

HEIDELBERG & DISTRICTS TENNIS ASSOCIATION INC.

BY-LAWS FOR INTER-CLUB COMPETITION

12 SEPTEMBER 2022

1. These By-Laws shall be subject to alteration with the concurrence of a simple majority at any meeting of the Council provided that any proposed alterations are to be notified to the Secretary by the date set by the General Committee which shall be not less than one month before such meeting, and are to be circulated by the Secretary to all Clubs at least 14 days before such meeting, with the exception of meetings held under Constitution rule 8(2).

BY-LAWS - INTERPRETATION

2. Any question arising as to the interpretation or meaning of these By-Laws shall be decided by the Match Committee but shall be subject to an appeal to the General Committee as provided by By-Law 3.

MATCH COMMITTEE - APPOINTMENT AND POWERS

3. The Match Committee appointed in accordance with the Constitution shall be responsible for the arrangement and management of all matches and competitions conducted by the Association and for the administration of these By-Laws and shall have power to decide all matters pertaining to Inter-Club Competitions which are not expressly covered by these By-Laws.

All decisions of the Match Committee shall be subject to an appeal to the General Committee provided such appeal is lodged in writing with the Secretary within seven days of receipt of notification of the decision and accompanied by a deposit of \$5 which may be forfeited to the Association by the General Committee if such appeal is deemed by it to be unnecessary, frivolous or vexatious.

RULES OF LAWN TENNIS

4. Except as varied by these By-Laws, or otherwise by the Match Committee, the Rules of Lawn Tennis as adopted by the Victorian Tennis Association shall apply to all matches and competitions conducted by the Association.

MATCHES - ARRANGEMENT BY MATCH COMMITTEE

5. The Match Committee shall arrange such series of matches between affiliated Clubs as directed by the General Committee. Until and unless varied by the General Committee there shall be conducted each year the following: -

Saturday Afternoon Mixed Competition

Sunday Open Singles/Doubles Competition

Ladies' Tuesday Competition

Ladies' Thursday Competition,

and such competitions shall be conducted separately throughout the year - outdoors and in daylight.

- (a) The summer season of Saturday Mixed Competition is to commence on the most suitable Saturday in September or October and the winter season is to commence on the most suitable Saturday in April or May of each year.

The summer season of Saturday Mixed Competition will be played in sections of ten, eight or six teams and the winter season in sections of eight or six teams as determined by the Match Committee after the closing of entries, each team being drawn to play each other on two occasions for ten and eight team sections and on three occasions for six team sections, with the exception that a BYE may be substituted in place of a team whenever necessary in one or more of the sections.

- (b) The summer season of the Sunday Competition shall commence on the most suitable Sunday in September or October and the winter season, if held, on the most suitable Sunday in April or May of each year.
- (c) The **Ladies' Tuesday** Competition autumn season is to commence on the most suitable Tuesday in February and the Spring season is to commence on the most suitable Tuesday in July.
- (d) The summer season of **Ladies' Thursday** Competition is to commence on the last available Thursday in September or the first available Thursday in October, and the winter season is to commence on the most suitable Thursday in April or May.

COURTS - APPROVAL BY MATCH COMMITTEE

6. The type, surroundings and condition of the courts proposed to be used by any team shall be subject to the approval of the Match Committee. All Clubs shall see that its courts and appurtenances are maintained in good order and the Match Committee may impose fines for non-compliance with this By-Law.

ENTRY OF TEAMS

7. An affiliated Club shall be entitled to enter one or more teams for any Inter-Club competition on payment of an entry fee for each team of such amount as may be determined by the General Committee.

Teams are to be entered on the official entry form provided by the Association which shall state section desired and shall be accompanied by team composition showing previous HDTA section and other competition standards played by each team member.

Two courts shall be available per team per match unless otherwise stated on the entry form. Minimum requirements of courts for each competition must be met. These are:

Tuesday Ladies' - 2 courts;

Thursday Ladies' - 2 courts;

Saturday Mixed (Rubbers) - 1 1/3 courts;

Saturday Mixed

(Units) - 1 court;

Sunday – 2 courts.

A Club shall not enter more than twice the number of teams for which it has the required number of courts available.

