

# **NORTH SUBURBAN JUNIOR TENNIS ASSOCIATION INC.**

**Reg No. A0058168N**

## **MINUTES OF DELEGATES MEETING HELD ON 5 AUGUST 2024**

**37 of 49 Clubs present**

Meeting opened: 8:03 pm

CHAIRPERSON: Ron Morton

APOLOGIES: Bramen Bramendran (Caroline Springs), Paul Adams (Deer Park), Neil Campbell (Fawkner), Steve Barrow (Green Gully), Daniel Massa (Hume), Anthony Reddoch (St Thereses), Aimee Piesik (Westmeadows), Dave Theuma (Vice President), Melinda Swale (Tennis Events), Julian Mancini (Tennis Events)

MINUTES OF PREVIOUS MEETING: Circulated and taken as read.

MOVED: Michael Sexton (St. Monica's)

SECONDED: Jacqui Theuma (Keilor East)

CORRESPONDENCE: The Secretary tabled the following correspondence:

### IN

1. Tennis Victoria — Association Forum Invitation and agenda
2. Tennis Victoria — Associations Forum Minutes and Presentations
3. Tennis Victoria — Associations Update — Definition of Insured
4. Consumer Affairs Victoria — Annual statement receipt
5. Australian Taxation Office — Your annual self-review reporting obligation
6. Tennis Victoria — 2024-25 membership renewal invoice
7. Tennis Victoria — Associations Update — Farewell from Nat Alsop
8. Tennis Victoria — Future Leaders 2024 Registrations Open
9. Tennis Victoria — Not for Profit Self-Review Tax Requirements
10. Tennis Victoria — Notification of suspension of two parents for 12 months
11. Australian Taxation Office — Receipt of NFP self-review return
12. Tennis Victoria — Associations Forum on 28 August, TV Future Leaders, AGMs and League Manager Support
13. Tennis Victoria — Board Director Vacancies
14. Response from other Associations (ERT, NEJTA and Waverley) — Accepting invite to Pat Pearce Shield 2024

### OUT

1. All Clubs — Season 1 2024 Grand Final Draw and Treasurers Report
2. Letter to other Associations (ERT, NEJTA and Waverley) — Invite to Pat Pearce Shield 2024
3. All Clubs — Season 2 2024 draft fixture
4. All Clubs — Season 2 2024 — Final fixture and season arrangements
5. All Clubs — NSTA Saturday afternoon competition
6. Some Clubs — A Grade 3 Boys six team fixture

7. Greenvale TC — Lighting failure
8. Moomba Park TC — No supervising adult
9. Diggers Rest TC — Concern
10. All Clubs — Agenda and attachments for Delegates meeting on 5 August 2024

#### CODE OF CONDUCT COMPLAINTS

2024/06	Out	Letters to Greenvale TC and Hume TCC advising outcome of complaint
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MOVED: Robert McDonald (Secretary)

SECONDED: Bobby Dela Cruz (Taylors Lakes)

#### TREASURER'S REPORT

Balance in transaction account as at 27 May 2024	\$3,579.24
Payments received since 27 May 2024	\$20,469.09
Payments out since 27 May 2024	-\$19,946.99
Balance in transaction account as at 5 August 2024	<b>\$4,101.34</b>
Balance in investment account as at 5 August 2024	<b>\$16,210.85</b>

MOVED: Colin Thompson (Treasurer)

SECONDED: Monica Lamaris (Avondale Heights)

Invoices have been sent for Season 2 2024 team entry fees and reminders were sent today. There are many clubs outstanding — please follow up with your club Treasurers and ensure these are paid as soon as possible.

Club Delegates are reminded that clubs get fined for non-attendance at meetings, regardless of whether they submit an apology. If you cannot attend a meeting, you should arrange someone else from your club to attend. Under the NSJTA By-law 2(c), non-representation at three consecutive meetings may result in that club's teams being withdrawn from the competition.

#### TENNIS EVENTS REPORT

##### 1. Frank Sedgman Cup

- We finished our group on top and won all of our group games in the first day.
- The second day when finals were due to play, was washed out by rain.
- We had about 20 entries, with 4 being selected (2 boys and 2 girls).

##### 2. Pat Pearce

- Entries close 15 August 2024 — link to the entry form is on the NSJTA website.
- Event will be held in Hume over weekend 4-6th October. 22 entries received so far in the two age groups (U/13 and U/15). 4 boys and 4 girls to be selected for each age.
- All associations have accepted our invitation to play, Hume to run the tournament. Julie meeting with Kale from Hume to start to work through the details.

##### 3. Junior Pennant (update from Julian)

- It all kicks off this Sunday and all on track for a successful start.

##### 4. Former NSJTA players

- Three former NSJTA representative players have recently headed off to the United States to play college tennis Jack Calleri, Alex Kim and Ryan Nguyen.

## TENNIS VICTORIA REPORT

1. An Associations Forum was held on Wednesday 19 June. Ray attended on behalf of the NSJTA. Topics covered included Tennis Australia's new insurance company (Howden), ATO reporting and a complaints framework.
2. Tennis Victoria are also developing a governance checklist to help with annual general meetings etc.

