



WAVERLEY TENNIS

INTERCLUB TEAM TENNIS LEAGUES AND MORE

BY-LAWS

Club reference

Please keep these By-Laws in a prominent place in your club rooms. It is important to be able to refer to these By-Laws as soon as an issue arises.

In the event of being unable to resolve the issue, please call the Hot Line 0468 958 927 (Trevor Smyth).

Prior to the new season, where there have been changes to the By-Laws, clubs will be issued new pages.



Association Registered
Number: A0011173E



ABN: 57 026 531 361



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1. COURTS AND FACILITIES

The condition of courts and facilities where Waverley Tennis Competitions are played need to be of a suitable standard for competition play, and facilities must be accessible to both players and spectators.

Home venues are expected to make basic tea and coffee making facilities available to players and visitors. These requirements extend to the use of Outside Venues (where a club is not playing at its usual location).

A club using an Outside Venue must provide advice to the visiting club by 8:00 p.m. on the Wednesday prior to the match, except where it has been previously advised on the fixture. Where an Outside Venue is not on the fixture, this advice must be acknowledged by the visiting club.

2. MATCH COMMITTEE

The Match Committee is responsible for the grading of players, emergencies and teams and to do all things necessary to conduct inter-club competitions, matches and leagues. Score disputes are managed by the relevant competition Records Secretary whereas complaints are dealt with through the Complaints Sub-Committee.

The membership of the Match Committee can include representation from the Committee of Management and member clubs as needed and may include convening of additional volunteers from the member club community for seasonal and one-off activities, such as pre-season team grading and review and evaluation. The Match Committee will be subject to directions of the Committee of Management.

3. AMENDMENT OF BY-LAWS

By-Laws govern the rules of Waverley Tennis inter-club competition.

By-Laws may be revoked, altered or amended. Proposed changes must be made in writing. The Association will review and, if necessary, modify the proposed by-law/s and recommend to clubs, Association support or otherwise.

Recommendations for new and significant changes to By-Laws will be notified to clubs with 21 days' notice and be presented at the Waverley Tennis AGM for member voting. Changes to By-Laws will be made if there is agreement by a simple majority of voting clubs at the AGM (one vote per club).

The Waverley Tennis Committee of Management may also amend By-Laws outside this process where:

- Changes are recommended for more immediate adoption by the Match Committee or Junior Committee
- Where a new by-law is needed for any reason

The Association can also make changes to By-Laws at any time where re-wording provides greater clarity.

4. ATTENDANCE AT WAVERLEY TENNIS MEETINGS

Waverley Tennis holds three in-person meetings each year which require attendance by member clubs. Meeting dates will be notified in advance. Clubs must have their own individual representation (e.g. an individual cannot represent more than one club), and proxy voting is not allowed.

- (i) Annual General Meeting:** Each member Club must have at least one delegate at the AGM, regardless of which Waverley Tennis Competition they have entered teams.
- (ii) Winter and Summer Match Convenor Meetings:** Each Club with a team entered in an upcoming weekend competition season must have at least one delegate in attendance.

An apology for non-attendance at either meeting will not result in a waiver of a fine.

5. TRANSFER OF A PLAYER TO ANOTHER CLUB

Players cannot transfer from one Club to another during the currency of a Competition Season without formal written approval of the Waverley Tennis Committee of Management. For the purposes of this By-Law, 'the currency of a competition' includes the period from the official closing date of team entries for that Competition Season up until the opening match date of the Competition.

To get approval to transfer to another club during a current Competition Season, the following is required:

- Submission of a formal written request to transfer clubs by either the current or proposed club to the Association Secretary with seven (7) days clear notice.
- The written request to include reasons for the transfer.
- The written request is signed by the Secretary of the Club with whom the player is currently registered and also by the Secretary of the Club to which the player wishes to transfer.
- Following consideration by the Committee of Management, the Association Secretary will confirm or otherwise, approval of player transfer to both clubs in writing.

6. CLUB FINES

Fines will be issued automatically for breaches of the By-Laws.

The Committee of Management, as provided for in the Rules, are empowered with the setting of the actual fines applicable for breaches of the Association's By-Laws.

The ruling fines will be published at the commencement of each Season. [Refer FACT SHEET – Fines](#)

The Committee of Management has the right at any time to introduce fines for additional breaches that interfere with the effective conduct of Waverley Tennis competitions. Where additional fines are introduced, they will be announced to all member Clubs at the first available opportunity.

7. TENNIS RULES

The Rules of Tennis issued with the approval of Tennis Australia will apply to all matches except as hereinafter modified. This includes breaks, injuries, playing without a chair umpire and correcting errors. Refer to Waverley Tennis FACT SHEETS for more information.

8. COMPOSITION OF TEAMS / TYPE AND ORDER OF PLAY

In Senior Singles/Doubles Rubbers, teams will be graded by the Senior Records Secretary. Grading will consider players UTR, past performance history and other information provided on the entry form.

In Junior Singles/Doubles Rubbers, teams will be graded by the Junior Records Secretary for the relevant competition.

Grading will consider players UTR, past performance history and other information provided on the entry form. It will also consider whether nominated players played in the previous equivalent season.

All sets will be first to six games, and a 7-point Set tiebreaker will be played at six all. For all Rubbers/sets players MUST

- Not leave the court except for a toilet break.
- Play in order of merit, as nominated by their club at the beginning of the season.

For both Senior and Junior Singles matches, any changes in the Order of Merit requires written permission from the appropriate Records Secretary. Only one request to change the order of merit is allowed per team, and this change is only permitted up to Round 10.

