

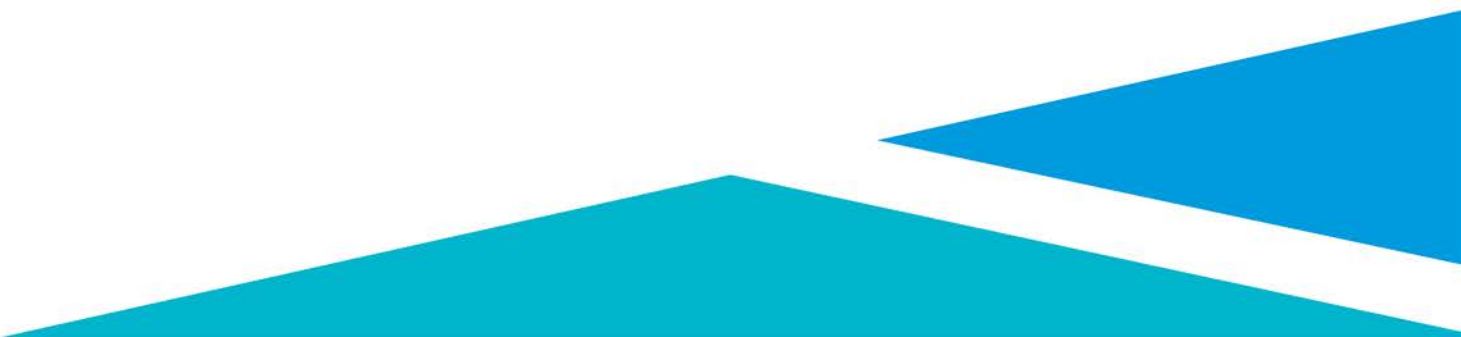
Tennis ACT

Pennant Competition By-Laws

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1 **Pennant Competition By-Laws**

- 1.1 Tennis ACT Limited (Tennis ACT) will conduct pennant competitions for teams from affiliated clubs and other bodies in accordance with the following By-Laws (the Pennant Competition By-Laws).
- 1.2 These By-Laws were made by resolution of the Board of Tennis ACT on 17th February 2011 pursuant to section 30 of the Tennis ACT Constitution.

2. **Definitions and interpretation**

- 2.1 In these By-Laws

Affiliated club means a tennis club designated by the Board of Directors of Tennis ACT as being affiliated with Tennis ACT;

Board has the same meaning as in section 3 of the Constitution;

Club means an affiliated club, the Canberra Tennis Center, any other body permitted by Tennis ACT to participate in competitions, or any grouping of these clubs or bodies approved by the Committee to submit team entries in competition teams

Committee means the Pennant Committee established under these By-Laws.

Constitution means the Constitution of Tennis ACT Limited

Grade in relation to a competition means the standard of the respective teams in relation to others in the competition;

Draw means a document setting out the order of play for a series of matches between teams competing in a grade and will specify the date, venue, home team and away team for each match;

Eligible player means a player who is:
(a) a financial member of an affiliated club

Final round means a round in which semi-final or final matches are played;

Home team means the team first named on the draw for preliminary rounds;

Junior in relation to a pennant, means a person under the age of nineteen years at the 31st of December in the year in which the pennant commences;

Pennant means a tennis competition conducted by Tennis ACT for affiliated clubs, affiliated bodies, teams and players.

Pennant Committee means the committee established under Clause 3.

Preliminary round means a round of matches played during a competition to determine the teams to play in the final rounds;

Registered player means a player who is registered with Tennis ACT;

Rubber means a series of sets which two out of three must be won to terminate the play.

Visiting team is the team named second on the draw for the preliminary rounds;

- 2.2 The principles of interpretation set out in Clause 3.3 of the Constitution shall apply to these By-Laws.