No entry shall be accepted unless accompanied by the appropriate entry fees.

NOMINATION OF PLAYERS

8. All players nominated on team sheets be bona fide members of the respective Clubs. Players may represent one Club only in any competition unless approved by the Match Committee or except in accordance with By-law 12(c). The Match Committee may refuse to accept the nomination of any player submitted as a team member. Such refusal shall be notified to the Club as soon as possible.

After teams have been graded, additional names may be added to the approved list for a team on approval of the Match Committee. Following written application to the Secretary, approval may be given if, in the opinion of the Match Committee, the player would not have caused the team to be graded in a higher section. Once such approval is granted, 'E' is not required to be indicated against the player's name.

GRADING OF TEAMS

9. The Match Committee may play any competition in such grades as it deems necessary and may place any entry in any grade and any such decision shall be binding upon the Club concerned.

COMPETITION FORMATS

- 10.(a) In these By-Laws a 'Tie-Break' means a 12 point tie-break (i.e. a pair/player who first wins seven points wins the tie-break game and the set provided they lead by a margin of two points. If the score reaches six points all in the tie-break, the tie-break is extended until there is a margin of two points.)
- (b) The summer season of the Saturday Mixed Competition shall be played in one of the following three formats at the discretion of the Match Committee, for each section in any particular summer season:
- (i) Rubbers: Teams of two men and two women playing 4x3 set rubbers of doubles (Men's, Women's and 2 Mixed), all sets to be 6-game Tie-Break sets (ie a Tie-Break to be played if the score reaches 6 games all).
- (ii) Units: Teams of two men and two women playing four Units in the following sequence: -
1. Mixed (1st): 8-game Tie-Break set (i.e. a Tie-Break to be played if the score reaches 8 games all).

2. Mixed (2nd): 8-game Tie-Break set (i.e. a Tie-Break to be played if the score reaches 8 games all).
 3. Men's: 2x6 game Tie-Break sets (i.e. a Tie-Break to be played if the score reaches 6 games all), with a deciding Tie-Break to be played if sets are one all.
 4. Women's: 2x6-game Tie-Break sets (i.e. a Tie-Break to be played if the score reaches 6 games all), with a deciding Tie-Break to be played if sets are one all.
- (iii) Abbreviated Rubbers: Teams of two men and two women playing 4x2 set rubbers of doubles (Men's, Women's and 2 Mixed), the first two sets of each rubber to be 6-game Tie-Break sets (i.e. a Tie-Break to be played if the score reaches 6 games all) with a deciding Tie-Break to be played if sets are one all.
- (c) The winter season of the Saturday Mixed Competition shall be played in format (ii) - Units.
- (d) The Sunday Competition shall be played in one of the following two formats at the discretion of the Match Committee, for each section in any particular season:
- (i) Rubbers: Teams of two players playing 2x3 set rubbers of singles followed by 1x3 set rubber of doubles, all sets to be 6-game Tie-Break sets (i.e. a Tie-Break to be played if the score reaches 6 games all).
 - (ii) Abbreviated Rubbers: Teams of two players playing 2x2 set rubbers of singles followed by 1x2 set rubber of doubles, the first two sets of each rubber to be 6-game Tiebreak sets (i.e. a Tie-Break to be played if the score reaches 6 games all) with a deciding Tie-Break to be played if sets are one all.
- (e) The **Ladies' Tuesday** Competition shall be played between teams of four women playing 6-game Tie Break sets (i.e., a Tie-Break to be played if the score reaches 6 games all) of doubles, in the following pairings and order: -
- 1&2; 3&4; 1&3; 2&4; 1&4; 2&3.*
- (f) The **Ladies' Thursday** Competition shall be played between teams of four women each team consisting of two pairs, 1&2 and 3&4. Each pair shall play a best of three sets rubber against each of the opposing pairs in the following order:
- 1&2 v 1&2; 3&4 v 3&4*
1&2 v 3&4; 3&4 v 1&2
- in one of the following two formats at the discretion of the Match Committee, for each section in any particular season:
- (i) Rubbers: The first two sets of each rubber to be 6-games straight sets (i.e. first to 6 games) and if sets are one all a 6-game Tie-Break set is to be played (i.e. a Tie-Break to be played if the score in the third set reaches 6 games all).

