



# EASTERN REGION TENNIS INC

## Junior Convenors Pack



## Information for Convenors.

Eastern Region Tennis (ERT) is a 1 court competition. Some venues will have 2 courts available for matches.

For Home and Away matches teams can play on 2 different surfaces. Finals have to be played on 1 surface.

Convenors/Supervisors need to make themselves known to away teams and make sure scorecards are filled in correctly. Not just first names, initials, Team names, Section, date of birth and match date. There is a fine for incomplete cards (see Appendix J (L & p)

### Emergencies.

If you have an **emergency** you list them on the bottom of the scorecard and list the lowest section they will play. Eg playing OR 2 and to be registered for OR 6. (Copy of completed scorecard below). Any alteration to the scorecard **MUST** be initialed by both team captains.(See By Law 10(a). Both team Captains must sign the scorecard at the end of the match.

Eastern Region Tennis Inc.				JUNIORS				FORMAT:			
Home Team: <b>MOORLEIGH HTS</b>		Visiting Team: <b>HORTHMONT</b>		SECTION: <b>3</b>		DATE: <b>2/6/21</b>					
Player	First Name	Family Name	First Name	Family Name	1st	2nd	3rd	4th	5th	6th	7th
1	JAMES SMITH		JACK LEAD		1	1	1	1	1	1	1
2	FRANCO ROBERTS		DANIEL WILLIAMS		2	2	2	2	2	2	2
3	OLIVER JOHN		RUBY NGUYEN		3	3	3	3	3	3	3
4	JANE DUE		MARY CHEN		4	4	4	4	4	4	4
5					5	5	5	5	5	5	5
6					6	6	6	6	6	6	6
Totals				Totals				Totals			
TOTALS: 36 41				TOTALS: 36 41				TOTALS: 36 41			
EMERGENCY REGISTRATION				Priority Standard				Lowest Register Section			
Club	First Name	Family Name	Jurat Birth Date	MP	Day	Format	Sec	Format	Sec		
HTS	JANE	DUE	11/30	F	SAT	JDE	3	JDE	6		

Once you have listed a section for the emergency you cannot play them in a lower section in that format without approval from the committee.

We recommend you arrive 15 mins before commencement of play to have a warm up before the match. Matches start at 8.30am Saturday and 9am Sunday.

### Player Transfer.

**A player cannot play for 2 clubs on the same day.** If they no longer want to play at a club a Transfer must be obtained.

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. (See By Law 8)

No clearance shall be valid until confirmed, in writing by the Association, and sent to both Clubs.

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.

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### Parent Behaviour.

**Parents are not to go onto the court** where their players are playing their set. There is no coaching or line calling allowed from parents. Any issues will be dealt with by the Convenor/Supervisor.

If a parent is causing a disturbance at a venue the Convenor/Supervisor can tell them to leave the club area.

Away teams must have a parent in attendance for the entire match. (Appendix J (f))

Matches are to finish by 12.30pm Saturday & 1pm Sunday. If the set that is being played has not been completed, you finish at the specified time and list the set score on the card.

Eg 3 2

JDC matches – 1 parent from each team can be on court to help with scoring, where to stand and line calls. No other parent is allowed on court. (JDC Information attached)

**Parents are not to ring anyone on ERT or the opposition Convenor. If they have a query the must contact, you as Junior Convenor.**

### Missing a player.

**Open Rubbers MUST** have both players at the venue. If 1 player does not arrive then the match is a **forfeit**. Do not enter a set score if one has been played.

With JOSD, JOD, BSD, GSD & JDC you can play 1 player short. The opposition wins those sets  
6 0 or 8 0 for JDC Green Ball

Eg JOSD home team have a player missing but win 5 sets and the Away team win the 3 from the missing player then the Away team gets the match points. You cannot win with 1 player missing.

