

# **PENINSULA TENNIS ASSOCIATION INC**

## **Reg No A0042584A**

### **MID WEEK LADIES RULES AND BY-LAWS**

#### **(All Competitions)**

#### **COMPETITION RULES:**

Matches must be played on the courts as shown in the fixtures unless permission is granted by the Association President or Mid Week Ladies Match Secretary.

No play shall take place during school holidays.

Matches shall be played under Tennis Victoria Rules, "Rules of Tennis" booklet must be available for reference.

#### **1. TEAM ENTRIES:**

(i) All affiliated clubs are eligible to enter teams in the Peninsula Tennis Association Inc (P.T.A.) Mid-Week Ladies Competition.

(ii) (a) Entries shall close for Summer Competition, by the 1st December, or as determined by the Match Secretary; and

b) Winter Competition, by the 1st June, or as determined by the Match Secretary.

#### **2. CLUBS MUST SUBMIT:**

(i) Team Entry Form

(ii) Player Registration Sheets

(iii) Emergency Registration Sheet

(iv) Other information as requested

(v) Fee payment

#### **3. SEASON:**

The season commencement dates will be decided by the Mid Week Ladies Match Secretaries for both Summer and Winter Competitions.

#### **4. REGISTRATION:**

The team registration fees will be, as set out in Constitution Rule 5 (ii).

(a) All nominated players must be financial members of the nominating club.

(b) During any one season, players shall only play with one affiliated club during any of the following competitions :

(i) Tuesday Doubles

(ii) Wednesday Doubles

(iii) Thursday Sets

(iv) Friday Singles

with the exception of the Emergency Pool (see Rule 18) unless granted a clearance in writing.

Appeals shall be made to the Match Secretary if the Club refuses to grant a clearance.

(c) (i) The first time a player participates in a match an 'E' must be placed beside that player's name and the following information supplied on the back of the Score Sheet:-

- Previous Club, District or Association.

- Previous grading.

- Any name change.

Penalty - A fine of **\$20.00** will be imposed for failure to comply with the above ruling.

(ii) Players will be automatically registered once their name appears on a Score Sheet

for the first time (FORFEITS not included). Should player/players be judged to be playing in a section below their standard the Grading Committee may in its discretion, award the rubbers/sets/games in which the player/players played, to the opposition team by the maximum to nil.

(iii) Unregistered player/players playing will be subject to a review after not more than two matches

(d) Financial members of affiliated Clubs who are also playing with their Club in Mid-Week Ladies Competition of another Association may not become registered players in the P.T.A. unless permission is granted by the Association.

## **5. GRADING:**

The Grading Committee has the right to change the order of any team submitted by the clubs, if they deem it necessary.

Nominated players on whom a team is graded must play a minimum of 50% of the competition. Should such players not meet this requirement without good and sufficient reason, then the Club may be fined up to a maximum of \$50.00

Clubs withdrawing a team after grading will be fined \$50.00. Team entry fees will not be refunded.

## **6. TIEING:**

(a) The Grading Committee will tie all players on whose standards the grading of a team is based

(b) (i) Emergency players and players registered after the Grading Committee meets shall be graded by the Committee according to the player's tennis ability and shall only be permitted to play in a team equal to and above such standard.

(ii) Clubs may lodge an appeal against the grade an emergency player has been tied to the Peninsula Tennis Association Committee up to and including Round 3 of the season being played.

(c) Players shall be tied to a section after playing five (5) matches in that section or above and cannot play down without permission from the Grading Committee.

(d) Clubs entering more than one team in a section, or clubs who have more than one team placed in a section by the Grading Committee, must play players in the nominated team. Players may only change teams with written approval of the Grading Committee. Once an emergency player has played three (3) matches for any one team in that same section, that player is tied to that team.

(e) Players registered after the Grading Committee meets are tied to the section in which that player plays their first match and must not play in a lower section unless permission is given by the Grading Committee.

## **7 TEAMS**

(a) (i) **SINGLES:** Teams of two (2) ladies using a minimum of one court per match, shall play three rubbers. Each rubber shall consist of the best of three tie-break sets, with a 12 point tie-break to commence at 6 games all. Singles matches are to be played before the doubles, except by mutual agreement.