- (ii) Abbreviated Rubbers: The first two sets of each rubber to be 6-games straight sets (i.e. first to 6 games) and if sets are one all a deciding Tie-Break is to be played.
- (g) In the **Ladies' Tuesday** Competition, the match shall be won by the team winning the greater number of games, but if games are equal, by the team winning the greater number of sets. If games and sets are equal, the match is tied and each team receives 1.5 points.
- (h) In the Saturday Mixed (Rubbers and Abbreviated Rubbers), Sunday and **Ladies' Thursday** Competitions the match shall be won by the team winning the greater number of rubbers, if rubbers are equal by the team winning the greater number of sets, if the number of sets are also equal then by the team winning the greater number of games. If rubbers, sets and games are equal, the match is tied and each team receives half the number of points available.
- (i) In the Saturday Mixed (Units) Competition each Unit is of equal value and the match shall be won by the team winning the greater number of Units, but if Units are equal, by the team winning the greater number of games. If Units and games are equal, the match is tied, and each team receives half the number of points available.

COMMENCEMENT & COMPLETION OF MATCHES, AND DEFAULTS

- 11.(a) Before the commencement of any match, the opposing captains shall exchange lists showing the names of players to play in each set, including the indicator 'E' and details of their standard when required by By-Law 12. Such groupings shall not thereafter be varied except with the consent of the opposing captain - penalty, forfeiture by the offending team of the respective sets, the maximum games to love.

The visiting team shall have the choice of courts allocated for the match by the home club at times when choice is available.

- (b) **LADIES' TUESDAY**
 - (i) Starting time is 9.30 a.m. Play shall commence by 9.35 a.m. on both courts, failing which the team in default shall forfeit whichever of the first or second sets cannot commence. A team in default of a set for more than 5 minutes after completion of the preceding set, whether by play or default, shall forfeit that set, except that it shall not be required to forfeit the 3rd and/or the 4th sets until 10.00 a.m.
 - (ii) Home and Away matches are to terminate at 2.00 p.m. if not already completed. Any game, including a Tie-Break, in progress at that time is to be completed. If a result has not been obtained, the match is deemed to be a Draw and 1.5 points allotted to each team.
- (c) **LADIES' THURSDAY**
 - (i) Starting time is 9.30 a.m. Play shall commence by 9.35 a.m. on both courts, failing which the team in default shall forfeit the first set(s) of either or both

first rubber(s) which cannot commence. At 10.00 a.m. a team shall forfeit the second set(s) and thereby the rubber(s) of either or both first rubbers which have not commenced. A pair having forfeited the first rubber and not ready to commence the first set of the reverse rubber 5 minutes after completion of the first rubbers, by play or default, shall forfeit the reverse rubber.

- (ii) Home and Away matches are to terminate at 2.00 p.m., if not already completed. Any game, including a Tie-Break, in progress at that time is to be completed. If a result has not been obtained, the match will be deemed a Draw and undecided points allocated equally to each team.

(d) **SATURDAY MIXED (RUBBERS) AND SATURDAY MIXED (UNITS)**

Starting time is 1.00 p.m. Where two courts are provided, play shall commence by 1.05 p.m. on both courts.

SATURDAY MIXED (RUBBERS) - If play has not commenced by 1.05 p.m., the team in default shall forfeit the first set(s) of the first rubber(s) which has not commenced; the second set(s) and thereby the rubber(s) shall be forfeited if play has not commenced by 1.30 p.m. The Mixed rubber(s) shall be forfeited if the team in default cannot commence play 5 minutes after the completion, by play or default, of the previous rubbers.

SATURDAY MIXED (UNITS) - If play has not commenced by 1.05 p.m., the team in default shall forfeit the Mixed set(s) which has not commenced. If the Mixed sets were defaulted, the first set of the Men's or Ladies' rubbers shall be forfeited by the defaulting team if play cannot commence by 1.30 p.m. and the second set, and thereby the rubber, 5 minutes later. If either Mixed set is played, the team in default shall forfeit the first set of the Men's or Ladies' rubber if it cannot commence that set 5 minutes after the Mixed set is concluded. The second set, and thereby the rubber, shall be forfeited 5 minutes later if play has not commenced.

