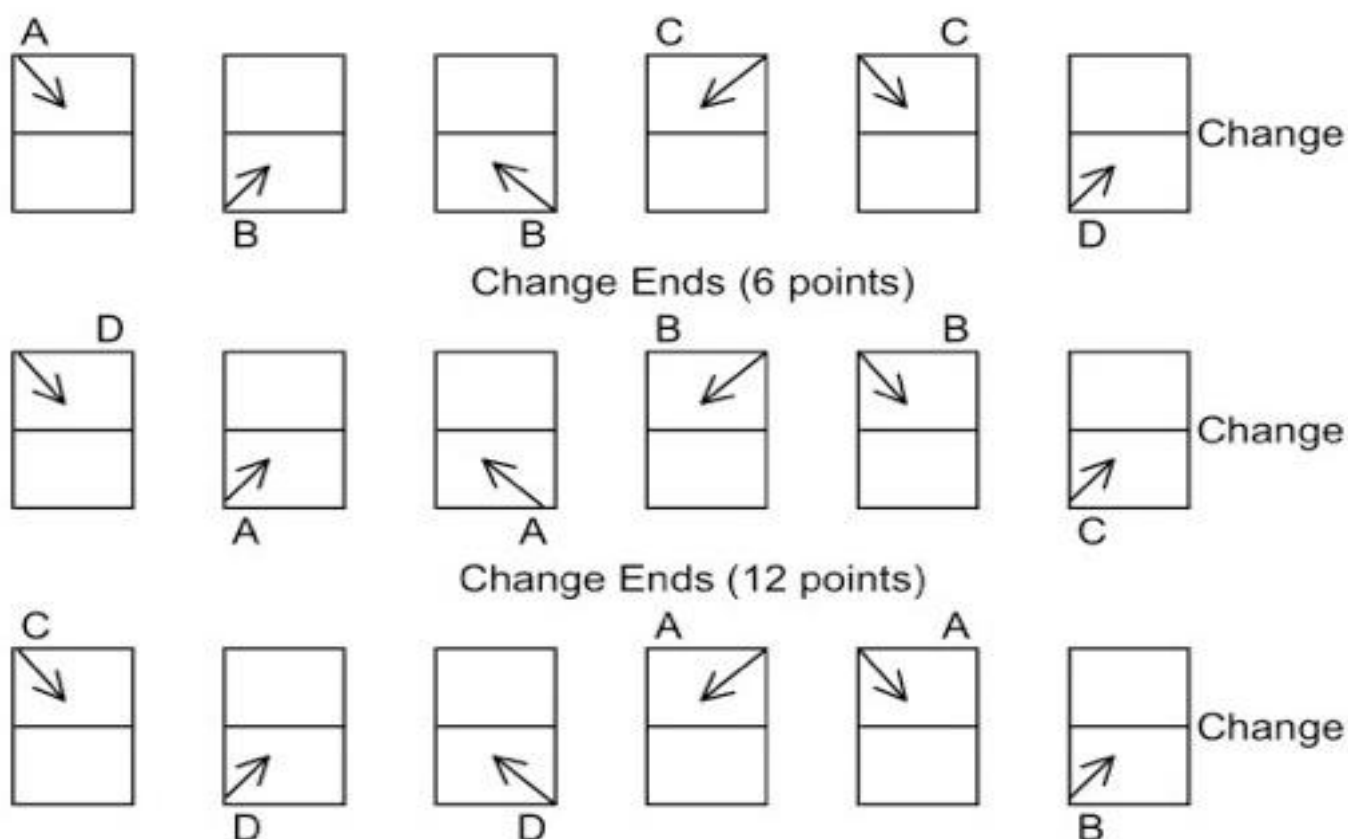
The player/s who wins seven points first, shall win the tie-break, provided they lead by a margin of two points. If the score reaches 6 points all, the game shall be extended until the two point margin has been achieved.

The player whose turn it is to serve shall be the server for the first point, from the right (forehand) court. Thereafter each player shall serve in rotation for two points, beginning from the left (backhand) court, and in the same order as previously in the set, until the winner/s are decided.

