

GUIDELINES FOR JUNIOR SUPERVISORS.

ARRIVAL

- Supervisors to be at venue in time to display court roster, open and check courts and greet first arrivals.
- If wet, depending on club policy attempt to mop courts if practical. Matches should not be abandoned unless play is obviously impossible.

PRIOR TO PLAY.

- Make yourself aware of the rules and ensure a copy is readily available.
- Make yourself known to players and parents.
- Make sure all players are aware of court allocation.
- Check names in score books are fully completed before matches commence.
- Remind players they must play in order of merit. (singles)
- Doubles can be played in any combination (except doubles only competition)
- Provide good quality used balls for each court..
- Remind players of dress code. Must be in proper tennis attire.
- Players to be advised that no tracksuits to be worn during play
- Matches **MUST** start at 8.30am. Players should be on court ready to start, not walking out onto the Court.

DURING PLAY.

- Regularly check scores are entered on scoresheets as soon as possible after match completed. Avoids disputes at end of day.
- Regular checking and supervision of matches.
- Supervisors not to be on canteen duty.
- Keep play continuous.
- Regular checks players complying with dress code. If incorrect dress worn, speak to player. Can be reported to PTA Committee but cannot forfeit match.
- Be visible at all times.
- All matches must cease at the scheduled time as set out in the PTA Junior rules. A game already commenced shall be completed BUT no further games are to commence, regardless of the score.

- If a player is injured or becomes unwell during the match and cannot complete the set or rubber, then that set or rubber must be forfeited to the score line that exists. A substitute player may be brought into play for the next rubber or set provided that player is of the same standard or grading.
- Regularly monitor that parents and supporters are not coaching, interfering, physically or verbally in any way with play.

COMPLETION.

- Score sheets to be checked.
- Check all scores entered on score sheet.
- Check additions.
- Check both captains have signed sheet.
- If all correct, sign card.
- If code of conduct report made, check rules regarding who receives and signs sheet properly completed.
- Do not leave venue until **ALL** matches are completed. Players must not be left unattended at venue.