(ii) If a player forfeits their first rubber that player is eligible to play the remaining rubber.

(iii) **DOUBLES:** Teams of four (4) ladies using a minimum of 1 ½ courts per match, shall play four rubbers. Each rubber shall consist of the best of three tie-break sets. The 12 point tie-breaker to commence at 6 games all.

(iv) **SETS:** Teams of five (5) ladies using a minimum of 1 ½ courts, playing one set with each of their team members for a total of ten (10) sets. The 12 point tie-breaker to

commence at 6 games all.

(b) Before a match commences, the following details must be entered on the scoresheet by the two captains; Full Christian names and Surnames of competing players for each rubber, starting time and date. The scoresheets shall not be altered except with the consent of both captains.

(c) Any club fielding an incomplete team shall forfeit the rubbers or sets for which they have insufficient players. A fine of **\$20.00** will be imposed for fielding an incomplete team.

(d) (i) Any person playing under an assumed name (as a person other than themselves) will be judged as committing an act of intent to deceive, and will be suspended for a period as set by the PTA Committee, and the offending club concerned will incur a fine of \$200.00.

(ii) The match such player played in, shall be awarded to the opposing team by the maximum to nil.

## **8. STARTING & FINISHING TIME:**

(a) (i) **Tuesday Doubles and Friday Singles.** Matches will commence at 9.30 am and finish at 3.00 pm, the game or tiebreak in progress **MUST** be finished.

(ii) . **Wednesday Doubles and Thursday Sets.** Matches will commence at 10 am and finish at 3.30 pm, the game or tiebreak in progress **MUST** be finished.

(b) All team members must be present at starting time. Teams unable to commence play automatically lose the first set. Any team member more than half an hour late shall forfeit their rubbers and/or sets. Both these penalties apply unless otherwise decided by the Association.

(c) The starting time shall be written on the score sheet.

(d) The hit up time must be limited to three (3) minutes after the scheduled starting time of the match.

(e) A short break is allowed after the first rubber/s. After the match, a light lunch is to be provided by the home team.

## **9. WET WEATHER:**

(a) (i) In the event of wet weather, the home captain may contact the visiting captain before 8.30am Tuesday/Friday or 9.00am Wednesday/Thursday competition, or as soon as it is possible to deem that the courts will be unplayable for that day's competition. Match may be called off by **MUTUAL CONSENT**. Attendance at courts is not necessary, **HOME** club to **enter washout on Competition Planner in accordance with Rule 11 (c) (ii)** and submit score sheet to Match Secretary informing of a 'notified washout', no names will be recorded for either team and points will be shared.

(ii) If teams attend courts and Captains mutually agree that play will not commence within 90 minutes, the match may be abandoned and the score sheet completed in accordance with Rule 7(b).

(iii) If the captains cannot mutually agree that play will or will not be possible within the 90 minutes, all players must remain in attendance for 90 minutes, at which time the match is automatically abandoned if the weather is still inclement.

(b) In the event of a match in progress being interrupted by rain:

(i) If the first two rubbers are not completed, both teams must remain in attendance until 12 noon providing 60 minutes has elapsed since play was stopped, unless the Captains can mutually agree to abandon the match.

(ii) If the second two rubbers are not completed, both the teams must remain in attendance until 1.00 pm, providing 60 minutes has elapsed since play was stopped, unless the Captains can mutually agree to abandon the match.

(c) All completed rubbers, sets and games must be recorded on the Score Sheets and will be totalled for computing percentages. Finals - refer to Rule 16.

**10. HOT WEATHER:**

In the event of hot weather, if after the first two (2) rubbers, four (4) sets (Thursday), have been completed, the Melbourne temperature on **ABC RADIO AM 774** is 34C or above, play will be abandoned and points will be shared for unplayed rubbers. Finals - refer to Rule 16.

**11. RESULTS:**

- (a) Matches are decided on rubbers, if applicable, then sets, if equal, the result is on games.
- (b) All Clubs shall retain a copy of all Score Sheets of matches played during the season.
- (c)(i) Immediately after the completion of all matches whether or not a result is determined, the result score sheet as approved by the Peninsula Tennis Association Inc. Committee shall be completed and signed by the Captain of each team.