Junior Matches Only

- An adult venue supervisor is to be in attendance at all times during the match.
- For away matches, a responsible duty adult/parent is required to be in attendance at the venue for the entire match. The entire match is defined as when the last player has been collected. [\(Refer By-law 18 \(b\)\)](#)
- For all Junior Rubbers matches, players may only leave the court with the permission of the Venue Supervisor.
- No communication with, or coaching by, parents or spectators is permitted under any circumstances, except where there is an off-court break between sets or during interruptions to play caused by bad weather or light where players leave the court.
- Note variations in paragraphs (a) Open Rubbers formats, and in paragraph (c) below for the Junior President's Cup.

9. COMPETITION MATCH FORMATS

(a) Weekend Senior Open Doubles Rubbers (Summer & Winter)

Four to six players, any combination of Men and Ladies

Matches to consist of four Rubbers.

Prior to play, teams will nominate four combinations of pairs (which must be 4 different pairs) made up from a minimum of four to a maximum of six players in the team to play that week. Each pairing will be categorised as one of the first, second, third or fourth pair.

In every match the first pair of one team will play the first pair of the opposing team, the second pair of one team will play the second pair of the opposing team, the third pair of one team will play the third pair, and the fourth pair of one team will play the fourth pair of the opposing team.

No one player to play more than two Rubbers per match.

Method of Play:

All rubbers will be "Best of Two" sets where if these rubbers are tied at one set all then the rubber is decided by playing a match tiebreaker, first to 10 by a margin of 2. This tiebreaker (which replaces the third set), is recorded as 7-6 to the winning team on the scoresheet, even when the rubber is at one set all due to a forfeit.

Order of Play:

The home club determines the order of play for each match.

Determining Winner:

The majority of Rubbers to decide the match. If Rubbers are equal, Sets will be used to decide the winner. If Rubbers and Sets are equal, Games will be used to decide the winner.

**(b) Ron Horne Challenge Cup and Senior Singles/Doubles Rubbers – Open
(Summer & Winter) (Saturday p.m. Preferably Two Courts)**

Team Composition:

Each Team can be any combination of men and/or ladies. Teams may consist of up to four players for each match with different players being used in the doubles rubber to those who played the singles Rubbers if desired, such players to be nominated prior to the commencement of the Match and recorded on the scoresheet.

For both Singles Matches players MUST play in order of merit, as nominated by their club.

Match Format:

Matches will consist of two singles Rubbers and one doubles Rubber.

- Number one player Singles Rubber.
- Number two player Singles Rubber.
- Open Doubles Rubber with any of the listed players.

Method of Play:

Each rubber will comprise 3 sets with a 7-point tiebreaker played at 6 games all in each set.

Order of Play in home and away matches:

The home club may choose whether the 2 singles or the doubles Rubber is played first. All players are required to be present at the official starting time.

Determining Winner:

Matches to be decided by the team with the most Rubbers.

Order of Play for Finals:

The doubles rubber is to be played first.

For finals, where the weather may be a factor that could affect the completion of matches, the Match Committee may direct matches to play the Singles Rubbers first. Such direction will be provided by the Association in sufficient time to affected clubs.

Where the Match Committee has agreed to play finals without 2 courts per match being available, exemptions to the order of play may be permitted. In this instance, the home club determines the order of play for each match.

**(c) Junior Saturday/Sunday President's Cup, Challenge Cup and Boys / Girls / Open
"Best Of 2" Singles/Doubles Rubbers**

2-4 Players

Team Composition:

Matches will consist of two boys/girls singles Rubbers and one boys/girls doubles Rubber.

Teams may consist of up to four players for each match, different players can be used in the doubles Rubber to those who played in the singles. All players to be nominated prior to the commencement of the match and recorded on the scoresheet.

Match Format:

- Number one player Singles Rubber
- Number two player Singles Rubber
- Doubles Rubber

Method of Play:

All Rubbers are "Best of Two" format. This format is played with two regular sets, tie-break at 6 all, (7 point Set tiebreaker).

If a match is tied at one set all then the Rubber is decided by playing a Match tiebreaker – first to 10 by a margin of 2.

This tiebreaker (which replaces the usual 3rd set of a Rubber) is recorded as 7-6 to the winning team on the scoresheets.

Determining Winner:

Matches to be decided by the team with the most Rubbers.

Order of Play in home and away matches:

The home club may choose whether the 2 singles or the doubles rubber is played first. All players are required to be present at the official starting time.

Order of Play for Finals

The doubles Rubber is to be played first.

For finals, where the weather may be a factor that could affect the completion of matches, the Match Committee may direct matches to play the Singles Rubbers first. Such direction will be provided by the Association in sufficient time to affected clubs.

Where the Match Committee has agreed to play finals without 2 courts per match being available, exemptions to the order of play may be permitted. In this instance, the home club determines the order of play for each match.

(d) Junior Saturday / Sunday “Triples” Singles / Doubles Sets

Team Composition:

Boys/Girls/Open – Three Players (any combination)

Order of Play:

Each team home and away matches:

- # 2 Player & # 3 Player Doubles, can be played concurrently with # 1 Player Singles
- # 1 Player & # 3 Player Doubles, can be played concurrently with # 2 Player Singles
- # 1 Player & # 2 Player Doubles, can be played concurrently with # 3 Player Singles

Method of Play:

Home and away matches and FINALS MATCHES will consist of six “six game” sets comprising three doubles sets, and three singles sets as per the order of play detailed above.

Set tiebreaker at 6 games all.

Determining Winner:

Matches to be decided by the team with the most sets. If sets are equal, then games to decide the winner.

Order of Play for Finals

For Final series, up to 5 players can be used. ([Refer 16 \(e\)](#)) and the method of play on the Sample scoresheet page.

