

NSJTA By Laws
(as at November 2025)

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General

- 1) Clubs affiliated with the Association must abide by the Constitution and Rules/By-Laws of the Association.
- 2) a) Only Clubs entering teams in the competition of the Association will be allowed to affiliate.
b) Entry of teams by any club for a season carries with it the obligation to be represented by delegates at the General Meetings of the Association and pick up days.
c) Failure to be represented at General Meetings of the Association and pick up days shall result in the fine specified in the Fines Schedule. Non-representation at three consecutive meetings may result in that Club's teams being withdrawn from the competition. The decision regarding the withdrawal of teams shall rest with the Match Committee.
- 3) Clubs must remit any moneys due to the Association within 28 days of being billed on an official account by the Treasurer. If registration fees, affiliation fees or fines remain unpaid by the due dates, it may result in the fine specified in the Fines Schedule or forfeiture of all match points from the due date of payment or both. On advice from the Treasurer that such amounts are outstanding the decision regarding forfeiture of match points shall rest with the Match Committee.

Entry of teams

- 4) a) The Match Committee will advise clubs of the process for entering teams and the closing date/s for team entries at least four weeks prior to the closing date/s.
b) Clubs must enter their teams by the closing date/s. Clubs should obtain a written commitment from all players that they intend to play NSJTA competition at their club before the players are included in a team entry.
c) Clubs must give correct information which is required in reference to any team or teams, and player or players, and match or matches, either in course of play or after the match has been completed. The Match Committee may impose any penalty it thinks fit for non-compliance.
d) Should information be incomplete, incorrect or inaccurate so as to mislead the Match Committee in the grading of the team, or the acceptance of the entry, the team member/s concerned will forfeit games played and won during the time the information remains uncorrected and the player/s and/or team may be disqualified from further play. The fine specified in the Fines Schedule may also be imposed at the discretion of the Committee.
e) Combined teams may be entered but can only contain players from two clubs and must have at least one player from each of the clubs. Where clubs enter combined teams, the team entry must specify which club each team member belongs to.
f) The Match Committee will seek to run all competition formats and grades as set out in By-laws 15 to 19 subject to requisite participation numbers (i.e. at least six teams of similar competitive standard entered for each grade). If there are insufficient teams entered and/or the composition requirements are not met, then certain grades or formats will not run for that particular season.

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- 5) a) Clubs may nominate to enter one or two teams in each grade. The Match Committee shall have power to accept or reject such entries and may finally decide in which grade they shall play and shall notify all clubs accordingly. The Match Committee decision will be final.
- b) No club may nominate to enter more than two teams in the one grade and the Match and Permit Committee must not place more than two teams from the one club in the one grade. This rule also applies to combined teams.
- c) When a club has nominated two teams for different grades but are placed in the same grade by the Match Committee, the club will be given the opportunity to rearrange the two teams.
- d) A club may make an application to the Match Committee for a team to be entered into a single-sex grade that does not meet the composition requirements as set out in By-law 16(a). The Match Committee may approve the exemption and accept that team entry if:
- i) the player is unavailable to play on an alternate day or in an alternate grade; and
 - ii) the club has made reasonable efforts within its club policies to place the player in a suitable Friday night mixed team, single-sex team of their gender or a combined team; and
 - iii) the proposed team is an appropriate competitive level for the player.

The Match Committee will only approve exemptions in cases where players would not otherwise have the opportunity to participate in competition due to the composition requirements not being met. The Match Committee has ultimate discretion in relation to either approving or declining an exemption, and their decision is final. No reasons need be provided in relation to the Match Committee's decision.

Example: *A Club has a female player that is unavailable to participate in Saturday grades. The Club is unable to place the female player in a suitable team on the Friday night, as the Club does not have the numbers to enter a team into the Friday mixed grades and cannot find another club to form a combined team. The female player is willing to play in the Club's Friday Boys team, so the Club makes an application for an exemption. The Match Committee approve the exemption, allowing the female player to be part of an otherwise all boys team in the Friday boys grade. The Match Committee has the discretion to decline the application for an exemption.*

- 6) a) Upon acceptance of the team entries by the Match Committee, all players whose names appear on the team entry form shall become registered players with the Association for the current competition, provided that those players are also bona-fide members of the club entering the team.
- b) i) A Club may apply to the Association to add a player who has no prior competition experience (other than a Hot Shots league or internal competition) to a team as a registered player after grading of team entries and prior to the Saturday of Round 7 of a season.
- ii) The Club must submit a form to the Match Secretary detailing the player's name, gender and date of birth and confirming that that he or she has no competition experience (other than a Hot Shots league or internal competition).

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- iii) If any information provided to the Association is later proven to be incorrect, any games played by the player may be forfeited and the player may be disqualified from further play in that grade.
- iv) The Match Committee may retract a registration if the player is clearly too strong for the grade requested.

Age limits

- 7) The NSJTA competition is open to juniors who are under the age of 18 as of 31 December the year prior for Season 1 and as of 30 June for Season 2 of any given year.
- 8) Players who turn 14 or older during a given season are not eligible to play in D Grade 1 or below during that season. Those players must play D Special or higher. This age limit applies also to emergencies.