(e) **SUNDAY**

Starting time is 1.30 p.m. Play shall commence by 1.35 p.m. on both courts. If play has not commenced by 1.35 p.m., the team in default shall forfeit the first set(s) of the first rubber(s) which has not commenced; the second set(s) and thereby the rubber(s) shall be forfeited if play has not commenced by 2.00 p.m. The Doubles rubber shall be forfeited if the team in default cannot commence play five minutes after the completion, by play or default, of the previous rubbers.

- (f) If less than 2 courts are provided for Ladies' Saturday Mixed (Rubbers) or Saturday Mixed (Units) the default penalties apply to commencement of the, Men's Rubber (Saturday Mixed) and the 1st Mixed (Saturday Mixed Units) only. If teams are sharing courts all courts must be used from the starting time, that is, one of the teams scheduled to share the courts must use two courts and each team sharing must have at least one court allocated at the starting time. In Saturday Mixed, a team playing the Rubbers format shall have first use of a shared court if sharing with a team playing the Units format.

- (g) Default:

- (i) A team shall not be deemed to be in default while play is not possible for other reasons.
- (ii) A team in default of all sets shall be deemed to have defaulted the match and the opposing side shall win the match by default, but the playing of any set or part thereof shall cause the match to be a 'completed' match for percentage purposes and not a 'default' match. A match which does not commence on the day because of the default of both teams shall be cancelled and neither team awarded points, but both teams shall incur the penalty for percentage purposes.
- (iii) In the event of a team winning a match by default by way of a forfeit without the playing of any set or part thereof, the winning team must enter the result online (Ladies' Tuesday) or send in a score card (Ladies' Thursday, Saturday Mixed and Sunday) noting the forfeit. Names of players who were to take part are not required to be entered/recorded on the card.
- (iv) In the event of a team winning a match by default other than by way of a forfeit without the playing of any set or part thereof, the winning team must enter the result online (**Ladies' Tuesday**) or send in a score card (**Ladies' Thursday**, Saturday Mixed and Sunday) noting the default and entering/listing the players for the match.
- (v) A Club defaulting shall be fined for each default, and any team defaulting three times in a season shall be disqualified. All matches listed for the season for that team shall be cancelled.
- (vi) A Club shall incur a fine when a team is represented in a match by less than the full complement of players required for that competition, the fine being \$5 for each player short.
- (h) Play shall be continuous except that an interval of 5 minutes will be allowed between the second and third sets of a rubber and between rubbers (Saturday Mixed (Rubbers), Sunday and **Ladies' Thursday**).
- (i) A hit-up before the reverse (**Thursday Ladies'** Rubbers) or Mixed (Saturday Mixed Rubbers) and before the Ladies' and Men's Units (Saturday Mixed Units) or Doubles rubbers (Sundays) shall be no more than 3 minutes. For **Tuesday Ladies'**, hit-ups will be dispensed with entirely after each person has played one set.

PLAYER ELIGIBILITY

- 12.(a) A team shall forfeit to lose all sets in which it was represented by a player not eligible to play therein.
- (b) No person shall be eligible to play in any postponed or continued match unless eligible to play in that match and not included in another team on the day originally listed.
- (c) For **Ladies Tuesday and Thursday** Competitions, subject to By-Law 12(g), a player who is not nominated or added to the approved list by any Club pursuant to

By-law 8 can play as an emergency for any team of any Club until they have played for the same team 3 times and after that they can only play for that team.

- (d) In any one season, except with the prior permission of the Match Committee, a person after playing three matches with a team shall not play with any other team in the same grade, and having played in four matches in higher grades, shall not play in a lower grade.
- (e) In order to participate in a Semi-Final or Final match with a team, a player must have taken part during the season with a team in that Section or any lower Section teams in at least four matches in a Saturday Mixed competition with 10 or 9 teams in the Section and otherwise (i.e. Saturdays with 8 or less teams in the Section, **Tuesdays, Thursdays** and Sundays) in at least three matches. A player is deemed not to have taken part in a match if the match is forfeited or cancelled by mutual agreement without attendance at the courts.