(e) Junior Saturday/Sunday Green Ball “Triples” Singles / Doubles Sets

(This competition uses low compression green balls)

Team Composition:

Boys/Girls/Open – Three Players (any combination)

Order of Play:

Each team home and away matches:

- # 2 Player & # 3 Player Doubles, can be played concurrently with # 1 Player Singles
- # 1 Player & # 3 Player Doubles, can be played concurrently with # 2 Player Singles
- # 1 Player & # 2 Player Doubles, can be played concurrently with # 3 Player Singles

Method of Play:

Home and away matches and Finals Matches will consist of six “six game” sets comprising three doubles sets, and three singles sets as per the order of play detailed above.

- Sets decided by first team to 6 games

Determining Winner:

Matches to be decided by the team with the most sets. If sets are equal, then games to decide the winner.

Order of Play for Finals

For Final series, up to 5 players can be used. ([Refer 16 \(e\)](#)) and the method of play on the Sample scoresheet page of the website.

(f) Junior – L Series

This competition uses low compression green balls. Two competition levels available:

- Level 1 – for 11 & 12-year-old players
- Level 2 – for 10 & under players

Team Composition:

3 players per team (any boy/girl combination)

Competition Format:

Competition format is 5 weeks of home & away matches and a grand final in week 6. Sundays 8:45am arrival for 9:00am and matches finish by 11:00am.

The match is played on regular full-size courts and the order of player may vary each week. The Home clubs is to supply good second-hand green balls (75% compression).

Match Format:

Home and away matches and FINALS MATCHES will consist of three “eight-game” doubles sets. Each of the 3 players plays 2 doubles sets. Pairings each week: #1 & #3 – #1 & #2 – #2 & #3.

Scoring:

Each set is finished when 8 games have been played, no tiebreaks (Examples: 8-0, 7-1, 5-3). If the score reaches 4-4, the set is a draw.

Sudden-death deuce – at 40-all the next point wins the game.

Grand Finals

The top two teams will play in the Grand Final in week 6 of the competition. Both teams will receive trophies.

(g) Playing with One Player Short

Notwithstanding **By-Law 9 (a)** [Open Doubles Rubbers], and **9 (h)** [Mid-Week Men's doubles], in an emergency, a doubles team with only 3 players available can play the match instead of giving a walkover.

Likewise, in Saturday and Sunday Triples matches, a team with two players can play a match instead of giving a walkover.

When a team is a player short in either Open Doubles, Mid-Week Men's Doubles, or Junior Triples, games won or lost will be scored by both teams, the sets for which the player is not available being forfeited to love.

Where a team is playing with one player short, **By-Law 13** as it relates to complete team in attendance, will not apply.

For all Junior Triples matches where a team is one player short, the opposition team should, where possible, exclude the equivalent player in the Order of Merit within their team.

In all Junior and Senior singles/doubles Rubbers matches, one player does not form a "team". The result will be recorded as a forfeit.

(h) Mid-Week Men's Competition

Type of Competition:

4-6 players per side – Autumn & Spring Seasons

Format of Competition:

Matches will consist of six "eight game" doubles sets, with a 7-point Set tiebreaker at seven all, in which each player will play one set with each other team member.

The majority of sets will decide the match, if sets are equal, games to decide.

Time of Competition:

Wednesday mornings, commencing at 9:30 a.m.

Finals:

Refer to By-Law 25(b) and 25(c) relating to finals procedures for 6 and 8 team sections.

No. of Courts:

Each team to provide 2 courts for its home match.

General:

- (i)** To play in the competition a player must be a member of a club affiliated with Tennis Victoria, OR provide a certificate of insurance currency showing that the club has appropriate insurance coverage in place.
- (ii)** Guidelines as published from time to time and available on the Waverley Tennis Mid Week Men's web page, allow some departures from Waverley Tennis rules.
- (iii)** All other matters not specifically highlighted for the running of the Mid-Week Men's Competition are governed by the existing Association By-Laws.
- (iv)** The Home Clubs are responsible for ensuring that the Match Results are entered on time.

10. NUMBER OF TEAMS EACH SECTION

Each section will consist of either 6 or 8 teams with 14 rounds of matches per season.

11. REGISTRATION OF PLAYERS

- (a)** At the start of each season, team lists and emergencies with the required grading information must be submitted as part of the on-line entry of the team. Where applicable, a player's Universal Tennis Rating (UTR) will also be taken into consideration for grading purposes.
- (b)** All Senior players will be graded based on their past playing history/performance, Universal Tennis Rating (UTR) (where applicable) and any other information provided for grading purposes.
- (c)** The grading allocated will be used to determine whether the player is eligible to play in other teams/sections for their club and whether or not they are strengthening the team.
- (d)** Teams as submitted will be graded by the Match Committee based on both the submitted information and UTR grading where appropriate. In Senior competition, more than one section may be required in some grades, and where this occurs teams will be organised into sections within these grades.
- (e)** All players listed in the teams as submitted by clubs must not play in a section below that graded by the Match Committee.
- (f)** In all Senior and Junior Singles matches, any change of Order of Merit must seek written permission from the appropriate Records Secretary. Only one request to change the order of merit is allowed per team, and this change is only permitted up to Round 10.

- (g) New player registrations may be submitted for approval in writing to the appropriate Records Secretary. No registrations will be accepted by phone. In an emergency, a player is deemed to be submitted for approval once entered correctly on the scoresheet with all relevant information:
- For Juniors, Date of Birth and previous competition experience (if any), and
 - for Seniors, previous competition experience, and UTR, if known.
- Submitted emergency registrations are not automatically accepted as an appropriate substitute for the team they are playing in. Emergency players must not strengthen a team, in the opinion of the Match Committee. Where a player is not accepted, the player will be classified as an unregistered player.
- (h) In the event of a player being nominated for registration by more than one club for the same competition, the relevant Records Secretary will notify the clubs involved and provide 4 days for the clubs to resolve the multiple registrations and adjust their teams. Teams that need to be withdrawn because of multiple registrations will not incur a fine if withdrawn prior to grading.
- (i) The Committee of Management has the right to reject any player registration.