Players shall change ends after every six points - see diagram: -

The first server initially has only one serve, but thereafter each player has two serves

The tie-break is regarded as one game played, therefore a change of ends is made at its conclusion. The player/s who served first in the tie-break shall receive service in the first game of the next set if the match is on-going.



NOTE: A **Match Tie-break** is to 10 points or more as required to win by a margin of two points.

APPENDICES

APPENDIX A - Start and Finishing Times

a) **Saturday Morning**

Start -8.30 am Finish -12.30 pm, with any game in progress to be completed. (Except in finals series)

b) **Saturday Afternoon**

Start -1.15 pm Finish -6.30 pm or light up time whichever is earlier (with any game in progress to be completed.)

c) **Sunday Morning**

Start -9.00 am Finish -1.00 pm, with any game in progress to be completed. (Except in finals series)

d) **Sunday Afternoon**

Start -1.15 pm Finish -6.30 pm or light up time whichever is earlier (with any game in progress to be completed.)

APPENDIX B - Late Arrival

- a) Teams must commence play on or before the scheduled start time for all home and away and finals matches. If either team cannot put on **any set** (listed on the card) within 15 minutes of scheduled start time the offending team shall forfeit the first set to love. If play does not commence during each completed 15 minutes thereafter, the next scheduled set/s shall be forfeited to love - notwithstanding (b) & (c) below.
- b) If all players in a team have not arrived within one (1) hour of the scheduled start time, any sets/rubbers completed are to stand and sets/rubbers still underway are to be completed, and all the remaining sets/rubbers shall be forfeited. The team in default shall lose the match. T/B 6-all. Order of play shall be as per numbers on result cards.

Notwithstanding b) for Competition - "Full Team not in Attendance"

- c) In the event of one player in a team not being in attendance as required, that player's sets shall be defaulted but all remaining sets must be played and shall commence as soon as practical.

The team not in default shall be awarded 2 (two) match points for the win, 1 (one) point shall be awarded for each set won by either team.

- d) Notwithstanding b & c) President's Shield, Junior Open Rubbers and Open Singles/Doubles must have a full team at all times.

APPENDIX C - Types of Competition

SENIOR

- a) **Senior Open Doubles Sets - Saturday afternoon - Summer & Winter**

Four person, (any combination of men and/or ladies) will play six, 8 game tie-break sets T/B 8-all.

- b) **Open Singles/Doubles - Sunday Afternoon - Summer Only**

Two person, (any combination of men and/or ladies) will play three rubbers - one singles each and one doubles, all best of three, 6 game tie-break sets TB at 6 all.

- c) **Singles/Doubles - Saturday afternoon**

Four person team (any combination of men and/or ladies) to play four singles - best of two sets, if one set all then match tie-break to determine the match. Two six game T/B doubles sets (T/B at 6 all).

(Note: Match tie-break is to 10 points or more as required to win by a two point margin.)

JUNIOR

- d) **Junior boys - Singles/Doubles - Saturday - Summer & Winter.**

Four boys will play eight sets, one singles and two doubles each all 6 game tie-break sets T/B 6-all. However, at the discretion of the Competition Committee/Executive some lower sections of the Junior Boys Singles/Doubles will play eight sets, one singles and two doubles each all first to 6 games with sudden death point at deuce (sudden death point to be served to the forehand court). Order of play shall be as per the numbers on result cards.

- e) **Junior girls - Singles/Doubles - Saturday/Sunday - Summer & Winter.**

Three girls will play six sets, one singles and two doubles each all 6 game tie-break sets T/B 6-all. However, at the discretion of the Competition Committee/Executive some lower sections of the Junior Girls Singles/Doubles will play six sets, one singles and two doubles each all first to 6 games with sudden death point at deuce (sudden death point to be served to the forehand court). Order of play shall be as per the numbers on result cards.