The Match Committee shall have the power to waive this By-Law in exceptional circumstances if it deems fit.

- (f) A substitute player may, if eligible, take the place of any player unable because of illness or other emergency to take part in or continue any match, and play shall continue on that day from the last completed point, whether on that day or a later day.

Should no eligible substitute be ready to play when required, the games and sets unable to be played shall be forfeited to love.

- (g) Before the commencement of any match 'E' is required to be indicated on the exchanged list of players (**Ladies' Tuesday**)/score card (**Ladies' Thursday, Saturday Mixed and Sunday**) against any player who is not on the approved list for the particular team or a team in a lower section and details of their standard is required to be written on the exchanged list/back of the score card. Failure to do so shall incur a fine.

In the event of a protest, the Match Committee may rule an emergency player ineligible (only in a Home and Away match) where it is satisfied that the team would have been higher graded had that player been included in the original list. Such ruling will also apply to the player's future eligibility during that season but shall not be applied retrospectively to previous matches.

Even without a protest, the Match Committee may rule an emergency player ineligible where it is satisfied that the player's ability is markedly above a standard which is considered reasonable for the particular grade.

POSTPONED, INTERRUPTED AND UNFINISHED MATCHES

- 13.(a) **Saturday or Ladies' Mid-Week Competition** match in which a result is not obtained on the date set by the Association fixture, will be deemed a Draw and undecided points allotted equally to each team. Games scored to count for percentages.

Matches can be cancelled due to rain or frost affected courts, with or without attendance, by mutual agreement between the two captains. The cancellation is not to occur before 8.00 a.m. for **Tuesdays and Thursdays**, 11.30 a.m. for Saturdays and 12.00 p.m. for Sundays.

If the match has not been cancelled by mutual agreement, play has not commenced, and the courts are not playable by 11.00 a.m. for **Tuesdays**, 10.30 a.m. for **Thursdays** and 2.30 p.m. for Saturdays and Sundays, the match is to be cancelled.

If play has commenced and then the courts become unplayable, the match may be abandoned by mutual agreement at any time. If there is no mutual agreement players must remain until the finishing time (2.00 p.m. for **Tuesdays**, 2.00 p.m. for **Thursdays** and light-up time for Saturdays and Sundays).

Teams who do not wish to call the match off should not agree and should go to the courts as usual. They can then decide if the courts are playable or not.

If there is any doubt about the courts being playable do not call it off.

Ladies' Tuesday and Thursday matches will be cancelled upon the temperature reaching 31.5 degrees C - according to the Bureau of Meteorology weather station at Viewbank. The temperature is to be ascertained by using the observations recorded for Viewbank on the Melbourne Observations page of the Bureau of Meteorology website, www.bom.gov.au. No other method is to be used to ascertain the temperature. The website may be checked at any time. Once the temperature reaches 31.5 degrees C the match must be cancelled. BOM temperature readings are not to be rounded up or down.

If a result has not been obtained the match will be deemed a Draw and undecided points allotted equally to each team.

If both teams wish to continue to play once the temperature reaches 31.5 degrees C, they may do so socially, but no further competition points will be allocated.

Saturday Mixed Competition matches: When the temperature reaches 35°C (official Weather Bureau temperature), matches shall be abandoned and undecided points allotted equally to each team.

Sunday matches will be cancelled upon the temperature reaching 32°C (according to the Bureau of Meteorology) before completion of both Singles Rubbers, or upon the temperature reaching 35°C (according to the Bureau of Meteorology) after completion of both Singles Rubbers but before completion of the Doubles Rubber. If a result has not been obtained the match will be deemed a Draw and undecided points allotted equally to each team.

- (b) **All matches** will be cancelled if the day before the match the Environment Protection Authority Victoria forecasts the air quality in the area of the match to be 'Very Poor' or worse. Players are not required to attend the courts. The match will be deemed a Draw and undecided points allotted equally to each team.

