



NORTH EASTERN JUNIOR TENNIS ASSOCIATION

PROCEDURES

**For Junior Secretaries
("Appendix E" of the NEJTA Match Rules)**

SATURDAY MORNING COMPETITION

Mobile: 0408 587 380 (Saturday morning only)

HON. SECRETARY

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1. COMMUNICATION

All communication with the Secretary or Executive Committee must be via the Junior Secretary. **All correspondence** including Protests and Complaints must be endorsed by the Junior Secretary and submitted in writing (email is acceptable).

Any correspondence received from a player, parent or individual that does not come via the Junior Secretary, will not be considered or actioned and will be returned to the club.

2. AFFILIATION

All Clubs must be Affiliated with the NEJTA (Inc.). Affiliation payment to be included with Spring team submissions each year.

If an affiliation fee is not paid at the time of submitting Spring teams, teams for the club will not be graded.

All clubs must be Affiliated with Tennis Victoria (if not proof of adequate Public Liability insurance is required).

3. LOCATION

Location of venue must be within 30 kilometres of central point within Association. Central point is currently Macleod Tennis Club.

4. TEAM SUBMISSIONS

When submitting teams for seasonal grading, the following must be completed:

(a) **NEJTA ENTRY FILE**

Complete all relevant information and return spread sheet to NEJTA by due the date.

(b) **SUPPORTING DOCUMENTS**

Ensure fully completed and signed player Transfer Application forms are forwarded to the NEJTA by the team submission closing date.

(c) **PLAYER REGISTRATION**

All new players must provide their full name and date of birth to register.

(d) **OUTSTANDING FINES/FEES**

Team entries will not be accepted, if outstanding monies owed to the Association, including all fines, annual affiliation fees and registration fees are not paid to the Association at the time of team entry.

If a player is nominated in grading submission files for two Clubs/Teams, the Junior Secretaries of both clubs will be notified by the Association Secretary – the matter must be finalised before the Executive Committee grading meeting otherwise the player will be graded into the Club/Team they were last registered with.

TEAMS MUST BE SUBMITTED ON OR BEFORE THE CLOSING DATE.

Autumn Season must be submitted by 1st December each year.

Spring Season must be submitted by 1st June each year.

It is the Junior Secretary's responsibility to retain a copy of all documents submitted.

5. GRADING

Grading is carried out by the Pre-Grading Committee, then the Executive Committee and Clubs are advised of their teams grading prior to each season.

Teams must remain unchanged once submitted for grading.

The Executive Committee reserves the right to question a Club regarding their applied for grading/ranking of teams and may request a Club to submit an Amended Teams list if they deem it necessary.

The use of above standard players without Match Committee approval shall result in the forfeit of all sets played by the above standard player.

Individual players may be regraded by the NEJTA Committee. Changes will be shown on Amended Teams Lists.

6. SINGLES TEAM ORDER OF MERIT AMENDMENTS

Request to amend the singles order of merit / playing order within an existing team must be submitted in writing **by the Junior Secretary** (email will be accepted). They must be forwarded to reach the Association Secretary by no later than 6:30 pm Tuesday following the **seventh round match** of each season. **Amendments must be approved prior to playing in amended order.**

7. REGISTRATION

If a player is included into a team after grading, as an emergency player, the Club must provide the player's full name and date of birth and recent playing history and or coach's assessment on the player's first appearance. The player's full name and date of birth must be received by the Association Secretary by 6:30 pm Monday following the match.

No additional player can be included/added into a team, after grading, without a prior application to the Match Committee, seeking their approval, to play. A detailed summary of playing history and or in the absence of, a club coach's assessment, must be provided on the application to the Match Committee. Failure to provide accurate information, may incur a fine.

8. TRANSFERS

- (a) Player transfer window, is the two (2) week time frame a **player has to request a transfer** to another club, for the next scheduled season. No player can request a transfer after the set closing date, as nominated by the NEJTA. Clubs still have the opportunity to initiate a transfer after they complete their team selection process and find an existing club player can no longer be graded into an appropriate team.
- (b) If a club has their own documented internal process and timeline for player registration / team selections and closing dates for the signing of player initiated transfers, then the club's transfer opening date stands and the NEJTA player transfer closing date stands. (No player can request or be given a transfer after the NEJTA player transfer window has closed.)
- (c) No club official or club coach, can be seen to coerce a player to transfer from another club or to their club. Any breaches will be dealt with by the NEJTA Committee.
- (d) If a player has played for another club in the previous one (1) season, a player Transfer Application form must be completed. This includes emergency players.
- (e) 'Player Transfer Applications' must be submitted to the Association Secretary for approval **prior to the seasons closing date for the lodgement of the team submissions.**
- (f) 'Player Transfer Application' forms are available from the Association Secretary and online on the NEJTA website.
- (g) It is the responsibility of the player to ensure this form is signed by both Clubs before teams are submitted into the Association for grading and to ensure all information is correct. If the reason for transfer is deemed to be inaccurate, the transfer will be denied for the requested season of play
- (h) No Player will be permitted to transfer from one competing club to another during the playing season without prior approval of Match Committee.
- (i) Any player who plays prior to a transfer being approved shall be deemed as ineligible. All sets played by such player, will be forfeited and the club fined \$25.

9. WITHDRAWAL OF TEAM

A \$50.00 penalty will be issued to any club/s that withdraws a team after grading.

If any team is withdrawn before or after the season commences, the individual players registered for that team will not be permitted to play in another team or to transfer to another club without prior approval of Match Committee.

Any team forfeiting three (3) matches in the one season shall **be withdrawn** from the competition. Any games and points gained or lost in matches against a withdrawn team in the formation of the ladder, will be disregarded and those matches treated as **byes**.

Penalty – First Forfeit \$10 Fine – Second Forfeit \$20 Fine – Third Forfeit \$30 Fine

10. VENUE CHANGE/MATCH TIME CHANGE

- (a) The Club organising a venue or match time change MUST notify in writing (letter or email) the opposing teams Junior Secretary. This must be done allowing plenty of time for them to notify the Team Manager involved. *cc to Association Secretary*
- (b) It is the responsibility of the notifying club to obtain confirmation in writing (letter or email) from all clubs affected by venue or match time change. *cc to the Association Secretary*
- (c) It is the responsibility of the Junior Secretary who receives a venue or match time change letter or email to advise the relevant Team Manager.

Failure to comply with the above may result in a fine and/or penalty as determined by the Match Committee.

11. FINES / PENALTIES

All fines will be \$10.00 unless otherwise stated.

Fines will be issued on a Tax Invoice. When a club's accrued fines total or exceed \$50.00, they will be advised and payment is expected within 30 days.

Imposed fines and penalties, where applicable are determined by the Match Committee.

12. FEES

All Fees and Subscriptions are set at the Annual General Meeting.

13. BALLS

Two new Balls per team (approved by Tennis Victoria) must be supplied for all **Singles** matches.

A list of balls approved by Tennis Victoria will be provided by the Association Secretary each season.

Used balls for **Doubles** sections MUST be Green Dot and of a uniform, good quality/standard.

Fine and/or penalty for not supplying new balls or good quality/standard used balls will be determined by the Match Committee

14. WASHOUTS

A Washout Co-ordinator must enter washed out courts into trols 45 mins prior to the scheduled match time.