Clearances

- 9) a) Any player registered at a club for the current season who wishes to play for a new club in the following season must obtain a clearance in accordance with the provisions of this By-law.
- b) Any player who has not played in the NSJTA competition for one complete season is free to play with any Association club of that player's choice and does not require a clearance. Unregistered players who have only played as emergency players in the current season do not require a clearance.
- c) To obtain a clearance, a player must complete a transfer application form, which must be signed by the Club Delegate or Secretary of both the current club and the new club.
- d) The completed transfer application form must be received by the Match Secretary by 6.00pm on the Saturday of Round 11 of the current season.
- e) A club may only refuse a transfer on the grounds that the player owes fees to that club or the player is under suspension. Should a player be refused a clearance from the club concerned, an appeal may be made to the Association for assistance in obtaining reasons for the refusal.
- f) Transfer applications received after the date specified in (d) will be rejected unless the current club makes a special request for late transfer before the closing date for team entries on the basis that they have been unable to provide a suitable grade for the player for the following season.
- g) Where a player initiates a transfer to a new club, the player must pay the specified transfer fee which must be given to the Match Secretary with the transfer application form. If a Club is unable to place the player in a suitable team for the following season, and the Club Delegate initiates the transfer, a transfer fee is not payable.
- h) Where a team is withdrawn, if requested by the Club that withdrew the team, the Match Committee shall have the discretion to allow the players originally registered in the withdrawn team to move to another Club without the requirement for a transfer.

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- i) In exceptional circumstances, where a player is not registered for the current season but has played as a registered player in the previous season, the player may apply in writing to the Match Committee for special permission to play for a new club. The Match Committee will only grant permission if satisfied the former club does not have an appropriate team for the player and the former club approves the transfer. Permission must be granted by the Match Committee before the player plays for the new club, otherwise all sets will be forfeited.
- j) Any club or representative of a club approaching a player registered to another club and intimating, suggesting or advising the player to change clubs without that player already having a clearance from that player's current club may be fined the fine specified in the Fines Schedule at the discretion of the Committee.
- k) Any club coach approaching a player registered to another club and intimating, suggesting or advising the player to change clubs without that player already having a clearance from that player's current club will forfeit any opportunity to coach any squads run on behalf of the NSJTA for two years.
- l) Players who transfer to a new club without fulfilling finals umpiring duties at the old club will face suspension for three consecutive matches from the start of the new season at their new club. This penalty will only be imposed after the old club has formally notified the Match Committee and only after the player and new club have been given an opportunity to respond.
- m) A maximum of 3 players may transfer from one club to another in any one season. For the purposes of this by-law, multiple players from the same family will count as one transfer.

Mode of play

All teams

- 10) a) Except with the express permission of the Match Committee, all home and away matches will be played on the designated courts of the home club or an approved alternative venue as shown on the fixture.
 - b) Where a team is a combined team, its home matches shall be played at the courts of the club listed first on the fixture.
 - c) The type, lighting, condition and surroundings of the courts of each competing club shall be subject to the approval of the Match Committee.
 - d) For Friday night matches, the home club shall be responsible for all lighting costs.
- 11) a) The names of competing players must be written, first name and surname, on the match result sheet for all sets, before the match commences. Once completed, changes to the result sheet can only be made with the agreement of both Team Managers, who must initial these changes.
 - b) If changes are made to the match result sheet without the agreement of both Team Managers, all sets in which players have been changed will be forfeited by the team that made the changes.
- 12) All sets shall be played in the order listed on the match result sheet unless both Team

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Managers agree that sets shall be played 'out of order'. In C Grade matches with only two courts available, the Team Managers may agree to play the doubles sets first.

- 13) If a team plays out of order as listed on the match result sheet and one team is definitely at fault, the team at fault will forfeit the set/s played out of order. If blame cannot be definitely apportioned, then the set or sets played out of order will be replayed if time permits.

Friday A special, A grade and A reserve mixed grades

- 14) a) For Friday A special, A grade and A reserve mixed grades, the competing teams shall comprise three (3) girls and three (3) boys.

If an unsuitable emergency cannot be found to replace one of the boys, a registered girl player can be used to fill in as an emergency with approval of the Match Committee. Only one female player can be used per round.

- b) For Friday A special, A grade and A reserve mixed grades, a match shall consist of nine (9) sets made up of three (3) boys and three (3) girls singles of 8 games with a tie-breaker at 7 all. There will also be one (1) boys, one (1) girls and one (1) mixed doubles set each of six (6) games with no tie-breaker (unless the Match Committee has approved a female base player to be used as an emergency for one of the boys under paragraph (a)).
- c) During the first seven rounds of matches the singles shall be played in 'seeded' order as advised by the club. This 'seeding' may be varied by notification to the Grade Secretary concerned before commencement of the eighth round. In finals matches, EITHER ONE OR THE OTHER of these seedings shall be played for the series.
- d) In all grades other than A Special, an emergency player must play in the lowest seeded position.

In A Special only, if a club intends to play an unregistered emergency player that is stronger than other players in the team, they must contact the nominated Match Committee member in advance with details of the player and they will determine the seedings to be used. If a club does not follow the direction of the Match Committee member, the sets played out of order will be forfeited. If a club uses an unregistered emergency that is clearly stronger than the other players in the team and fails to contact the nominated Match Committee member, the singles set played by that player will be forfeited.