(c)(ii) The home team/club shall ensure that each result is entered via the Results On Line system no later than -

**Tuesday Competition** – 12 noon on the Thursday following the match

**Wednesday Competition** – 12 noon on the Friday following the match

**Thursday Competition** – 12 noon on the Saturday following the match

**Friday Competition** – 12 noon on the Sunday following the match

except as set out in 11 (c) (v) (b)

If results are not entered by 12 noon on the specified day as set out above, following the match, a late score entry fine of \$40.00 will apply. **If the results are still not entered seven (7) days after the match, the away team will be awarded the match maximum score to nil.**

(c)(iii) The away team/club shall confirm each result via the Results on Line system no later than 5.00pm on the Tuesday following the completion of the match.

(c)(iv) In the event of a match not being commenced or being incomplete the result score sheet shall as far as practicable be completed and must include each player's name and score (if any) of each completed or incomplete rubber and state the reasons for the match not being commenced or completed.

(c)(v)(a) The results of each last round **ARE TO BE DELIVERED, FAXED, OR EMAILED** by the home team by 12 noon the day following the match to the address as notified by the Match Secretary. Failure to do so will result in the visiting team being awarded the match maximum score to nil.

(c)(v)(b) The results of each last round home and away match shall be entered on line by the home club by 12 noon on the day following that match.

(c)(vi)(a) The results of each finals match are to be phoned, faxed or emailed by the host club to the Match Secretary by 8 pm on the day of the match or as determined by the Match Secretary.

(c)(vi)(b) The results of each finals match shall be entered on line by the winning or leading team by 12 noon on the day following the match.

(c) Home teams shall forward Score Sheets within three (3) postal days to the Match Secretary, or pay a fine of **\$20.00**. If the Score Sheet for the match is not received within seven (7) after the match, the visiting team shall be awarded the maximum score to nil.

(d) LAST HOME AND AWAY MATCH SCORE SHEETS are to be delivered or faxed by the home club, or as notified by the Match Secretary. Failure to do so will result in the visiting team being awarded the match, maximum to nil. All results of finals matches are to be phoned or faxed by the WINNING CLUB to the Match Secretary as notified, on the day of the match. A fine of **\$20.00** will be incurred for failure to do the above.

(e) Matches not completed for any reason other than default, will be abandoned and the winning points will be shared unless one team has an unbeatable lead. Incomplete rubbers/sets points will be shared. Games played shall be computed for percentages.

(f) Two points allocated for a win, one point each for a tie or washout, one point for each rubber/set won, and ½ point will be allocated for each incomplete rubber/set.

(g) Teams receiving forfeits shall score the maximum to nil.

## 12. TEAM FORFEITS:

Teams receiving forfeits shall score maximum to nil. **The team receiving the forfeit shall enter the result on Competition Planner in accordance with Rule 11 (c) (ii).** A Score Sheet MUST be submitted by BOTH teams, however if Score Sheets are not received within three (7) postal days following the match, points will not be allocated.

Forfeited matches are not included as a qualifying match for Finals.

A team forfeiting shall be fined **\$20.00** if more than two hours notice is given. If less than two hours notice is given a fine of **\$40.00** shall be imposed.

## 13 INJURY TIME:

A player may, in the case of a medical condition (including cramps) take a three (3) minute suspension of play for that condition, which may be extended to not more than ten (10) minutes.

## 14 EMERGENCY PLAYERS:

(a) (i) A substitute shall be allowed to take the place of any player who is prevented through illness, accidental disablement, or any good and sufficient reason from taking part or continuing in a match provided that such substitute shall not take the place of any player in a rubber which has commenced or of any player who has completed a rubber.

(ii) For Thursday Sets competition, a substitute may only take the place of a player who has not completed two sets.

(iii) A substitute may only be allowed as long as play is continuous.

