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Section 1 ASSOCIATION BY-LAWS

The Association By-Laws cover the Competition Rules by which all Competitions are managed and played. All rules relating to the governance of the Association are covered in the Association Constitution (Section 8).

1.1 TENNIS LAWS:

The Laws of Tennis as adopted by the Governing Body of Tennis in Victoria, Tennis Victoria, shall apply to this Association except as hereinafter modified. This shall apply to the Code of Behaviour and Tennis Etiquette and Rules for Non-Umpired Matches, also adopted by the aforementioned Governing Body. Details of these Codes and Rules can be accessed via a link on the Tennis Geelong website (www.tennis.com.au/tennisgeelonginc) on the By-Laws and Constitution page.

1.2 MEMBER CLUB FACILITIES

Clubs who are members of the Association, as described in Section 8, are eligible to enter teams into any Tennis Geelong Competition. Clubs must ensure that lines and nets on all courts are kept in good order, and that courts in disrepair are not used to host matches. Amenities must be accessible during all matches, and Clubs must ensure that appropriate actions are taken if courts and/or rooms are not able to be used.

During finals, if courts or rooms are unavailable for play, due to works or poor condition, the appropriate Competition Secretary must be advised immediately, outlining which courts/rooms are affected, and when they will be available for use.

For Home & Away matches, Clubs must provide at least one court for Senior, Junior and Midweek matches. For all night matches at least two courts must be provided.

1.3 FIRST AID:

All clubs should have a first aid kit at the court where the match is played and this should include ice (or an ice substitute).

1.4 RIGHT TO USE OF COURTS

The Association has the right to use of the courts of any of the member clubs (with the exception of the courts already allocated for Association Pennant matches) for the purpose of holding Association events and activities provided courts are not required for prior club commitments, upon giving at least 4 days clear notice thereof to the club or clubs whose courts are required for finals matches and at least 7 days clear notice for all other events.

1.5 COMPETITIONS AND GRADES:

The Association shall be divided into two seasons of four competitions, namely Senior, Junior, Women's Midweek and Night Triples. Team entries shall be graded by the relevant committee. Each committee shall have the power to decide all questions arising out of its competition matches not provided for in these by laws. Where a club is unable to field a standard format team, they may request special permission to play a non-standard team. The relevant Competition Committee will consider these special requests and grade the team/s appropriately.

The Association reserves the right to trial/introduce new competitions as it sees fit. A set of interim By-Laws must be available to Clubs/Players before the new competition is started, and these must be formalised at the following Annual General Meeting of the Association.

1.6 COMPETITION COMMITTEES:

The following Competition Committees shall be elected at the Annual General Meeting:

1.6.1 **SENIOR COMPETITION COMMITTEE** for each season shall consist of a secretary, CRS Coordinator and a minimum of 2 (two) members and a maximum of 7 (seven) members. The CRS Coordinator shall be responsible for setup and close off of the season in the CRS, checking player eligibility and publishing results.

1.6.2 **JUNIOR COMPETITION COMMITTEE** for each season shall consist of a secretary, CRS Coordinator and a minimum of 2 (two) members and a maximum of 7 (seven) members. The CRS Coordinator shall be responsible for setup and close off of the season in the CRS, checking player eligibility and publishing results.

1.6.3 **WOMEN'S MIDWEEK COMPETITION COMMITTEE** for each season shall consist of a secretary, CRS Coordinator and 4 (four) members. The CRS Coordinator shall be responsible for setup and close off of the season in the CRS, checking player eligibility and publishing results.

1.6.4 **THURSDAY NIGHT TRIPLES COMPETITION COMMITTEE** for each season shall consist of a secretary, CRS Coordinator and up to 4 (four) members. The CRS Coordinator shall be responsible for setup and close off of the season in the CRS, checking player eligibility and publishing results.

1.6.5 **WEATHER COMMITTEES** - A Weather Committee of three (3) will be appointed by each Competition Committee.

1.7 NOMINATION FOR COMPETITION COMMITTEES:

The nomination process is set out in Part 5 Division 3 of the Tennis Geelong Inc. Constitution (Section 8).

1.8 ALTERATIONS TO BY-LAWS:

Each Competition Committee has the authority to review and introduce/alter their own By-Laws during the year, if they believe it is for the good of the competition. The proposed change/introduction must come with an appropriate period of notice to all clubs, and must be put forward as an alteration at the next Annual General Meeting and accepted by the Clubs to take permanent effect. If it is not accepted, the alteration is defeated, and should not be put forward again, without reasonable differences to the original proposal.

Alterations to these By-Laws must be submitted to the Executive Secretary no later than July 1, preceding the Annual General Meeting. All proposed alterations are to be circulated in writing to all member clubs twenty one (21) clear days before such meeting.

Proposed alterations will be open for discussion, comments and clarification at the General Meeting held at least 28 days before the AGM. The proposer of the alteration may take feedback from this General Meeting and modify its original proposition if deemed appropriate, and the final wording sent out for voting with the AGM agenda and full list of proposed alterations. Final submissions need to be with the Executive Secretary at least 21 days before the date of the AGM.

Proposed Alterations will be considered accepted if more than 50% of the votes received are in favour of the proposal.

1.9 CONTACTING SECRETARIES:

Only club secretaries or the nominated club competition secretaries as listed under Club Contacts may contact the Executive Secretary, relevant Competition Secretary or CRS Coordinator.

1.10 RULE BOOKS AND FIXTURE CARDS:

Rule books and fixture cards will be supplied to member clubs at a rate decided by the Committee of Management.

1.11 CLUB REGISTRATION:

Registration of clubs will only be accepted in the name of a single bona fide club on the prescribed form which must be received by the Executive Secretary no later than the Annual General Meeting. Clubs are responsible for notifying the Executive Secretary, relevant Competition Secretary and all registered clubs of any changes to information after this date. Failure to do so will incur a fine of \$20.00.

1.12 RESULTS ENTRY & CONFIRMATION IN THE COMPUTER RECORDING SYSTEM (CRS)

Information and instructions for use relating to the CRS can be found on the Tennis Geelong website:

www.tennis.com.au/tennisgeelonginc/matchcentre/faq

1.12.1 All competition results are input into the CRS by the teams/clubs competing in the match. The home team is responsible for entering the results, and the away team confirming results, except during Finals or when a team receives a forfeit. In these instances, the winning team is responsible for entering the result, and the losing team the confirmation.

1.12.2 Any issues with players or the results entered should be identified using the dispute system in the CRS. Any other complaints or disputes, not related to the scores, refer By-Law 1.20.

1.12.3 In the event of a set not being completed i.e. Due to injury or weather, the set must be identified as incomplete and scores recorded as is e.g. 4-1, and the reason for the abandonment noted in the comments section. In the event of injury, details of how the injury occurred should be provided.

1.12.4 In the event of a forfeit or sets not played, the players should be listed, the sets identified as Not Played and the reason selected from the list. Scores are not entered.

1.12.5 Each Competition Committee will determine their own individual timelines for score entry and confirmation (See Seniors 2.5.4, Midweek 3.5.4, Juniors 4.8.1, Night Competitions 5.5.4).

1.13 FEES AND FINES:

1.13.1 All fees are invoiced to clubs and must be paid by Round three (3) of the competition. Unfinancial clubs will not receive points until full payment is received.

1.13.2 Where a club incurs fines in a competition during the season, its teams within that competition shall be eligible to compete in finals matches only after payment of such fines.

1.13.3 Where a club withdraws a team after grading and prior to commencement of play it will, at the discretion of the relevant Competition Committee, incur a fine of \$50.00.

1.13.4 Where a club withdraws a team after commencement of the relevant season it will, at the discretion of the relevant Competition Committee, incur a fine of \$50.00. In addition, the club will be responsible to supply umpires in accordance with By-Laws 2.10.2 and 3.10.2 and 4.11.2.

1.13.5 Results are to be entered and confirmed by teams/clubs by times specified by each Competition Committee. Failure to do so, will result in a fine of \$5 per match.

1.13.6 Any clubs with monies outstanding as at June 30 shall not be permitted to nominate, have a club member accept nomination or vote at the Association meetings until all outstanding monies are paid.

1.14 ELIGIBILITY OF PLAYERS AND LATE REGISTRATIONS:

1.14.1 All players must be bona fide members of clubs registered with Tennis Geelong Incorporated.

1.14.2 Players not registered at the beginning of the season are considered late registrations and must comply with the relevant competition By-Law (Junior 4.9/Senior 2.1.4/Women's Midweek 3.1.4/ Night Competitions 5.1.4).

1.15 TEAM LATE REGISTRATION:

At the discretion of the relevant Competition Secretary and before the third home and away match, additional teams may be permitted to take up byes. The club taking up a bye must approach the clubs with respect to unplayed matches. These matches must be completed by the end of the first rotation of home and away matches.

1.16 TENNIS ATTIRE:

For the Association fixtures, only recognised, acceptable tennis attire is permitted.

Track suits with correct tennis attire may be permitted.

Tights, leggings and skins can be worn under shorts or a skirt/skort

The following articles of clothing are NOT permitted:

Ripple sole, jogging, running, cricket shoes or shoes with a raised heel and studs.

Jeans shall not be worn during play.

1.17 TROPHIES:

1.17.1 The members in the premier team in each grade in each competition shall be awarded a memento, and a coloured mounted team photograph shall be awarded to the club.

NOTE: Photographs will only be provided by Tennis Geelong if bookings for photographs are made within the specified times.

In the junior competition, members of runner up teams shall be awarded a runner up ribbon.

1.17.2 Where a team wins a premiership and is undefeated throughout the season, they will be regarded as champions. This includes the participation in a scheduled home and away match where points are equally divided.

1.18 TOURNAMENTS:

Entries will be received from players according to conditions set by the relevant Competition Committee.