- e) In the event that a registered player from a lower grade and an unregistered emergency player both play in the same match, the unregistered emergency player must play in the lowest seeded position.
- f) In the event that two or more players registered in different lower grades play as emergencies in the same match, the player registered in the higher grade must play at a higher seeded position than the player registered in a lower grade.

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- g) In the event that two or more players registered in the same A level team play as emergencies in a higher A level team in the same match, the higher seeded player in the players' original registered team must play at a higher seeded position.
- h) Any seeded player who plays at a lower seeded position than a lower seeded player, or plays at a lower seeded position than an emergency player, will forfeit the set.
- i) Any registered player who plays at a lower seeded position than required by subsections e), f) or g) of this By-law will forfeit the set.

Saturday A grade, A reserve, B special, B grade, B Reserve, C special, C grade and C reserve mixed grades

- 15) a) The competing teams shall comprise two (2) girls and two (2) boys.
- b) A home and away match shall consist of six (6) sets made up of two (2) boys and two (2) girls singles sets and two (2) doubles sets.
- c) For A level matches, singles sets shall be played to 8 games, with a tie-breaker at 7 all. For B and C level matches, singles sets shall be played to 6 games, with a tie-breaker at 5 all.
- d) For all grades, doubles sets shall be played to six (6) games with no tie-breaker.
- e) For odd rounds, teams will play one (1) boys doubles and one (1) girls doubles set.
- f) For even rounds, teams will play two (2) mixed doubles sets.
- g) For A grade and A reserve matches, the provisions of By-law 14(c) to (i) apply and singles sets must be played in seeded order.

Friday A grade and A reserve single-sex grades

- 16) a) Competing teams shall be composed of four (4) boys or four (4) girls.
- b) The match shall consist of:
 - i) for boys grades, six (6) sets made up of four (4) boys singles of 8 games with a tie-breaker at 7 all. There will also be two (2) boys doubles sets of six (6) games with no tie-break; and
 - ii) for girls grades, six (6) sets made up of four (4) girls singles of 8 games with a tie-breaker at 7 all. There will also be two (2) girls doubles sets of six (6) games with no tie-break.
- c) During the first seven rounds of matches the singles shall be played in 'seeded' order as advised by the club. This 'seeding' may be varied by notification to the Grade Secretary concerned before commencement of the eighth round. In finals matches, EITHER ONE OR THE OTHER of these seedings shall be played for the series.
- d) An emergency player must play in the lowest seeded position.
- e) In the event that a registered player from a lower grade and an unregistered emergency player both play in the same match, the unregistered emergency player must play in the lowest seeded position.

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- f) In the event that two or more players registered in different lower grades play as emergencies in the same match, the player registered in the higher grade must play at a higher seeded position than the player registered in a lower grade.
- g) In the event that two or more players registered in the same A level team play as emergencies in a higher A level team in the same match, the higher seeded player in the players' original registered team must play at a higher seeded position.
- h) Any seeded player who plays at a lower seeded position than a higher seeded player, or plays at a lower seeded position than an emergency player, will forfeit the set.
- i) Any registered player who plays at a lower seeded position than required by subsections e), f) or g) of this By-law will forfeit the set.

Saturday A reserve unisex grades

- 17) a) Competing teams shall be composed of four (4) players of any gender.
- b) The match shall consist of six (6) sets made up of four (4) singles sets of 8 games with a tie-breaker at 7 all. There will also be two (2) doubles sets of six (6) games with no tie-break.
- c) Singles shall be played in 'seeded' order and By-laws 16(c) to 16 (i) apply.

B special, B grade, B Reserve, C special, C grade, C Reserve Unisex grades

- 18) a) Competing teams shall be composed of four (4) players of any gender.
- b) A match shall consist of six (6) sets made up of four (4) singles sets of six (6) games with a tie-breaker at 5 all and two (2) doubles sets each of six (6) games with no tie-breaker.

D special and D grade unisex grades

- 19) a) Competing teams shall be composed of four (4) players of any gender.
- b) The match shall consist of six (6) sets of doubles. All sets shall be six (6) game sets with no tie-break.
- c) Games shall be decided by sudden-death at deuce. This applies to both home and away and finals matches.

Conduct of matches

- 20) a) Except as provided in By-laws 19 (c) and 21, all matches are to be played under the ITF Rules of Tennis as adopted by Tennis Victoria and Tennis Australia.
- b) If a player is using a wheelchair, the ITF Rules of Wheelchair Tennis apply to that player, and to that player only, in both singles and doubles.
- 21) a) Foot faults cannot be called in D Special or D Grade.
- b) Foot faults can be called in home and away matches and finals for A, B and C Grades but only blatant foot faults, such as a player's foot being entirely inside the baseline before the ball is served, should be called.