12. PLAYER ELIGIBILITY

- (a) No players may play below their allocated section/grade. Where applicable, a player's Universal Tennis Rating (UTR) will also be considered.
- (b) Once a player plays more than 3 matches in any higher grade, or section within grade, or plays more than 3 matches in different higher-level teams, that player cannot play for another team in a lower grade or lower section within grade, without prior permission of the Match Committee. This applies irrespective of whether the player was nominated as a regular player in a lower graded team at the start of the current season.
- (c) Any player listed to play in any A grade team (including Seniors' Challenge Cup, Junior President's Cup and Juniors Challenge Cup) and does not play, but is found to be playing elsewhere, will not be eligible to play in Waverley Tennis competition in the next equivalent competition season. This is to avoid clubs listing players to secure higher graded teams than they would otherwise be able to secure.
- Prior to such action, the Match Committee must be satisfied that the player knew they were nominated for the team, but have chosen to play elsewhere, or have another reason acceptable to the Match Committee.
- (d) Emergency players may interchange between Open Doubles and Open Singles/Doubles sections and may play any number of matches in a higher grade, or higher section within grade, until tied as in **By-Law 12(b)** above.
- (e) In the event of a Club being represented by more than one team in the one section, no player having participated in more than three matches with one team will be eligible to play thereafter in the other team.
- (f) No player may play in the final series unless they have played three home and away matches. These matches can have been played in a lower graded team for the same club in the same competition. For Juniors, date of birth must also have been provided.
- Should an ineligible player play in a home and away, or finals match, any rubber(s)/sets in which such player competes will be automatically awarded to the opposition. However, a match can still be won by a team with an ineligible player should the majority of remaining Rubbers/Sets be won by that team.
- A request for a player from an alternative format is not automatically acceptable, and UTR and player performance will be considered to ensure players do not strengthen a team.
- (g) All players registered in a team must be financial members of a Waverley Tennis member Club.
- (h) A player may represent a club in another Association's matches that are played concurrently on Saturday mornings and Sunday mornings (for Juniors) and Saturday afternoons (for Seniors).
- (i) No player can compete in more than one Association Senior or Junior fixture listed in the same round for simultaneous play.
- (j) To be eligible for Juniors, players must be 18 years of age or under as at midnight on the date of the scheduled Saturday/Sunday Grand Final for that season.
- (k) No player may represent more than one Club during the currency of the same Competition Season, unless formally cleared in accordance with **By-Law 5**.
- (l) As Saturday and Sunday Junior competitions are separate competitions, players may play for a different club in these competitions. Junior or Senior players who compete in Saturday or Sunday competitions DO NOT qualify for the finals on the alternative day to their regular competition.
- (m) The Match Committee has sole discretion on making decisions on the eligibility of players not specifically provided for within the By-Laws.
- (n) **Heat outs and/or Washed-out matches do not qualify as a match towards Finals eligibility.**
- (o) In cases where an ineligible player is of substantially higher skill or UTR, or known competitive advantage, the Match Committee reserves the right to declare the match that they played in a forfeit in full. A fine for the match forfeit will apply.

13. COMMENCING / FINISHING TIME OF MATCHES

All Saturday and Sunday Junior matches will commence at 8:15 a.m. First set hit-ups should be prior to match commencement times.

All Senior matches will commence at 1:00 p.m. (First set hit-ups should be prior to these times.)

A 5-minute hit-up must be permitted prior to the 1st set for each player in a match, even if a player arrives late. No further hit-ups are allowed. This applies to both Junior and Senior matches.

All Home and Away matches MUST be played at the designated times as stated above.

If either team is unable to put on any set (listed on the scoresheet) within 15 minutes of the scheduled start time, the offending team will forfeit the first set / first set of rubber to nil.

Upon completion of the first and/or each subsequent set, if opposition is not available to commence play within 10 minutes, the next set will be forfeited.

In applying this By-Law, matches are considered to be played on ONE COURT ONLY, regardless of the availability of a second court.

Except where a team is playing with one player short (**By-law 9(g)**) a complete team must be in attendance by 8:45 a.m. for both Saturday and Sunday Junior competitions, and 1:30 p.m. for Seniors, otherwise the match will be lost by the defaulting team as a forfeit – see also **By-Law 6** re Club Fines and **By-Law 9(g)** – Playing With One Player Short.

All Junior matches will conclude at 12:15 p.m. If in the middle of a set, the GAME that is in progress will be completed, but not the set.

14. COMPLETION OF SCORESHEETS PRIOR TO THE MATCH

Before the commencement of any match the opposing captains must enter team members' names in order of play on the scoresheet.

Names should include first name and surname. The name used should be consistent with the name the club has used to enter the player on TROLS.

Before the commencement of any Finals match, the opposing captains must pass their separate lists showing names of players in order of play to the home club supervisor who will fill out the scoresheets on behalf of both captains. Scoresheets should then be readily available throughout the match for reference.

Once scoresheets have been filled in no changes to order of play are permitted. The only exception will be in the case of a Finals match involving a substitute player and then only in the event of the match not having been commenced on the date of the total washout.

In the event of a query of a match result on a scoresheet, the club which queries the posted result, MUST supply a copy of the scoresheet to confirm the recorded information is incorrect. Failure to do so means the result will stand.

Club competition convenors should retain copies of both home and away completed scoresheets until the end of the season, in case they are required for any match result queries or score protests.

15. WEATHER / COURT CONDITIONS

Waverley Tennis has adopted the Tennis Australia Extreme Weather Policy. Full guidelines of the policy may be found on the Tennis Australia website. A copy can also be downloaded from the Waverley Tennis website. Extreme Weather, as defined by this policy, includes Extreme Heat, Wet Weather, Lightning, High Winds and Smoke.