1.19 HONORARIUMS:

For services rendered to the Association each season, the President, Secretary, Treasurer, and each of the Competition Secretaries and CRS Coordinators shall be paid an annual honorarium, the amount of which shall be approved at each Annual General Meeting.

1.20 DISPUTES AND COMPLAINTS:

1.20.1 The relevant Competition Committee shall have the power to inquire into all disputes or complaints arising out of, or in connection with the competition matches.

- **Disputes** will be decided on prior to the commencement of the next round and shall be final. No dispute will be considered if the score sheet has been signed.
- **Complaints** will be investigated and a decision reached at the earliest possible time.

1.20.2 Any club referring a dispute or complaint to the relevant Competition Committee shall within three (3) days after the completion of the match in question, forward a statement in writing to the relevant Competition Secretary, together with a deposit of \$20.00 which shall be forfeited in the event of the dispute or complaint being deemed frivolous. It shall also, within the same time period forward a copy of such statement to the secretary of the other affected club/s. The relevant Competition Secretary shall call on the clubs concerned to appear before the Competition Committee who shall, after hearing the evidence, decide thereon. The involved clubs shall have the right to have two members attend the Competition Committee meeting.

1.20.3 In the event of a dispute or complaint arising in a finals match, a protest may be lodged. The protesting club shall, in addition to any other penalty, incur a fine of \$50.00 if the protest is deemed frivolous.

Section 2 SENIOR COMPETITION BY-LAWS

Where there is any reference to the Computer Recording System (CRS) you may check instructions on the Tennis Geelong web site <https://www.tennis.com.au/tennisgeelonginc/matchcentre/faq>

2.1 PLAYER REGISTRATIONS AND ELIGIBILITY:

- 2.1.1 Each club must register its players through the CRS.
- 2.1.2 In the event of a club being represented by more than one team in any one grade, no player having participated in five matches in one team shall be eligible to play thereafter in the other team(s), without the approval of the Competition Committee.
- 2.1.3 For all new players, and where insufficient background information is provided on the original Registration Form, the Competition Committee reserves the right to regrade players prior to their fifth pennant match.
- 2.1.4 A player not listed on the original registration form will be classed as a late registration and may be regraded prior to their fifth pennant match. Unless otherwise indicated to be registered lower, (this can be indicated in the comments section in the Competition Recording System (CRS)), a late registration will be graded into the section first played. The affected sets will be forfeited if the Competition Committee deem the late registration is of too high a standard for the section played.
- 2.1.5 No player shall play in any grade lower than he/she has been graded by the Competition Committee, without the approval of the Competition Committee.
- 2.1.6 No player having participated in a total of five matches in higher grades shall be eligible to play thereafter in lower grades during the season, without the approval of the Competition Committee.
- 2.1.7 No player shall compete in more than one senior competition match listed on the same day.
- 2.1.8 No player shall play for more than one club in any one competition without the approval of the Competition Committee.
- 2.1.9 A player shall be deemed to have participated in a match if his/her name is listed in the match results in the CRS.
- 2.1.11 Clubs are responsible for ensuring that their players amend any name changes, should they occur, in the Competition Recording System (CRS).
- 2.1.12 In the event of a club or player breaching these by-laws then the sets that the offending club/player participated in shall be forfeited.

2.2 TEAM AND GRADING STRUCTURE:

- 2.2.1 The number of teams in a grade shall be determined by the Competition Committee, depending on the entries received.
- 2.2.2 **SIX PLAYER MIXED TEAMS:**

Each six player mixed team shall consist of three ladies and three men playing nine six game sets with the tie break at six all, comprising three mixed doubles, three women's doubles and three men's doubles.

 - 2.2.2.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one man and one woman.

An additional player is only permitted to participate in either two women's/men's doubles sets or one mixed doubles set except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 2.6.1).
This By-Law also applies in finals matches.
- 2.2.3 **FOUR PLAYER MIXED DOUBLES TEAM:**

Each four player mixed doubles team shall consist of two women and two men. Each match shall consist of six, six game sets with the tie break at six all, comprising four mixed doubles, one women's doubles and one men's doubles.

 - 2.2.3.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one man and one woman.

An additional player is only permitted to participate in either two mixed doubles sets or one women's/men's doubles set, except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 2.6.1).
This By-Law also applies in finals matches.
- 2.2.4 **SINGLE SEX GRADE TEAM: DOUBLES FORMAT:**

This format shall consist of four players. Each match shall consist of six sets of doubles with the tie break at six all.

 - 2.2.4.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one player. The additional player is permitted to participate in any position in either Set 1 or 2, as listed in the Order of Play (see By-Law 2.3.4), except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 2.6.1).
This By-Law also applies in finals matches.
- 2.2.5 The tie break procedure is shown in Section 6A of this book.
- 2.2.6 The Senior Match Committee can make changes to the formats listed above in the interests of competition in Geelong through By-Law 2.2.6.1.
- 2.2.6.1 The Senior Match Committee can allow the entry of teams that are out of alignment with those described under 2.2.2, 2.2.3 & 2.2.4 if it deems that the team entry is appropriate for the competition.

2.3 ORDER OF PLAY:

- 2.3.1 The time of starting matches shall be 1.30 p.m. in both Summer & Winter Competitions; (unless an alternative starting time has been agreed upon by both teams prior to the day of play)
The order of play shall be as follows, unless a change is mutually agreed to.
- 2.3.2 **SIX PLAYER MIXED TEAMS:**
 1. First Mixed
 2. Second Mixed
 3. Third Mixed
 4. First Women's
 5. First Men's
 6. Second Women's
 7. Second Men's
 8. Third Women's
 9. Third Men's

2.3.3 **FOUR PLAYER MIXED TEAMS:**

1. First Mixed 1st Man & 1st Woman
2. Second Mixed 2nd Man & 2nd Woman
3. Women's Doubles
4. Men's Doubles
5. Third Mixed 1st Man & 2nd Woman
6. Fourth Mixed 2nd Man & 1st Woman

2.3.4 **SINGLE SEX GRADES: DOUBLES FORMAT:**

1. Players 1 and 2
2. Players 3 and 4
3. Players 1 and 3
4. Players 2 and 4
5. Players 1 and 4
6. Players 2 and 3

2.4 **POINTS & BYES:**

- 2.4.1 The method of awarding points shall be on the basis on one point per set won and one point for overall winner on games.
- 2.4.2 No points will be allocated for a bye. A bye is not classed as a match.

2.5 **SCORE SHEETS:**

- 2.5.1 Before the commencement of play, the home team captain followed by the away team captain shall list the players for all sets on the official score sheet as specified under By-Law 2.3. Score sheets shall be fully completed by using BLOCK LETTERS.
- 2.5.2 In the event that a team fields players in a set differently to that listed on the score sheet, then at the end of the game being played when the error is discovered, all games won by the defaulting team in the set shall be forfeited and the set resumed with the revised game score and with the correct player or players competing.
Should the error be discovered after the set is completed, then the set shall be awarded to the team NOT in default (6-0).
In no event should a set be replayed once it has commenced.
- 2.5.3 Each club shall record the scores, and at the conclusion of the match, each captain shall sign the score sheet. Score sheets signed by the team captain (of the day) cannot be disputed. Score sheets shall not be altered without the permission of the opposing captain.
- 2.5.4 The home team shall be responsible to enter results in the CRS and the away team to confirm results in the CRS, except in the Finals Series or when receiving a forfeit, where the winning team is responsible to enter results in the CRS and the losing team to confirm the results in the CRS.
Timelines for entry and confirmation will be determined by the Senior Competition Committee and notified to participating clubs each season.

2.6 **PLAYER INJURY/ILLNESS:**

- 2.6.1 In home and away matches: in the event of a player being legitimately unable to commence or continue in a match, one man substitute and one woman substitute may be used in all matches where applicable. They must be available within thirty (30) minutes and replace the injured player for the remaining set(s). Interrupted sets are to be forfeited. The injured or ill player can take no further part in the match.
- 2.6.2 Play shall never be suspended or delayed so that a player can recover their strength or physical condition. However, a player suffering from a treatable medical condition may be allowed one (1) ten (10) minute break for that treatment, and the interrupted set is to recommence after the last completed point.

2.7 **WALKOVERS and FORFEITS:**

- 2.7.1 In the event of either team not being present or both captains cannot mutually agree to vary the order of play as listed in By-Law 2.3, then fifteen minutes after the appointed starting time, the first set scheduled for play shall be forfeited by the defaulting team, with further sets being forfeited at twenty (20) minute intervals until one hour after starting time. Any team not in attendance one hour after the appointed starting time shall forfeit the whole match.
- 2.7.2 Any club unable to field a complete team shall forfeit any sets for which it is unable to provide players. If a team is short two or more players for a match, then a walkover must be given. Alternative forms of play should be considered when a walkover is given so that social tennis can be played.
- 2.7.3 If a team is short of players, the sets not contested shall be forfeited –
The order of forfeiture shall be as follows;
Seniors six player teams; the 3rd mixed player, 3rd lady player, 3rd man player , four player mixed teams; the 2nd lady player, 2nd man player and for single sex teams the 4th players sets to be forfeited.
- 2.7.4 Any forfeited set must be clearly indicated in the CRS and the reason noted in the comments section.
- 2.7.5 In the event of a team giving a complete walkover, the opposing club must be notified as early as possible. Failure to do so incurs a fine of \$30.00. The team receiving a walkover, even if that team is the away team, must enter their players in the CRS, marking the match as either Home Forfeit or Away Forfeit, to receive full points for the match. The team giving the forfeit must confirm this result in the CRS. Games will be included in percentage calculations. A walkover shall be considered applicable when two or more players are missing.
- 2.7.6 Any team making a default by failing to play any three (3) matches without good and sufficient cause (to be judged by the Competition Committee), or any club having been disqualified by the Competition Committee, shall be deemed to have retired from the competition, and all points and scores for and against any club deemed to have retired from the competition shall be deleted from the records.