- f) **Junior boys/girls - Doubles only - Saturday only - Summer & Winter.**
Four players, Boys (4 boys) or Girls (4 girls) will play six sets all first to 6 games with sudden death point at deuce (sudden death point to be served to the forehand court). Order of play shall be as per the numbers on result cards.
- g) **Junior Open Singles/Doubles - Saturday/Sunday – Summer & Winter.**
Four players (any combination of boys and or girls) will play eight sets, each player playing one singles and two doubles each all six game tie-break sets T/B 6-all. Order of play shall be as per numbers on the result card for the first six sets. Second last doubles – player 1 with either player 3 or 4. Last doubles – player 2 with remaining player from player 3 or 4.
- h) **Junior Open Doubles - Saturday - Summer & Winter.**
Four players (any combination of boys and or girls) will play six doubles sets, all first to 6 games with sudden death point at deuce (sudden death point to be served to the forehand court). Order of play shall be as per the numbers on result card.
- i) **Junior Development Competition - Saturday/Sunday - Summer & Winter.**
The Junior Development Competition, including any delayed finals, is open to players under 12 years of age as at midnight on the date of the scheduled grand final for that season. Three players (any combination of boys and or girls) will play three doubles sets, all sets 8 games only (no Tie Break). If the game goes to euce, the next point wins. The point after deuce is served to the forehand side. The receiving side does not choose who is to receive the serve. 2 parent/ supervisors required until the juniors are confident (to help with scoring, where to stand etc). The remainder of the parents do not get involved and stay outside the court area. The player can serve from inside the service line to assist them if required. Order of play shall be as per numbers on the result card. The Junior Development Competition must use the modified green balls.

j) **Junior boys – Singles/Doubles - Sunday – Summer & Winter.**

Three boys will play six sets, one singles and two doubles each all 6 game tie-break sets T/B 6-all. However, at the discretion of the Competition Committee/Executive some lower sections of the Junior Boys Singles/Doubles will play six sets, one singles and two doubles each all first to 6 games with sudden death point at deuce (sudden death point to be served to the forehand court). Order of play shall be as per the numbers on result cards.

k) **Junior Open Rubbers - Saturday/Sunday - Summer and Winter.**

Two players (any combination of boys and girls) will play a 6 game doubles set with T/B at 6 all. Both players will then play a Singles Rubber - best of two 6 game tie-break sets with T/B at 6 all. If one set all a 10 point match tie-break will be played to decide the rubber.

APPENDIX D - Scoring

a) **Sets Format: -**

Match scores shall be determined on sets first, if sets are equal, then on games.

If all is still equal at the end, the match shall be a draw.

Two (2) points shall be awarded for a win.

One (1) point shall be awarded to each team for a drawn match, not a final. Points shall be shared equally for incomplete sets and matches.

One (1) point shall be awarded for each set won.

b) **Rubbers Format: -**

Match scores shall be determined on rubbers first, if rubbers are equal, then on sets. If sets are equal, then on games. If all is still equal, then the match shall be a draw.

Two (2) points shall be awarded for a win.

One (1) point shall be awarded to each team for a drawn match, not a final. Points shall be shared equally for incomplete sets and matches.

One (1) point shall be awarded for each set won.

c) **Incomplete Matches** and inclement weather: -see By-Law 13.

All completed rubbers, sets and games will be counted.

Remaining points shall be divided equally, unless one team is in a position to claim the match, in which case, match points shall be awarded to the winning team.

d) **Ladders**

Positions on the ladder shall be determined by the points (as specified above.) In the event of points being equal, percentage of games won shall follow and if still equal, the percentage of sets won shall apply. If at the end of the season, all of the above are equal between teams eligible for final positions on the ladders, matches as advised by the appropriate record secretary shall be played to determine these positions.

e) **On-Line Results Entry**

Results of home and away matches, excluding the last home-and-away match, must be entered on-line on the ERT website between 9.00 am Saturday and 12.00 noon Tuesday following the scheduled date of the match.

Results of the last home and away match and all finals matches must be entered on-line on the ERT website between 9.00 am Saturday and 12.00 noon Monday following the scheduled date of the match.

Late entry will incur a fine (see Appendix J(n)).