- (a) For the purposes of this section, Waverley Tennis has taken a more conservative approach than is given in the Tennis Australia policy and we require that:

All play must be suspended (on completion of the current game) and no further matches are to commence if the temperature is 35° C or greater.

On days of extreme heat when the temperature reaches 35° C, individual matches may be cancelled without teams attending courts providing it is mutually agreed to by both captains otherwise players must attend courts. Where there is no attendance both teams must enter player's names using the "**By Ph**" feature on the Club Zone website.

Notwithstanding the foregoing, play may be cancelled below this temperature with consent of both captains

Final Series matches – These matches cannot be cancelled in advance and must be completed if conditions permit. To enable finals matches to be completed, subject to court availability, and if team captains agree, matches may commence as early as 9:00am.

For the purposes of this By-Law, the temperature used is as provided by the Bureau of Meteorology, either on their app or on their website, and according to the BOM weather station closest to the venue courts.

- (b) In the event of extreme weather, individual matches may be cancelled without teams attending the courts, providing that it is mutually agreed by both Senior captains or Junior Club Convenors, otherwise players must attend courts. Mutual agreement is only when the Senior captains, Senior Club Convenors or Junior Club Convenors communicate with each other and agree to cancel the match.

Cancellation of matches by text or voicemail is acceptable provided the Home Senior captain, Senior Club Convenor or Junior Club Convenor receive confirmation of receipt of the message from the Away club.

On days of doubtful weather, teams must attend both home and away match venues, unless advised otherwise by your club's seniors' convenor, team captain or junior convenor.

All teams are encouraged to wait to receive notification from their own team captain or competition convenor. Teams should not contact the opposition's club.

For Junior and Senior matches, in the event of lightning and thunderstorm, play must be stopped immediately. For Junior matches, upon agreement by both club's Junior Convenors, a match may be cancelled without both teams attending the courts. Where there is no attendance both teams must enter their player lists using the "By Ph" feature on the Club Zone website.

Junior matches: When play is stopped due to weather or court conditions the home club Venue Supervisor is responsible for making the decision to abandon any match, taking into account current court conditions, the likelihood of further play interruptions and time needed to restore courts to a safe playable state in time for matches to be completed in the normal time frame.

Senior matches: If play is stopped due to weather or court conditions, both captains must agree before the match is abandoned. However, if play has not resumed within one and a half (1½) hours after the cessation of play, then either captain will have the option to abandon the match.

- (c) The home Club has the right to decide as to whether courts are unfit for play, however, either captain will have the option to stop play during rain, even if the court surface is deemed fit for play.

In all Junior matches, only the club supervisor or Junior Convenor may cancel a match due to inclement weather by initialling the scoresheet.

If the home Club deems, in the days preceding to scheduled matches, that its courts have been rendered unplayable by **wind damage**, or by **flooding**, and a reasonable effort has been made by the home Club to restore the court/s in time for scheduled matches, each match unable to be played will be declared a 'wash-out'. In such circumstances, the home Club, for Junior matches, must notify the Junior Convenor of the opposing Club/s before 8:00 p.m. on the day preceding the match/es. For Senior matches, the home Club must notify the Senior Convenor of the opposing Club/s before 10:00 a.m. on the actual match day.

The requirements pertaining to the non-attendance of teams (**Refer By-Law 15(b)**) will apply.

- (d) If Junior matches have not commenced by 9:45 a.m., play will be called off. If Senior matches have not commenced by 2:30 p.m., and unless otherwise mutually agreed to by both team captains, play will be called off.
- (e) Players from both Senior and Junior competing teams are required to bag and water courts after each set. In the event of inclement weather, it is expected that players from both competing teams will assist with preparing the courts ready for play.

16. SUBSTITUTES DURING MATCHES

- (a) A substitute will be allowed to take the place of any player who is prevented, through illness, injury, or any good and sufficient reason from continuing the match, however, all remaining games of the incomplete set will be forfeited. In both Junior and Senior Rubbers Matches, where a player is injured or ill the remaining unplayed games/sets of the rubber will be forfeited. A replacement player may commence from the start of the next rubber; or set, in a Triples or Doubles match.

If a player advises their opposition of an illness or injury prior to commencement of their second rubber, the first set of this rubber will be forfeited 6-0. In sets matches, a replacement player may replace an ill or injured player in a new set without penalty.

Matches completed using a substitute player are designated as played 'under protest' unless the opposing captain signs the match scoresheets after confirming the substitution as being fair. A "fair" substitution is where the substitute player does not strengthen the team (both Junior and Senior matches), when compared to the Competition grade in which that player is being used as a substitute. In all matches, the player's UTR will generally be used by the Match Committee to determine if it was a "fair" substitution.

- (b) A team requiring a substitute player will be allowed thirty minutes, from the time of the occurrence of the event which led to the need for a substitute, to arrange such a player to be in attendance and on court ready to play.
- (c) The By-Law covers both home and away matches and final series matches, except that in the case of an unfinished final, a substitute player is allowed to take the place of a player unavailable on the next scheduled match date without penalty, with play resuming from where it left off. Unless special permission is granted in writing by the Waverley Tennis Match Committee, such substitute must be eligible as per **By-Law 12**.
- (d) NOTE: Clubs wishing to substitute players in resumed final series matches should seek the approval of the Waverley Tennis, in writing, before making substitutions on the day of the resumed matches.

- (e) In Junior Triples' finals where clubs have rotating teams, the option to use up to 5 players is permitted.
 - (i) For each final the team must be nominated as usual, however teams are allowed to add any other rotating team members into position 4, or positions 4 & 5.
 - (ii) All such extra team players must be declared on the scoresheets prior to the start of the match, and no changes may be made once the match has commenced (except as provided for in **By-Law 16(a)** – Injury or **16(d)** – Unfinished Finals).
 - (iii) To be eligible, the rotated team players must have played at least 3 matches for the team, or a lower graded team, during the season.

