

NORTH SUBURBAN JUNIOR TENNIS ASSOCIATION INC.

Reg No. A0058168N

MINUTES OF DELEGATES MEETING HELD ON 11 AUGUST 2025

41 of 48 Clubs present

Meeting opened: 8:05 pm

CHAIRPERSON: Ron Morton

APOLOGIES: Rose Micallef (Ascot Vale), Nikita Tozoulis (Coburg), Daniel Massa (Hume), Jacqui Theuma (Keilor East), Dave Theuma (Vice President), Jo Davin (Strathmore), Francis Pochettino (Sunbury) and Richard Wallner (Sunbury)

MINUTES OF PREVIOUS MEETING: Circulated and taken as read.

MOVED: Anthony Reddoch (St Thereses) SECONDED: Rebecca Knowles (Keilor)

CORRESPONDENCE: The Secretary tabled the following correspondence:

IN

1. Tennis Victoria — Frank Sedgman Cup 2025 entries open
2. Tennis Victoria — Future leaders 2025 applications open
3. Consumer Affairs Victoria — Annual statement receipt
4. Australian Taxation Office — Receipt of NFP self-review return
5. Application for orders in the Human Rights list of VCAT

OUT

1. All Clubs — Draft Season 2 2025 fixture
2. All Clubs — Final Season 2 2025 fixture and season arrangements
3. Australian Taxation Office — 2024-25 NFP self-review return
4. All Clubs — Agenda and attachments for Delegates meeting on 11 August 2025
5. All Clubs — Copy of Sunbury LTC By-law amendment proposals

CODE OF CONDUCT COMPLAINTS

Nil.

MOVED: Robert McDonald (Secretary) SECONDED: James Wrigley (St John Bosco)

TREASURER'S REPORT

Balance in transaction account as at 26 May 2025	\$633.32
Payments received since 26 May 2025	\$19,939.50
Transfer from investment account	\$1,800.00
Payments out since 26 May 2025	-\$18,033.92
Balance in transaction account as at 11 August 2025	\$4,338.90

Balance in investment account as at 11 August 2025 **\$9,636.65**

MOVED: Colin Thompson (Treasurer) SECONDED: Andrew Peake (Mt Carmel)

Accounts for Season 2 2025 have been sent to clubs. There are only a few clubs still outstanding.

TENNIS EVENTS REPORT

1. The NSTA won the Frank Sedgman Cup held in August 2025.
2. 200 expressions of interest have been received for junior pennant, which is a great result. As there will probably only be 108 spots available, quite a few will miss out. The Events Committee is meeting tomorrow night to review the applications and will then notify players.

TENNIS VICTORIA REPORT

1. Nil.

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 Kym on 0413 527 902 if you have any questions.
2. **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 2unisex

1. Buckley Park (Red) #
2. Buckley Park (Black) @ KE*
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 (remember this also applies to A Reserve Saturday teams as well).
- Team 2 is a 9.30 start when at Keilor East @ KE*
- 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. 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.

3. **Entering Scores online** — Could all Delegates please chat to your team managers 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 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.

By-law 44

- a) At the conclusion of each match, both Team Managers must check the match result sheet has been correctly completed and sign it. Failure to complete all required information will result in the fine specified in the Fines Schedule.
- b) The home club must submit the match result in the method specified by the Match Committee within 24 hours of the completion of the match. This includes if the match is not commenced or is abandoned.
- c) If specified by the Match Committee, the away club must confirm the match result within 48 hours of the completion of the match.
- d) If the home club has not submitted the match result by 6.00 pm on the Monday following the match, the fine specified in the Fines Schedule will be imposed.

By-law 47

- a) If, in the event of a washout or a heatout, a 'home and away' match is abandoned, whether commenced or not, each team shall be credited with three (3) points each. If at the time the match stopped, one team had an UNBEATABLE lead within the provision of by-law 46(c) then this team will be awarded six (6) match points, and the other team shall be awarded none.
- b) To determine the game lead possessed by a team, ALL GAMES PLAYED AND COMPLETED MUST BE COUNTED, including those of any unfinished sets.

By-law 48

In addition to any points allotted under by-laws 46(b),(d),(e) or 46(a), each team shall be credited with two (2) points for each completed set won. Sets left incomplete shall earn both teams one (1) point. A set forfeited or defaulted is deemed to be completed for the purpose of this rule. the fine specified in the Fines Schedule will be imposed.

Another 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.

I am asking all persons who enter in scores to do so very carefully. Please double check names and scores before saving. Also, please use 'Retired' either Home or Away if someone has retired hurt. Do not use, forfeit etc. It is important that all matches are reflected correctly.

4. **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 playing that day. I will 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. All new registrations must be prior to and including Round 11.

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

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.

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 an Unspecified player 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 comment's 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. A player with no ID/activated UTR can only play 3 times. If they play a 4th match they will have their sets deducted from the match results

5. **Important Notes — 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 instructions, and what the instruction is. Also if using an emergency make sure all details are on the sheet including (e) beside their name.

If for some reason you are unable to reach Brendon or myself, please use their UTR as a position guide for the position they will play that night. This is only to be used if you cannot get hold of anyone at all and is only for A Special. For all other emergency players see Emergencies By-laws 33) 34) and 35).