2.8 ADVERSE WEATHER – Home & Away:

2.8.1 ABANDONED BY THE COMMITTEE

- The Competition Committee shall decide if matches are to be abandoned when the weather is wet or excessive heat prevails. An email shall be sent to Senior Representatives AND/OR allocated email addresses approx. TWO hours before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page.
- Abandoned matches will not be replayed.
- These matches cannot be used to qualify players as no score is to be entered into the CRS.
- Points will be divided equally, except when prior notification of a walkover has been given, refer by-law 2.7.5.
- A team having a bye will not receive any points.

2.8.2 INTERRUPTED MATCHES

- In home and away matches, any abandonment of play must not be arranged until one hour after the appointed starting time (unless agreed otherwise by both captains), and at this time all players must be in attendance. Nonattendance by a team/player at this time shall result in those sets being forfeited.
- Completed sets and games of the abandoned match will stand; points for uncompleted sets will be divided equally. Players and results of both completed and incomplete sets must be entered and confirmed via the CRS.
- A team already in an unbeatable position with respect to games will be awarded the one point for games; otherwise half of one point shall be awarded to each team.
- Players are not obligated to play on unplayable courts. See Section 6 for definition.
- If the captains cannot agree as to play starting/continuing, then the decision shall be referred to the Competition Committee.

2.8.2.1 UNPLAYABLE COURTS

- In home and away matches should ALL courts be unplayable due to excessive weather leading up to match day, the host club official may seek agreement, from the visiting club official, to cancel all matches for the day scheduled at that particular venue.
- The host club must enter results in the CRS and the away team to confirm results in the CRS with both teams' players listed; these can be obtained when the agreement is reached verbally.

2.8.2.2 Even if a match has not commenced, the names of those players who would have participated in the match must be entered in the CRS.

2.8.3 EXCESSIVE HEAT

- The following website is the only site to be used to determine the temperature.
<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in.
- If the temperature reaches 34 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.
- If the temperature is 34 degrees or higher before play has commenced, by-law 2.8.2 applies.
- If play has commenced, the temperature can be checked at the change of ends, but you must not hold up play to check the temperature.
- If 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets. Any games completed up until that time must be entered in the CRS.
- If there is mutual agreement, play can continue regardless of temperature.

2.9 FINALS

2.9.1 A player must play in nine (9) sets with their club to qualify for the finals in that season. Special permission may be granted by the Competition Committee, after submission of a written request, on a case by case basis. A player must not play below the lowest grade competed in during the season without the approval of the Competition Committee.

2.9.1.1 In the event of injury or unforeseen circumstances where a player cannot play in the finals, a junior from that club who has played in the Association junior and/or senior competition that season by playing the minimum nine (9) sets could play in the finals providing permission has been granted and correct grading adhered to.

2.9.2 The Competition Committee shall allocate a club for each finals match. The club must ensure that two courts are set aside for each finals match. Whilst the club may choose the surface, both courts must be the same surface.

2.9.3 Clubs should make sure their clubrooms, courts and facilities are open at least 30 minutes prior to starting time, for visiting teams. Clubrooms are to be left in the condition they are found.

2.9.4 Competing teams are each expected to supply new tennis balls (as stipulated in By-Law 2.11), a score sheet and afternoon tea supplies including milk, tea, coffee, tea towels etc.

2.9.5 The time of starting all finals matches shall be 1.30 p.m. in both Summer & Winter Competitions; except when by-law 2.9.9.1 and/or 2.9.9.2 applies.

If a match has not started within 15 minutes the referee/umpires shall penalise the team refusing or unable to play by awarding the set or sets in question to the team ready to play as a forfeit, from then on further sets not playable shall be forfeited at 20 minute intervals. The umpires/referee shall report any untoward incidents to the Competition Committee for consideration. Lack of umpires shall not be an acceptable reason for refusing to play any set or sets.

2.9.6 The finals series shall be played by the four sides scoring the most premiership points at the end of the home and away matches in grades of six teams or more. If two or more teams score the same number of points, the placing shall be decided by percentages.

Percentages shall be determined in the following order; firstly games then sets.

Finals for eight team grade formats shall be played under the "Page" system i.e. 1 meets 2, and 3 meets 4 in the semi-finals: loser of 1 and 2 plays the winner of 3 and 4 in the preliminary final and the winner of the preliminary final plays the winner of 1 and 2 in the grand final.

Finals in six team grades format shall be played under the "Knock out" system i.e. 1 meets 4 and 2 meets 3 in the semi-finals; winner of each semi-final to play in the grand final.

For sections with a lesser number of teams the structure of the final series will be determined by the Competition Committee.

2.9.7 Each team is to submit a separate score sheet to the umpires listing their players. The umpires must not disclose the score sheets to the opposition, until both teams score sheets have been submitted. Once the score sheet has been submitted to the umpires, there can be no alterations to the order of the players, with the exception of by-law 2.9.11.

- 2.9.8 Finals matches shall consist of the same format as described under By-Law 2.2 Team and Grading Structure. The tie breaker shall be played as set out in these By-Laws.
The winning team shall be the team with the most number of points in accordance with By-Law 2.4
If a finals match is tied at the completion of play:
- Mixed teams shall play an additional mixed doubles set immediately to determine the match result.
 - Single sex teams shall play an additional doubles set immediately to determine the match result.
- The choice of partners shall be at the discretion of each captain, provided both players have participated in the match.
- 2.9.9 **ABANDONED BY THE COMMITTEE**
If the weather looks doubtful, the Competition Committee will discuss if play is possible. If the day is cancelled then an email will be sent to Senior Representatives OR allocated email addresses, approx. TWO hours before the appointed starting time denoting the cancellation of that final. A notice will also be posted on the website and Tennis Geelong Facebook page.
In the event of the **COMPETITION COMMITTEE** cancelling a final, the following will occur between the two teams competing; the one higher on the ladder at the end of the home & away season, will be deemed the winner.
i.e. "Page" system – in the semi-finals 1 meets 2, and 3 meets 4: a cancellation will result in 1 going straight into the grand final, with 2 playing 3 in the preliminary final. 4 is knocked out.
- in the preliminary final a cancellation will result in the higher team on the ladder, at the end of the home & away season, going straight into the grand final
"Knock out" system – 1 meets 4 and 2 meets 3 in the semi-finals; a cancellation will result in – 1 and 2 playing in the grand final
Should the grand final be cancelled then the higher team on the ladder, at the end of the home & away season, will be deemed the winner.
For sections with a lesser number of teams, the structure of the final series will be determined by the Competition Committee, with the same format applied as above.
- 2.9.9.1 **INTERRUPTED MATCHES**
If play has not commenced due to adverse weather, players and umpires are to remain at the courts until 3.00p.m. to attempt play.
Players are not obligated to play on unplayable courts. See Section 6 for definition.
Otherwise, if a match has not commenced by 3.00pm or is interrupted by bad weather and play is impossible to continue, the match must be completed by the Thursday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.
- 2.9.9.2 **EXCESSIVE HEAT**
The following website is the only site to be used to determine the temperature.
<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in.
- If the temperature reaches 34 degrees, play can cease without mutual agreement.
 - If the temperature is 34 degrees or higher before play has commenced, by-law 2.9.9.1 applies.
 - If play has commenced, the temperature can be checked at the change of ends, but you must not hold up play to check the temperature.
 - If 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets.
 - If the match is abandoned it must be completed by the Thursday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.
 - If there is mutual agreement, play can continue regardless of temperature.
- 2.9.10 Additional players are allowed as per By-Laws 2.2.2.1, 2.2.3.1 & 2.2.4.1.
- 2.9.11 In the event of a player being legitimately unable to commence or continue in the final, one qualified man substitute and one qualified woman substitute may be used. The approval of the umpire in charge must be obtained prior to a substitute participating in a match. All substitutes' names must be written on the score sheets indicating the relevant sets they participated in, this can be written on the back of the score sheet, these reasons must be transferred into the comments section of the CRS. The substitute must be both immediately available and qualified to play. The injured or ill player can take no further part in the match. Interrupted sets are to be forfeited. This substitute player may be the additional player referred to in by-laws 2.2.2.1, 2.2.3.1 & 2.2.4.1
In finals that have been postponed, the opposing team must be informed and any player must meet all existing eligibility criteria.
- 2.10 UMPIRING:**
- 2.10.1 Umpiring in home and away matches is optional. All sets in a match may be umpired by a central umpire. If an umpire is requested by either team, the home team shall umpire that set and thereafter each club shall have its umpire officiating in each alternative set. Central umpires are permitted to call foot faults.
- 2.10.2 The Competition Committee shall appoint umpires for all finals matches as follows:
SECTIONS OF EIGHT: The teams finishing seventh and eighth shall umpire the semi-finals. The teams finishing sixth and fifth shall umpire the preliminary final. The teams eliminated during the semi and preliminary finals shall umpire the grand final.
SECTIONS OF SEVEN: The teams finishing sixth and seventh shall umpire the semi-finals. The team finishing fifth shall umpire the preliminary final. The teams eliminated during the semi and preliminary finals shall umpire the grand final.
SECTIONS OF SIX: The teams finishing fifth and sixth shall umpire the semi-finals. The teams eliminated during the semi-finals shall umpire the grand final.
SECTIONS LESS THAN SIX to be determined by the Competition Committee.

2.10.3 **Umpire Definition**

- An umpire can be any person as long as they are not a member of the competing clubs.
- The number of umpires required from each team is the same number of players in a team when competing during the home and away season.
- Failure to supply the correct number of umpires shall result in a fine of \$20.00 per absent umpire. The umpires must sign the relevant umpire sheet as proof of attendance and this should be verified by each of the captains.
- The Competition Committee can vary the above in the best interests of the Association, or if more than one team from any club exists in one grade, provided the clubs are notified three (3) days in advance of the match concerned.
- Clubs will be advised of details accordingly.