3. Pennant Committee

- 3.1 This by-law establishes a Pennant Committee.
- 3.2 The functions of the Pennant Committee are:
- (a) to advise the Board on policy and programs for pennant competitions for teams from affiliated clubs
 - (b) to provide advice to the Board on affiliation fees and pennant team entry fees;
 - (c) to administer and manage pennant competitions conducted by Tennis ACT between teams from affiliated clubs and bodies;
 - (d) to grade players and teams entered in those competitions;
 - (e) to administer the application of these By-Laws to pennant competitions; and
 - (f) to carry out any functions delegated by the Board (under section 29 of the Tennis ACT Constitution)
- 3.3 The Pennant Committee shall consist of:
- (a) a Chair appointed by the Board;
 - (b) the pennant coordinator, or other representative, of each affiliated club or body; and
 - (c) a Tennis ACT employee whose duties include managing the pennant competitions organised by Tennis ACT (the pennant manager), or other employee.
- 3.4 The performance of the functions or the exercise of the powers of the Committee is not affected by a vacancy in the office of Chair or the absence of a representative from any club or body.
- 3.5 The Pennant Committee shall meet as often as deemed necessary to carry out its functions.
- 3.6 Unless all members of the Pennant Committee agree to hold a meeting at shorter notice (and such agreement will be evidenced by their presence), at least 14 days notice of the meeting must be given to each member of the Committee.
- 3.7 If the Chair is absent from a meeting of the Committee, the members of the Committee present shall appoint one of their number to act as Chair.
- 3.8 A member of the Committee shall not represent the same affiliated club as another member of the committee unless the club is not represented at the meeting and it has consented to being represented by that member.
- 3.9. No matters, other than grading players and teams, can be decided at a meeting of the Pennant Committee unless a quorum of seven members is present. A quorum of five members must be present at a meeting convened to grade players and teams for a pennant.
- 3.10 The Pennant Committee may allot pennant matches to such courts of affiliated clubs, or additional courts an affiliated club has arranged to use, as have been made available for that purpose.
- 3.11 If an affiliated club enters more teams in a pennant than it has courts available for use in that pennant; the Pennant Committee may restrict the number of teams to the number of courts the affiliated club has available. The number of courts a club has available for use in a pennant includes any additional courts the club has satisfied the Committee it has arranged for use by its teams in that pennant.
- 3.12 The Chair of the Pennant Committee, or if not available, another member of the Committee, and the Tennis ACT pennant manager may make determinations on all matters relating to player eligibility, points and other matters that arise in the course of a pennant competition on behalf of the Pennant Committee.

4 Team Entries

- 4.1 Each club is entitled to enter teams in any pennant competition conducted by Tennis ACT.
- 4.2 A club must lodge its teams for a pennant on an approved Team Entry Form with Tennis ACT before the date Tennis ACT has set for the close of entries for than pennant.
- 4.3 For each team entered in a pennant a club's entry must set out:

- (a) the names of the proposed players and reserves and the proposed grade;
- (b) a phone number for each player and reserve nominated at which the person can be contacted for pennant purposes;
- (c) name, telephone number and email address of the player who is to be the captain of the team;
- (d) the number of courts the club has available for pennant competitions;
- (e) for pennants where singles matches are played, the names of the proposed players and reserves in the order of merit for each team.

Note: The order of merit of a team ranks the members of the team from the strongest to the weakest.

- 4.4 A club may enter a player as a member of a team or as a reserve for one or more teams of that club.
- 4.5 After the closing date for team entries the Committee will arrange the teams entered by clubs into grades.
- 4.6 The Committee may make any alteration it considers necessary to a team submitted by a club, including the order of merit, and must advise the club of any change as soon as possible.
- 4.7 A club or team may not make any change to the order of merit of any team without the prior approval of the Pennant Committee.
- 4.8 A club may apply to the Committee for approval for a player to play as a member or as a reserve for a team after the closing date for team entries.
- 4.9 An application under Clause 4.8 shall set out the name, contact phone number, player registration number, suggested grade and, if applicable, the ranking in the order of merit, of the player for whom permission is sought.
- 4.10 Once teams have been graded into grades in a competition, the Committee shall only accept an alteration proposed by a club to the composition of a team of that club if the Committee is satisfied that the proposed alteration would not have the effect of raising that team into a higher grade.
- 4.11 The team entry fee must be paid in accordance with any conditions attached to any invoice or request for payment issued by Tennis ACT for such a team entry fee.

5 Eligibility to play in a team

- 5.1 Each player entered as a member of a team, whether as a team member or reserve, must be:
 - (a) a financial member of an affiliated club
- 5.2 A player under sixteen years of age is not eligible to play adult pennant unless the player is at least twelve years of age and, if the player is under fourteen years of age, the Committee is satisfied that the player's standard, temperament and maturity is sufficient for adult pennant competitions.
- 5.3 In considering the eligibility of a junior player to play adult pennant the committee shall take advice from the player's club and coach in assessing the junior player's standard, temperament and maturity.
- 5.4 A female player is not eligible to play in a pennant specified as a men's pennant and a male player is not eligible to play in a pennant specified as a women's pennant.
- 5.5 In spite of Clause 5.4, the Committee may grant approval for a female player to play in a men's pennant.

