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.
- Ensure that sunscreen (and insect repellant if necessary) are available for players.
- 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

Refer FACT SHEET - Scoresheet 2026/27

- Scoresheet for each match must be filled in BEFORE play commences, including Venue Supervisor's Name and Away Duty Parent's Name.
- At the end of the session, ensure the scoresheet is **fully completed including ALL players' First AND Last Names**, scores totalled, signed by the players nominated as team captains and any relevant comments.
- 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.

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