## 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](http://www.nsjta.org.au) in documents. Ring Kym on 0413 527 902 if you have any questions.
2. **Teams** — There have been some withdrawals of players and teams 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. Please ensure you get a written commitment from all players before entering them in a team.
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](http://www.nsjta.org.au)

4. **Inputting of score sheets** — We are so lucky having so many people inputting the weekly results. We genuinely appreciate the prompt results. We generate reports on Monday evening. 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.

Another little area that is causing some confusion 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.

The only sheets that need to be sent to [results@nsjta.org.au](mailto:results@nsjta.org.au) are those that have emergency details on them, and the player cannot be located in the system.

5. **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,

6. **Registering players without previous match experience** — Please make sure that paperwork is emailed to Kym ([matchsecretary@nsjta.org.au](mailto: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.
7. **Emergency players** — All emergency players will need to have their Tennis Victoria ID so we can enter them into our system. Each week I will be checking reports and following up these players with Delegates. 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. Please, under no circumstances, do not list the DOB online.
8. **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 Kym please 0413 527 902.

9. **A few notes:**

All photos of score sheets need to be clear not blurred.

All Sheets must be signed by both clubs.

A Club Supervisor, Parent or Team Manager must always be available on Friday nights and Saturday mornings. Try and wear the yellow vest. If you don't have one, please come to the front after the meeting. I know one club has asked me, but my apologies as I did not write it down.

If problems do arise, please try and sort them out between the clubs, if you can. If the Supervisor is unsure what to do, ring the Club Delegate or myself 0413 527 902 or a Committee Member. All Code of Conduct complaints must go through the Club Delegate. Please encourage your Team Managers/Parents to liaise with you, the Club Delegate.

A big reminder to all Delegates: Some Unsportsmanlike behaviour has crept into our Game of Tennis recently. I would encourage all Delegates and Team Managers to stamp out any unsportsmanlike behaviour on the day or night. Just recently an incident happened. The Team Manager was onto it, the moment the set finished. It was dealt with, apologies all round, and a lesson learnt by many.

Please write very clearly. One wrongly spelt name causes all sorts of delays and problems going forth.

But mostly, a huge shout out for all our wonderful volunteers. Parents, Care givers, Delegates and Committees. It takes a huge amount of people to run our Association.

#### 10. Important dates

Sept 2nd	Second Delegates Meeting of the season - starts 8PM at Buckley Park TC
Sept 4th	A Grade teams may now change their seedings for the second half of the season. Please send a copy of seedings to <a href="mailto:results@nsjta.org.au">results@nsjta.org.au</a> before Round 8 starts, even if no changes are being made
Oct 18/19	Last opportunity for additional registrations - emergencies wanting registration must have played their third match by these dates.
Oct 19th	Transfers for next season close - transfer forms and \$20 clearance fee must be lodged with the Match Secretary by 6PM.
TBC	All A grade team entries for next season (Friday and Saturday) must be entered in League Manager on or before this date.
Nov 11th	Third and final Delegates Meeting – starts 8PM at Buckley Park TC
Nov 16	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** — We are looking at updating the Code of Conduct to address some recent developments with how the NSJTA Code of Conduct interacts with the processes of the Tennis Australia Integrity Unit.

The Tennis Australia Integrity unit can issue suspensions in relation to conduct at any sanctioned (including tournaments). A suspension applies to all Tennis Australia sanctioned events, which includes the NSJTA competition. It is our understanding the Tennis Australia Integrity Unit only notify the player or parent concerned and the State Association. Tennis Victoria now pass that information on to the NSJTA if they are aware of a player playing in our competition. However, it is not clear if the club is always told. We will propose putting a section in the Code of Conduct that if the NSJTA Secretary is informed of a suspension by Tennis Victoria, they will then communicate that suspension to the club so the club can ensure it is enforced.

Secondly, clubs, players and parents can make complaints directly to the Tennis Australia Integrity Unit. This can overlap with a process being conducted under the NSJTA Code of Conduct. We will propose updating the NSJTA Code of Conduct to state that the NSJTA will not investigate matters that have also been referred directly to the Tennis Australia Integrity Unit.

2. **Saturday Mixed teams** — The Match Committee is concerned about the number of teams being entered in the Saturday mixed competition. This season there is only one Saturday mixed grade due to the low number of teams entered. Some clubs have indicated they want to continue entering mixed teams, but Saturday mixed grades will only be successful if there are enough teams of the same standard. The meeting discussed ways to encourage clubs to enter mixed teams. It was suggested that the Association identify certain grades that will be offered next season and encourage clubs to apply for those grades (e.g. B Reserve Mixed and C Reserve Mixed). Clubs are also encouraged to explore entering combined teams if that would enable more mixed teams to be entered.
3. **Proposal to amend the By-laws — Starting times for matches** — The following change was proposed:

***Replace By-law 25 with the following:***

- 25) a) The starting time for home and away matches is:
  - i) Friday night grades — 7.00 p.m.
  - ii) A and B Saturday grades — 7.45 a.m. (or 8.30 a.m. if specified on the fixture)
  - iii) C Saturday grades — 8.30 a.m. (or 7.45 a.m. or 9.30 a.m. if specified on the fixture).