APPENDIX E - Forfeits/Withdrawals

- a) A team receiving a forfeit will be awarded maximum premiership points but no percentage.
- b) Upon approval for a club to withdraw a team from competition, deemed from when the club last fielded a complete team the following applies: -
- 1) Up to and including round five (5) in 6 team sections, up to and including round seven (7) in 8 team sections or round nine (9) in 10 team sections all matches shall be awarded a forfeit. Result of any matches already played to stand.
 - 2) From the commencement of round 8 in 8 team sections or round 10 in 10 team sections all matches shall be a bye.

APPENDIX F - Competition

The Executive will determine all aspects of competition play according to the number of teams entered, and geographical regions. Clubs will be advised, prior to commencement of each season on: -

- Gradings
- Format
- Draws
- Order of Play
- Finals

APPENDIX H - Finals and Conduct of Finals

1. - Finals

- a) The Executive shall arrange finals matches, conditions of play and courts to be used.
- b) Courts at which finals matches are to be played, must be opened and available for play at least thirty (30) minutes prior to scheduled commencement of play. For Junior Saturday - 8am, Junior Sunday - 8.30am and Senior Saturday & Sunday - 12.45pm. This is a responsibility of the host club and failure to comply will incur a fine (see Appendix J (e)).
- c) In all finals matches both teams must be in attendance and a washout cannot be called over the telephone.
- d) In all finals matches, sets shall be played concurrently. Each team will submit a completed card nominating their team in order of play to the Supervisor/or opposition captain prior to play commencing (Refer By-Law 21i) including substitutions;
 - i) In Juniors, Girls Triples, JDC and Sunday Boys Triples players can be substituted in the last doubles set only;
 - ii) In all other Junior categories (except Open Rubbers), players can be substituted in the last 2 doubles sets only;
 - iii) Junior Open Rubbers allows one (1) substitution in the doubles set.
- e) If the event of a finals match being washed out or if a heat out is declared before the match is completed, the home team keeps the balls, scorecard and a record of what stage the match is at including the game score and point score. E.g. 40 0, 3 games to 1. Also make a note of who is serving and where the players are standing on the court. The record secretary is to be notified regarding the status of the match.
- f) The Association Executive reserves the right to appoint neutral umpires in special circumstances or if requested to do so by a club secretary at least two (2) working days prior to the match.
- g) In the event of a drawn finals match for Juniors and Seniors (with the exception of the JDC), a ten point advantage tie-break will be played by the last doubles pair named on the scorecard.
- h) The first named club (host club) for the grand-final is responsible for collecting the pennants and trophies from the published collection point prior to the match, and ensuring that they are presented at the conclusion of the grand-final. Failure to do so could possibly remove the privilege of hosting future grand finals.

- i) For both the Senior Open Doubles Sets and the Singles/Doubles formats in Senior Finals, a team may use eligible registered team members in a direct substitution of up to two (2) players in the last two doubles set listed on the finals scorecard. For Open Singles/Doubles in Senior Finals, a team may use an eligible registered team member in a direct substitution of one (1) player in the last doubles set listed on the finals scorecard.

2. - Conduct of Finals

- a) Home team to supply the balls.
- b) Two courts are allocated for each final but more than 2 courts can be used if mutually agreed between the Home Venue's Convenor/Supervisor and the transporting parent from the visiting team for the Juniors and the 2 team captains for the Seniors.
- c) All finals matches must be played on the one surface.
- d) During the match it is the players who will sort out any issues. If a resolution cannot be reached, then the Home Venue Convenor/Supervisor will sort out the problem in consultation with the transporting parent from the visiting team for Juniors or the Home Venue's team captain will sort out the problem in consultation with the away team captain for the Seniors.
- e) No one is allowed inside the playing area unless they are playing a set. The only exception is a person duly authorised by the Home Venue's Convenor/Supervisor to assist team captain for the Seniors.
- f) There is no finishing time for finals. If the weather is inclement then you remain at the courts until you can continue to play or the courts become unplayable.
- g) Teams can complete the finals match at another time over the weekend that the final is being played or the final will be finished the following weekend. If it is a Semi Final that has to be finished the following weekend the Grand Final will be played a week later.

