



NORTH EASTERN JUNIOR TENNIS ASSOCIATION (Inc.)

GUIDELINES FOR HOME SUPERVISORS

The Home Supervisor has the responsibility to perform as a co-ordinator and a mediator. The Home Supervisor is to assist in the correct implementation of the NEJTA Match Rules, whilst not interfering in a match unnecessarily.

The Home Supervisor is to ensure all matches are played and supported in a manner that is within the spirit of the NEJTA Match Rules.

HOME SUPERVISOR RESPONSIBILITIES

1. The Home Supervisor is to ensure all players, Team Managers and spectators adhere to the Match Rules, including Codes of Conduct and Tennis Etiquette. All Match Rules must be followed from the time a team arrives until the time they depart.
2. Home Supervisors must be fair, considerate and honest in all dealings with others. Language used, presentation, manners and punctuality should reflect high standards. Home Supervisors are role models for others.
3. Home Supervisors must demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years, as words and actions used are an example to others.
4. A safe environment must be maintained by the Home Supervisor at all times.
5. Strict impartiality must be maintained at all times.
6. The Home Supervisor is the only person permitted on court, other than the actual players and any umpire involved in the set. Examples of when this may be necessary are :
 - a. The Home Supervisor can enter the court to adjudicate a dispute when requested by one or more of the players involved in the set.
 - b. If upon watching a set the Home Supervisor witnesses repeated incorrect calls by the player(s), the Home Supervisor should address all players involved in the set at the end of the current game, of the correct and appropriate method of play. Please note the Home Supervisor is not to overrule line calls witnessed from off the court, and
 - c. The Home Supervisor may enter the court when addressing Code of Conduct issues.
7. The Home Supervisor should monitor all incidents and if necessary take action, as outlined in the NEJTA Code of Conduct document.
8. If any player violates the Code of Conduct and is addressed by the Home Supervisor, the Home Supervisor must report the incident to the NEJTA secretary.

9. The Home Supervisor can appoint an umpire to a set, if deemed necessary to ensure an accurate result.
10. Whilst foot faults are not called within an NEJTA match, the Home Supervisor may request a player to correct their foot faults, if they are deemed extreme and possibly impacting on the set.
11. When arbitrating a dispute between players, the Home Supervisor should always make a decision that refers back to the Match Rules.
12. The Home Supervisor should ensure there is at least one adult present per team for the entire match.
13. Do not hesitate to call the NEJTA mobile 0408 587 380 if you need clarification of any rule.
14. If play is stopped due to bad conduct by a spectator, the NEJTA must be notified immediately by phone.
15. At the end of each match, the Home Supervisor should ensure score cards are completed correctly and then sign each card.

COURT REQUIREMENTS

1. The Home Supervisor is to be clearly identifiable at all times, wearing the NEJTA provided Home Supervisor badge.
2. Courts are to be open for teams to commence warm up by 7.45 am.
3. Court allocation for the day's matches, together with the Home Supervisor's name is to be displayed, clearly visible to all teams.
4. Courts are to be prepared, ready for match play to commence at 8.00 am for singles matches and at 9.30 am for doubles and for late start singles matches.
5. Ensure play on any courts allocated for a 9.30 am start is completed by 9.20 am, allowing time for the new teams to have a warm up and prepare courts ready for play at 9.30 am. It is the Home Supervisor's responsibility to monitor progress of sets to keep play flowing, with the view of late start matches and doubles commencing at 9.30am.
6. Weather conditions are to be monitored for the possibility of a wash out or a heat out, as per the Match Rules.
7. The Home Supervisor is required to be present until all matches have been completed.
8. To avoid unnecessary delays in play, any gates to an outside or un-used area where balls can be mishit, should be unlocked for quick and easy retrieval.