2.10.4 There is no obligation to provide umpires for unplayed sets after a result has been reached in a finals match.

2.10.5 The Competition Committee may nominate a referee for each match of the Finals series.

2.10.6 The umpires/referees have the following responsibilities:

Collection of team sheets consisting of personnel of teams in correct order of play.

Collection of the balls from opposing captains.

Transferring of names from each sheet and recording results of the sets as completed.

Umpiring the sets concerned.

Ensuring that the match is conducted in accordance with the Code of Conduct.

2.10.7 Umpires/referees are in sole control of the match and their decisions are final.

2.11 **BALLS:**

Top grade, Tennis Australia approved, coloured new balls shall be provided as follows:

SIX PLAYER TEAMS:

Home and Away: Three pairs by the home team

Finals Matches: Two pairs by each team

FOUR PLAYER AND THREE PLAYER TEAMS:

Home and Away: Two pairs by the home team

Final Matches: One pair by each team

Either team may provide an additional pair of new balls at any stage of the match.

2.12 **CONTACTING SECRETARIES:**

Only club secretaries or the nominated club competition secretaries as listed under Club Contacts may contact the Executive Secretary, Competition Secretary or Recorder.

Section 3 MIDWEEK COMPETITION BY-LAWS

Where there is any reference to the Computer Recording System (CRS) you may check instructions on the Tennis Geelong web site <https://www.tennis.com.au/tennisgeelonginc/matchcentre/faq>

3.1 PLAYER REGISTRATIONS AND ELIGIBILITY:

- 3.1.1 Each club must register its teams and players in the CRS as required by the Association. All registrations must be entered into the CRS by the date set by the Association. Any relevant information regarding the grading of any team should be included in the comments section for that squad.
- 3.1.2 In the event of a club being represented by more than one team in any one grade, no player having participated in five matches in one team shall be eligible to play thereafter in the other team(s), without the approval of the Competition Committee.
- 3.1.3 For all new players, and where insufficient background information is provided at the time of registration, the Competition Committee reserves the right to regrade players prior to their fifth pennant match.
- 3.1.4 A player not listed on the original registration form will be classed as a late registration and may be regraded prior to their fifth pennant match. Players not on the original team squad should be added to the team squad prior to the match. Unless otherwise indicated to be registered lower, (this can be indicated in the comments section in the Competition Recording System (CRS)), a late registration will be graded into the section first played. The affected sets will be forfeited if the Competition Committee deem the late registration is of too high a standard for the section played.
- 3.1.5 No player shall play in any grade lower than he/she has been graded by the Competition Committee, without the approval of the Competition Committee.
- 3.1.6 No player having participated in a total of five matches in higher grades shall be eligible to play thereafter in lower grades during the season, without the approval of the Competition Committee.
- 3.1.7 No player shall compete in more than one midweek competition match listed on the same day.
- 3.1.8 No player shall play for more than one club in one season without the approval of the Competition Committee.
- 3.1.9 A player shall be deemed to have participated in a match if her name is listed in the match results in the CRS.
- 3.1.10 All matches must be played on the day scheduled unless By-Laws 3.9.9.1 and/or 3.9.9.2 applies.
- 3.1.11 Clubs are responsible for ensuring that their players amend any name changes, should they occur, in the Competition Recording System (CRS).
- 3.1.12 In the event of a club or player breaching these by-laws then the sets that the offending club/player participated in shall be forfeited.

3.2 TEAM AND GRADING STRUCTURE:

- 3.2.1 Each team shall consist of a minimum of four women. Each match shall consist of six (6) six game sets of women's doubles. A tie break shall be played in the event of a score being six (6) games all. The tie break procedure is shown in Section 6A of this book.
- 3.2.2 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one woman. The additional player is permitted to participate in any position in either Set 1 or 2, as listed in the Order of Play (see By-Law 3.3.1), except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 3.6.1). Should extra players be used during the match the home team must ensure that the substitute is correctly listed in the CRS.
This By-Law also applies in finals matches.

3.3 ORDER OF PLAY:

- 3.3.1 Play shall commence at 10.30 sharp. (Unless an alternative starting time has been agreed upon by both teams prior to the day of play).
The order of play shall be as follows, unless a change is mutually agreed to;
 - 1. 1 & 2
 - 2. 3 & 4
 - 3. 1 & 3
 - 4. 2 & 4
 - 5. 1 & 4
 - 6. 2 & 3

3.4 POINTS & BYES:

- 3.4.1 The method of awarding points shall be on the basis on one point per set won and two points for overall winner on games. If games are equal, then one point will be allocated to each team as its share of the games points. The team with the highest number of points is regarded the winner. If total points are equal, then the match is drawn.
- 3.4.2 No points will be allocated for a bye. A bye is not classed as a match.

3.5 RESULTS:

- 3.5.1 Before the commencement of play, the home team captain followed by the away team captain must list the players for all sets.
- 3.5.2 In the event that a team fields players in a set differently to that listed, then at the end of the game being played when the error is discovered, all games won by the defaulting team in the set shall be forfeited and the set resumed with the revised game score and with the correct player or players competing.
Should the error be discovered after the set is completed, then the set shall be awarded to the team NOT in default (6-0).
In no event should a set or game be replayed once it has commenced.
- 3.5.3 At the conclusion of the match both captains should concur with the results and collect enough information to enter/confirm results as per 3.5.4. Any disputes that cannot be resolved at this stage must be referred to the midweek secretary.
- 3.5.4 ENTERING RESULTS INTO THE CRS – The home team is responsible for entering results and the away team to confirm results. Except in the Finals Series (refer 3.9) or when receiving a forfeit (refer 3.7), the winning team is responsible to enter results and the losing team to confirm the results. Any issues with players or results as entered should be identified using the dispute system of the CRS. Any other complaints not related to the scores refer to section 1.20.
In the event of a set not being completed e.g. due to injury or weather, the set must be identified as incomplete and scores recorded as is e.g. 1-4 including the reason in the comments section.

Timelines for entry and confirmation will be determined by the Midweek Competition Committee and notified to participating clubs each season.

3.6 PLAYER INJURY/ILLNESS:

- 3.6.1 In home and away matches: in the event of a player being legitimately unable to commence or continue in a match, one woman substitute may be used in all matches where applicable. They must be available within thirty (30) minutes and replace the injured player for the remaining set(s). Interrupted sets are to be forfeited. The injured or ill player can take no further part in the match.
- 3.6.2 Play shall never be suspended or delayed so that a player can recover their strength or physical condition. However, a player suffering from a treatable medical condition may be allowed one (1) ten (10) minute break for that treatment, and the interrupted set is to recommence after the last completed point.
- 3.6.3 Details of injuries to players are to be noted in the comments section in the CRS, in the event of an insurance claim.

3.7 WALKOVERS and FORFEITS:

- 3.7.1 In the event of either team not being present or both captains cannot mutually agree to vary the order of play, and if the first serve has not been played within fifteen minutes of the start time they shall forfeit the first scheduled set as per By-Law 3.3. From then on further sets not playable shall be forfeited at twenty (20) minute intervals. Any team not in attendance 1 hour after the appointed starting time shall forfeit the whole match.
- 3.7.2 Any club unable to field a complete team shall forfeit any sets for which it is unable to provide players. If a team is short two or more players for a match, then a walkover must be given. Alternative forms of play should be considered, between the players present, when a walkover is given so that social tennis can be played.
- 3.7.3 If a team is short of players, the sets not contested shall be forfeited –
The order of forfeiture shall be as follows;
The 4th lady's sets to be forfeited.
- 3.7.4 Any forfeited set or match must be correctly entered in the CRS and the reason noted in the comments section.
- 3.7.5 In the event of a team giving a complete walkover, the opposing club must be notified by 8.00 p.m. on the day prior to the day of the match. Failure to do so incurs a fine of \$30.00. The team receiving a walkover, even if that team is the away team, must enter their players in the CRS, marking the whole match as either Home Forfeit or Away Forfeit, to receive full points for the match. The team giving the forfeit must confirm this result in the CRS. Games will be included in percentage calculations. A walkover shall be considered applicable when two or more players are missing.
- 3.7.6 Any team making default by failing to play any three (3) matches without good and sufficient cause, to be judged by the Competition Committee, or any club having been disqualified by the Competition Committee shall be deemed to have retired from the competition, and all points and scores for and against any club deemed to have retired from the competition shall be deleted from the records.

3.8 ADVERSE WEATHER – Home & Away:

3.8.1 ABANDONED BY THE COMMITTEE

- The Competition Committee shall decide if matches are to be abandoned when extreme weather conditions prevail. An email shall be sent to Midweek Representatives AND/OR allocated email addresses approx. TWO hours before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page.
- Abandoned matches will not be replayed.
- These matches cannot be used to qualify players as no score is to be entered into the CRS.
- Points will be divided equally, except when prior notification of a walkover has been given, refer by-law 3.7.5.
- A team having a bye will not receive any points.

3.8.2 INTERRUPTED MATCHES

- In home and away matches, any abandonment of play must not be arranged until one hour after the appointed starting time (unless otherwise agreed by both captains), and at this time all players must be in attendance. Nonattendance by a team/player at this time shall result in those sets being forfeited.
- Completed sets and games of the abandoned match will stand; points for uncompleted sets will be divided equally. Players and results of both completed and incomplete sets must be entered and confirmed via the CRS.
- A team already in an unbeatable position with respect to games will be awarded the two points for games; otherwise one point shall be awarded to each team.
- Players are not obligated to play on unplayable courts. See Section 6 for definition.
- If the captains cannot agree as to play starting/continuing, then the decision shall be referred to the Competition Committee.