- 5.6 If a club withdraws a team from a pennant competition after the Committee has graded the team and compiled a draw:
- (a) the club shall be liable to pay the team entry fee; and
 - (b) the Committee may suspend the players who withdrew from the team from pennant competition for a specified period.
- 5.7 In considering whether to suspend a player who withdrew from a team causing the team to withdraw from the pennant competition, the Committee shall have regard to the reasons the player withdrew from the team.
- 5.8 A player who is listed in a club's team entry form in a pennant competition as a team member or reserve shall be eligible to play for a team of another club in that competition only if:
- (a) the Committee grants its approval; and
 - (b) the club which listed the player in its team entry grants approval.
- 5.9 If the club which nominated the player in a team refuses to allow the player to play, it must satisfy the Committee that the player agreed that he or she would be available to play in a team for that club during the competition.
- 5.10 If a club has two or more teams in a grade:
- (a) in preliminary rounds - a player from any of those teams may reserve for any other player in those teams:
 - (i) if the Committee is satisfied that the player is not stronger than the player they are replacing; and
 - (ii) the Committee grants its approval before the match is played.
 - (b) in final rounds – a player from any of those teams shall not reserve for any other player in those teams unless before the match is played the Committee has approved the player as a reserve.
- 5.11 In preliminary rounds:
- (a) A player listed in a club's team entry form in a pennant competition as a member of a team is eligible to play in that team or in a team of that club in a higher grade, unless the Committee notifies the club to the contrary;
 - (b) a player listed in a club's team entry form in a pennant competition as a reserve for a team is eligible to play in that team or in a team of that club in the same or a higher grade, unless the Committee notifies the club to the contrary.
- 5.12 In preliminary rounds, a player may be approved as a reserve for a team if, in the opinion of the Committee, the player reserving is no stronger than the player being replaced.
- 5.13 In a preliminary round, if a player who is not eligible to play in a team (because of Clause 5.10 or 5.11) plays in a match to avoid the team having to forfeit the match, the Committee may treat the match as not being forfeited if the player:
- (a) did not play out of his or her order of merit; and
 - (b) is an eligible player.

Note: any rubber or set in which the stronger player plays is counted as a win for the opposing team as if the player had played out of his or her order of merit (see clause 7.1)

Eligibility to play in finals

- 5.14 In final rounds, a player is not eligible to play in a team unless the player:
- (a) was originally nominated either as a team member or reserve and accepted by the Committee for that team or a team in the same or a lower grade; and
 - (b) has played in three matches in the preliminary rounds in that grade or a lower grade and has not been ruled ineligible by the Committee

- 5.15 If a club refuses to give a clearance to a player under Clause 5.8, the grounds for that refusal shall be given to both the Committee and the player, and the player may appeal to the Committee against the refusal.
- 5.16 If a player cannot continue the match in a case where Clause 19.3(b) applies (match cannot be completed on one day), the player replacing that player must not be any stronger than the player being replaced and must be approved by the Committee.¹
- 5.17 If a player who is not eligible to play in a team (other than a player to whom Clause 5.12 applies) plays in a match, the match will be awarded to the opposing team provided that every player in the opposing team is an eligible player. In the case of a final the match will be awarded to the non-offending team.
- 5.18 If both teams in a match include a player who is not eligible to play in the team, any rubber or set in which the ineligible player plays against a player who is eligible to play in the team shall be counted as a win for the opposing team of:
- (a) in the case of a rubber – two sets and twelve games to love; or
 - (b) in the case of a set – one set and six games to love.
- 5.19 If both teams in a match include a player who is not eligible to play in the team, any rubber or set in which the ineligible players play against each other shall be disregarded.

6 *Penalty for playing ineligible player*

- 6.1 In a preliminary round, if a player who is not a financial member of an affiliated club plays in a team the team will be penalised one point.
- 6.2 In a preliminary round, if a player who is not registered with Tennis ACT plays in a team, and the player has played at least one game in a pennant competition in the calendar year, the team will be penalised one point.
- 6.3 In a final round if any player in a team is:
- (a) not a financial member of an affiliated club; or
 - (b) not registered with Tennis ACT
- the match will be awarded to the opposing team provided that every player in the opposing team is both a financial member of an affiliated club and registered.