A club will only be granted a 7.45 am start for a C level team if it can satisfy the Match Committee that it is genuinely needed on court capacity grounds

iv) D Saturday grades — 9.30 a.m. (or 8.30 a.m. if specified on the fixture).

b) The starting time for finals matches is:

i) Friday night grades — 7.00 p.m.

ii) A, B and C Saturday grades — 8.30 a.m.

iv) D Saturday grades — 9.30 a.m.

The Match Secretary may vary the start time of finals matches if genuinely needed on court capacity grounds.

MOVED: Robert McDonald (Airport West)

SECONDED: Brendon Noonan (Delahey)

Carried by a majority.

4. **Proposal to amend the By-laws — Emergency players in lower grades** — The following change was proposed:

***Replace By-law 33 with the following:***

33) a) Any unregistered player may be used as an emergency up to three times.

b) In all grades except A Special, Clubs must not play emergency players whom they know will strengthen a team.

c) If an unregistered player has played as an emergency, that player cannot play as an emergency in a LOWER grade in the same season without the prior approval of the Match Committee.

d) The penalty for a breach of this rule is the emergency player will forfeit all sets played.

MOVED: Robert McDonald (Airport West)

SECONDED: Brendon Noonan (Delahey)

Carried by a majority.

5. **Proposal to amend the By-laws — Emergency players in the same grade** — The following change was proposed:

***Replace By-law 34(c) with the following:***

34) c) If a Club has two or more teams in one grade, no registered player is permitted to change from one team to the other (eg a player registered in the Black team cannot play in the Red team).

MOVED: Robert McDonald (Airport West)

SECONDED: Brendon Noonan (Delahey)

Carried by a majority.

6. **Proposal to amend the By-laws — Emergency players details** — The following change was proposed:

***Replace By-law 35 with the following:***

35) Details of any emergency player or player playing up in a higher grade must be written on the Match Result Sheet and included with the match result submitted online. Failure to do so will result in the fine specified in the Fines Schedule.

MOVED: Robert McDonald (Airport West)

SECONDED: Brendon Noonan (Delahey)

Carried unanimously.

7. **Qualification for finals — A Special teams** — The following change was proposed:

*Effective from 1 January 2025, update By-law 53 with the following:*

- 53) a) All players participating in finals matches must be registered in the team and —
- i) for A Special only, have played at least five (5) matches in a season;
  - ii) for all other grades, have played at least three (3) matches in a season.
- b) A player shall be deemed to have played a match when:
- i) their name is listed on the match result sheet and the match has been played and completed (even if one or more of the sets the player was listed to play was forfeited by the opposition); or
  - ii) their name has been recorded on the match result sheet and the match has commenced but is unable to be completed due to unplayable conditions.

A player will not be deemed to have played a match when the match does not commence due to unplayable conditions (e.g. complete washout) or the entire match is forfeited by one team.

*[remaining paragraphs renumbered accordingly]*

After discussion, the proposal to amend this By-law was deferred.

8. **Finals teams — injured players** — The following change was proposed:

*Update By-law 53(e) and (f) and add new paragraphs (g), (h) and (i) as follows:*

- e) Once the result sheet has been completed, it can only be altered with the agreement of both Team Managers and the change must be initialled by both Team Managers, or in accordance with paragraphs (f) and (g).
- f) If a player becomes injured during a set, the remainder of that set must be forfeited. An injured player can be replaced for a future set by another registered, qualified player or a registered, qualified player from a lower team from the same club. The host club supervisor must note the nature of the injury on the match result sheet and certify that they are satisfied it is a legitimate injury.
- g) If a team has completed the result sheet with substitute players, and one of their players is then injured, the host club supervisor can change the match result sheet to replace the injured player with a substitute. If this would result in a breach of the By-laws (e.g. players not playing in seeded order or the same two players playing together more than once in doubles) the host club supervisor must contact the Match Committee for approval to make further alterations to the match result sheet. The Match Committee will approve the minimum changes required to ensure all sets can be played and the requirements in the By-laws are complied with.
- h) If, during a match, the host club supervisor discovers the result sheet has been completed in breach of any of the provisions of the By-laws, the host club supervisor must contact the Match Committee for approval to make further alterations to the match result sheet. The Match Committee will approve the minimum changes required to ensure all sets can be played and the requirements in the By-laws are complied with.
- i) If a breach of any of the provisions of the By-laws is discovered after the competition of a match, or the match result sheet cannot be altered to avoid a breach, the team at fault will forfeit the set/s played in breach of the By-laws.

MOVED: Robert McDonald (Airport West)

SECONDED: Brendon Noonan (Delahey)

Carried unanimously.

9. **By-law amendments** — It was requested that clubs be given greater notice of amendments to By-laws in the future. The Committee will endeavour to do this.

**MEETING CLOSED: 9.30 PM**

**NEXT MEETING: BUCKLEY PARK TENNIS CLUB ON MONDAY 2 SEPTEMBER 2024 at 8.00 PM**