APPENDIX I - Balls

Only balls approved by the Governing Body of Tennis in Victoria may be used. Details of tennis balls for all competitions are listed below:

Approved Tennis Balls

Slazenger & Willison – Introductory Balls

Starter – Green, Orange & Red

Babolat

Babolat Gold

Tretorn

Teloon

Pound Tour

Tecnifibre

X One

Head

ATP

Slazenger

Championship Hydroguard

Hardcourt

Open

Wimbledon

Tournament

Wilson

Tour Premier all court

Championship Extra Duty

Tour Red Clay

Dunlop

Australian Open

Forte Elite

Pro Tour

Club All Court

Fort All Court

Fort Clay Court

Non-approved Tennis Balls (date indicates final ERT usage)

APPENDIX J - Fees, Fines and Penalties *(There is no GST payable on fines.)*

Current 11/10/2018

a) Late On-Line Entry

Seniors \$20 per result

Juniors \$20 per result

(Multiple late on-line results \$30)

The penalty for not providing the late on-line entry scorecard information to the Record Secretaries within the defined period stated below is as follows:

Rounds 1 to 12 – The home team forfeit the match if the late on-line entry scorecard information is not provided to the Record Secretaries within 7 days of the on-line results entry cut off for that match.

Rounds 13,14 & 15 (where applicable), Semi Final and Grand Final – The home team forfeit the match if the late on-line entry scorecard information is not provided to the Record Secretaries by 5.00pm on the Tuesday following the match.

b) Forfeit: Note: loss of all match points also

Seniors \$20 per team

Juniors \$20 per team

c) Deposit with protest \$20.00 per protest

d) Deposit with appeal \$20.00 per appeal

e) Courts not open for finals on time \$20.00 per offence

or noncompliance with Appendix H (j)

f) Supervisor/away supervising parent not in attendance.
\$25.00 per person

g) Ineligible player - **Seniors & Juniors**

- First offence \$10 plus all sets played by ineligible player to be forfeited.
- Subsequent offences by same player, \$10 and all team points forfeited.

h) Nonattendance at delegates/general meeting \$25.00 per club

- | | | |
|----|----------------------------------|-------------------|
| i) | Withdrawal of team after grading | \$100.00 per team |
| j) | Affiliation fee | \$20.00 per club |
| k) | Team entry fee | \$35.00 per team |
- 1) A few days grace has been allowed but if all the team entries are not paid by a club by **TBA each season** (proof of payment required), **all teams for that club will forfeit all their points for their round 1 matches.** These teams will still be required to play as their opposition will only get points for these round 1 matches if they play and win sets. The team penalised can reduce the impact of their opposition gaining points by winning sets against the opposition. For example, the team penalised wins 5 sets out of a possible 6 sets. The team penalised get no points but the opposition team only get 1 point for the set they won.
 - 2) If the team entries have not been paid by **TBA each season** (proof of payment required), **all teams for that club will also forfeit all of their points for their round 2 matches.** Again as in point 1, these team will be required to play their opposition to try and limit the number of points their opposition can win.
 - 3) If the team entries have not been paid by **TBA each season**(proof of payment required), **all teams for that club will also forfeit all of their points for their round 3 matches.** Again as in point 1, these team will be required to play their opposition to try and limit the number of points their opposition can win.
 - 4) The above process will continue each week until the team entries have been paid.
- | | | |
|----|--|-------------------|
| l) | Player not sufficiently identified on match result card/on-line entry Seniors and Juniors | \$5.00 per player |
|----|--|-------------------|
- h) Failure to return perpetual trophy in time for presentation event
\$20.00 per trophy)
- | | | |
|----|---|--|
| i) | Failure to notify result of incomplete final(s) Maximum of | \$60.00 per round. \$20.00 per result |
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|----|--|--------------------|
| o) | Non-payment of outstanding fines levies within 60 days from date of invoice | \$10.00 |
| p) | Incomplete/incorrect result card/on-line entry | \$15.00 per result |
| q) | Noncompliance of By-Law 13 | \$10.00 |
| r) | Unregistered players Junior/Senior | \$10.00 per player |
| s) | Noncompliance with By-Law 2b | \$20.00 |
| t) | Noncompliance with Appendix I | \$20 per offence |
| u) | Medallions/ Glasses not available for presentation after the Grand Final | \$50 per team |