3.8.2.1 UNPLAYABLE COURTS

- In home and away matches should ALL courts be unplayable due to extreme weather leading up to match day, the host club official may seek agreement, from the visiting club official, to cancel all matches for the day scheduled at that particular venue.
- The host club must enter results in the CRS and the away team to confirm results in the CRS with both teams' players listed; these can be obtained when the agreement is reached verbally.

3.8.2.2 Even if a match has not commenced, the names of those players who would have participated in the match must be entered in the CRS.

3.8.3 EXCESSIVE HEAT

The following website is the only site to be used to determine the temperature.

<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in.

- If the temperature reaches 34 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.
- If the temperature is 34 degrees or higher before play has commenced, by-law 3.8.2 applies.
- If play has commenced, the temperature can be checked at the change of ends, but you must not hold up play to check the temperature.
- If 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets. Any games completed up until that time must be entered in the CRS.
- If there is mutual agreement, play can continue regardless of temperature.

3.9 FINALS:

3.9.1 A player must play in nine (9) sets with their club to qualify for the finals in that season. Special permission may be granted by the Competition Committee, after submission of a written request, on a case by case basis. A player must not play below the lowest grade competed in during the season, without the approval of the Competition Committee.

3.9.2 The Competition Committee shall allocate two courts for finals use; full use must be made of both courts for the entire match.

3.9.3 Clubs should make sure their clubrooms, courts and facilities are open for visiting teams at least 30 minutes prior to starting time. Clubrooms are to be left in the condition they are found.

3.9.4 Competing teams must supply new tennis balls (as stipulated in By-Law 3.11), a score sheet and afternoon tea supplies including milk, tea, coffee, tea towels etc.

3.9.5 The time of starting all finals matches shall be 10.30am; except when by-laws 3.9.9.1, 3.9.9.2 apply. If the first serve has not been played within 15 minutes of the start time the referee/umpires shall penalise the team refusing or unable to play by awarding the set or sets in question to the team ready to play as a forfeit, from then on further sets not playable shall be forfeited at 20 minute intervals. The umpires/referees shall report any untoward incidents to the Competition Committee for consideration. Lack of umpires shall not be an acceptable reason for refusing to play any set or sets.

3.9.6 The finals series shall be played by the four sides scoring the most premierships points at the end of the home and away matches in grades of six teams or more. If two or more teams score the same number of points, the placing shall be decided by percentages. Percentages shall be determined in the following order; firstly games then sets.

Finals for eight team grade formats shall be played under the "Page" system i.e. 1 meets 2, and 3 meets 4 in the semi-finals; loser of 1 and 2 plays the winner of 3 and 4 in the preliminary final and the winner of the preliminary final plays the winner of 1 and 2 in the grand final.

Finals in six team grades format shall be played under the "Knock out" system i.e. 1 meets 4 and 2 meets 3 in the semi-finals; winner of each semi-final to play in the grand final.

For sections with a lesser number of teams the structure of the final series will be determined by the Competition Committee.

3.9.7 Each team is to submit a separate score sheet to the umpires listing their players. The umpires must not disclose the score sheets to the opposition, until both teams score sheets have been submitted. Once the score sheet has been submitted to the umpires, there can be no alterations to the order of the players, with the exception of by-law 3.9.11.

3.9.8 Finals matches shall consist of the same format as described under By-Law 3.2 Team and Grading Structure. The tie breaker shall be played as set out in these by-laws. The winning team shall be the team with the most number of points in accordance with By-Law 3.4. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.

If a finals match is tied at the completion of play the teams shall immediately play an additional tie break SET to determine the match result. The choice of partners shall be at the discretion of each captain, provided both players have participated in the match.

3.9.9 ABANDONED BY THE COMMITTEE

If extreme weather is predicted, the Competition Committee will discuss if play is possible. If the day is cancelled then an email will be sent to Midweek Representatives OR allocated email addresses, approx. TWO hours before the appointed starting time denoting the cancellation of that final. A notice will also be posted on the website and Tennis Geelong Facebook page.

In the event of the **COMPETITION COMMITTEE** cancelling a final the following will occur between the two teams competing; the one higher on the ladder at the end of the home & away season, will be deemed the winner.

i.e. "Page" system – in the semi-finals 1 meets 2, and 3 meets 4: a cancellation will result in 1 going straight into the grand final, with 2 playing 3 in the preliminary final. 4 is knocked out.

- in the preliminary final a cancellation will result in the higher team on the ladder, at the end of the home & away season, going straight into the grand final

"Knock out" system – 1 meets 4 and 2 meets 3 in the semi-finals; a cancellation will result in – 1 and 2 playing in the grand final

Should the grand final be cancelled then the higher team on the ladder, at the end of the home & away season, will be deemed the winner.

For sections with a lesser number of teams the structure of the final series will be determined by the Competition Committee, with the same format applied as above.

3.9.9.1 INTERRUPTED MATCHES

If play has not commenced due to extreme weather, players and umpires are to remain at the courts until 12.30 p.m. as, quite often, the weather has improved enough to then commence play.

Otherwise, if a match has not commenced or is interrupted by extreme weather and play is impossible to continue, the match must be completed by the Friday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. Players are not obligated to play on unplayable courts. See Section 6 for definition.

The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.

Rescheduled matches can be played together or individually at any agreed time and venue.

3.9.9.2 EXCESSIVE HEAT

The following website is the only site to be used to determine the temperature.

<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in.

- If the temperature reaches 34 degrees, play can cease without mutual agreement.
- If the temperature is 34 degrees or higher before play has commenced, by-law 3.9.9.1 applies.
- If play has commenced, the temperature can be checked at the change of ends, but you must not hold up play to check the temperature.
- If 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets.
- If the match is abandoned it must be completed by the Friday following the appointed day. The Competition Secretary must be advised of the rescheduled agreement. The winning team is to enter results in the CRS and the losing team to confirm results in the CRS immediately on completion of the rescheduled match.
- If there is mutual agreement, play can continue regardless of temperature.
- Rescheduled matches can be played together or individually at any agreed time and venue.

- 3.9.10 Additional players are allowed as per by-law 3.2.2.
- 3.9.11 In the event of a player being legitimately unable to commence or continue in a final, one qualified substitute may be played. The approval of the umpire in charge must be obtained prior to a substitute participating in a match.
All substitutes' names must be written on the score sheets, indicating the relevant sets they participated in, this can be written on the back of the score sheet, these reasons must be transferred into the comments section of the CRS. The substitute must be both immediately available and qualified to play. The injured or ill player can take no further part in the match. Interrupted sets are to be forfeited. This substitute player may be the additional player referred to in by-law 3.2.2.
In finals that have been postponed, the Competition Secretary must be notified prior to a substitute participating in a match.
- 3.10 UMPIRING:**
- 3.10.1 Umpiring in home and away matches with only a central umpire is optional. If an umpire is requested by either team, the home team shall umpire that set and thereafter each club shall have an umpire officiating in each alternative set. Central umpires are permitted to call foot faults.
- 3.10.2 The Competition Committee shall appoint 2 Referees for all finals matches as follows:
SECTION OF EIGHT: The teams finishing 6th and 7th and 8th are to supply 4 umpires each to umpire the semi-finals. The team finishing 5th is to supply 4 umpires and the team eliminated from the semi-finals is to supply 2 umpires to umpire the preliminary final.
The team losing the preliminary final is to supply 4 umpires together with the remaining 2 from the eliminated semi-final to umpire the grand final.
SECTION OF SEVEN: the teams finishing 5th, 6th and 7th are to supply 4 umpires each to umpire the semi-finals. The team winning their way into the grand final is to supply 4 umpires to umpire the preliminary final in a different grade, where deemed practical by the Competition Committee.
The team eliminated from the semi-final is supply 2 umpires to umpire the preliminary final.
The team losing the preliminary final is to supply 4 umpires together with the remaining 2 from the eliminated semi-final to umpire the grand final.
SECTION OF SIX: The teams finishing 5th and 6th are to supply 4 umpires each to umpire the semi-finals. The eliminated teams of the semi-finals are to supply 4 umpires each to umpire the Grand Final.
SECTIONS LESS THAN SIX to be determined by the Competition Committee.
- 3.10.3 **Umpire Definition**
- An umpire can be any person as long as they are not a member of the competing clubs.
 - The number of umpires required from each team is the same number of players in a team when competing during the home and away season.
 - Failure to supply the correct number of umpires shall result in a fine of \$20.00 per absent umpire. The umpires must sign the relevant umpire sheet as proof of attendance and this should be verified by each of the captains.
 - A note must be entered in the comments section of the CRS by the winning team indicating the number of umpires provided by each club.
 - The Competition Committee can vary the above in the best interest of the Association, or if more than one team from any one club exists in one grade, provided the clubs are notified three (3) days in advance of the match concerned.
 - Clubs will be advised of details accordingly.
- 3.10.4 When one team is in an unbeatable position any unplayed sets do not require umpires. Any rescheduled finals do not require the attendance of umpires.
- 3.10.5 The Competition Committee may nominate a referee for each match of the Finals series.
- 3.10.6 The 2 Referees have the following responsibilities:
Collection of team sheets consisting of personnel of teams in correct order of play.
Collection of the balls from opposing captains.
Transferring of names from each sheet and recording results of the sets as completed.
Ensuring correct players are on court for each set.
Umpiring sets if requested.
Ensuring that the match is conducted in accordance with the Code of Conduct.
- 3.10.7 The 2 Referees are in sole control of the match and their decisions are final.
- 3.11 BALLS:**
Top grade, Tennis Australia approved, coloured new balls shall be provided as follows;
Home and Away: Two pairs by the home team
Finals matches: One pair by each team.
Either team may provide an additional pair of new balls at any stage of the match.
- 3.12 CONTACTING SECRETARIES:**
Only club secretaries or the nominated club competition secretaries as listed under Club Contacts may contact the Executive Secretary, Competition Secretary or Recorder.