## Washouts

If courts are unplayable, your home washed out matches **can only** be entered into Club Zone in the ERT website during the following times, **Saturday morning Juniors - 7.15am to 8.30am, Sunday morning Juniors - 7.45am to 9.00am**. Advise players that are playing in your teams playing at home where a washout has been declared. The system will automatically update the wash-out result.

**If a washout is entered after 7.45am Saturday morning Juniors and 8.15am Sunday morning Juniors you MUST also ring your opposition Convenor to notify them of the washout. Do NOT leave a voicemail or send an SMS. You MUST talk to the opposition Convenor.**

Also check ERT Website to see if a washout has been declared for your teams playing away 45 minutes prior to the start of the match at the following times: **Saturday morning Juniors - 7.45am, Sunday morning Juniors - 8.15am**. If it has been declared, advise players that are playing in the teams playing away where a washout has been declared. No further action required. If you enter the washout after these times you **MUST ring your opposition Convenor**. If washout has not been recorded by home venue, travel to venue.

## **ERT Website PROCEDURES FOR WASHOUTS**

- When there is inclement weather, Convenor/Court Supervisor must be at their club by: **Saturday morning Juniors - 7.15am, Sunday morning Juniors - 7.45am** to check condition of the courts.
- Washouts are only to be declared on the ERT website for **Saturday morning Juniors - 7.15am to 8.30am, Sunday morning Juniors - 7.45am to 9.00am**.
- Only the Convenor/home court supervisor can declare a washout, in which case player attendance will not be required.

If a full washout is declared, the following procedures **MUST** be followed.

- All players from Home and Away teams to check ERT Website to see if washout has been declared.
- Away Team Captains/Managers /Parents/Players to check ERT Website anytime between: **Saturday morning Juniors – 7.15am and 8.30am and Sunday morning Juniors – 7.45am and 9.00am** to see if attendance is required. Convenors **MUST** ring their opposition Convenor notifying them of a washout if you enter the washout after 45 minutes before the start of play.
- If a Washout has not been recorded on the ERT Website then you **MUST** send the team. You do not presume that it is a washout at an away venue because it is wet at your courts.

## Injuries.

If a player is injured during a match you can substitute another player for the remainder of the match. If the injured player has not finished a set, then the opposition win that set.

Eg 3 2 when the player is injured. Opposition wins it 6 2

**Forfeits.**

If you receive a forfeit, you **MUST** enter the result online. The team forfeiting the match does not enter the result. There is a fine for Late online entry (See Appendix J(a))

**Late online entry.**

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 Monday following the match.

**Online entry closes Midnight on Monday following the match. (From Summer 21/22 Season)**

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**Finals.**

When the away team arrives, they **MUST** have their players listed on a sheet of paper with any substitution also listed (See attached card). They then hand that to the Home Convenor/Supervisor to enter the details onto the scorecard. Once the card is completed it **cannot be altered.**

Eastern Region Tennis Inc.			JUNIORS			Format: JSD Junior Open Singles (Under)			
Home Team: <u>HERTHENT</u>			Visiting Team: <u>HARDENHAM HEAVENS</u>			Section: <u>3</u>			
Date: <u>12/6/21</u>									
1	<u>JACK LADD</u>		1	<u>JAMES SMITH</u>		H	V	H	V
2	<u>DANIEL WILLIAMS</u>		2	<u>PERNDA ROBERTS</u>		142	140	7	6
3	<u>RUBY NGUYEN</u>		3	<u>OLIVER JOHN</u>		244	244	3	6
4	<u>MARY CLEN</u>		4	<u>JANE DUE</u>		1	1	1	6
Sets	Games	Points	Sets	Games	Points	3	3	6	2
4	41	6	4	36	6	3	2	6	4
Captain sign: <u>[Signature]</u>			Captain sign: <u>[Signature]</u>			143	144	5	7
						249	243	6	8
						TOTALS:	49	36	
5	Substitute to replace <u>2</u> in their set & return set: <u>BRUCE LEE</u>		6	Substitute to replace <u>1</u> in their set & return set: <u>DAN MURPHY</u>					
6	Substitute to replace <u>3</u> in their set & return set: <u>AMANDA SIEN</u>								

Results must be entered on-line at [www.sctinc.org.au](http://www.sctinc.org.au)

**Teams must attend** the venue as washouts cannot be called over the phone.

Washouts will be decided by the Home Convenor/Supervisor. You must wait to see if weather improves.