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- c) If a child umpire or opposition player believes that a player is blatantly foot faulting, he or she should call for the Team Manager of the host team (finals) or the Team Managers of both competing teams (home and away) to come onto the court. If either Team Manager becomes aware of the problem (perhaps alerted by the opposing team) both Team Managers should likewise go on court.
 - d) Before the player serves again, the Team Manager(s) shall warn the player that he or she may call a foot fault if such an infringement occurs. If a blatant foot fault then occurs, the Team Manager(s) should call a let and explain to the player how the foot fault occurred. If further blatant foot faults occur, the Team Manager(s) should call fault for the remainder of that set. The Team Manager(s) should only enter the court for subsequent sets if they believe that the problem has not been rectified.
 - e) In Grand Finals, adult umpires should similarly call a let on the first infringement, explain the problem to the player, and then call fault on subsequent infringements. If the venue supervisor becomes aware of a problem, the he or she may only enter the court to request that the umpire watch carefully for foot faulting by any of the players.
 - f) Spectators must not yell out or loudly imply a foot fault at any time. The umpire or Team Manager(s) should immediately reprimand anyone who does so. If a parent or spectator believes that there is a problem with a player foot faulting, they should immediately talk to the Team Manager of the umpiring team or either playing team, or the venue supervisor.
- 22) Regulation tennis attire as laid down by the Tennis Victoria code of dress must be worn by all players in the Association competition.
- 23) All players must abide by the NSJTA Code of Conduct. Minor Code of Conduct violations should be resolved between the Delegates of the two clubs concerned. Significant breaches must be reported by a Club Delegate or Secretary to the Association Secretary in accordance with the procedure outlined in the Code of Conduct.
- 24) Both competing teams must have a supervising adult (person over 18 years old) present for the duration of a match. If a team is left without a supervising adult for any period, this must be recorded on the match result sheet and the offending club will be fined the fine specified in the Fines Schedule.

Starting and finishing times of matches

- 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.

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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.

- 26) a) Play must commence on all available courts no later than 15 minutes after the scheduled start time.
- b) If any players are missing at the start of play, sets must be played out of order if necessary to allow play to start and be continuous.
- c) If sets cannot commence 15 minutes after the scheduled start time due to players being late or unwilling to commence play, the team not at fault may claim up to two sets (the next two sets as listed on the match result sheet), provided that courts are available and those sets would be able to start immediately if the players were present and willing to commence play.
- d) The team not at fault may claim up to a further two sets (the next two sets as listed on the match result sheet) every 15 minutes, provided that courts are available and those sets would be able to start immediately if the players were present and willing to commence play.

Example: *A club has sufficient courts available to enable all singles to commence for a Friday night match. A player not present at 7.16 pm will forfeit his or her singles set as he/she was not present at 7.16 pm. If he/she is still not present at 7.31 pm the doubles set can only be claimed if all the other players in that set have finished their singles, and the set would be able to start immediately if he/she were present. This example is specific to Friday night matches but the same logic applies for all Saturday morning matches.*

- e) If, after arrival, any player when called upon to play does not do so, then the player shall forfeit that set.
- 27) a) When a match is being played on one (1) court, hit-ups shall be limited to three (3) minutes for each player and only before they play their first set of the day.
- b) If a match is being played on more than one (1) court this rule may be varied to allow a three (3) minute hit-up before each set.
- c) Teams are to strictly limit hit-ups so that matches may be completed.
- 28) a) For Friday evening matches, the finishing time shall be 10.30 p.m. No play is permitted after this time, and sets still in progress shall be recorded as incomplete.
- b) For Saturday matches, the finishing time shall be 12.45 p.m. and no new sets may be started after this time. A set which is already in progress may continue at this time as long as both Team Managers agree to do so, and the set must then be completed so long as courts are available.

Home and away matches

- 29) a) For Friday evening matches, Clubs must provide at least three courts for each A Mixed home match and at least two courts for each A single-sex home match.

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- b) For Saturday matches, Clubs must provide at least one court for each home match.
- 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.
- 31) D Special and D Grade matches are to be umpired under supervision of the host club. Each competing team is required to supply an umpire on an alternative basis. Umpires are to keep written record of the scoring in each set, on a score sheet.
- 32) a) For A Special and A Grade home and away matches, the host team shall provide one pair of new approved tennis balls (appropriate for the surface) per court.
 - b) For A Reserve to D Special home and away matches, the host team shall provide at least one pair of good quality second hand approved tennis balls per court.
 - c) For D Grade 1 and below home and away matches, the host team shall provide at least one pair of good quality 75% compression tennis balls per court.
 - d) For finals matches, each competing team must provide one half of the required number of balls for the match. All A Special to D Special finals matches shall use new approved tennis balls. D Grade 1 and below finals matches shall use new 75% compression tennis balls.
 - e) For the purposes of this rule, an approved ball is one listed on the Tennis Australia list of approved balls published on the Tennis Australia website, as in force from time to time.
 - f) The penalty for a breach of this rule shall be the fine specified in the Fines Schedule.

Emergencies

- 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.
- 34) a) No player or emergency player shall be allowed to play with more than one Club in any one season.
 - b) No player in one and the same season may play in a LOWER grade than the grade for which that player was originally registered.