7 *Penalty for playing out of order of merit*

- 7.1 If a player in a team fails to play in the proper order of merit, any rubber or set in which the player plays below the correct position shall be counted as a win for the opposing team of:
- (a) in the case of a rubber - two sets and twelve games to love; or
 - (b) in the case of a set - 1 set and 6 games to love.
- 7.2 The score counted for any rubber or set in which a player plays above the correct position shall be that recorded in the result form.

8 *Venues and courts*

- 8.1 Matches shall be played at the places and on the number of courts determined by the Committee as set out on the draw unless Tennis ACT has notified team captains that the match is to be played at another venue.
- 8.2 In preliminary rounds, if the captains of the two teams agree, a match may be transferred at any stage to another court or courts but the match must be played on the day set out in the draw.

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- 8.3 In final rounds, if the captains of the two teams agree, a match may be transferred at any stage to another court or courts and can be completed on the day set out in the draw or on the following day if Clause 19.3 applies.

9 Umpires

- 9.1 Upon the request of either of the opposing teams each team shall provide one umpire for the match to be played.
- 9.2 In matches without an umpire, players should follow the Tennis Australia Tennis Etiquette (Attachment 3).

10 Balls

- 10.1 In preliminary rounds:
- (a) in competitions in which two courts are used, each team shall provide two new balls of a make approved by Tennis ACT;
 - (b) in competitions in which one court is used, the home team shall provide two such new balls.
- 10.2 In final rounds:
- (a) in competitions in which two courts are used, each team shall provide at least two new balls of a make approved by Tennis ACT;
 - (b) in competitions in which one court is used, each team shall provide one new ball of a make approved by Tennis ACT.

11 Dress

- 11.1 Players shall abide by the dress code approved by Tennis ACT (Attachment 2).

12 Times of play and delays in starting

- 12.1 The Committee shall determine the time for commencement of play and may also determine the time for the ending of play in each competition.
- 12.2 In the case of afternoon pennants that start during daylight saving, matches played after the end of daylight saving may start one hour earlier if both captains agree.
- 12.3 If a competition match cannot commence until all players are present, all players of both teams shall be ready to play at the allocated courts at the time scheduled for the commencement of competition play. A set may be claimed for every 15 minutes delay from the scheduled starting time and a complete forfeit may be claimed if the delay exceeds half an hour.
- 12.4 If a competition match can commence without all players being present, and all players are not in attendance at the scheduled commencement time, those rubbers or sets which can be commenced should commence. For those rubbers or sets which cannot commence, forfeiture of a set may be claimed for every 15 minutes delay from the scheduled starting time.
- 12.5 Where the captain of a team lodges a protest in accordance with Clause 23 that the opposing team was responsible for a match starting after the time set down for commencement of play and indicates the extent of the delay, the Committee may, if it is satisfied with the accuracy of this report:
- (a) if there are no extenuating circumstances, award the match to the protesting team on a forfeit in accordance with Clause 20; or
 - (b) if the offending team establishes the existence of extenuating circumstances, allow the results of those rubbers and sets played to stand, and award all games from the rubbers and sets that were not played to the protesting team.

13 *Continuous play*

- 13.1 In all competitions in which rubbers are played, a player is only entitled to a rest or break, of not longer than ten minutes, between the completion of one rubber and the commencement of the next rubber.
- 13.2 A player is not entitled to a rest or break for any reason in other competitions.

14 *Conditions of Play*

- 14.1 A person who is not a member of a team playing in a match or any animal must not be inside the fence surrounding the courts.

15 *Inability to continue*

- 15.1 If for any reason, other than where Clause 19.3(b) applies, a player is unable to continue to participate in a set or rubber in which they are playing, or to commence a set or rubber they are due to commence, the remainder of that set or rubber, as the case may be, shall be forfeited to the opposing team.

16 *Determining finalists*

- 16.1 At the completion of the preliminary rounds, teams shall be ranked in a grade on average points gained per match played. Matches played shall include incomplete matches, abandoned matches and forfeits, but shall exclude cancelled matches.
- 16.2 If a team forfeits three or more preliminary round matches in a competition, the Committee shall disregard all points gained in matches involving that team when determining finalists under Clause 16.1.
- 16.3 Where semi-finals are played:
- (a) the first semi-final shall be played between the team in the first position and the team in the fourth position;
 - (b) the second semi-final shall be played between the team in the second position and the team in the third position;
 - (c) a final shall be played between the winners of the semi-finals.
- 16.4 The winner of the final under Clause 16.3(c) is the premier.
- 16.5 If two or more teams finish the preliminary rounds with equal average points and it is necessary to determine the leading teams for the finals, the committee shall rank the teams on percentages of rubbers (where played), then sets, then games.