If a match has reached a result and the weather is inclement you do not have to finish the other sets.

If a match has commenced, and then washed out, you do not enter those details into the scoring program. You need to take note of the score who was serving and any other relevant information.

If a final is a washout you play the following week.

### **Heatouts.**

Once the temperature reached 32 C, Play can be called off by any player who feels they are unable to continue. The match will be declared a Heat Out with any sets and games recorded on the scorecard.

Once the temperature reaches 36 C all play is to cease.

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. (By Law 13 (iv))

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### **Team withdrawal.**

If you must withdraw a team from competition you must complete the Team Withdrawal Form. The form can be downloaded from our web site in the Competition tab and forward it to the Record Secretary. You **DO NOT** notify your opposition that you are withdrawing a team. The Record Secretary will notify all clubs in that section once ERT approve the withdrawal. There is a \$100 penalty for withdrawing a team.

### Protest/Appeals.

If you want to lodge a protest/appeal against the opposing team, the Convenor will notify their Club Secretary who will lodge the protest/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.

**There is a form to completed and emailed to the Association Secretary.**

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**Attached is Appendix J with a list of all penalties.**

#### APPENDIX J - Fees, Fines and Penalties

*(There is no GST payable on fines.)*

*Current 7/7/2021*

##### a) Late On-Line Entry

<b>Seniors</b>	<i>\$20 per result</i>
<b>Juniors</b>	<i>\$20 per result</i>
	<i>(Multiple late on-line results \$30)</i>

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

<b>Seniors</b>	<i>\$20 per team</i>
<b>Juniors</b>	<i>\$20 per team</i>
c) Deposit with protest	<i>\$20.00 per protest</i>
d) Deposit with appeal	<i>\$20.00 per appeal</i>

- 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. *\$30.00 per person*
- g) Ineligible player - **Seniors & Juniors**
- First offence *\$20 plus* all sets played by ineligible player to be forfeited.
  - Subsequent offences by same player, *\$20 and* all team points forfeited.
- h) Nonattendance at delegates/general meeting *\$40.00 per club*
- i) Withdrawal of team after grading *\$100.00 per team*
- j) Affiliation fee *\$20.00 per club*
- k) Team entry fee *\$40.00 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** *\$20.00 per player*
- m) Failure to return perpetual trophy in time for presentation event *\$20.00 per trophy*
- n) Failure to notify result of incomplete final(s) *Maximum of \$60.00 per round.*  
*\$20.00 per result*
- o) Non-payment of outstanding fines levies within 60 days from date of invoice *\$20.00*
- p) Incomplete/incorrect result card/on-line entry *\$20.00 per result*
- q) Noncompliance of By-Law 13 *\$20.00*
- r) Unregistered players Junior/Senior *\$20.00 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*



### JDC Hotshots Green Ball (12 & Under).

Players must be 12 and under during the season up to and including the grand final for that season.  
(Saturday/Sunday competition)

- Beginners Competition – For children not ready for current ERT competition
- 2 Parent Supervisors required (help with scoring, where to stand etc). The remainder of parents do not get involved and stay outside the court area.
- Players can take a step in from the baseline to serve if required
- 8 Game sets – No tie Break, If 4 all then a draw
- Game is Deuce then next point wins game. You **DO NOT** choose who receives the serve.
- Regionalized in close areas
- 6 or 8 team draws
- Open Doubles –3 players- Any combination of girls & boys
- Play 2 sets per person – full ERT competition
- Start at 8.30am(Saturday) 9am (Sunday) – 1 Court
- Top 2 teams play in Grand Final for 6 Team draws
- Top 4 teams play finals for 8 Team draws
- Results entered online
- Banners and medallions for Grand Final
- Use Modified Green Balls

### PARENT SUPERVISORS-

One parent from either team will be on court to help the children with the score, where to stand, who is serving and when to change ends

Encourage the children to call out the score.