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- 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).
- d) A player may play in any grades which are HIGHER than the grade in which that player was originally registered but should that player play more than five (5) times in a higher grade he/she may not return to the lower grade. As an example of the above, if a player registered in D Grade plays three times in D Special and three times in C Grade, he/she cannot go back to D Grade, but can play in either D Special or C Grade, at the club's discretion. Similarly, if a player registered in B Grade 2 plays three times in B Grade 1 (Black) and three times in B Grade 1 (Red) he/she cannot go back to B Grade 2, but can play in either B Grade 1 team at the club's discretion.
- e) For non-seeded grades, players from the same club can fill in for teams at the same level as an emergency for a maximum of three matches (eg a player registered in B Grade 1 Boys can play as an emergency in B Grade 1 Mixed). This rule does not apply for finals matches.
- f) For seeded grades, a club may apply for permission from the Match Committee for a player from one team to fill in for another team at the same level (eg A Reserve 2 Boys and A Reserve 2 Mixed) for a maximum of three matches. Permission must be sought in advance and will only be granted where, in the opinion of the Match Committee, the replacement player will not strengthen the team and in such cases the Match Committee will determine the seedings to be used. This rule does not apply for finals matches.
- g) A Club may request in writing to permanently move a registered player into a higher grade. Once the request has been made, the player will become a registered player in the higher grade and cannot return to the lower grade. A request cannot be withdrawn or reversed.
- h) In exceptional circumstances, a Club may apply to the Match Committee to permanently transfer a player from one team to another at the same level (eg from A Reserve 2 Boys to A Reserve 2 Mixed) prior to Round 11 of the season. Permission will only be granted where, in the opinion of the Match Committee, the transfer will not strengthen the team.
- i) No player may play with more than one team on the same day. In home and away matches, a registered player in a Saturday team may play in his/her own team and also in a higher team on a Friday night team, and similarly, a registered player in a Friday team may play in his/her team and also in a higher grade on the next morning for a maximum five times. Any player playing in a higher grade for a sixth match will become a registered player in the higher grade and cannot return to the lower grade.

No player may play in more than one semi-final in any one season, even if held on separate days. No player may play in more than one grand final in any one season, even if held on separate days.

If a player breaches this rule, all sets played by the player in their second match shall be forfeited.
- j) A player registered in a lower team from either of the Clubs that form a combined team can play as an emergency in the combined team.

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- k) The penalty for a breach any provision of this rule shall be the automatic loss of games attributable to the player concerned and the fine specified in the Fines Schedule.
- 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.

Additional registrations

- 36) a) Players who have played three (3) matches as emergencies (wash-outs not included) will be automatically assessed by the Match Secretary for additional registration. Additional registrations close at Round 11 and a player must have played three matches by Round 11 to be considered for additional registration.
- b) For A Special only, additional registrations will be automatically approved once a player has played three (3) matches by Round 11.
- c) For all grades other than A Special, an additional registration will be approved if the Match Secretary deems that, based on the player's results in the three (3) matches played, the player is not strengthening the team. In certain circumstances, the Match Secretary may authorise an emergency to play a fourth match before a decision regarding the additional registration is made.
- d) It is the responsibility of the Club to look on the NSJTA website prior to an emergency playing a fourth match to check whether an additional registration has been approved. If a player plays again in the grade in which their additional registration has been refused, all sets played by that player shall be forfeited.
- e) If an additional registration is refused, a player can play a further three (3) matches as an emergency in a higher grade than the grade that was refused and then be considered for additional registration in that grade. In exceptional circumstances, the Match Secretary may approve an additional registration after fewer than three (3) matches in the higher grade.

Substitutes

- 37) a) An eligible substitute, as in rules covering registered players including additional registrations and emergencies, shall be allowed to take the place of any player or substitute who is prevented from taking part or continuing in a match due to illness, injury sustained during play, accidental disablement, or any good and sufficient reason, EXCEPT IN CASE of pre-existing injury, disciplinary action or code of conduct violations.
- b) This substitute shall NOT BE ALLOWED TO take the place of the player in any set which has commenced.
- c) In the event of an injury incurred by a player whilst playing that set, an injury period of no more than 10 minutes shall be allowed, prior to forfeiting the set.
- d) An interval of ONE HOUR from the time of the occurrence of the event which led to the need for a substitute shall be allowed to enable a team to replace a player with a substitute. In this event, the match shall continue by the playing of the other sets listed on the match result sheet.

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Washouts – Declaration of washouts in advance

- 38) 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 available methods of communication (including electronic messages and social media). In such cases, teams are not required to attend the venue and for all matches other than A Special, match result sheets do not need to be filled out. All matches other than A Special will automatically be recorded as washouts.
- b) 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
- c) When making their decision, the Match Secretary will take into consideration the amount of rain that has already fallen, any predicted further rainfall according to the weather radar and whether all Clubs are likely to be affected. The Match Secretary may declare all matches a washout prior to it raining, if heavy rainfall or storms are predicted by the match commencement time.
- d) If all matches have not been declared a washout under paragraph (a) of this rule, 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.
- e) If a washout has not been called in advance under paragraph (a) or (d) of this rule, and one or more players from either team fails to attend the venue, sets or the match can be claimed on forfeit under By-laws 26 and 43.

Washouts – Both teams at venue

- 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.

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- 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'.

Extreme weather

- 40) Play must be suspended or abandoned in the event of lightning, high winds or smoke causing a danger to players in accordance with the Tennis Australia Extreme Weather policy.

Lighting failure

- 41) a) If a Club is aware in advance that their court lights are not operational, the club must advise the Match Secretary and take steps to relocate the match, or the match may be awarded to the visiting team.
- b) If it is not possible to commence a match within one hour of the scheduled starting time, during the match more than one hour of play is lost due to lighting failure, or the curfew is reached, the match shall be abandoned.
- c) If the cause of the lighting failure was not within the control of the home team (e.g. suburb-wide blackout), any remaining sets will be listed as incomplete and By-laws 47 and 48 apply.
- d) If the cause of the lighting failure was within the control of the home team (e.g. failure to correctly book courts), all games in any incomplete sets shall be forfeited and awarded to the opposing team.