With 1 additional player, the #1 player will play 3 sets, and players 2-4 will all play 2 sets. With 2 additional players, players 1-4 will all play 2 sets, and the #5 player will play 1 set. The order of play and doubles pairings are detailed on the scoresheet and must be followed.

The number of players used determines which column of the scoresheet the team uses, either Three, Four, or Five.

If the home team has 3 players and the away team has 5, then the home team uses the Three column pairings, and the away teams uses the Five column pairings.

Singles players all play against their equivalent numbered opponent in all 3 variations.

17. LATE FINISHING MATCHES / LIGHT-UP TIMES

Summer Senior Competition

In Summer Senior Competition, unless otherwise mutually agreed to by both team captains, no set or sets will commence after 6:30 p.m.

Winter Senior Competition

In Winter Senior Competition, matches conclude at official light up time or after streetlights are activated, if earlier. If both teams agree, teams have the option to use lights to complete a match if available. If teams have agreed and lights have been activated, light up time does not apply as the conclusion time for matches. However no new set will commence after 6.30pm.

In both Summer and Winter Competition, points for any sets which have not commenced by the designated time will be shared, as is the case for an uncompleted set (**Refer By-Law 21. POINT SCORE**).

Saturday and Sunday Junior Competition

In both competitions, no set or sets are to commence after 12:15 p.m., except that any GAME that is in progress will be permitted to be completed, but not the set or sets (**Refer By-Law 13**). Points for any sets which have not commenced by the designated time will be shared, as is the case for an uncompleted set (**Refer By-Law 21. POINT SCORE**).

The above provisions for Senior and Junior Competition do NOT apply during the Final Series, when all Finals matches must be played out until a result is achieved. (**Refer By-Law 25(i)**).

18. UMPIRES & SUPERVISORS

- (a) **Home & Away Matches – Senior & Junior Competition:** Umpires may be arranged by either team or by the Junior Venue Supervisor. If the entire match is being umpired, the home team has the right to appoint an umpire for the first set/rubber and thereafter the right will alternate. Individual Sets/Rubbers may be umpired by either team or by the Junior Venue Supervisor or his/her appointee. No coaching is permitted in any Junior or Senior match, including between sets in a Rubbers match.

For Junior matches – the home club will provide a senior member to act as a Junior Venue Supervisor and referee in the case of a dispute. A Junior Venue Supervisor must be in attendance at each venue used by the home club (includes 'outside' venue/s). For 'D' Grade Green Ball Junior matches, the home club should provide an additional supervisor/s for all home and away matches, who may be positioned on court. A club coach may not act as Venue Supervisor while coaching.

- (b) **For all Junior matches, home and away and finals, a responsible non-playing adult/parent from the visiting team must be in attendance for the duration of the match. This is regardless of the age of the players competing. Failure to observe this By-Law will result in a Club fine.**

The duration of the match includes the time between conclusion of the last set/rubber of a match until all the children in a team have been collected.

Under no circumstances should any child be left at an away venue without an adult from their team present. The fine for non-attendance of a responsible non-playing adult/parent from the visiting team for an entire match includes if a child is left at a venue awaiting a parent to collect and no away parent is present.

19. BALLS

The home team will provide balls of a brand approved by Tennis Australia. The following shows minimum balls required for each format. The home or away club may provide additional new balls, of an approved brand, at their discretion. [Refer FACT SHEET - Approved Tennis Balls](#)

- (i) For all Senior matches – 4 new balls.
- (ii) For all Junior matches, 2 new and 2 good used balls.
- (iii) In final series the home team will provide four new balls.
- (iv) Extra new or good used balls may be used at the commencement of any set providing they are supplied by the team requesting them and with the agreement of the opposing team captain.
- (v) For all Green Ball Junior matches, it is mandatory for all clubs to use low compression “green” balls.
- (vi) For L Series matches, good quality new or used Green Balls can be provided.

20. TENNIS ATTIRE

Regulation tennis attire will be worn in all competition matches and will comply with the ruling TENNIS AUSTRALIA DRESS AND EQUIPMENT REGULATIONS. [Refer FACT SHEET – Correct Tennis Attire](#)

However, for local Waverley Tennis matchplay, the following local modifications will apply:

- Shirts without collars may be worn providing they are neat and constitute tennis sportswear.
- Tracksuits may be worn during the warm-up period and only during match play in inclement weather.
- No ripple soled shoes and no black or coloured marking soled shoes (on acrylic courts) to be worn at any time. Home clubs have the right to refuse the wearing of footwear that they consider could cause damage to their court surfaces.

Clubs should monitor compliance to these Correct Tennis Attire Dress Regulations and report any flagrant breaches in respect to incorrect clothing or footwear to Waverley Tennis.

21. POINT SCORE

Points will be awarded to each team as follows:

- 2 points for a winning match
- or
- 2 points for a forfeit (to non-defaulting team only)
- or
- 1 point for a draw or wash-out or where result has not been reached,
- plus
- 1 point for each winning set (no points allocated for winning Rubbers),
 - half a point for each uncompleted set (Rubber to be taken to 2 Sets unless it is the third set that is uncompleted).

If a set or rubber is forfeited during the match, the non-offending team will receive one point for each forfeited set. (rubber to be taken as 2 sets). Where the complete team is not in attendance and this is deemed a forfeit as per [By-Law 13](#) the non-offending team will receive one point per set (each rubber to be taken as 2 sets).

Note: Forfeiting teams do not receive any points for unplayed sets. See separate By-Law re club fines. In the event of a complete washout, a team can only gain a maximum of half the match points, but a team can lose points if it plays an ineligible player.