Section 4 JUNIOR COMPETITION BY-LAWS

Where there is any reference to the Computer Recording System (CRS) you may check instructions on the Tennis Geelong web site <https://www.tennis.com.au/tennisgeelonginc/matchcentre/faq>

4.1 TEAMS AND PLAYERS:

- 4.1.1.1 All players in the competition must be under the age of eighteen years as at October 1 (summer season) and May 1 (winter season) and will be eligible to play in the Junior Competition for the whole of that season. Sets are six (6) six games sets, with a tie-breaker at 5-all for all Grades, as directed by Junior Competition Committee at the start of each season.
- 4.1.1.2 The Junior Competition Committee may at its discretion choose to include development competitions as played in accordance with Tennis Australia guidelines.
- 4.1.2. Each club must register its players on a Special Registration Form supplied by the Association. Information requested listing all players past performances, i.e. Junior Pennant, or other Association's Pennants and Indoor performances, should be included on this form. A separate registration form is required for each competition from clubs entering more than one competition. All registrations must be in the hands of the Competition Secretary at a date to be fixed by the Association.
- 4.1.3 **MIXED TEAMS:** Comprise four players (two boys & two girls) playing: 2 girls singles sets, 2 boys singles sets and 2 mixed doubles sets.
- 4.1.4 **BOYS GRADES AND GIRLS GRADES:** Teams in Boys Grades and Girls Grades will consist of four players of the same sex playing four singles sets and two doubles sets. The Competition Committee may find it necessary to play a Boys Team in a Girls Section and vice versa.
- 4.1.5 Variations to team composition, as stipulated, may be permitted with the approval of the Junior Competition Committee.
- 4.1.6 If a player has played five or more matches in the higher grades, he/she is not eligible to return to lower grades during the current season, except with the permission of the Competition Committee.
- 4.1.7 No player shall play in any grade lower than that they have been graded in by the Competition Committee, unless special permission has been granted.
- 4.1.8 For all new players and where insufficient information is provided on the original Registration Form, the Competition Committee reserves the right to regrade players prior to their fifth Pennant Match.
- 4.1.9 Each Junior team is to be supervised by a responsible adult for the duration of the match.
- 4.1.10 Before the commencement of play, the home team supervisor followed by the away team supervisor shall list the players for all sets on the official score sheet in the order specified in the by-laws for the competition.
- 4.1.11 In the event of a team playing an unregistered player, the sets in which that player participated shall be lost to love. Incorrect name on a score sheet is regarded as an unregistered player. Clubs are responsible for ensuring that their players amend any name changes, should they occur, in the Competition Recording System (CRS).
- 4.1.12. In all sections, where clubs have more than the required number of qualified players, the team is permitted to play a maximum of two additional players per match. This rule also applies in finals matches. In Single Sex grades, the additional player/s may only participate in the girls or boys doubles set/s as appropriate. In Mixed grades, the additional player/s (one girl and one boy) may only participate in the mixed double set/s as appropriate. Names of additional players are to be included when the result is entered in the CRS. This shall be without reference to By-Law 4.13.
- 4.1.13 In the event of a club being represented by more than one team in any one grade, no player having participated in five matches in one team shall be eligible to play thereafter in the other team.
- 4.1.14 No player shall play for more than one club in one season without the sanction of the Competition Committee.
- 4.1.15 No player shall compete in more than one Junior Competition match listed on the same day.
- 4.1.16 In the event of a club or player breaching these by-laws, then the sets that the offending club/player participated in shall be forfeited.
- 4.1.17 A player shall be deemed to have participated in a match if his/her name is listed in the match results in the CRS.

4.2 PLAY

- 4.2.1 Play shall commence at 9.00 a.m. Alternative starts can be arranged by mutual agreement by the clubs involved except for Finals matches. In the event of no sets being playable within 15 minutes of the agreed start time, the offending team shall forfeit the first scheduled set for play. From then on, further sets not playable shall be forfeited by the defaulting team at twenty (20) minute intervals. Any team not in attendance within one hour of the agreed start time shall forfeit the whole match. Any forfeited set is to be clearly marked on the score sheet and entered into the CRS with the reason stated in the comments section.
- 4.2.2 If a team be short of players, the sets not contested shall be forfeited -The order of forfeiture shall be as follows;
Mixed Grades: Player 2 (girl) or Player 4 (boy) as applicable
Boys/Girls Grades: the fourth singles.
- 4.2.3 In the event of a team giving a complete walkover, the opposing club must be notified by 8.00 a.m. and the Competition Secretary by 8.00 p.m. on the day of the match. Failure to do so incurs a fine of \$30.00. The team receiving a walkover, even if that team is the away team, must enter their players in the CRS, marking the match as either Home Forfeit or Away Forfeit, to receive full points for the match. The team giving the forfeit must confirm this result in the CRS. Games will be included in percentage calculations. A walkover must be granted to the opposing team if less than three sets can be played.
- 4.2.4 Any team making default by failing to play three (3) matches without good and sufficient cause, to be judged by the Competition Committee, or any club having been disqualified by the Competition Committee shall be deemed to have retired from the competition, and all points and scores for and against any club deemed to have retired from the competition shall be deleted from the records.
- 4.2.5 All matches must be played on the morning of the day scheduled, unless By-Law 4.11.9 applies.

4.3 ORDER OF PLAY:

The order of play is as follows unless a change is mutually agreed to.

4.3.1 MIXED GRADES:

1. Girls Singles (1)
2. Boys Singles (2)
3. Girls Singles (3)
4. Boys Singles (4)
5. Mixed Doubles (1)
6. Mixed Doubles (2)

4.3.2 BOYS/GIRLS GRADES:

1. Singles (1)
2. Singles (2)
3. Singles (3)
4. Singles (4)
5. Doubles (1)
6. Doubles (2)

4.3.3 In the event that a team fields players in a set differently to that listed on the team sheet, then at the end of the game being played when the error is discovered, all games won by the defaulting team in that set shall be forfeited and the set resumed with the revised game score and with the correct player or players competing. Should the error be discovered after the set is completed, then the set shall be awarded to the team NOT in default (6-0). In no event should a set or game be replayed once it has commenced.

4.4 UMPIRING:

4.4.1 At the start of each season, the Junior Competition Committee will direct which grades have the option of a central umpire and which grades are mandatory to have a central umpire for home and away matches. All sets in a match that require an umpire must be umpired by a central umpire, either an adult or assisted by an adult, with the umpires being drawn for each alternate set from each team in turn, with the home team umpiring the first set.

4.4.2 All central umpires officiating under this By-Law are permitted to call foot faults.

4.5 POINTS:

4.5.1 The method of awarding points shall be on the basis of one point per set won, and two points per overall winner on games. If games are equal each team will receive one point. If total points are equal then the match is drawn.

4.5.2 No points will be allocated for a bye. A bye is not classed as a match.

4.6 BALLS:

4.6.1 Two pairs of Tennis Australia approved new balls shall be provided by the home club for all grades.

4.6.2 For finals matches each competing team shall supply one pair of Tennis Australia approved new balls.

4.7 INCLEMENT WEATHER:

4.7.1 The Weather Committee shall meet at approximately 7.45 a.m. on Saturday to decide if matches are to be abandoned when the weather is wet or excessive heat prevails. An email shall be sent to Junior Representatives OR allocated email addresses approx. ONE hour before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page. An abandoned round will not be replayed and teams will receive four points each except when prior notification of a walkover has been given, in which case the team having given a walkover shall not receive any points. When a team has given prior notification of having insufficient players, the available points will be adjusted for those forfeited sets. A team having a bye will not receive any points.

4.7.2 In home and away matches, where court conditions or weather prevent continuation of play, by mutual agreement between the supervisors, the match can be abandoned. A match cannot be abandoned prior to one hour after the agreed start time when all team members listed must be in attendance. If the supervisors cannot agree as to play starting/continuing, then the decision shall be referred to the Competition Committee.

Players are not obligated to play on unplayable courts. See Section 6 for definition.

Sets not playable because of non-attendance will be forfeited. In the case of a match being abandoned, points are to be allocated for the sets played as per By-Law 4.5.1. Any points for sets not decided are to be shared. A team already in an unbeatable position with respect to games will be awarded the two points for games; otherwise one point will be awarded to each team.

4.7.3 If the temperature reaches 34 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.

The following website is the only site to be used to determine the temperature.

<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in and if the temperature is 34 degrees or higher then play can cease as above, you must not hold up play to check the temperature, this can only be done at change of ends in a timely manner. If the time, according to By-Law 4.7.2 has passed, you must wait half an hour to see if the weather changes before abandoning the remainder of your sets. Any games completed up until that time must be entered on the score sheet. Sets not finished will be divided equally. However by mutual agreement, you can continue playing.

4.8 RESULTS:

4.8.1 Association score sheets must be used in recording results. Each club shall record the scores and at the conclusion of the match, each captain shall sign the score sheet. The home team is responsible to enter results in the CRS and the away team to confirm results in the CRS.

Timelines for entry and confirmation will be determined by the Junior Competition Committee and notified to participating clubs each season.

4.8.2 In finals, the winning team is responsible for entering and the losing team for confirming the results in the CRS. It is also the winning teams' responsibility to email a copy of the score sheet to juniors@tennisgeelonginc.com.au to allow checking for compliance with the required number of umpires in attendance as per Rule 4.11.2.

4.9 LATE REGISTRATION:

Clubs must email late registration forms by the closing time for the respective entering of results in the CRS as notified by the Junior Competition Committee each season. It is the responsibility of the club playing the late registration to enter the player in the CRS. If a club plays a player who is considered too good for the grade participated, then he/she may be regraded by the committee. (By-law 1.14.2)

4.10 CONTACT:

Only club secretaries or the nominated club competition secretaries as listed under Club Contacts may contact the Executive Secretary, relevant Competition Secretary or Recorder.

