

NORTH SUBURBAN JUNIOR TENNIS ASSOCIATION INC.

Reg No. A0058168N

MINUTES OF DELEGATES MEETING HELD ON 19 FEBRUARY 2024

38 of 49 Clubs present

Meeting opened: 8:08 pm

CHAIRPERSON: Ron Morton

APOLOGIES: Kym Baker (Match Secretary), Bob Stow (Caroline Springs), Steve Barrow (Green Gully), Lauren Zarb (Hadfield), Anthony Guccione (Merrifield), Andrew Peake (Mt Carmel), Luca Pilotto (Princes Hill), Darren Irwin (Strathmore), Julian Mancini (Tennis Events).

MINUTES OF PREVIOUS MEETING: Circulated and taken as read.

MOVED: Jacqui Theuma (Keilor East)

SECONDED: Rebecca Knowles (Keilor)

CORRESPONDENCE: The Secretary tabled the following correspondence:

IN

1. Tennis Victoria — Associations Manager Staff Update
2. Melton City Council — City of Melton Tennis Strategy
3. Consumer Affairs Victoria — New incorporated associations regulations
4. Tennis Victoria — Metro North West December Update
5. Tennis Victoria — New Contact for Associations at Tennis Victoria
6. Tennis Victoria — Seeking Associations representation on Competitive Play Committee and Advisory Panels
7. Keilor East TC — Court resurfacing — all courts now modgrass

OUT

1. All Clubs — Reminder about team entries due dates
2. Waverley Tennis — Acceptance of invite to Daphne Fancutt Shield 2024
3. Glenroy Community TC — Confirmation affiliation with NSJTA had been approved
4. Merrifield TC — Confirmation affiliation with NSJTA had been approved
5. All Clubs — Season 2 Grand Final 2023 draw
5. All Clubs — Number of team entries for Season 1 2024
6. All Clubs — Draft Season 1 2024 Fixture
7. All Clubs — Season 1 2024 — Final fixture and season arrangements
8. All Clubs — Agenda and attachments for Delegates meeting on 19 February 2024

CODE OF CONDUCT COMPLAINTS

2023/05	Out	Letters to Hume TC and Tullamarine TC advising outcome of complaint
2023/06	In	Code of Conduct complaint from Gladstone Park TC regarding A Reserve 4 Boys match played on Friday 10 November 2023
	Out	Copy of the Code of Conduct complaint to Strathmore TC

	In	Response from Strathmore TC
	Out	Letters to Gladstone Park TC and Strathmore TC advising outcome of complaint
2023/07	In	Code of Conduct complaints from Princes Hill TC and Buckley Park TC regarding A Reserve 4 Boys semi-final played on Friday 17 November 2023
	Out	Copy of the Code of Conduct complaints to Delahey TC
	In	Response from Delahey TC
	Out	Letters to Princes Hill TC, Buckley Park TC and Delahey TC advising outcome of complaint
	In	Email from Delahey TC advising they had met with the parents involved and communicated the outcome
2023/08	In	Code of Conduct complaint from Green Gully TC regarding A Reserve 1 Boys semi-final played on Friday 17 November 2023
	Out	Copy of the Code of Conduct complaint to St Therese's TC
	In	Response from St Therese's TC
	Out	Letters to Green Gully TC and St Therese's TC advising outcome of complaint
2023/09	In	Code of Conduct complaint from Greenvale TC regarding A Reserve 4 Boys semi-final played on Friday 17 November 2023
	Out	Copy of the Code of Conduct complaint to Mt Carmel TC
	In	Response from Mt Carmel TC
	Out	Letters to Greenvale TC and Mt Carmel TC advising outcome of complaint

Robert noted that three Code of Conduct complaints were received for Friday night semi-finals, where the highest finishing team is the host club. No Code of Conduct complaints were received for finals hosted by neutral clubs. It is important that clubs have experienced Court Supervisors for finals. If the team manager is also the Court Supervisor, they need to be able to balance those roles and resolve any issues that arise. Where possible, a Club Delegate should be present to support a team manager if they are not experienced.

MOVED: Robert McDonald (Secretary)

SECONDED: Ray Reymers (Coburg)

TREASURER'S REPORT

Balance in transaction account as at 30 October 2023	\$347.31
Payments received since 30 October 2023	\$4,715.00
Transfer from investment account	\$8,500.00
Payments out since 30 October 2023	-\$8,638.43
Transfer back to investment account	-\$3,000.00
Balance in transaction account as at 19 February 2024	\$1,923.88
Balance in investment account as at 30 October 2023	\$19,646.28
Transfer to transaction account	-\$8,500.00
Transfer from transaction account	\$3,000.00
Interest	\$44.95
Balance in investment account as at 19 February 2024	\$14,191.23

MOVED: Colin Thompson (Treasurer)

SECONDED: Jacqui Theuma (Keilor East)

Colin has emailed invoices to most clubs and handed out the remaining invoices at the meeting. Please pass these invoices on to Club Treasurers and ensure they are paid as soon as possible.