Heat outs

- 42) a) On extremely hot days, the Match and Permit Committee may completely cancel competition for that day and will place this decision on the NSJTA website at least one hour before the scheduled starting time. Otherwise, all teams must attend venues as usual.
- b) On hot days, the Home Court Supervisor must regularly check the Bureau of Meteorology website and look at the Essendon airport temperature.
- c) On Saturday mornings, new sets must not be started once 32 degrees has been reached. A set which is already in progress must be completed.
- d) On Friday evenings, play must not commence until the temperature had dropped to 35 degrees or below, and if this has not occurred by 8.00 p.m., matches will be cancelled.

Walkovers and defaults

- 43) a) In the event of a walkover or default, the team not at fault shall be awarded match points only, and their percentage will not change.
- b) A team shall be deemed to have retired from the competition if it:
 - i) gives a walkover for three matches;
 - ii) is a Friday Mixed team and gives a walkover or plays two players short for a combined total of three matches;
 - iii) voluntarily withdraws; or

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iv) is disqualified for any reason by the Match Committee.

In this event, all matches played by this team shall be cancelled and points won or lost deleted for calculations of points or percentages for the grade in which this team was graded.

- c) The penalty for all walkovers and the penalty for withdrawing a team after teams have been graded by the Match Committee shall be the fine specified in the Fines Schedule.
- d) Saturday Mixed, Boys and Unisex teams are allowed to play one player short, however will forfeit those sets 6-0 (or 8-0 for A singles sets). Friday Mixed teams are allowed to play two players short, however will forfeit those sets 6-0 (or 8-0 for A singles sets). The forfeit must be taken in the lowest position/s for Mixed grades or the number four position in Boys and Unisex grades. If a team inadvertently gives a forfeit at a higher position, the opposing team has the option of replaying the affected sets if they so desire.
- e) Saturday Mixed, Boys and Unisex teams which are two or more players short must give a walkover. Friday Mixed teams which are three or more players short must give a walkover.

Match results

- 44) a) At the conclusion of each match, both Team Managers must check the match result sheet has been completed correctly 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. Failure to do so will result in the fine specified in the Fines Schedule.
 - c) The away club must confirm the match result within 48 hours of the completion of the match.
- 45) The Match Secretary will advise the method for submitting finals results prior to the commencement of finals matches.

Method of scoring

- 46) a) All matches shall be decided on games but if games are even, then sets shall be counted.
- b) All winning teams are awarded six (6) points for a win
- c) In the event of an unfinished match, to be declared WON or LOST, one team must hold an UNBEATABLE lead, or would WIN ON SETS if it were possible for the other team to draw level on games.
- d) Where a match is not finished in the time allowed and a decision is not reached, the result is a 'draw' and both teams are credited with the three (3) points each.
- e) In Saturday Mixed, Boys and Unisex grades, in the event of a draw (even on games and sets) each team will be credited with three (3) points FOR HOME AND AWAY MATCHES ONLY.

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- f) In the event of a draw (even on games and sets) in FINALS MATCHES, Boys and Unisex teams must play an 'extra doubles set' after the scheduled six (6) sets.
- 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.
- 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.

Protests

- 49) a) In the event of a protest, the Team Manager shall check and sign the match result sheet with the notation "signed under protest".
- b) All protests must be lodged, in writing, by the Club Delegate or Secretary, with the Match Secretary by the Tuesday following the match.

Final team ladders

- 50) The position of teams shall be decided by match points and where these are equal, on the percentage of games won over games lost.

Finals matches

- 51) In both Season 1 and Season 2, the semi finals for each grade shall be as follows:
 - a) The FIRST TEAM versus the FOURTH TEAM, with the winning team going straight into the GRAND FINAL.
 - b) The SECOND TEAM versus the THIRD TEAM, with the winning team going straight into the GRAND FINAL.
- 52) a) For Friday night semi finals, the FIRST and SECOND finishing teams will host the semi finals at their home courts. If a club has insufficient courts to host all its semi finals, the Match Secretary shall nominate another venue for one or more matches.
- b) Friday night grand finals will be played at neutral venues as directed by the Match Secretary.
- c) For all Friday night finals, 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.
- d) For Saturday morning semi finals, clubs shall be called upon to provide courts and umpires as directed by the Match Secretary. The penalty for failing to host a semi final shall be the fine specified in the Fines Schedule.

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- e) Saturday morning grand finals:
 - i) A and B level grand finals shall be supervised by a nominated host club as directed by the Match Secretary and, if required, umpired by players from that club.
 - ii) C and D level grand finals shall be supervised by a nominated host club as directed by the Match Secretary. D level matches will be umpired by senior umpires. C level matches will only be umpired by senior umpires if required.
- f) Clubs will be required to provide senior persons to umpire Saturday morning grand finals as follows:
 - i) Clubs with 1 to 4 Saturday teams — 1 umpire
 - ii) Clubs with 5 to 8 Saturday teams — 2 umpires
 - iii) Clubs with 9 to 12 Saturday teams — 3 umpires
 - iv) Clubs with 13 or more Saturday teams — 4 umpires

Umpires shall keep a written record of the scoring of each set on a score sheet and shall be responsible for the recording of the umpires score sheet onto the match results sheet.