- (c) The Match Committee may postpone any match to another day and no match shall be postponed except by or with the approval of the Match Committee. A match so postponed or in which play is unable to commence on the day because of reasons deemed by the Match Committee to be adequate shall be termed a postponed match.
- (d) A match in which play is for any reason discontinued during the day, but resumed on the same day, shall be termed an interrupted match and play shall resume from the last completed point.
- (e) A match in which play has commenced, but which has not been completed on termination of play for a day, shall be termed an unfinished match and play shall resume from the last completed point.
- (f) Notwithstanding any postponement or discontinuance, all matches whenever played or continued, shall be deemed to be played on the day originally listed for the match, and only players eligible to play therein on that day shall be eligible to play in the match.

TEAM POINTS AND FINALS

14(a) Ladies' Tuesday Competition:

Nine points shall be allocated for each Home and Away match. Three points shall be awarded for winning the match, one point for each set won, and 0.5 point for each incomplete or not commenced set. If a match is a draw or not commenced, other than by a default of a team, each team receives 4.5 points. If a match is not completed and a result is not obtained, each team shall receive 1.5 points, 1 point for each set won and 0.5 point for each incomplete set. If a match is not commenced on account of the default of a team, the winning team receives 9 points and the team in default 0 points.

Saturday Mixed and Ladies' Thursday Competition: Sixteen points shall be allocated for each Home and Away match. Eight points shall be awarded for winning the match and two points for each rubber or unit won, one point for each incomplete or not commenced rubber or unit. If a match is a draw or not commenced, other than by the default of the team, each team receives eight points. If a match is not completed and a result not obtained, each team shall receive four points and two points for each rubber or unit won and one point for each incomplete rubber or unit.

Sunday:

Fourteen points shall be allocated for each Home and Away match. Eight points shall be awarded for winning the match and two points for each rubber won, one point for each incomplete or not commenced rubber or unit. If a match is a draw or not commenced, other than by the default of a team, each team shall receive seven points. If a match is not completed and a result not obtained, each team shall receive four points and two points for each rubber won and one point for each incomplete rubber.

The four leading teams in each section at the completion of the Home and Away series of matches shall compete in Semi-Final and Final matches. If a section of the Saturday Mixed or Sunday Competitions has six teams or less, there shall be a Final match only, between the two leading teams of that section.

In the event of two or more teams being level on points, placings shall be decided by the respective percentages of games won over games lost by each team in all completed matches for Saturday Afternoon Mixed (Units) and Ladies' Tuesday Competitions and on the percentage of rubbers won over rubbers lost, if equal, percentage of sets won over sets lost, and so on for Saturday Mixed (Rubbers), Sunday and Ladies' Thursday

Competitions. In calculating percentages, a team winning a match by default shall not be allowed any games for or against it but a team losing a match by default shall incur the penalty of being deemed to have lost all sets of that match to love.

(b) **Saturday Mixed and Sunday Competitions**

The Semi-Final and Final matches for the Saturday Mixed Competition shall be:-

1st Semi-Final - 1st & 4th teams.

2nd Semi-Final - 2nd & 3rd teams.

Final - Winners of Semi-Finals.

These matches shall be played on courts and at times fixed by the Match Committee.

(c) **Ladies' Tuesday and Thursday Competitions:**

(i) **Ladies' Tuesday Competition:** Upon the completion of the Home and Away matches, the leading teams in each grade shall play off the final series.

In each grade for each section the first team shall play the fourth and the second team shall play the third as semi-finals. The winners of the semi-finals then play in a grand final for the premiership of the grade.

In each grade for each section with fewer than 6 teams the second team shall play the third as a semi-final. The winner of this match then play the first team in a grand final for the premiership of the grade.

(ii) **Ladies' Thursday Competition:** Upon the completion of the Home and Away matches, the leading teams in each grade shall play off the final series.

In each grade for each section with 8 or 7 teams the first team shall play the second and the third team shall play the fourth as semi-finals. The winner of the third v fourth semi-final shall play the loser of the first v second semi-final as a preliminary final. The winner of this match then play the winner of the first semi-final in a grand final for the premiership of the grade.

In each grade for each section with 6 teams the first team shall play the fourth and the second team shall play the third as semi-finals. The winners of the semi-finals then play in a grand final for the premiership of the grade.