The only fines incurred for last season were for walkovers, team withdrawals and failure to provide umpires for finals. As teams now enter results online, many of the previous fines no longer apply. We overlooked fining for clubs failing to attend meetings, but those fines will be imposed going forward.

Colin handed out pennants to clubs who had requested extra pennants from previous seasons. If any clubs need extra pennants from Season 2 2023, please send the details to Colin.

TENNIS EVENTS REPORT

1. Alicia Molik Cup

- Event for 12 and Under players, which was played at Kooyong on 2 and 3 December 2023
- NSJTA was represented by Leo Suljovic, Zaddon Pahoe, Jeshar Dobariya and Helen Sadik.
- Team came second in their group and then won both of their 5–8 playoff matches to finish 5th overall.
- The event was won by Waverley.

2. Daphne Fancutt Shield

- NSJTA participated in this annual event which was played over two days in January at Doveton Tennis Club.
- Unfortunately, as it rained on the afternoon of Day 1 they had to abandon the mixed doubles and only play singles.
- It was a very close result, however, NSJTA finished 3rd overall.
- In some good news Arabelle Mancini from Coburg representing NSJTA won the Overall Excellence Award which was voted on by all the Associations. Well done Arabelle!
- Thanks to Nick Gowland who did a superb job at managing the team.

3. Pat Cash Cup

- This coming weekend is the Annual at Horsham Lawn Tennis Club.
- In total we will have 16 boys and girls representing NSJTA from 12/U to 18/U.
- In order to play in the Pat Cash Cup each player had to have played a minimum of 3 rounds of Junior Pennant last season for NSJTA. So this is a great reward for those who played and committed to the season.
- Thanks to Sunbury Lawn Tennis Club for allowing our players to practice at their courts the past two weekends. It's helped the kids familiarise with grass and most importantly build a team environment before we head off.
- Keep an eye on the social media for updates on how the team is going.

4. Former NSJTA player

- Former NSJTA player, Gabrielle Villegas, who represented the NSJTA in many team events, played the Australian Open junior girls doubles in January.

TENNIS VICTORIA REPORT

1. Tennis Victoria has appointed a new Associations Manager, Natalie Allsop, who is replacing Tyler Krumholz for 12 months while he is on personal leave.

MATCH SECRETARY REPORT

1. **Welcome back everyone** — We have a few new Delegates, and we welcome you all. Please familiarise yourself with the NSJTA By-laws found on www.nsjta.org.au in documents. Ring me on 0413 527 902 if you have any questions.
2. **Teams** — There have been some withdrawals of players and a team this season. Some player withdrawals cannot be helped, but when you have to pull out a whole team, because someone said they didn't want to play anymore or hadn't been asked and it was assumed they would play, you are left with where to move the other players to without impacting the other teams' members too much.
3. **Understanding the Fixture** — Please use the following example as a guide

All A and B grade teams on a Saturday morning have an automatic 7.45am start unless there are fixture changes as in the below example.

B reserve 2

1. Buckley Park (Red) #
2. Buckley Park (Black) #
3. St Therese's @ ESS
4. Maribyrnong Park
5. Oak Park
6. Delahey/Deer Park *
7. Green Gully
8. Keilor

- Team 1 is an 8.30 start when at Buckley Park
- Team 2 is an 8.30 start when at Buckley Park
- Team 3 is played @ ESS with a 7.45 start
- Teams 4, 5, 7 and 8 are 7.45 starts for all Home games
- Team 6 is a 9.30 game (Home games only) This is a combined team and played at first mentioned team Delahey.
- Please note the difference between Team 3 and Team 6 designation of venue to play at.

Please note teams that are fixtured with changes from the very beginning of the season and are printed on the fixture can have sets forfeited for being late.

Sometimes a club has to make some temporary changes to the fixture due to repairs to courts etc, In these instances the Delegates contact each other directly. So if a new location has been organised and if a team is running late sets cannot be forfeited for being late. All court relocation changes must have had prior approval from the Match Secretary

Printable fixtures can be found on the website under Documents: www.nsjta.org.au

4. **Grade Secretaries** — This is our first season without Grade Secretaries. Everything has been very successful so far. I would like to thank everyone for such a smooth transition.
5. **Entering Scores online** — Could all Delegates please chat to your Team Manager's and ask them to input the results online promptly within 24 hours of the completion of the match. Don't forget that the only time a sheet needs to be emailed to results@nsjta.org.au is if there is an unspecified player being used. Please don't just email the sheet please add the reason as well. The prompt input of results helps with the generating of the reports that the Match Committee need to check results, look at emergency players, to check the playing order and the many other things we do weekly. I would really appreciate all the Delegates help with this particular area. However, I do understand we are all volunteers and appreciate all the people involved.

Another little area that is causing some problems is who should enter the results. The home team/home club should be the only ones entering results. The away team should not enter the results. Every now

and then someone from the Match Committee, or someone else that I have asked to enter a missing/late result will do so. Please transcribe everything into the results page accurately and don't forget to make sure the doubles pairings are correct.

Sheets must be kept for the entire season.