4.11 FINALS:

4.11.1 A player must play in six (6) sets with their club to qualify for the finals in that season, special permission can be granted by the relevant Competition Committee on a case by case basis. A player must not play below the lowest grade competed in during the season except with the sanction of the Competition Committee.

4.11.2 In finals, clubs with junior teams are responsible for supplying a minimum of two (2) adult umpires as requested by the Competition Committee.

Failure to supply these umpires will incur an immediate fine of \$20.00 per match and umpiring for the following finals. The umpires must sign the score sheet as proof of attendance.

4.11.3 The finals series shall be played by the four sides scoring the most premierships points at the end of the home and away matches. If two or more teams score the same number of points, the placing shall be decided by percentages. Percentages shall be determined in the following order: firstly games then sets.

Finals for eight team grades format shall be played under the "Page" system, i.e. 1 meets 2, and 3 meets 4 in the semi-finals; loser of 1 and 2 plays the winner of 3 and 4 in the preliminary final and the winner of the preliminary final plays the winner of 1 and 2 in the grand final.

Finals in six team grade format shall be played under the "Knock out" system, i.e. 1 meets 4 and 2 meets 3 in the semi-finals; winner of each semi-final to play in the grand final.

4.11.4 Finals matches are to be played on courts as allocated by the Competition Committee.

4.11.5 Umpires have control of the match and all decisions made in accordance with Tennis Geelong rules and by-laws, as listed on the Tennis Geelong website, are final. In sections where players have self-umpired during the season the chair umpire (and lines people) may, with the unanimous support of the players, have discretion to take a supervising role, allowing players to call the points. Should the umpire subsequently need to step in to make an over-rule or correction their ruling is final.

4.11.6 Each team is to submit a separate score sheet to the umpires listing their players. The umpires must not disclose the score sheets to the opposition, until both teams score sheets have been submitted. Once the score sheet has been submitted to the umpires, there can be no alterations to the order of the players, with the exception of By-Law 4.13.1.

4.11.7 The weather committee will meet on Saturday when the weather is doubtful. An email shall be sent to the Junior Representatives OR allocated email addresses approx. ONE hour before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page. In the event of the **COMPETITION COMMITTEE** cancelling a semi-final the competing team highest on the ladder, at the end of the home and away season, will be deemed the winner.

i.e. "Page" system – in the semi-finals 1 meets 2, and 3 meets 4: a cancellation will result in 1 going straight into the grand final with 2 playing 3 in the preliminary final. 4 is knocked out.

"Knock out" system – 1 meets 4 and 2 meets 3 in the semi-finals; a cancellation will result in teams 1 and 2 playing in the grand final.

- in the preliminary final a cancellation will result in the home team going straight into the grand final.

Should the grand final be cancelled then the home team will be deemed the winner.

For sections with a lesser number of teams the structure of the final series will be determined by the Competition Committee, with the same format applied as above.

4.11.8 No finals match shall be postponed prior to 10.00 a.m. Any decision to postpone after this time is the sole responsibility of the Tennis Geelong Official on duty or the Court Supervisor. The home team must notify the Competition Secretary of the stage of the match no later than 12 noon on the Sunday following the scheduled date of the match.

4.11.9 The Competition Committee will determine by what date the postponed finals matches shall be completed. The postponed matches shall be played at the original location unless permission is obtained or as otherwise directed by the Competition Committee. The postponed Finals match is to be self-umpired by the competing teams' Parents or Helpers. (as the previous week's duty has already been fulfilled by independent clubs)

4.11.10 **BOYS/GIRLS GRADES** If a draw is the result at the end of play in a finals series match in all grades, the #1 and #2 players will play a straight six (6) game set of doubles to decide the match. The deciding set shall be a tie-breaker at 5-all for all grades as directed by the Junior Competition Committee, and a straight 6 game set for all grades as directed by the Junior Competition Committee at the start of each season. Where more than one player has been used in the #1 and/or #2 positions, either of the players concerned may play in the additional set.

MIXED GRADES If a draw is the result at the end of play in a finals series match, a straight six (6) game set of mixed doubles will be played to decide the match. Each team must be represented by one girl and one boy player being their respective highest named girl and highest named boy unless otherwise approved by the Junior Competition Committee. The deciding set shall be a tie-breaker at 5-all for all grades as directed by the Junior Competition Committee, and a straight 6 game set for all grades as directed by the Junior Competition Committee at the start of each season. Where more than one player of the same sex has been used in the highest named boy and/or highest named girl positions, either of the players concerned may play in the additional set.

4.11.11 In the event of players being validly prevented from continuing in an uncompleted finals match in mixed grades, one qualified boy and one qualified girl substitute may be played, provided the Competition Secretary has been notified prior to the date set down to complete the match. In boys/girls and mixed special grades, one qualified substitute of the same sex may be played with the same notification proviso. (Note the provisions of By-Law 4.1.12.). The substitute players name must be entered in the CRS with a reason included in the comments section.

4.12 BYES:

At the discretion of the Competition Secretary, and before the third round of home and away matches, additional teams may be permitted into the competition to take up byes. The club taking up a bye must approach the clubs they were drawn to play prior to admission to the section with respect to completing unplayed matches. These matches must be completed before the end of the first round of home and away matches.

Any initially graded or approved late registration player, who has participated as a fill in for another team for their graded teams originally scheduled bye date, is not considered to be contravening by-law 4.1.15 when playing in an unplayed match as the two matches will be played on different dates.

4.13 PLAYER INJURY AND SICKNESS:

4.13.1 In the event of a player being legitimately unable to continue in a match, one qualified boy and/or girl, depending on the grade, may be used. In HOME AND AWAY matches the substitute must be available within thirty (30) minutes and replace the injured player for the remaining set(s). Interrupted sets are to be forfeited. In FINALS MATCHES the substitute must be both immediately available and qualified to play in the grade concerned. Interrupted sets are to be forfeited. The substitute players name must be entered in the CRS with a reason included in the comments section.

4.13.2 Play shall never be suspended or delayed so that a player can recover their strength or physical condition. However, a player suffering from a treatable medical condition may be allowed one (1) ten (10) minute break for that treatment, and the interrupted set is to recommence after the last completed point.

Section 5 NIGHT COMPETITION BY-LAWS

Where there is any reference to the Computer Recording System (CRS) you may check instructions on the Tennis Geelong web site <https://www.tennis.com.au/tennisgeelonginc/matchcentre/faq>

5.1 PLAYER REGISTRATIONS AND ELIGIBILITY:

- 5.1.1 Each club or player must register on a special Registration Form supplied by the Association. The information provided must detail all players past performances, i.e. Saturday Pennant, other Association's Pennant and Indoor Pennant performances. A separate registration form is required for each team or individual. All registrations must be in the hands of the Competition Secretary on the date set by the Association
- 5.1.2 In the event of a club being represented by more than one team in any one grade, no player having participated in five matches in one team shall be eligible to play thereafter in the other team(s), without the approval of the Competition Committee.
- 5.1.3 For all new players, and where insufficient background information is provided on the original Registration Form, the Competition Committee reserves the right to regrade players prior to their fifth pennant match.
- 5.1.4 A new name to the competition listed on the score sheet shall be classed as a late registration and may be regraded prior to their fifth pennant match. Unless otherwise indicated to be registered lower, (can be indicated in the comments section in the Computer Recording System (CRS)), a late registration will be graded into the section first played. The affected sets will be forfeited if the Competition Committee deem the late registration is of too high a standard for the section played.
- 5.1.5 No player shall play in any grade lower than he/she has been graded by the Competition Committee, without the approval of the Competition Committee.
- 5.1.6 No player having participated in a total of five matches in higher grades shall be eligible to play thereafter in lower grades during the season, without the approval of the Competition Committee.
- 5.1.7 No player shall compete in more than one Night competition match listed on the same day.
- 5.1.8 No registered player shall play for more than one club in any one competition without the approval of the Competition Committee. Emergencies registered with the Competition Committee are permitted to play in any team for the Section have been graded, or higher.
- 5.1.9 A player shall be deemed to have participated in a match if his/her name appears on a signed score sheet.
- 5.1.10 Clubs are responsible to inform the Competition Secretary immediately of any name change of players.
- 5.1.11 In the event of a club or player breaching these by-laws then the sets that the offending club/player participated in shall be forfeited.

5.2 TEAM AND GRADING STRUCTURE:

- 5.2.1 The number of teams in a grade shall be determined by the Competition Committee, depending on the entries received.
- 5.2.2 **FOUR PLAYER MIXED DOUBLES TEAM:**

Each four player mixed doubles team shall consist of two women and two men. Each match shall consist of four mixed doubles, six game sets with the tie break at five all.

 - 5.2.2.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one man and one woman.

An additional player is only permitted to participate in either two mixed doubles sets, except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 5.6.1).
This By-Law also applies in finals matches.
- 5.2.3 **NON-GENDER SPECIFIC GRADE TEAM: SINGLES FORMAT:**

This format shall consist of any three players, male and female. Each match shall consist of three sets of singles and three sets of doubles, with the tie break at five all.

 - 5.2.3.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one player.

An additional player is only permitted to participate in either two doubles sets or one singles set, except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 5.6.1).
This rule also applies in finals matches.
- 5.2.4 **SINGLE SEX GRADE TEAM: DOUBLES FORMAT:**

This format shall consist of four players. Each match shall consist of six sets of doubles with the tie break at five all.

 - 5.2.4.1 Where a team has available more than the required number of qualified players, the team is permitted to play an additional one man/woman. An additional player is only permitted to participate in first set that position four (4) plays, i.e. 3rd & 4th, except in the event of sickness or injury to a player, then the additional player may substitute for the player unable to continue (see By-Law 5.6.1).
This By-Law also applies in finals matches.
- 5.2.5 The tie break procedure is shown in section 6A of this book.

