



JUNIOR VENUE SUPERVISOR GUIDELINES

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The **Home Club MUST provide** an **ADULT Club member** to act as a **Junior Venue Supervisor** and referee for **EACH venue used by the Home Club** (including 'outside' venues). All Junior Venue Supervisors should have a **Working With Children's Check** (it's free). Please note that a club coach **may not** act as Junior Venue Supervisor while coaching.



ARRIVAL & ATTENDANCE

- Be in attendance at the Home Venue for the **ENTIRE** Junior competition session.
- **Arrive at 8:00am**, to allocate courts and allow player warm up before **matches start at 8.15am**
- Welcome and introduce yourself to away teams' players and parents.
- Wear the **Waverley Tennis Venue Supervisor's ORANGE VEST** during the session.



JUNIOR VENUE SUPERVISOR DUTIES

- Always be approachable, calm, consistent and fair.
- Allocate courts for all teams to be played at the venue.
- Provide and distribute balls for all matches.
- Junior Venue Supervisors should know and apply the Waverley Tennis By-laws, Rules of Tennis, Correct Tennis Attire Regulations and the Waverley Tennis Code of Conduct, and be able to make decisions, while maintaining a commonsense approach.
- Keep a visible presence near the courts being supervised for the duration of the match.
- Junior Venue Supervisors may step onto court, or appoint a suitable neutral person, to handle ongoing issues with line calls, scoring, and on-court behaviour.
- For Code of Conduct breaches, Junior Venue Supervisors may address/discuss the breach, issue warnings to relevant player(s)/spectator(s), suspend play if needed, and resume when the disruption stops.
- Junior Venue Supervisors have the authority to contact police if safety is at risk.



SCORESHEETS

- Scoresheet for each match must be filled in **BEFORE** play commences.
- At the end of the session, ensure that the scoresheet is fully completed, totalled and signed by the players who have been nominated as team captains and any relevant comments are included.
- Junior Venue Supervisors are responsible for ensuring correct completion of the scoresheets.



REFRESHMENTS

Provide tea and coffee making facilities and access to cold drinking water, for members, players, parents/guardians and guests. Clubs are also encouraged to provide light food - fruit, toast, etc.



THE HOTLINE

If the Junior Venue Supervisor has queries on the day that they are unable to answer/resolve, they can call the Waverley Tennis HOTLINE – ie Trevor Smyth, on 0468 958 927.