17 *Procedures when court or weather conditions are not fit for play*

- 17.1 Where there is doubt as to whether the courts allocated for a match will be fit for play, the captain of the home team shall:
- (a) inspect the courts no earlier than one hour before the match is due to commence;
 - (b) decide whether the courts will be fit for play within one hour after play is due to commence;
 - (c) inform the captain of the visiting team of the decision either by:
 - (i) contacting that captain by phone before play is due to commence or
 - (ii) attending at the courts at the time play is due to commence.

- 17.2 Where there is doubt whether the courts allocated for a match will be fit for play, a player should contact his or her team captain. If a cancellation cannot be confirmed at that time, the player shall attend at the courts at the time play is due to commence.
- 17.3 Even if a match has not been cancelled under Clauses 17.1 or 17.2, the captain of the home team may decide to delay the commencement of the match for a period no longer than one hour from the time fixed by the Committee for the commencement of play. At the end of that period, that captain may then decide to cancel the match if the courts are still not fit for play.
- 17.4 In preliminary rounds, where play has commenced in a match:
- (a) the court controller or the captain of the home team may decide, at any time, to abandon a match because a court on which the match is being played is not in a fit condition for play;
 - (b) if a player does not wish to continuing playing a match in rain that began after the match started, play is to be disrupted; or
 - (c) if rain disrupts play, then, after the expiration of 45 minutes from the commencement and continuation of that disruption, either team captain can elect to declare the match to be a washout.
- 17.5 In final rounds, a match that has started may only be abandoned because a court is not in a fit condition for play by order of the court controller or on agreement of both captains.
- 17.6 If the maximum temperature forecast for the ACT on the morning of a competition match is 37°C or above, then ALL afternoon matches for that day will be cancelled. The temperature forecast is released by the Bureau of Meteorology and is available on radio, from the Australian Government Bureau of Meteorology at www.bom.gov.au or phone 1900 926 126 (costs apply)

18 Abandonment of play due to bad light

- 18.1 Play will cease 10 minutes after the time of sunset, as published in the *Canberra Times* for that day. Play may only continue with the agreement of both captains and all players involved in play at that time.

Note: See clause 12.2 which allows matches in afternoon pennants that start during daylight saving time to start one hour earlier if both captains agree.

- 18.2 Unless a result has been reached (see Clause 19.2), the match will be considered a draw and points awarded according to Clause 22.1.

19 Decision in matches

- 19.1 Matches played in preliminary and final rounds shall be decided:
- (a) in competitions where rubbers are played – on rubbers and, if rubbers are equal, on sets and, if sets are equal, on games;
 - (b) in competitions where sets are played – on sets and, if sets are equal, on games; or
 - (c) as determined by the Committee.
- 19.2 In preliminary rounds of competitions, an incomplete match shall be treated as a drawn match unless, on the basis of Clause 19.1, a team is in a position where it has won the match when play ceases.
- 19.3 In the final rounds of all competitions:
- (a) each match shall, if possible, be continued on the same day until a definite result or a draw is reached whether under lights or on other courts; or
 - (b) where a match cannot be completed on the same day because play has been abandoned under Clauses 17 or 18, the match shall be continued from the point of discontinuance:
 - (i) on the next following day; or
 - (ii) at a time and place fixed by the Committee;
 - (c) drawn matches must be replayed on a date and at a venue determined by the Committee

- 19.4 The decision in a match determined under Clauses 19.1, 19.2 or 19.3 may be altered by the Committee under Clause 7 (Playing Out of Order of Merit), Clauses 12.3 and 12.4 (Delays in Starting), Clause 15 (Inability to Continue) and Clause 23 (Offences and Protests).

20 Forfeited matches

- 20.1 If any player in a team fails to attend at the time and place fixed for a match, that team shall forfeit the match subject to Clauses 12.3 and 12.4.
- 20.2 If a club finds that one of its teams will be forfeiting a match as provided in Clause 20.1, the club shall, if possible, notify the captain of the opposing team no later than twenty-four hours before the time the match is due to commence. Once a captain has been notified of a forfeit in this way, the forfeit remains even if the match would have been cancelled under Clause 17.
- 20.3 Results for a forfeiting team are recorded as if the forfeiting team lost all rubbers, sets and games that would have been played in the match.
- 20.4 Results for the team receiving a forfeit are recorded as if that team won all rubbers, sets and games that would have been played in the match.