(b) However, should a Finals match be incomplete and be set down by the Committee for completion on a subsequent date, a substitute approved by the Committee may take the place of a team member from the point at which play was halted, provided such team member is unable to continue due to illness, accidental disablement, or any good and sufficient reason.

## 15 FINALS:

(a) For eight (8) team sections, the team finishing 1<sup>st</sup> shall play the team finishing 4<sup>th</sup>. The team finishing 2<sup>nd</sup> shall play the team finishing 3<sup>rd</sup>. The two winning teams shall play off in the Grand Final. Where a six (6) team section exists, the top team will go straight into the Grand Final with the teams finishing second and third playing for the right to play in the Grand final.

The teams finishing 1<sup>st</sup> and 2<sup>nd</sup> shall have the first final played at their home venue where practicable

(ii) Teams playing Round 15 take preference for home courts. Should Clubs not have enough courts available, they can either arrange to play at away venue, or contact PTA Match Secretary for an alternative venue.

(iii) Grand Finals shall be played on neutral courts, unless one Captain requests to use the courts of the opposing team. A neutral referee shall be appointed by the Host Club. **A senior person from the host club must be in attendance 15 minutes prior to the commencement time and have the courts prepared for play, subject to the prevailing weather conditions** (Penalty of \$50.00 for non-compliance).

(d) A player may play in finals of more than one section providing that player is not tied above by matches played or by the Grading Committee.

(e) Players must have played three (3) matches in the relevant competition with the Club to be eligible for finals. Attendance is compulsory for a 'wash-out' to be included as one of the qualifying matches for finals. Team Forfeits are not included as a qualifying match for Finals. See rules 9(a) and 12.

(f) For an unqualified player to play in the finals, the club concerned must submit to the Match Secretary, a written list of available players with their playing record.

(g) The underlined team is to provide tea/coffee/milk & sugar for the finals matches. Both teams to provide food and cold drinks.

(h) (i) When a club registers and has qualified a team of more than four (4) players (Tuesday/Wednesday Doubles competition), or five (5) players (Thursday Sets competition), or two (2) players (Friday Singles competition), then all registered and qualified players (Tuesday/Wednesday up to 5 players, Thursday up to 6 players, and Friday up to 3 players) may play in any Final provided the players have met the eligibility conditions in Rules 4 and 6.

(ii) All players must be in attendance at 9.30am (Tuesday/Friday) and 10.00am (Wednesday/Thursday).

(iii) All players must have played regularly and consistently throughout the season (ie. At least half the matches).

(iv) The 4<sup>th</sup> and 5<sup>th</sup> player (Tuesday/Wednesday), 5<sup>th</sup> and 6<sup>th</sup> player (Thursday), and 2<sup>nd</sup> and 3<sup>rd</sup> player (Friday) are playing in the one position. Swapping or splitting of the other pairs is prohibited.

(v) The scoresheet must be fully completed before play commences.

(i) BOTH TEAMS to provide two (2) new tennis balls, also BOTH TEAMS will share the responsibility of bagging the courts, afternoon tea, dishes and cleaning of the clubrooms.

(j) All results of finals matches **are to be entered on Competition Planner in accordance with Rule 11 (c) (iv) (b) and** phoned or faxed by the WINNING CLUB to the Match Secretary as notified, on the day of the match. **\$20.00** fine applies

(k) Players not appearing on an electoral roll of a State division within the boundaries of the P.T.A. or Junior whose parents names do not appear thus, must have played six (6) matches to qualify for finals.

(l) All club courts shall be at the disposal of the Association for all finals to be arranged by the Mid-Week Match Secretary. Clubs with more than two courts shall have one court left for members.

(m) Pennants shall be presented to the winners and runners-up of each section.

(n) That during all finals competitions, in the event of all players not being present at the scheduled starting time, 15 minutes grace will be allowed, after which time the referee must declare the 1<sup>st</sup> rubber forfeit and after 60 minutes award the match to the present team.

(o) In the event of a draw, both pairs shall play a 12 point tie-break game (not Set) and points added to determine the winner. In the event of a further draw, the procedure is to be repeated until a result is determined.

(i) For Tuesday/Wednesday competition, the tie-break pairs and opponents are to be



those as played in the last two rubbers.

