

**North Suburban Junior Tennis Association Inc.**

**Advice for all Team Managers**

(as at January 2024)

- 1) Team Managers are responsible for the conduct of matches and behaviour of team members at both home and away matches. You must therefore appoint an acting Team Manager for any match or part of a match which you are unable to attend. Do not simply assume that the person driving the children to an away match will fulfil this role.
- 2) The home team must provide the match result sheet. Both Team Managers must fill out the match result sheet with the names of the competing players (first name and surname) for all sets (singles and doubles) before the match commences.
- 3) For home matches, ensure that the match starts on time. Variable start times apply for B, C and D grades so it is important to check the correct start time listed on the fixture. If your number 1 boy or girl has not arrived just before the starting time, play the sets out of order rather than wait for this player to arrive. Allow no more than a three-minute warm-up before commencing the first set.
- 4) For away matches, you may take the first set on forfeit if the home club have not provided you with a court within 15 minutes of the starting time. However, you may agree not to do so if informed that a set in progress is about to finish.
- 5) Where a player is unable or unwilling to commence play 15 minutes after the scheduled start time, one set shall be forfeited for each available court (up to and including two courts) and then one set shall be forfeited for every 15 minutes thereafter for each available court (up to and including two courts). If any D Grade player is more than 45 minutes late after the scheduled start time, then that player must forfeit all three sets.
- 6) Once a match has commenced, both Team Managers should ensure that play is continuous and that there is no time wasting during sets and that the next set is ready to go onto the court as soon as a set is finished. The home Team Manager must ensure that courts are bagged (and watered if necessary) the moment after a set is finished. You can take a set on forfeit if an opposition player is not ready to play when required. The only exception to this is that if a player becomes ill or injured during a set he or she may request a ten minute injury break, but must then continue the set or forfeit.
- 7) If a player becomes sick or injured during the morning, an eligible substitute player may be used in any following sets, provided the substitute is ready to play within 60 minutes of the illness or injury occurring. The reason for the substitution should be listed on the match sheet.
- 8) If you are unable to field a team using your registered list of players, you can either use a player from a lower team or use a non-registered player provided that he or she has not already played 3 times and is not strengthening the team. In both cases, you must write the name and previous experience of that player on the match result sheet.
- 9) After a non-registered emergency has played 3 matches, please check with your Delegate whether that player has been additionally registered. If the player's results indicate that player is significantly better than other team members, you will be advised not play that player again (all sets would be forfeited). However, that player may play in a higher team. In some cases, the player may be asked to play a fourth game before the Match Secretary makes his/her decision. If an emergency is a registered player from a lower team, he /she may play five matches and then return to the lower team, but after six matches becomes a registered member of the higher team.
- 10) The finishing time for Saturday matches is 12.45 pm, and a new set must not be started after this time. However a set which is in progress at this time may be completed, but only if both Team Managers agree to do so and if there are still courts available. If such agreement is reached and if there are courts available, that set must then be finished. The finishing time for Friday matches is 10.30 pm. No play is permitted after this time.
- 11) a) On extremely wet days, the Match Secretary, after consulting at least one other Committee member, may declare washouts for all matches and will notify Clubs through the NSJTA website and other

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available methods of communication (including electronic messages and social media). In such cases, teams are not required to attend the venue and match result sheets do not need to be filled out. Grade Secretaries will automatically record all matches as washouts. The Match Secretary will make a decision whether or not to abandon all matches by:

- 6.00 pm for Friday night matches
- 7.00 am for Saturday morning matches commencing at 7.45 am or 8.30 am
- 8.30 am for Saturday morning matches commencing at 9.30 am

- b) If all matches have not been declared a washout, but a home Club Delegate is aware their courts are unplayable due to wet weather, they may contact the away Club Delegate and offer a washout. If both teams agree, a washout can be called and teams do not need to attend the venue. If both teams do not agree, teams must attend the venue as normal.
  - c) If a washout has not been called in advance, and one or more players from either team fails to attend the venue, sets or the match can be claimed on forfeit.
- 12) For all D Special and D Grade games, sudden-death deuce shall be used.
  - 13) In D Special and D Grades, umpires should be used for all matches. Use available team members rather than parents as umpires if possible. Ensure that at all times the decisions of the umpires are accepted and that there are no arguments.
  - 14) You must allow a three-minute warm-up before the first set in which each player appears. Thereafter, only allow warm-ups if you are certain that the match will finish on time.
  - 15) Teams may play one player short and forfeit that player's sets. Any sets forfeited for any reason must be indicated as forfeits on the match sheet. Saturday teams are not allowed to play two players short and Friday teams can only play two players short a maximum of twice during a season. If your team is two players short and you are unable to get replacements, you should contact your Delegate who will assist you to find players or inform the opposition club that your team is giving them a walkover. If a team gives a walkover or plays two players short for a combined total of three matches, they are automatically deemed to have retired from the competition.
  - 17) Encourage your players to wear acceptable tennis attire, particularly correct footwear, warning them that otherwise they may not be allowed to play on some clubs' courts.
  - 18) Ensure that there is no 'coaching' or 'umpiring' or other disturbances occurring from outside the courts. If this continues after you have warned the offender(s), report the matter to the home club supervisor, who may ask the offender to leave the courts.
  - 19) Poor behaviour by players, e.g. swearing, racquet throwing, intimidation, deliberate time-wasting, should not be tolerated. Team Managers or the home club supervisor should first warn the child and then declare a forfeit of that set if the behaviour continues.
  - 20) At the completion of a match, check that the match result sheet has been filled out completely and properly, especially the adding up of set scores, and ensure that a player and Team Manager from each team signs the sheet.
  - 21) In the event of a protest, you should write on the match result sheet 'signed under protest' and you should then ensure that your club secretary or delegate forwards a letter of protest to the Match Secretary by the Tuesday following the match.
  - 22) The home team must enter the result online within 24 hours of the completion of the match. The home team manager must keep the original match result sheet until the conclusion of the season.