6. **Washouts — Both teams at venue — By-law 39**

- a) In wet weather, every effort must be made, mopping courts if necessary, to ensure that play starts as soon as possible after the scheduled starting time, and that delays during play due to showers are minimised.
- b) If it has not been possible to commence the match within one hour of the scheduled starting time, or during the match is more than one hour of play is lost due to wet weather, either team may declare a washout.
- c) The Court Supervisor may also declare a washout of some matches at that venue if they deem that, due to the time lost, it has become impossible to complete all matches at that venue. They may draw straws to decide which matches are washed out.
- d) All washouts must be ratified by the Court Supervisor. The circumstances of the washout must be stated on the back of the match result sheet and signed by the Court Supervisor.
- e) The Court Supervisor is also responsible for deciding when, after the rain has stopped, the courts are safe enough for play to resume. If either team is unwilling to return to the courts after this decision has been made, the Court Supervisor shall award forfeits for all remaining sets.
- f) If either team is unhappy about the decision/s made by the Court Supervisor, the Team Manager should sign the back of the sheet 'under protest'.

7. **Resolution of issues** — It is very important to try and deal with situations that arise during your matches on the night through your Team Managers, Court Supervisors or through the Delegates. I am contactable for any questions that arise. But please remember all decisions are for the good of the players, keeping their safety and wellbeing at the forefront all the time. It is preferable for Delegates to communicate with each other, but there are occasions where a Code of Conduct might need to be

made. Parental comments and coaching, jeering and racquet abuse are all situations that should not happen and can be dealt with on the night. Children and spectators should have no need to be at courtside and getting involved. Please keep all hit ups to a minimum.

By-law 30

- a) For all home matches, the host Club must provide a senior person (over 18 years of age) to be the Court Supervisor who will supervise matches at their courts.
- b) The Court Supervisor must clearly distinguish themselves as the Court Supervisor by wearing the identification provided by the NSJTA.
- c) If a dispute arises during a match that cannot be resolved by the two competing teams, it should be reported to the Court Supervisor. If they cannot resolve the dispute, the Court Supervisor should contact a member of the Match Committee.
- d) Parents and spectators must comply with any instructions given to them by the Court Supervisor.

8. Important dates

September 8	Second Delegates Meeting of the season - starts 8.00 pm at Buckley Park
September 10	All A grade teams including Saturday morning teams please send your seedings to results@nsjta.org.au before Wednesday Sept 10th Club and Grade in subject line
October 24/25	Last opportunity for additional registrations - emergencies wanting registration must have played their third match by these dates.
October 25	Transfers for next season close - transfer forms and \$20 clearance fee must be lodged with the Match Secretary by 6PM.
November 14	All A grade team entries for next season (Friday and Saturday) must be entered in League Manager on or before this date.
November 17	Third and final Delegates Meeting – starts 8.00 pm at Buckley Park TC
November 29	All other Saturday team entries for next season must be entered in League Manager on or before this date.

9. **Match relocation** — Greenvale A Grade 1 Mixed will play its home games out of Gladstone Park for the remained of the season due to court works.

10. **Match results** — Please ask team managers to take more care when entering match results.

- Match result sheets need to be filled out correctly and legibly.
- The home team should enter the result — away teams should wait at least 24 hours to give the home team the opportunity to enter it.
- A lot of doubles sets are being listed incorrectly as they are not checking the doubles combinations after entering the singles sets.
- The name of any unspecified players should be listed in the comments.
- If a player retires injured, the rubber should be listed as incomplete and the score entered as it was when the player retired (e.g. 4-2). Then select home retired or away retired. The system will automatically credit the additional games to the team total when the match result is submitted.

11. Have a great season of tennis. If you need to contact the Match Secretary, details are:

Kym Baker
Match Secretary
0413 527 902
matchsecretary@nsjta.org.au

GENERAL BUSINESS

1. **Child Safety and Code of Conduct Update** — There have been no Code of Conduct reports. We are aware of a few minor issues being resolved directly between clubs, which is great.

Please ensure all new parents are aware of the requirement to ensure their child is supervised at all times. We are continuing to have some issues of parents leaving venues without arranging another adult to supervise their child.

Please also remind all parents of the photography guidelines. They need permission of the opposition player and their parent if they wish to take photos or film matches.

2. **Proposals to amend the By-laws — Sunbury Lawn TC** — As the Sunbury Delegate was unable to attend the meeting, their proposals were deferred until the September meeting.
3. **NSTA Competition** — Aaron Sharpe provided an overview of the NSTA Saturday afternoon competition. It is an open-gender singles/doubles format, with match comprising two singles and two doubles sets. Teams can comprise a minimum of two and maximum of six players. Results count towards UTR. The next season starts at the end of August and team entries close soon. Further information will be sent to Delegates by email.
4. **Competitive player profiles** — We are aware of some recent issues with players not being able to be found when searched and team managers not being able to enter results. The issue with team managers can be fixed by removing and re-adding them. A few players also have had their Match Centre and UTR profiles become unlinked. Please let Brendon know if you continuing to experience issues with particular players and he will try and assist. There will also be a system upgrade soon to introduce two factor authentication to log into Match Centre. The upgrade should also mean that a UTR profile is automatically created when a player creates a Match Centre account.

MEETING CLOSED: 8.35 PM

NEXT MEETING: BUCKLEY PARK TENNIS CLUB ON MONDAY 8 SEPTEMBER 2025 at 8.00 PM