

BY-LAWS AS FROM AUGUST 2018

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PLEASE REMEMBER, RULES ARE COMPILED FOR THE BENEFIT OF ALL. THEY ARE NOT MADE TO HINDER YOU, SO IF ERRORS OCCUR BY NOT READING THE RULES, THERE SHOULD BE NO COMPLAINTS IF THE COMMITTEE PENALISES YOUR TEAM.

1.

1. **REPRESENTATIVES – COMMITTEE**
2. Each centre is represented by a committee member. In the event of any enquiries, please contact your rep (week days only, not after 8pm). Names and phone numbers are in your draw book.
3. The AGM shall be held on the Presentation day in December of each year. The business of the AGM shall be the election of the Executive members, i.e. Office bearers and Committee members. Approval of Financial statements and any other business affecting Northside Ladies Tennis Club Inc. Or its members. The committee will be responsible for the general management and control of the Club.
4. The committee meetings will be held as per draw book each season. Members may present a submission in writing to the committee through their court rep. Subject to the content of such submission members may be invited to the meeting for further discussion.
5. Any team which fails to comply with the club rules, with regard to any match in which they are competing, shall forfeit such match and the committee will have the power to award the match points to the opposing team.
6. If a player or a team feel they have a legitimate protest or complaint, it must be submitting by emailing the Club Secretary within seven(7) days of the incident. The Secretary will then present same to the committee for consideration.
7. If a complaint is made against a player or team all parties concerned will be given the opportunity to state their position to the committee before a decision is handed down.
8. The committee shall have the power to refuse affiliation of any team or player without stating reasons.
9.
10. A copy of the Constitution will be made available for any member to read, upon request.
11. **COURTS**

Each team must register a suitable court on which home matches shall be played as per the draw. This court shall be available if required, ready for play on additional Wednesdays for finals.

1. Only one (1) court is to be used per match on any given day.
2. **MEMBERSHIP – CLUB REGISTRATION FEES**

Annual membership shall be determined by the Committee. These fees cover:

Administration costs;

Trophies;

Subsidies (Presentation Day)

1. Players may register as individuals and be placed in a team as required, or register as a team. New players will be accepted at the discretion of the Committee.
2. There will be two(2) Presentation Day lunches each year, venues will be advised each season.
3. There will be no refund of fees for any player or team resigning from the Club after closing date of nominations. (If prior to season commencing and special circumstances occur, the Committee will review the case).
4. Any former player/team, who have not paid registration fees on or before registration date, shall be assumed to have withdrawn from the Northside Ladies Tennis Club and further continuance shall be at the discretion of the Committee.
5. **PLAYER DEFINITION**
6. **SUBSTITUTE PLAYERS**

A substitute player is a registered player from another team who fills in for a player who is unable to play that day. Their name must appear on the scoresheet.

(ii) A substitute player may play in a higher section for FOUR (4) matches only. On the FIFTH (5) match she must remain in that section for the balance of that season and will not be eligible for play in any lower sections.

 (iii) No substitute player may play against her own team. 3.

(iv) A player who submits to the Score Secretary with a doctor’s certificate providing that she is not allowed to play on a certain type of surface (for health reasons) may play for another team whilst being replaced by her own team. The doctor’s certificate is to be provided once only.

**(b) VISITING PLAYERS**

(i) A visiting player is a person who is not a current financial member of the Northside Ladies Tennis Club Inc and is called upon to play for a registered club member. This player may play up to four (4) times before being required to become a financial club member. Player’s name and information (DOB, address, contact numbers and email address) must be forwarded to the Treasurer ASAP for inclusion on Tennis Qld records for insurance purposes.

The responsibility for this will be with the Team Captains (if player is not included on list NO insurance cover).

(ii) The player must be cleared for every match she plays. Ring the Score Secretary prior to match being played. If unable to do so, this player must be cleared by that afternoon. If this rule is not complied with, all points gained by this player will be forfeited.

(iii) Player’s name, address, DOB, phone contacts and email address must be marked on the bottom of the scoresheet. There are to be no more than two (2) visiting players in each team in any one match at any time.

(iv) Once a visiting player has played four (4) matches she must become a financial club member as a reserve for any future matches.

(v) Section 1 is exempted from clearing a visiting player but they must abide by the rule of recording the player’s name and full details on the scoresheet.