If a child needs to step in from the baseline when serving this is allowed.

Sets are 8 games so could be 6 2, 5 3 or 4 all

Please use common sense with the beginners. We want to encourage them to play yet help them as much as we can.

### JDC Hotshots Orange Ball Competition (10 & Under).

Players must be 10 and under during the season up to and including the grand final for that season.  
(Saturday/Sunday competition)

- Beginners Competition – For children not ready for current ERT JDC Green Ball competition
- 2 Parent Supervisors required (help with scoring, where to stand etc). The remainder of parents do not get involved and stay outside the court area.
- Players to serve from  $\frac{3}{4}$  court
- Court area is  $\frac{3}{4}$  of normal doubles court (**See diagram below**)
- Use plastic strips to mark  $\frac{3}{4}$  court (Coach may have these)
- Net height 80cm
- 6 Game sets – No tie Break, If 3 all then a draw
- Game is Deuce then next point wins game. You **DO NOT** choose who receives the serve.
- Regionalized in close areas
- 6 or 8 team draws
- Open Doubles –3 players- Any combination of girls & boys
- Play 2 sets per person – full ERT competition
- Start 9am (Sunday) – 1 Court
- Top 2 teams play in Grand Final for 6 Team draws
- Top 4 teams play finals for 8 Team draws
- Results entered online
- Banners and medallions for Grand Final
- Use Modified Orange Balls

### PARENT SUPERVISORS-

One parent from either team will be on court to help the children with the score, where to stand, who is serving and when to change ends

Encourage the children to call out the score.

Sets are 6 games so could be 6 0, 5 1 or 3 all

Please use common sense with the beginners. We want to encourage them to play yet help them as much as we can.

### **JDC HOTSHOTS RED BALL (Under 8).**

**Players must NOT turn 10 years of age during the season up to and including the grand final for that season.  
(Saturday and Sunday Competition)**

- Beginners Competition – For children not ready for current JDC ORANGE OR Green Ball competition
- 2 Parent Supervisors required until they are confident (help with scoring, where to stand etc). The remainder of parents do not get involved and stay outside the court area.
- **Players serve from the singles lines (See Diagram below)**
- **The court area for Saturday will be half of the normal tennis court using 2 x Hotshot nets placed from the normal net to the current base line in the middle of the court (See diagram below)**
- **Plastic drop lines used in the middle of the amended court area (See diagram below)**
- **The court area for Sunday** will be the 4 service squares
- 6 Game sets – No tie Break, If 3 all then a draw
- Game is Deuce then next point wins game. You **DO NOT** choose who receives the serve.
- Regionalized in close areas
- 6 or 8 team draws
- Open Doubles –3 players- Any combination of girls & boys
- Play 2 sets per person
- Start at 8.30am (Saturday) – 1 Court x 2 matches
- Can serve underarm
- Top 2 teams receive medallions for 1<sup>st</sup> and 2<sup>nd</sup>.
- Results entered online
- Use Modified **Red** Balls

### **PARENT SUPERVISORS-**

One parent from either team will be on court to help the children with the score, where to stand, who is serving and when to change ends

Encourage the children to call out the score.

Sets are 6 games so could be 6 0, 5 1 or 3 all

Once the children are confident playing the match parents do not need to supervise.

JDC HOTSPOTS ORANGE & RED BALL  
MODIFIED COURTS - SATURDAY ONLY.