If a set or rubber is forfeited during the match, the non-offending team will receive one point per forfeited set or rubber. Where the complete team is not in attendance and this is deemed a forfeit as per [By-Law 13](#) the non-offending team will receive one point per set or rubber.

22. MATCH RESULTS

- (a) **Emergency players** – Emergency players must be written on scoresheets as an emergency (E), and registered in the Emergency section with the following details:
 - (i) For Junior matches, the full name, date of birth, previous playing experience and UTR of emergency players must be provided.
 - (ii) For Senior matches, full name, previous playing experience and UTR (if known), must be provided. Failure to include this information on the date of the match, or when requested by Records Secretary to supply, will result in automatic loss of points for all results involving that player.
- (b) **Results Entry** – Match Results are to be entered online through the Waverley Tennis Club Zone website. Where non-attendance at a match is agreed to due to inclement weather ([Refer By-Law 15](#)) both teams must enter their players names using the “**By Ph**” facility on the Club Zone website.
- (c) **Total Washouts in Finals** – In the event of a total washout in the Finals Series, or an unfinished Finals match, the names of all participating players will be filled out on the scoresheets and the home club supervisor will retain the scoresheet(s) and bring them to the continuation of the match.

- (d) **Home Team Forfeits** – For home team forfeits, the away team may use the “**By Ph**” feature to enter forfeit, and must include all player names. A forfeit is a qualifying game only for non-forfeiting team.
- (e) **Scores Uploaded to UTR**
Complete Rubbers/Sets – The ladder score for the Competition will be the same as the match score uploaded to UTR, unless the match is incomplete.
Incomplete Rubbers/Sets – The score at the time play finished for an incomplete rubber/set will be uploaded to UTR as long as the score at the time play finished, details of the player that could not finish and an explanation for the incomplete rubber/set is provided on the match score sheet. If these details are not provided, then the ladder score for the rubber/set will be uploaded.

23. LATE RESULTS

One or more late match results from a Club for matches on the day may result in a fine and/or loss of points. Failure to have a duplicate advice in the hands of the Record Secretary within 24 hours of receiving phone or email advice for non-receipt of result/s will incur loss of all point scores for such match/es by the home Club.

24. UNCOMPLETED MATCHES

- (a) **Home and Away Matches** – In home and away matches, where a match is not completed on the scheduled date there will be no further play.
- (b) **Finals Series Matches** – In the final series, matches will continue at the same venue until a result has been reached at the next available Saturday/Sunday, excepting Grand Final matches which may continue at the same venue until a result has been reached on the first available date within the next week as agreed upon by opposing teams the Club at which the match is being played. Should there be no unanimous agreement, the match will continue at the same venue until a result has been reached at the next available Saturday or Sunday.
- (c) **Delayed Grand Final Matches** – Advice of delayed Grand Final matches, and the alternate playing arrangements agreed to, will be provided to the Association Secretary, and relevant Record Secretary, not later than 9:00 p.m. on the day of the uncompleted match. The eventual results of all Grand Final matches must be entered online by either team by 7:00 p.m. Sunday or as otherwise advised by Waverley Tennis.
Any variation to the above arrangements for continuation of final series matches will be at the discretion of the Committee of Management.

25. FINAL SERIES

- (a) At the completion of the home and away matches the four leading teams in an 8-team draw, the top three teams in a 6-team draw, will play off in a final series. All finals are to be played at the venues of the finalists as announced by the Waverley Tennis Match Committee. **(Refer By- Law 25(f)).**
Grand finals of highest sections will be convened at a single venue.
- (b) **For 8 team draw sections**
Semis: 1st plays 4th and 2nd plays 3rd.
Grand Final: Winner of 1st semi-final plays winner of second semi-final. Grand Final to be played at venue of higher placed team.
- (c) **For 6 team sections**
Preliminary: 2nd plays 3rd, 1st team has Bye.
Grand Final: 1st placed team plays winner of preliminary final.
- (d) The team first mentioned is regarded as the “home” team.
- (e) In all final series matches, in the event of a draw, the players from the last doubles set to finish will play a 10-point Match tiebreaker to decide the winning team. In Open Doubles when the doubles matches finish together then the last doubles as listed on the scoresheet will play the Match tiebreaker.
 - (i) **Finals Series Matches – Senior Competition:** In final series matches, the Match Committee will convene all matches on the courts of the finalists, with the team finishing in the higher position being declared the home team. **The Match Committee has the right to vary the finals venues as required.** The home club will provide a supervisor for each home match and who is not a member of any participating team on the day. Failure to provide a supervisor/s will result in a club fine. Umpires may be arranged as in **By-law 18(a)** above.
 - (ii) **Finals Series Matches – Junior Competition:** In finals series matches, the Match Committee will convene all matches on the courts of the finalists, with the team finishing in the higher position being declared the home team. **The Match Committee has the right to vary the finals venues as required.** The designated Club Junior Convenor of the host venue club will arrange for **an appropriate level of supervision** to be present at all matches played at the venue or at an ‘outside’ venue used by the host venue club. Failure to provide appropriate supervision shall result in a club fine. Umpires may be arranged as in **By-law 18(a)** above.

- (f) **Finals Series Matches – Junior Competition Supervision** – The level of supervision for all Green Ball Junior finals should be adequately provided and may involve the placement of an additional supervisor on court to assist the proper conduct of a match.
Should a visiting club wish to have a supervisor on court, prior approval must first be obtained from the home club supervisor.
- (g) **The Committee of Management has the right to vary the finals format and the scheduled date, time and venue for any matches, in order to ensure a satisfactory completion of the season. Should the home courts, and their outside venue, be unavailable for any reason, the Match Committee, where possible, will move the match to the venue of the opposition team.**
- (h) **For late finishing Senior finals lights may be used to enable the final to be completed on schedule.**
- (i) **A designated finishing time for both Junior and Senior matches does not apply for Finals. It is essential that an effort is made to keep playing a match until a result is achieved, even if it means continuing after the normal finishing time. (Refer By-law 17).**

26. UNABLE TO ARRANGE A TEAM (FORFEIT)

A Club unable to arrange a team for Junior matches must notify the Junior Convenor of the opposing Club before 8:00 p.m. on the day preceding the match. Similarly, for the forfeit of a Senior match, the club must notify the Senior Convenor before 10:00 a.m. on the day of the match. The forfeiting Club is subject to a fine unless an acceptable explanation is provided to the Match Committee.