**(c) RESERVE PLAYER**

A reserve player is a financial club member of Northside Ladies Tennis Club Inc but not in a set team. A reserve that has been graded as Section 1 standard is eligible to play any number of matches as a reserve player in that grade only. All other reserve players are eligible to play any number of matches in any grade. To be included in the Reserve section of the tennis draw booklet her membership fees must be received prior to printing of said booklet.

4.

1. **LATE/NEW REGISTRATION**
2. Late/New registration MUST be phoned/emailed through to the Score Secretary before the player’s first match (as for visiting player Rule 4). A late registration form must then be emailed to the Treasurer.
3. On approval, the player will then be considered registered as from the date on the form (i.e. first match played). Late registrations will only be accepted prior to the third last match of a season.
4. **TEAM COMPOSITION**
5. A team may consist of up to six(6) registered female players of which four (4) will play on any day.
6. All registered players must be financial members of Northside Ladies Tennis Club Inc.
7. No less than two (2) registered players from that team may be used on any one playing day.
8. A captain must be appointed by each competing team. If for any reason the captain isn’t available for any playing day, an alternative player must be nominated and handed the rules of the club for the day.
9. If there is a two (2) member change in the structure of the team which has played a season, the Committee will exercise their right to place this team in any grade they deem suitable.
10. If a team is short of players for a normal playing day they may use a substitute, reserve or visiting player (under Rule 4).
11. Finals team to consist of only team members.
12. No player can participate in any of the finals unless they have played 3 matches as a registered player in that team.
13. No registered player may transfer from one team to another after the commencement of the season. 5.
14. Trophies will be provided for six (6) registered players only.
15. **PLAYING FEES/COURT EXPENSES**
16. Home team will pay all costs of court hire. Each member playing on said day will pay an amount to their Team Captain.
17. Home team to supply tea/coffee and morning tea from start of days play. These are to be available for players throughout the day. All players are to provide their own lunch.
18. The Home team to supply three (3) Tennis Qld approved balls.
19. **COMMENCEMENT TIMES**
20. Two (2) players from each team must arrive at the court between 9 and 9.15am. Play must commence at 9.30am sharp and no hit up time will be allowed after 9.30am.

If any team fails to adhere to this rule, the offending team shall forfeit the first set.

1. Team Captains may agree to an earlier starting time if they so choose. Commencement time rules does not apply to wet matches.
2. If any player leaves the court area and is not available for the commencement of her set, the offending team shall forfeit the said set.
3. It is allowable for a five (5) minute warm up period for players in the first and second sets of the day only.
4. If a player is injured or ill during play, the said player can take a ten (10) minute break. If , after that time, the player is unable to continue, her team must forfeit that set.
5. Individuals to have lunch in their own time. No collective lunch break. Continuous play to be observed.
6. In the event that a match has not been completed by 3pm, the set that is in play at that time may continue until its completion with the agreeance of the court manager. If agreeable, the teams may be asked to move the match to an alternative court to suit the Centre’s needs. NO NEW set is to be started after 3pm and sets must be played in order and not simultaneously in order to finish all 8 rubbers. 6.
7. Semis and finals are to play until finished.
8. **MATCHES**
9. Shall consist of eight (8) sets of doubles. Each player must play four (4) sets except when unable to continue for any legitimate reason. If this occurs NO substitute is allowed and that player’s outstanding sets shall be forfeited.
10. Each pair plays as current format.
11. At no time is there to be excess chatting/social talk while play is in progress, nor may a player receive coaching from the sidelines.
12. During the cooler months of the year (i.e. after the Easter break and up to the Sept/Oct holidays) the standard deuce ruling for matches will be used . At all other times (i.e. after the Sept/Oct holidays and continuing up until the Easter break) short deuce will be used. The short deuce rules is not to be used in place of the rain procedure or heat rule or to shorten days for any other reason.
13. **SERVICE**
14. The winner of the toss may elect to serve or receive. If choosing to serve, said serve will be taken from the northern end of the court.
15. At the end of the first game, change ends. The receiver shall then become the server. Players will then change ends on all odd games, i.e. 1,3,5,7 etc.
16. Each set shall be served alternatively throughout the day.
17. It is not permissible for the second service ball to either be thrown or dropped anywhere on the court by the server, if the first service is successful.
18. **SCORING**
19. Each game won will earn one (1) full point. For example, if on completion of all match score is 38 games won – 38 points will be awarded.
20. In the event of a drawn match (that is in games and sets) in semi-finals and grand-finals a tie break will be played.

 7.

1. In the event of a forfeited match, the team to which the forfeit has been made shall score as for a win in all sets i.e. 48 games/48 points.
2. **Wet matches**
3. Interrupted play where 6 sets played, will be considered a day’s play. Normal scoring applies.