6. **Emergency players (By-laws 33, 34 and 35) and additional registrations (By-law 36)** — New emergency players must play 3 matches (not including washouts) before being considered for additional registration, and that in these 3 matches the emergency details must be clearly stated on the match sheet. Most additional registrations will be granted unless the child's results indicate that he/she appears to be a significantly better player than two other team members. I send a text to the Delegate letting you know if your player is fine to continue playing. Sometimes a fourth game may need to be played but under NO circumstances should a child play a fifth game without confirmation from the Match Secretary. If a registration is rejected a child may play as an emergency for a higher team.

You may want a child to move up into another team permanently rather than Playing Up for six games. If this is the case, you can send a letter to the Match Secretary requesting that a player moves into the Delegated team and that you understand this player cannot move back to their original team,

7. **Registering players without previous match experience** — Please make sure that paperwork is emailed to Kym (matchsecretary@nsjta.org.au) This can be used for the first seven rounds. If, in the opinion of the Match Committee, the player is considered too strong, you will be called to discuss alternative options. When using an emergency player please make sure you supply their ID and activated UTR details on the score sheet. Please write clearly.
8. **Emergency players** — All emergency players will need to have their Tennis Victoria ID and an activated UTR so we can enter them into our system. Each week I will be checking report. It is up to the Delegate to follow this up. When entering results, it is very important to use the names on the sheets. If you use the Unspecified player tag, please write the club name and the child's name in the comments column. Leaving it blank means more work for the Match Committee. The new score sheets do not have a DOB on them, nor a Gender. Everything that is needed is dealt with by the Club Delegate.
9. **A Special** — All A+ requests and questions should be directed to Brendon Noonan Phone 0400 112 595. If you have rung Brendon for A Special information, you must write on the score sheet "As instructed by Brendon or whoever else has given you directions, and what the direction is."

All other enquiries to myself please 0413 527 902.

10. Important dates

March 25	Second Delegates Meeting of the season - starts 8PM at Buckley Park TC
April 10	A Grade teams may now change their seedings for the second half of the season. Please send a copy of seedings to results@nsjta.org.au by April 10, even if no changes are being made
May 10/11	Last opportunity for additional registrations - emergencies wanting registration must have played their third match by these dates.
May 11	Transfers for next season close - transfer forms and \$20 clearance fee must be lodged with the Match Secretary by 6PM.
May 25	All A grade team entries for next season (Friday and Saturday) must be entered in League Manager on or before this date.
May 27	Third and final Delegates Meeting – starts 8PM at Buckley Park TC
June 01	All other Saturday team entries for next season must be entered in League Manager on or before this date.

GENERAL BUSINESS

1. **Child Safety Update** — Please remind all new parents and players about the filming and photography guidelines for NSJTA matches, which can be found at: <https://nsjta.org.au/documents/code-of->

[conduct/](#). Parents should ask for the consent from the parent/guardian of the other players before they start filming or taking photos.

2. **League Manager Update** — Brendon provided some reminders about the League Manager system:

- Clubs can add their own administrators and team managers through the League Manager system. Club Delegates do not need to ask the Association to do this, although we can assist if needed.
- **Outstanding player registrations** — There are currently 41 players from the original team entries still do not have a tennis account (some of these have not played and may have dropped out). Although this is a small number out of approximately 1,800 players, we need the remaining players to create their accounts as soon as possible.
 - If a player is not registered in the system, we cannot keep a track of their results and it creates a lot of extra work for the Association volunteers. Kym is contacting clubs each week to let them know which players don't have a CPP.
 - The Match Committee has decided at its meeting tonight that if a player does not have a full Competitive Player Profile (CPP) by Round 5, they cannot play more than three matches.
 - Please ensure that all players from the original team entries have completed their CPP by Round 5 otherwise they cannot play a fourth match.
 - This also applies to additional registrations. A player can play 3 emergency matches, but they will not be granted an additional registration unless they have a complete CPP before their fourth match.
 - If any player plays a fourth match without a full Competitive Player Profile (CPP) their sets will be forfeited. The only exception to this is if there is a known issue with their account and they have already contacted Kym and are working on getting their account resolved with Tennis Australia.
- Once a CPP has been created for a player that has already played matches this season please email results@nsjta.org.au and advise the Association of their tennis ID number. We will then go into the system and update their previous results. The Association does not get any sort of notification once a player has created their CPP, so unless you email us, we do not know to go back into the previous results and add them in.
- Please remind your team managers not to include dates of birth in the comments about unspecified players. They should only include the player's name and their tennis ID if they have one. Going forward, we have changed the match result sheets so that the date of birth and gender of emergencies are not listed on the match result. Those details should be completed by the player when setting up their competitive player profile.
- To have a complete competitive player profile, a player's Match Centre account and UTR need to be linked. Some players have set up their Match Centre and UTR separately, therefore they still don't have a complete CPP as they are not linked. There are two ways to fix this.
 - Log into Match Centre, click on the activate UTR button and then log into the UTR account. This will link them.
 - Alternatively, log into their UTR account go under the settings and add the tennis ID number manually into the tennis ID field.

MEETING CLOSED: 9.01 PM

NEXT MEETING: BUCKLEY PARK TENNIS CLUB ON MONDAY 25 MARCH 2024 at 8.00 PM