The penalty for non-attendance of senior persons at Grand Final venues shall be the fine specified in the Fines Schedule.

- g) The host club supervisor at all finals locations shall be the referee for the matches at that location and may consult the Match Committee when making decisions required for the proper conduct of the match.

- 53) a) All players participating in finals matches must be registered and —
 - i) for A Special finals, have played at least five (5) matches in a season;
 - ii) for all other finals, 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.
- c) When the match does not commence due to unplayable conditions (e.g. complete washout) or the entire match is forfeited by one team:
 - i) for A Special only:
 - A) both teams in a match that did not commence and the team that did not give a walkover may enter a result online within 48 hours of the match listing the players that were due to play the match;
 - B) registered players will be deemed to have played a match for finals qualifications purposes;
 - C) emergency players will not be deemed to have played a match and the match will not count for additional registration purposes; and

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- ii) for all other grades, no players will be deemed to have played a match.
- d) In exceptional circumstances, the Match Committee may grant approval for a player who has played fewer than 3 matches during the season to play in finals, provided:
 - i) the player was registered and played 3 or more matches in the previous season;
 - ii) the player has been prevented from playing 3 matches due to illness or injury; and
 - iii) the Match Committee does not believe the player will strengthen the team.
- e) The players for all standard sets, including substitute players, must be filled out on the match result sheet before the match starts. The extra set to be played in the event of a draw in Boys and Unisex matches does not need to be filled out prior to the match and can be filled out at the conclusion of the first six sets if the match is a draw.
- f) 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 (g) and (h).
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) In seeded grades, if a team plays an unqualified player in finals, the team will forfeit the singles and doubles sets of the unqualified player and forfeit the singles set/s of any players that play at a lower seeded position to the unqualified player.

Friday A Mixed teams

- 54) a) Three boys and three girls play the singles sets.
- b) Any or all of these players may be substituted by a player of the same sex for the doubles

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sets. Substitute players can play in the boys, girls and/or mixed doubles.

- c) Each player can play a maximum of one singles and one doubles set.

Saturday A, B and C Mixed teams

- 55) a) A finals match shall consist of six (6) sets made up of two (2) boys and two (2) girls singles sets and one (1) boys doubles and one (1) girls doubles set.
- b) Two boys and two girls play the singles sets.
- c) Any or all of these players may be substituted by a player of the same sex for the doubles sets.
- d) In the event of a draw, an extra mixed doubles set will be played. Any boy and any girl may be chosen to play the extra set.

Friday A grade and A reserve single-sex grades

- 56) a) Four boys or girls play the singles sets.
- b) Any or all of these players may be substituted for the doubles sets.
- c) Each player can play a maximum of one singles and one doubles set.
- d) Any two players may be chosen to play the extra set in the event of a draw.

Saturday A, B and C Unisex teams

- 57) a) Four players of any gender play the singles sets.
- b) Any or all of these players may be substituted for the doubles sets.
- c) Each player can play a maximum of one singles and one doubles set.
- d) Any two players may be chosen to play the extra set in the event of a draw.

D Unisex teams

- 58) a) A team can consist of between 4 and 8 players.
- b) In teams of 4 players, the sets shall be played in the order 1+2, 3+4, 1+3, 2+4, 1+4, 2+3.
- c) In teams of more than four players:
 - i) Any four players may play sets 1 and 2.
 - ii) Any four players may play sets 3 and 4.
 - iii) Any four players may play sets 5 and 6.
 - iv) The same two players cannot play together more than once in sets 1 to 6.
- d) No player can play in both sets 1 and 2, no player can play in both sets 3 and 4, and no player can play in both sets 5 and 6.
- e) Any two players may be chosen to play the extra set in the event of a draw.

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Washouts in finals

- 59) a) Every effort must be made to complete finals on the first attempt. Competing teams must be ready to resume play immediately after a rain delay as soon as the host club supervisor deems the courts are playable. If a player refuses to take the court once the host club supervisor deems the courts are playable, their set shall be forfeited.
- b) The home and away rule of declaring a washout if more than one hour of play is lost does not apply in finals. Finals matches can only be declared a washout if, in the opinion of the host club supervisor, there is no reasonable prospect of completing the match by the finishing time specified in By-law 28.
- c) If, due to wet weather, the host club supervisor deems their courts to be unplayable and determines that the courts will not be able to be dried in time for matches to be completed at that venue, the host club supervisor must contact neighbouring clubs and attempt to relocate and complete the match.
- d) If the match cannot be relocated, the host club supervisor must get approval from a Match Committee member before declaring the final a washout.
- e) If a majority of the semi finals are declared washouts at the first attempt, the semi finals will be played/completed at the same time at the same venue the following week.
- f) If a semi final is again washed out the following week, the following will apply:
- i) if one team has an unbeatable lead, that team shall be declared the winner and move to the grand final; or
 - ii) if no team has an unbeatable lead, the team that finished highest on the ladder after the home and away season (i.e. teams 1 and 2) will move on to contest the grand final.
- g) If a grand final is declared a washout, the following will apply:
- i) if one team has an unbeatable lead, that team shall be declared the winner;
 - ii) if no team has an unbeatable lead and there has been no prior washout in the finals series, the match will be played/completed at the same time at the same venue the following week;
 - ii) if no team has an unbeatable lead and there has already been a washout in the finals series, the team that finished highest on the ladder after the home and away season will be declared the winner.
- h) In exceptional circumstances, the Match Committee may alter these arrangements and advise clubs via the NSJTA website. For example, if a minority of semi final matches are washed out, the Match Committee may require those matches to be completed at a different date and time prior to the grand final.