21 Lodging results

- 21.1 In all circumstances, including where a match has been cancelled or forfeited, the captain of the home team, or his or her nominee, shall enter the results of a match online at resultsvault.com/tennis within 48 hours of the completion of the match.
- 21.2 In spite of Clause 21.1, if a captain has a prior arrangement with Tennis ACT concerning the lodgment of results, the captain may lodge match results for that team in a pennant competition by faxing a copy of the legibly completed official result form to Tennis ACT within 48 hours of completion of the match.
- 21.3 In exceptional circumstances, such as where the online facility is not available, the results of a match may be lodged with Tennis ACT by email..
- 21.4 If the result of a match is not lodged in accordance with Clauses 21.1, 21.2 and 21.3 the home team shall be penalized 1 point which shall be deducted from points gained in the competition.

22 Points for matches and percentages

- 22.1 Subject to these By-Laws, in particular Clause 5 (Player Eligibility), Clause 9 (Playing an ineligible player), Clauses 12.3 and 12.4 (Delays in Starting), Clause 17 (Procedures When Courts Are Not Fit For Play), Clause 21 (Lodging Results) and Clause 23 (Offences and Protests), points for a match in preliminary rounds shall be:
- (a) where rubbers are played - 6 points for a win, 4 points for a draw, 2 points for a loss, plus 2 points to the winner of each completed rubber and 1 point to each team for each uncompleted rubber;
 - (b) where sets are played - 6 points for a win, 4 points for a draw, 2 points for a loss, plus 2 points to the winner of each completed set and 1 point to each team for each uncompleted set;
 - (c) in all competitions - no points to a team receiving a bye or to a forfeiting team; or
 - (d) as determined by the Committee.
- 22.2 For matches that are cancelled or abandoned, where a match is based on rubbers and a rubber has not been completed, or on sets and a set has not been completed, no points shall be awarded. Unless a result has been reached (see Clause 19.2), the match will be considered a draw and points awarded in accordance with Clause 22.1.

- 22.3 For the purposes of determining finalists by calculation of percentages, the Committee shall record the details of each match, adjusting these where necessary under these By-Laws, in particular, Clause 7 (Playing Out of Order of Merit), Clause s12.3 and 12.4 (Delays in Starting), Clause 15 (Inability to Continue), Clauses 20.4 and 20.5 (Forfeited Matches) and Clause 23 (Offences and Protests).

23 Offences and protests

- 23.1 If a club or any player in a team has breached, failed, refused or neglected to comply with a provision of the Constitution or By-Laws made under the Constitution, and no other provision of these By-Laws provides for a penalty for the conduct, the Committee may:
- (a) deprive a team of some or all of the points gained in a match;
 - (b) award winning points to the losing team in a match or such points as the Committee determines to either team in a match;
 - (c) in the case of a cancelled match, deduct points from the total points so far gained by an offending team in a competition;
 - (d) adjust the scores of both teams in a match in such a way as the Committee determines in that particular case.
- 23.2 A club or a captain of a team may lodge a protest, in writing, to the Committee for determination by the Committee, that an opposing club, a player or a team of that club has committed an offence in a match against the Constitution or By-Laws made under the Constitution.
- 23.3 A protest under Clause 23.2 must be lodged not later than two working days after the playing of the match.
- 23.4 A captain of a team who intends to lodge a protest shall notify the opposing captain of this intention before play proceeds after the occurrence of the incident to which the protest refers.
- 23.5 Unless a protest is lodged under Clause 12.5(a), a match shall be completed.
- 23.6 If a match is played under protest, the protest block of the result form for the match shall be endorsed accordingly and signed by the protesting captain.

24 Discipline of players

- 24.1 In addition to the powers of the Committee to determine penalties as provided in these by-laws, the Tennis ACT Constitution provides for a Disciplinary Committee to hear complaints against the conduct of players.
- 24.2 If the Board, the Committee or a player considers that any player, by his or her conduct, has willfully infringed the Constitution, the By-Laws, the rules of tennis, or has acted in any way detrimental to the interests of Tennis ACT or the game of tennis, a complaint about the conduct may be lodged to the Disciplinary Committee at the office of Tennis ACT. The complaint must be in writing and must be lodged within 72 hours of the time the conduct complained about occurred. The complaint must then be processed in accordance with the Constitution.