In each grade for each section with fewer than 6 teams the second team shall play the third as a semi-final. The winner of this match then play the first team in a grand final for the premiership of the grade.

- (d) Saturday Mixed (Rubbers), Saturday Mixed(Units), Ladies' **Tuesday** and Ladies' **Thursday** Competitions:

In the event of a Finals series Draw, the match shall be decided by a Tie-Break played between a nominated pair (1&2 or 3&4) for **Thursday**, either of the mixed pairings for Saturday (Rubbers), a mixed pair, comprised of one player from each of the original mixed pairings for Saturday (Units) and any two for **Tuesday** whose names are to be written on the exchanged list (Ladies' **Tuesday**)/reverse side of the score card (Ladies' **Thursday**, Saturday Mixed and Sunday) before commencement of the match; a reasonable hit-up is allowable.

- (e) Two courts will be allocated for each match and starting times and default procedure as detailed in By-Law 11 apply.

The team lower on the ladder will be called the visiting team and that team has the choice of courts allocated by the host club for the match, at times when choice is available.

- (f) The Match Committee may adjust the format of the Finals series of a particular season of a competition as it deems necessary;
- (g) The Club of the team winning the Final match shall be awarded a trophy as decided by the General Committee.

SCORE CARDS

15(a) Ladies' Tuesday

Results shall be recorded, signed by the respective captains and entered online by the winning team by 7pm on the following Thursday. Failure to comply will cause the winning team to incur a fine (if desired by the General Committee) and the loss of one half of the number of points to which a team is entitled on account of winning a match.

The winning team shall be fined for all mistakes and omissions in the entry unless it can show that the mistake or omission was due to a mistake or omission of the other team.

In the event of an uncompleted match, where no result is obtained but both teams attended the match venue, the result shall be entered by the Home team and the names of the players who did or were to take part must be entered. The Home team shall be fined for all mistakes and omissions in the entry unless it can show that the mistake or omission was due to a mistake or omission of the other team. Failure to enter the result by 7pm on the following Thursday will cause the Home team to incur the loss of one half of the number of points to which a team is entitled on account of winning a match and a fine (if desired by the General Committee).

In the event of a match cancelled pursuant to By-Law 13(b) with neither or only one of the teams attending at the match venue the result shall be entered by the Home team noting that the match was cancelled by mutual agreement. Names of players who were to take part are not required to be entered. Failure to enter the result by 7pm on the following Thursday will cause the Home team to incur the loss of one half of the number of points to which a team is entitled on account of winning a match and a fine (if desired by the General Committee).

In the event of a team winning a match by default by way of a forfeit without the playing of any set or part thereof, the result shall be entered by the winning team noting the forfeit. Names of players who were to take part are not required to be entered. Failure to enter the result by 7pm on the following Thursday will cause the winning team to incur the loss of one half of the number of points to which a team is entitled on account of winning and a fine (if desired by the General Committee).

In the event of a team winning a match by default other than by way of a forfeit without the playing of any set or part thereof, the result shall be entered by the winning team noting the forfeit and the names of the players who did or were to take part must be entered. Failure to enter the result by 7pm on the following Thursday will cause the winning team to incur the loss of one half of the number of points to which a team is entitled on account of winning a match and a fine (if desired by the General Committee).

(b) **Ladies' Thursday, Saturday Mixed and Sunday**

Results shall be recorded on the Association score card, signed by the respective captains and forwarded by the winning team to reach the Addressee on the score card by 7pm the following Tuesday for Saturday Mixed, by 7pm the following Wednesday for the Sunday, and by 7 pm the following Monday for **Ladies' Thursday** Competition. Failure to comply will cause the winning team to incur a fine (if desired by the General Committee) and the loss of one half of the number of points to which a team is entitled on account of winning a match in the particular competition.

The winning team shall be fined for all mistakes and omissions on the score card excepting that each team shall be held responsible for the insertion of its own team numbers, captain's signatures, players' names, total of score won by its own players and mixed pairings where appropriate.