(ii) For Thursday competition, the tie-break pairs and opponents are to be those that played in the first two Sets. In the event of illness or injury to a player name in the first two Sets, the fifth player may be used as a substitute.

#### **16. ADVERSE WEATHER - FINALS**

- (a) During the finals series, attendance is necessary.
- (b) In the event of adverse weather every effort must be made to complete the match on the scheduled day regardless of the finishing time rule.
- (c) The appointed referee of the Host Club shall determine whether the courts are playable. The referee's decision will be final.
- (d) If play cannot be commenced by 12 noon the match will be postponed until the next scheduled day's play or a subsequent day as set by the Match Secretary.
- (e) However, should a Finals match be incomplete and be set down by the Match Secretary for completion on a subsequent date, a substitute approved by the Grading Committee may take the place of a team member from the point at which play was halted, provided such team member is unable to continue due to illness, accidental disablement, or any good and sufficient reason.
- (f) If the season has not been concluded within three (3) weeks of the scheduled Grand Final date, the highest ranked remaining team shall be declared the winner.

#### **17. PROTESTS:**

Protests should be noted by endorsing the score sheet PROTEST PENDING. Details of the protest; which must be on club letterhead, and signed by the club secretary, must reach the Match Secretary within three (3) postal days of the match. A. **\$20.00 deposit** must accompany protest, returnable at the discretion of the General Committee.

#### **18. POOL PLAYERS:**

**Prior to the season commencing, to participate in the pool, the player must submit their name to the Match Secretary on the prescribed form.**

**Any player nominating to be a registered Pool Player must be a financial member of a Peninsula Tennis Association Inc. affiliated club.**

If a player is a registered emergency for their club for a particular competition they cannot participate in the pool for that competition (ie. If the club has registered a player on their Friday Singles emergency sheet, that player cannot participate as a member of the pool for the Friday Singles competition), but may be a pool player for any other competition for which they are not a registered emergency player.

The **pool player** can play **four (4)** matches for any given club. If more than **four (4)** matches are played for any one club then the player is tied to that club for the current competition. That player cannot participate in finals without first obtaining approval from the Grading Committee.

**For a player to be eligible to apply for permission to play in finals, that player must have played a minimum of three (3) matches for that club.**

Clubs using the **Pool Players** may charge emergency players a nominal fee. When ringing for a **Pool Player**, Clubs must **advise** any fees that the player needs to pay.

**19. BALLS:**

- (a) New yellow balls of approved Tennis Australia brand shall be provided by the home team. Clubs wishing to use balls other than those approved by Tennis Australia must first obtain approval from the Peninsula Tennis Association Inc. Committee for the use of such balls. For doubles/sets competition - four (4) balls per match. For singles competition four (4) new balls and 2 good quality used balls.
- (b) For finals matches each team shall provide half the required balls.

**20. ATTIRE:**

Regulation tennis attire and approved tennis shoes must be worn at all times.

**21. CHAMPIONSHIPS and TOURNAMENTS:**

Mid Week Ladies Championships will be held annually for both Singles and Doubles. The Opening Tournament will be held annually on the first Wednesday of the new School Year.

**22. MID WEEK LADIES LUNCHEON:**

Clubs to be rostered to organise the M.W.L. Annual Luncheon held in July. Minutes must be taken at all Meetings by Clubs rostered to organise the Luncheon.

After the final Meeting a complete report of expenditure and receipts must be sent to the Association Treasurer.

**23. TIEBREAKER**

The following system shall be used in a tiebreaker game.

- (a) A player/pair who first wins seven points shall win the game and the set provided the lead is by two (2) points or more. If the score reaches six (6) points all the game shall be extended until this margin has been achieved. Numerical scoring shall be used throughout the tiebreak game.
- (b) The player whose turn it was to serve, shall be the server for the first point. Thereafter each player shall serve in rotation for two points, in the same order as previously in that set until the winners of the game and set has been decided.
- (c) From the first point, each service shall be delivered alternatively from the right and left courts, beginning from the right court.
- (d) Players shall change ends after every six points.
- (e) The tiebreak game shall count as one game, therefore change ends. The player/pair who received serve for the first point of the tiebreak, will serve the first game of the next set.