The **non-forfeiting team** must enter their players names using the **“By Ph”** feature in the Club Zone website. In the event of a fourth forfeit by the same team, that team will be automatically eliminated from the Competition and all points won against that team will be withdrawn from the teams who have played against the defaulting team up to that stage of the Season. In other words, the defaulting team's place in the Section will then be treated as a Bye.

27. PENALTY FOR PLAYING INELIGIBLE PLAYERS

If any team plays an ineligible player that team will forfeit each set in which that player participates to nil and the non-offending club will receive one point for each set/rubber in which the ineligible player participated. The score uploaded to TROLS for the competition ladder will be recorded as a forfeit against the ineligible player.

28. PROTESTS / DISPUTES

The Committee of Management, in conjunction with the Match Committee, has the power to inquire into all disputes arising out of or in connection with the result of all Competition matches, and the final allocation of points for such matches, and its decision will be final.

Clubs must submit any score protests/disputes using the Waverley Tennis online score protest form. Forms must be completed and submitted by a club official within 3 days of the dispute occurrence. In the event of the dispute being deemed frivolous, a fine will be imposed on the club lodging the dispute.

29. COMPLAINTS

The Committee of Management has the power to make a decision on matters where they are not provided for in these By-Laws.

All complaints must be lodged using the Complaints on-line form:

- **Within three (3) days** of the incident leading to the complaint, using the online complaints form.
- The form must be completed and submitted by an authorised club official for it to progress further. An appropriate suggestion on action to be taken by the Complaints Sub-Committee must be included.
- More serious complaints may be reported to the Police and/or referred to the Tennis Integrity Unit if they are deemed to be more appropriately handled by Tennis Australia. (Refer By-law 31 (b)).

(a) Complaints Sub-Committee Appointment/Composition

The Committee of Management will appoint a Complaints Sub-Committee to deal with misconduct and misbehaviour complaints received against clubs, players, parents, spectators and the like. The Complaints Sub-Committee will comprise a Complaints Convenor as chairperson and other co-opted members as required.

(b) Complaints Sub-Committee Scope

The Complaints Sub-Committee will consider and deal with all complaints, reporting to the Committee of Management. Such reporting to include:-

- Complaints received and the nature of those complaints.
- Results of investigations into complaints received.
- Report of any complaints directed to the Tennis Integrity Unit.
- Actions taken (including penalties imposed/recommended, if any).
- Consideration of issues referred to it by the Committee of Management.
- Recommendations to the Committee of Management on any changes to the Association By-Laws, Rules and Guidelines.

30. TROPHIES

The winning and runners-up team in each section will be awarded a trophy as determined by the Committee of Management.

The home club for Junior Grand Finals is responsible to collect the pennants and trophies from the published collection points prior to the match and to ensure they are presented at the conclusion of Grand Finals. Failure to do so will incur a fine and may remove the privilege of hosting future Junior grand finals.

31. PLAYER / PARENT SUSPENSIONS AND BANS

The Committee of Management has the right to suspend or ban players and/or their parents/guardians from participation in Waverley Tennis Competition, Tournaments and Events.

- (a) **Waverley Tennis Bans and Suspensions** – The decision to ban or suspend a player will be made by the Committee of Management on the recommendation of the Complaints Convenor. The complaints will compile the necessary body of evidence to demonstrate that unacceptable behaviours by the player and/or parent/guardian have been repeatedly exhibited over a period of time, and that continued participation is negatively impacting Competitions for member Clubs and their players. Where required, the Complaints Convenor may co-opt representatives from member clubs to assist in the decision-making process and the penalty to be applied.
- (b) **Referrals to the Tennis Australia Integrity Unit** – More serious complaints, such as where physical assault has taken place, may be referred to the Tennis Australia Integrity Unit for their consideration. Waverley Tennis will support the implementation of any decision made by that body.
- (c) **Tennis Victoria Player Notifications** – When notification is provided by Tennis Victoria to Waverley Tennis of a suspended player, the following is to occur:
 - (i) Waverley Tennis will notify in writing the suspended player's club of the name of that suspended player and the period of suspension.
 - (ii) The club is required to acknowledge to Waverley Tennis receipt of that communication within 5 days and confirm they have forwarded that suspension notification to their relevant Convenor.
 - (iii) If the club fails to comply and allows the suspended player to play, the Sets/Rubbers in the match played by that suspended player will be forfeited. If the club fails to comply a second or subsequent time, the team will forfeit those matches to love. In all instances where the club has failed to comply and allowed the suspended player to play, Waverley Tennis will advise the Tennis Australia Integrity Unit of the club that breached the player suspension requirement.
 - (iv) Waverley Tennis will record the suspended players details on its Suspended Player Register.

32. CLUB INFORMATION

Waverley Tennis uses club information downloaded from Tennis Results On-Line System (TROLS) to send out important communications about Competitions, meetings and other matters relevant to the efficient running of Association Competition, Representative Events and Tournaments.

Keeping contact emails, phone numbers and club information up to date is critical to ensure timely information sharing and input from member clubs, in addition to maintaining accurate Convenor contact details on TROLS fixtures.

It is the responsibility of each club to maintain current information in TROLS.