(ii) Interrupted play less than 6 sets played, average points will apply.

(iii) No play, average points will apply.

1. **Wet matches – No play**

No play by any teams in a section. No points allocated.

Play cancelled by the Committee, no points awarded.

Where a section has a bye team no points will be awarded to the bye team on that day.

1. **SCORE RESULTS AND REPORTING**

**Score sheets must be completed in biro (no pencil) and information must be legible. Black biro only and please ensure that it is dark enough for scanning (the darker the better).**

1. Full names of players must be noted for the first two sets. Christian names only may then be used.
2. Substitute, reserve and visiting players names must be marked on the bottom of the scoresheet. Visiting players must also record DOB, address, telephone numbers and email address.
3. Scoresheets must be signed by both captains after scores are tallied and agreed.
4. Home team captain (or her delegate) shall forward results by email to the Score Secretary’s email. These must be emailed on the day of the match. Email can take the form of a scanned document, photograph of scoresheet and email from mobile phone or typed email. Please check that the scan or photograph is legible and all information is readable before sending. **NO REPORTING/NO RESULTS.**  Scoresheets are then to be retained by the Home team captain until the end of the season as they may be required by the Committee in case of dispute.

 8.

1. Wet matches – Scoresheets must be forwarded unless play is officially cancelled (some teams may play on these days) so it is essential the Score Secretary has the information as soon as possible. Player names must be marked on the scoresheet. If using a visiting player on these days and such player has been cleared, she will be deemed to have played such match.
2. Last match of the season results are to be emailed to the Score Secretary on the same day before 7pm. This must be complied with so the courts can be allocated for the finals.
3. If these rules are not complied with, the offending team will forfeit all points.
4. Should teams be level on points for any of the first four places in their grade, their relative positions shall be determined on sets won over the season.
5. **FORFEITING**
6. In the event of any team being unable to play a match, the captain of the opposing team must be notified by 7am (if not earlier) on the day of play. Score Secretary must also be informed.
7. Any court charges incurred will be paid by the forfeiting team.
8. In the case of a forfeited match, the team receiving the forfeit shall email the scoresheet with the names of their players who would have played and these players shall be deemed to have actually played the match.
9. **RAIN PROCEDURE**

 **IF NOT NOTIFIED BY THE COMMITTEE BY 8.15AM PROCEED TO THE COURT TO PLAY.**

1. On wet days, the Committee shall make a decision at 8am. Court Representatives are to inform all their captains and Centres by 8.15am. Captains to inform ONLY their own team members.
2. If not called off, players must proceed to the allocated court. Play to commence by 10.30am.

 9.

1. Every attempt must be made to ensure play takes place, but at no time must a team pressure the opposition into playing on extremely wet surfaces, thereby placing players in jeopardy.
2. If rain commences AFTER arrival at the courts, teams must stay at the centre & wait one (1) hour. Play must commence by 10.30am. Should further rain occur, a once only 15 minute wait shall apply. Any court at the centre may be used. Both teams are to prepare the court for play after rain.
3. If play commences at 9.30am and rain interrupts play BEFORE 1.30pm, wait one (1) hour. If play resumes and it rains again, wait a further 15 mins. A total off-court time of 1hr15mins is to be observed.
4. If play commences at 9.30am and rain interrupts play AFTER 1.30pm, a once only wait of ½ hour shall be observed.
5. A decision to continue or cease must be made by mutual agreement.
6. If a team leaves the court area before the waiting period has elapsed, the remaining sets shall be claimed as a forfeit by the other team. This condition does not apply where a winner has already been decided and both captains have agreed to cease play.
7. **HEAT RULE**
8. Committee may cancel play if 35 degrees or over is forecast. Tennis shall be cancelled by 8am.
9. Once play has commenced, common sense to prevail with extra drink breaks allowed if needed.
10. If a player is heat affected during play, she may take a 10 minute break once only. If after that time she is still unable to continue she must forfeit the set.
11. No pressure shall be put on any player to continue. A heat affected player may forfeit the current set, but recover to play further sets.
12. Once play has started, play may be cancelled. Both captains must agree. This decision does not affect other matches at the same centre.
13. Scoring shall be as per Rule 11(e). 10.
14. **SEMI-FINALS, PRELIMINARY FINALS, GRAND FINALS & BEST OF THE REST(IF APPLIC)**
15. All types of semi-finals, finals and best of the rest matches to be played will be determined by the available time at season end. If no available time or cancellation of any final due to weather conditions, the winner will be determined by the team that has scored the highest number of points at the end of the designated season rounds.
16. The Committee will decide which Centre/s to be used for finals. This is to be shared amongst the Centres used on a rotational basis if possible. A neutral court will be chosen for play by the Committee so as not to favour a finalist team whose Home court is at the chosen centre. The leading team in all sections will have preference of court surface. If hard court is unplayable due to weather, the match may be played on artificial grass.
17. Team numbers for semi-finals will be based on total score results. I.e. Team 1 = highest progressive score, Team 4 = fourth highest score.