**24. ETIQUETTE**

- (a) It is your obligation to call all balls on your side of the court, and help your opponent to make calls when the opponent requests it.
- (b) If you have any doubts as to whether a ball is out or good, you should give your opponent the benefit of the doubt.
- (c) In doubles, when returning service, the partner of the receiver should call the service for her/him, with the receiver calling centre and side service lines.
- (d) Any 'let', 'out' or 'fault' calls must be made instantaneously (i.e. made before either an opponent has hit the return or the return has gone out of play); otherwise the ball continues in play.
- (e) DO NOT enlist the aid of spectators in making line calls.



- (f) Players should not check the mark of the ball on their opponents side of the court unless your opponent requests your assistance.
- (g) Wait until a point is over before walking behind a court when a match is in progress.
- (h) To receive a ball from another court or to return a ball to another court, wait until the players have completed the point.
- (i) Mobile phones must be turned off before play commences.

## **25. TENNIS AUSTRALIA MEMBER PROTECTION BY LAWS**

(a) Any breach of the Tennis Australia Events Disciplinary Policy shall be forwarded in writing to the Secretary of the Peninsula Tennis Association Inc. within 72 hours of the alleged incident by, in the case of a junior player, the parent or guardian of that player or in the case of an adult, by the victim.

(b) Upon receipt of a complaint, the Secretary must cause to be forwarded a copy of the complaint to the Member Protection Officer, and the person complained against within 48 hours.

(c) The Member Protection Officer shall then comply with clause 15.1 of the By Laws.

(d) If the complaint cannot be resolved, a hearing shall be fixed in accordance with the By Laws.

(e) The Member Protection Officer shall have the power to call any relevant persons to appear before the Tribunal and give evidence.

(f) All parties to the hearing shall be notified by ordinary pre paid mail of the place, date and time of the hearing no less than 72 hours before the date fixed for the hearing.

(g) If the person complained against fails to attend the hearing, the tribunal may proceed to hear the complaint and impose any penalty it sees fit or it may adjourn the hearing for a period not exceeding seven (7) days and suspend the player complained against from any Peninsula Tennis Association Inc. competition or tournament until the determination of the complaint.

(h) A complaint against a minor shall not be heard unless the person is accompanied by a parent or legal guardian.

(i) If a complaint is found proven, the Tribunal shall have the power to impose any penalty it feels appropriate. All parties and players club shall be notified in writing of the result of the hearing and any penalty imposed.

### **FINES**

<b>FORFEIT</b>	\$	<b>20.00</b>
(less than 2 hours notice)	\$	<b>40.00</b>
(Rule 12)		
<b>LATE SCORE SHEET</b>	\$	<b>20.00</b>
(more than one week late)	\$	<b>40.00</b>
(Rule 11(c))		

<b>LATE SCORE ENTRY ON COMPETITION PLANNER</b> Rule 11 c	\$	40.00
<b>INCOMPLETE SCORE SHEET</b>	\$	5.00
<b>DEPOSIT ON PROTEST</b> (Rule 17)	\$	20.00
<b>MINIMUM 50% MATCHES</b> (refer Rule 5)	\$	50.00
<b>FAILURE TO SUPPLY REFEREE FOR FINALS</b> (refer Rule 15(c)(iii))	\$	50.00
<b>WITHDRAWAL OF TEAM AFTER GRADING</b> (refer Rule 5)	\$	50.00
<b>FAILURE TO DELIVER OR FAX ROUND 14 RESULTS &amp; TO PHONE FINALS RESULTS</b> (refer Rule 11(d) and Rule 15(j))	\$	20.00
<b>INCOMPLETE TEAM</b> (refer Rule 7(c))	\$	20.00
<b>INELIGIBLE PLAYER</b> Playing under an assumed name. (refer Rule 7(d)(i))	\$	200.00
<b>NON-REPRESENTATION AT Annual General Meeting (A.G.M.)</b>	\$	20.00
<b>NO EMERGENCY DETAILS</b> (refer Rule 4(c)(i))	\$	20.00