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- 60) In the case of a washout in finals at the first attempt, the following applies:
- a) If the **match has not commenced**, both teams can change players and the order of play and complete a new match result sheet prior to the match commencing the following week.
 - b) If the **match has commenced**:
 - i) All completed games in an unfinished set will stand, but not the points in an unfinished game.
 - ii) Both Team Managers must initial the match result sheet and the match result sheet will be held by the host club for the following week.
 - iii) The players whose names appear on the match result sheet will be required to complete the match the following week and in the same order as set down on the sheet.
 - iv) If a player originally listed on the match result sheet is unable to continue the match the following week, that player must forfeit the remainder of any set still in progress when the match was washed out, but the player may be substituted for sets that have not commenced.
 - A) For non-seeded grades, the substitute must take the place of the unavailable player and other changes to the match result sheet are not permitted unless both Team Managers agree.
 - B) For seeded grades, singles sets should be played in seeded order where possible. Changes should be made to the order of any singles sets that have not commenced, so that the singles sets are played in seeded order.

If some singles sets have commenced, and other singles sets have not commenced, and it is not possible to reorder the players in the singles sets that have not commenced and maintain the seeded order, a player that is no longer available can only be replaced for the singles set by a lower seeded player or player from a lower team.

If a doubles set has not commenced, a player that is no longer available can be replaced by any eligible player, regardless of seeding.

Example 1: A boys match has commenced with the doubles, and the match is washed out after the doubles sets. No singles sets have commenced. Originally the team listed its Nos. 1, 2, 3 and 4 players. The No. 2 player is not available the following week and the No. 5 player is brought in as a substitute. The singles sets should be reordered and played in the order 1, 3, 4, 5 so that seeded order is maintained.

Example 2: A mixed match has commenced with the singles. Originally the team listed its Nos. 1, 3 and 4 boys as the No. 2 boy was not available. The first two boys singles sets are commenced before the match is washed out. The following week the No. 4 boy is not available but the No. 2 boy is available. The No. 2 player **cannot** replace the No. 4 boy for the singles, as he would be playing in a lower seeded position than the No. 3 player. The No. 5 boy or a player from a lower grade can be brought in for the singles set. The No. 2 boy **can** replace the No. 4

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player for the doubles set.

Example 3: *A boys match has commenced with the doubles and then started the singles. Originally the team listed its Nos. 1, 3, 4 and 5 players as the No. 2 player is not available. Singles sets 1 and 4 (involving the No. 1 and No. 5 boy) are commenced before the match is washed out. The following week the No. 4 boy is not available but the No. 2 player is available. The unstarted singles sets should be reordered so the No. 2 boy plays in set 2 and No. 3 boy plays in set 3 so the seeded order is maintained.*

Example 4: *A boys match has commenced with the doubles and then started the singles. Originally the team listed its Nos. 1, 3, 4 and 5 players as the No. 2 player is not available. Singles sets 1, 2 and 4 (involving the Nos. 1, 3 and 5 boys) are commenced before the match is washed out. The following week the No. 4 boy is not available but the No. 2 player is available. Sets cannot be reordered as 3 singles sets have already commenced. The No. 2 player **cannot** replace the No. 4 boy for the singles, as he would be playing in a lower seeded position than the No. 3 player. The No. 6 boy or a player from a lower grade can be brought in to replace the No. 4 player even though he would play above the No. 5 player.*

Representative events

- 61) a) The Tennis Events Committee shall select teams to represent the NSJTA in events and competitions against other associations.
- b) To be eligible for selection in an NSJTA representative team, a player must be a registered team member with an NSJTA affiliated club and have played four (4) or more matches in the current or previous competition season prior to the closure of nominations, unless prior permission is granted by the Tennis Events Committee.

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Fines Schedule

Fines are set from time to time by the Match Committee. Fines are payable to the Association Treasurer through account advices rendered to the clubs at the beginning of each season (See also Rule 3).

Reason	By-law	Fine
Non-attendance of senior umpire at designated grand final venue	52(c)	\$100
Failure to host a semi final	52(d)	\$100
Children left unsupervised at courts	24	\$100
Intimating, suggesting or advising the player to change clubs	9(i)	\$100 per offence
Withdrawal of team from competition	43(c)	\$50
Walkovers	43(c)	\$20
Non-attendance of a club representative at annual meeting	2	\$20
Non-attendance of a club representative at a general meeting	2	\$20
Non-attendance at pick up night	2	\$20
Late payment of monies due	3	\$20
Incorrect balls supplied	32	\$20
Playing an ineligible player	34	\$10
Home team submitting result late	44(d)	\$10
Incomplete or inaccurate information on team entries (per team entry)	4(c)	\$5
<u>Match result sheet fines</u>		
Not completing details of players playing up and/or emergency players	35	\$5
No first names and / or surnames given for players	44(a)	\$5
No starting time, no finishing time	44(a)	\$2
No date on sheet, or incorrect sheet	44(a)	\$2
Incomplete designation of teams (eg as to 'colour' etc)	44(a)	\$2