In the event of an uncompleted match, where no result is obtained but both teams attended the match venue, the score card shall be sent in by the Home team and the names of the players who did or were to take part must be recorded on the card. The Home team shall be fined for all mistakes and omissions on the score card excepting that each team shall be held responsible for the insertion of its captain's signature, players' names, total of score won by its own players and mixed pairings where appropriate. Failure to forward the card to reach the Addressee by the appointed day for each competition will cause the Home team to incur the loss of one half of the number of points to which a team is entitled on account of winning a match in the particular competition and a fine (if desired by the General Committee).

In the event of a match cancelled pursuant to By-Law 13(b) with neither or only one of the teams attending at the match venue the score card shall be sent in by the Home team noting that the match was cancelled by mutual agreement. Names of players who were to take part are not required to be recorded on the card. Failure to forward such card to reach the Addressee by the appointed day for each competition will cause the Home team to incur the loss of one half of the number of points to which a team is entitled on account of winning a match in the particular competition and a fine (if desired by the General Committee).

In the event of a team winning a match by default by way of a forfeit without the playing of any set or part thereof, the score card shall be sent in by the winning team noting the forfeit. Names of players who were to take part are not required to be recorded on the card. Failure to forward such card to reach the Addressee by the appointed day for each competition will cause the winning team to incur the loss of one half of the number of points to which a team is entitled on account of winning a match in the particular competition and a fine (if desired by the General Committee).

In the event of a team winning a match by default other than by way of a forfeit without the playing of any set or part thereof, the score card shall be sent in by the winning team noting the forfeit and the names of the players who did or were to take part must be recorded on the card. Failure to forward such card to reach the Addressee by the appointed day for each competition will cause the winning team to incur the loss of one half of the number of points to which a team is entitled on account of winning a match in the particular competition and a fine (if desired by the General Committee).

BALLS

16. At least four new balls as approved by Tennis Victoria are to be supplied for each match by the Home team, to be used by agreement between the Captains provided that, in the event of disagreement, one new pair shall be used for each of the first two Units for Saturday Mixed (Units) Competition, one pair for the Men's rubber and a Mixed rubber and other pair for the Women's rubber and the other Mixed rubber for Saturday Mixed (Rubbers) Competition and one pair for each court for **Ladies' Tuesday and Thursday** Competitions.

For all finals matches of all competitions the Home Team shall at its cost supply two pairs of new balls of the same approved make.

Unfinished matches may be completed with the balls used in the previous play, and they must not have been used in the interim.

COURTS - PREPARATION

17. **Ladies' Tuesday and Thursday Competitions:**

The Home team is to prepare courts in readiness for play to commence at the starting time fixed by the Match Committee. Participating teams are to share the maintenance of courts between sets and rubbers while a match is in progress.

PROTESTS

18. Protests, accompanied by a deposit of \$5, and including a letter of explanation endorsed by the Club Secretary or other executive member of the committee, shall be notified to the Secretary within 72 hours of completion of the match.

No protest arising out of any happening at a match will be considered unless the exchanged list (**Ladies' Tuesday**)/ score card (**Ladies' Thursday**, Saturday Mixed and Sunday) is signed by the protesting captain, endorsed 'Under Protest', the opposing captain notified of reasons for the protest, and the duly endorsed statement furnished with deposit within the required time.

The Club against which the protest is made shall also lodge a similarly endorsed letter of explanation within the 72 hour period, failing which the protest will be determined solely on the statement provided by the protesting Club.

The deposit will be refunded if a protest is upheld, but otherwise retained. Following determination of the protest, the Match Committee may impose a penalty on the Club against which the protest was made.

FINES AND PENALTIES

19. For any breach of these By-Laws for which a penalty is not expressly provided, or for conduct by a Club or team or player which in the opinion of the Match Committee warrants a penalty, the Match Committee may impose a fine and such other or further penalties as it may decide.

The following fines will be imposed:

Late score cards \$5 and loss of points
 Late online entry \$5 and loss of points
 Incorrect score cards \$5
 Incorrect online entry \$5
 "E" (emergency) not indicated \$5
 Emergency's standard not written \$5
 1 player short \$5
 Forfeit or default \$20
 Withdrawal of team \$60

CODE OF DRESS:

- 20.(a) Recognized tennis attire and footwear must be worn.
 (b) Only footwear for the courts being used for the match is permitted.