**Three (3) week final**

1. Semi-finals 1 vs 2, 3 vs 4
2. Preliminary-final Loser of 1 v2 plays winner of 3 v 4
3. Grand-final Winner of 1 v 2 of semi-final plays winner of pre-lim final

 **Two (2) week final**

1. Semi-final 1 v 4, 2 v 3
2. Grand-final Winner of 1 v 4 plays winner of 2 v 3
3. BEST OF THE REST – To be played as for 2 week finals i.e. 5 v 8, & 6 v 7. The winners of these two matches play the final match. Substitute, reserve and visiting players are permitted for Best of the Rest series.
4. Umpires will only be allocated if available for any finals, upon request to the Score Secretary, by either or both team captains involved in the match to be played.
5. Court allocation can be obtained by the Team Captains by ringing the Score Secretary after 1pm Friday following the last match played.
6. Court and ball costs to be shared by both teams participating in the finals. Captains from both teams are to collect same and pay court manager/owner. Both teams to bring morning tea. Teams will be advised on which to bring when given court allocation.

 11.

1. Home team will be decided by a coin toss. Winner of the toss to choose Home Team. Second toss for choice to serve/receive.
2. Both teams will help with any court preparation on the day and to clean up kitchen at end of day.
3. If the semi-final has been played and not the preliminary final (because of the weather) the Grand-final will be played between the first and second teams on points.
4. If the Grand-final is cancelled due to weather (either rain or heat) the winner will be the team with the highest end of season point score.
5. If a match is tied i.e. 4 sets all and even on games, a 12 point tie-break is to be played by the last pair from each team on the court at the time.
6. Scores from all semis, preliminary and grand-finals must be emailed through to the Score Secretary that afternoon by 7pm.
7. **12 POINT TIE-BREAK**

The 12 point tie-break is played at 6-all in each set. Procedures and scoring for the tie-break is as follows:

1. **Serving** – The player whose turn it is to serve will be the Server for the first point and will serve the first point from the Deuce or right hand side of the court. The opponent will then serve the second and third points. The second point will be served from the Ad or left hand side of the court and the third point is served from the Deuce or right hand side of the court. Players will continue by serving alternately for two consecutive points. Each time the server switches the new server begins serving on the Ad or left hand side of the court.
2. TIP: When the score total is EVEN, you always serve from the deuce side. When the score is ODD you always serve from the Ad side.
3. **Changing Ends** – Players change ends after every 6 points and at the conclusion of the tie-break game. E.g., when the score reaches 4-2, the players will switch sides. Note: The player serving immediately prior to a changeover will take their second serve once the changeover is made. 12.
4. **Scoring** – Players receive one point for each point won. The tie-break winner is the first player to reach seven points provided there is margin of two points. If there is not a margin of two points, play continues until a two point margin is reached.
5. If service from a wrong half of the court occurs and is undetected, all resulting play shall stand, but the error should be corrected as soon as it is discovered.
6. **GRADING**
7. The Team who wins the Final match shall be the team to progress to the next grade. If applicable, followed by the team who comes first on points at the end of the season.
8. The Team coming last on points (and possibly second last as well) will move down a grade depending on numbers of teams registered for the following season.
9. The Committee shall grade teams and players.

**THE DECISIONS OF THE COMMITTEE SHALL BE FINAL**.

 13.

**PLAYERS CODE OF CONDUCT**

**PLAY BY THE RULES**

**Control your temper. Verbal abuse of other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.**

**Work equally hard for yourself and for your team. Your team’s performance will benefit and so will you.**

**Be a good sport; applaud all good plays whether they are by your team, opponent or the other team.**

**Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.**

**Co-operate with your team-mates and opponents. Without them there would be no competition.**

**Avoid us of derogatory language.**

**MAY YOU ALL ENJOY GOOD SPORTSMANSHIP, COMPETITIVE TENNIS AND NEW FRIENDSHIPS.**

 **14.**