5.3 ORDER OF PLAY:

- 5.3.1 The time of starting matches shall be 7pm for both Spring and Autumn Seasons, with a compulsory finish time of 10pm; (unless an alternative starting time has been agreed upon by both teams prior to the day of play)
The order of play shall be as follows, unless a change is mutually agreed to.
- 5.3.2 **FOUR PLAYER MIXED TEAMS:**
 - 1. First Mixed 1st Man & 1st Woman
 - 2. Second Mixed 2nd Man & 2nd Woman
 - 3. Third Mixed 1st Man & 2nd Woman
 - 4. Fourth Mixed 2nd Man & 1st Woman

5.3.3 NON-GENDER SPECIFIC GRADES: SINGLES FORMAT:

1. Doubles - players 1 and 2
2. Singles - player 3
3. Doubles- players 1 and 3
4. Singles - player 2
5. Doubles - players 2 and 3
6. Singles - player 1

5.3.4 SINGLE SEX GRADES: DOUBLES FORMAT:

1. Players 1 and 2
2. Players 3 and 4
3. Players 1 and 3
4. Players 2 and 4
5. Players 1 and 4
6. Players 2 and 3

5.4 POINTS & BYES:

5.4.1 The method of awarding points shall be on the basis on one point per set won and one point for overall winner on games. If games are equal, half of one point will be allocated to each team as its share of the games points. The team with the highest number of points is regarded the winner.

5.4.2 No points will be allocated for a bye. A bye is not classed as a match.

5.5 RESULTS:

5.5.1 Before the commencement of play, the home team captain followed by the away team captain shall list the players for all sets on the official score sheet as specified under By-Law 5.3. Score sheets shall be fully completed by using BLOCK LETTERS.

5.5.2 In the event that a team fields players in a set differently to that listed on the score sheet, then at the end of the game being played when the error is discovered, all games won by the defaulting team in the set shall be forfeited and the set resumed with the revised game score and with the correct player or players competing.

Should the error be discovered after the set is completed, then the set shall be awarded to the team NOT in default (6-0).

In no event should a set be replayed once it has commenced.

5.5.3 Each club shall record the scores, and at the conclusion of the match, each captain shall sign the score sheet. Score sheets signed by the team captain (of the day) cannot be disputed. Score sheets shall not be altered without the permission of the opposing captain.

5.5.4 Scores should be entered into the CRS as stated in Section 1.12. Entry is to be by 7pm of the day following the match. Confirmation of results must be completed by 7pm of the day after this, i.e. Tuesday match, confirmed by Thursday etc. For the last round of home and away matches and all Finals matches the score sheet is to be lodged in CRS by 12 noon the following day, and confirmed by 7pm of that same day.

5.6 PLAYER INJURY/ILLNESS:

5.6.1 In home and away matches: in the event of a player being legitimately unable to commence or continue in a match, one man substitute and one woman substitute may be used in all matches where applicable. They must be available within thirty (30) minutes and replace the injured player for the remaining set(s). Interrupted sets are to be forfeited. The injured or ill player can take no further part in the match.

5.6.2 Play shall never be suspended or delayed so that a player can recover their strength or physical condition. However, a player suffering from a treatable medical condition may be allowed one (1) ten (10) minute break for that treatment, and the interrupted set is to recommence after the last completed point.

5.7 WALKOVERS and FORFEITS:

5.7.1 In the event of either team not being present or both captains cannot mutually agree to vary the order of play as listed in By-Law 5.3, then fifteen minutes after the appointed starting time, the first set scheduled for play shall be forfeited by the defaulting team, with further sets being forfeited at twenty (20) minute intervals until one hour after starting time. Any team not in attendance one hour after the appointed starting time shall forfeit the whole match.

5.7.2 Any club/team unable to field a complete team shall forfeit any set for which it is unable to provide players. If a team is short two or more players for a match, then a walkover must be given. Alternative forms of play should be considered when a walkover is given so that social tennis can be played.

5.7.3 If a team is short of players, the sets not contested shall be forfeited –

The order of forfeiture shall be as follows;

Four player teams; Mixed teams: the 2nd lady player, 2nd man player and Single Sex teams: the 4th players' sets to be forfeited.

Three player teams: the 3rd player sets to be forfeited

5.7.4 Any forfeited set must be recorded as per 1.12.4

5.7.5 In the event of a team giving a complete walkover, the opposing club/team must be notified as soon as practicable prior to the commencement of play. Failure to do so incurs a fine of \$30.00. The team receiving a walkover, even if that team is the away team, must submit their team in CRS to receive full points for the match. Games will be included in percentage calculations. A walkover shall be considered applicable when two or more players are missing.

5.7.6 Any team making a default by failing to play any three (3) matches without good and sufficient cause (to be judged by the Competition Committee), or any club having been disqualified by the Competition Committee, shall be deemed to have retired from the competition, and all points and scores for and against any club deemed to have retired from the competition shall be deleted from the records.

5.8 ADVERSE WEATHER – Home & Away:

5.8.1 ABANDONED BY THE COMMITTEE

- The Competition Committee shall decide if matches are to be abandoned when the weather is wet or excessive heat prevails. An email shall be sent to Night Competition Representatives AND/OR allocated email addresses approx. TWO hours before the appointed starting time denoting the abandonment of that round. A notice will also be posted on the website and Tennis Geelong Facebook page.
- Abandoned matches will not be replayed.
- These matches cannot be used to qualify players as no score sheet is submitted.
- Points will be divided equally, except when prior notification of a walkover has been given, refer by-law 5.7.5.
- A team having a bye will not receive any points.

5.8.2 INTERRUPTED MATCHES

- In home and away matches, any abandonment of play must not be arranged until one hour after the appointed starting time (unless agreed otherwise by both captains), and at this time all players must be in attendance. Nonattendance by a team/player at this time shall result in those sets being forfeited.
- Completed sets and games of the abandoned match will stand; points for uncompleted sets will be divided equally.
- A team already in an unbeatable position with respect to games will be awarded the one point for games; otherwise half of one point shall be awarded to each team.
- If the captains cannot agree as to play starting/continuing, then the decision shall be referred to the Competition Committee.

5.8.2.1 UNPLAYABLE COURTS

- In home and away matches should ALL courts be unplayable due to excessive weather leading up to match day, the host club official may seek agreement from the visiting club official to cancel all matches for the day scheduled at that particular venue.
- The host club must enter both teams' names in the CRS; these can be obtained when the agreement is reached.

5.8.2.2 Even if a match has not commenced, the names of those players who would have participated in the match must be entered in the CRS, and these sets will be considered qualifying sets for finals.

5.8.3 EXCESSIVE HEAT

- The following website is the only site to be used to determine the temperature.
<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in.
- If the temperature reaches 34 degrees, play can cease without mutual agreement and points for uncompleted set/s will be divided equally.
- If the temperature is 34 degrees or higher before play has commenced, by-law 5.8.2 applies.
- If play has commenced, the temperature can be checked at the change of ends, but you must not hold up play to check the temperature.
- If 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets.
- Any games completed up until that time must be entered in the CRS.
- If there is mutual agreement, play can continue regardless of temperature.

5.9 FINALS

5.9.1 A player must play in nine (9) sets with their club/team to qualify for the finals in that season. Special permission may be granted by the Competition Committee, after submission of a written request, on a case by case basis. A player must not play below the lowest grade competed in during the season without the approval of the Competition Committee.

5.9.1.1 In the event of injury or unforeseen circumstances where a player cannot play in the finals, a junior from that club who has played in the Association junior and/or senior competition that season by playing the minimum nine (9) sets could play in the finals providing permission has been granted and correct grading adhered to.

5.9.2 The Competition Committee shall allocate two courts for each finals match; full use must be made of both courts for the entire match.

5.9.3 Clubs should make sure their clubrooms, courts and facilities are open at least 30 minutes prior to starting time, for visiting teams. Clubrooms are to be left in the condition they are found.

5.9.4 Competing teams are each expected to supply new tennis balls (as stipulated in By-Law 5.10), and a score sheet.

5.9.5 The time of starting all finals matches shall be 7pm in both Spring and Autumn Competitions; except when by-law 5.9.9.1, 5.9.9.2 applies.

If a match has not started within 15 minutes a team shall penalise the team refusing or unable to play by awarding the set or sets in question to the team ready to play as a forfeit, from then on further sets not playable shall be forfeited at 20 minute intervals. Any umpires/referee shall report any untoward incidents to the Competition Committee for consideration

5.9.6 The finals series shall be played by the four sides scoring the most premierships points at the end of the home and away matches in grades of six teams or more. If two or more teams score the same number of points, the placing shall be decided by percentages.

Percentages shall be determined in the following order; firstly games, then sets.

Finals shall be played under the "Knock out" system i.e. 1 meets 4 and 2 meets 3 in the semi-finals; winner of each semi-final to play in the grand final.

On occasion the structure of the final series may need to be varied, due to the number of team entries. Any variation will be determined by the Competition Committee, and communicated to teams prior to the commencement of the season.

5.9.7 Each team is to submit a separate score sheet. Once teams advise each other that they are ready for play, there can be no alterations to the order of the players, with the exception of by-law 5.9.11.

5.9.8 Finals matches shall consist of the same format as described under By-Law 5.2 Team and Grading Structure. The tie breaker shall be played as set out in Section 6A of these By-Laws.

The winning team shall be the team with the most number of points in accordance with By-Law 5.4

If a finals match is tied at the completion of play:

- Mixed teams shall play an additional mixed doubles set immediately to determine the match result.
- Single sex Doubles teams shall play an additional doubles set immediately to determine the match result.
- Singles & Doubles teams shall play an additional doubles set immediately to determine the match result.

The choice of partners shall be at the discretion of each captain, provided both players have participated in the match.

5.9.9 **ABANDONED BY THE COMMITTEE**

If the weather looks doubtful, the Competition Committee will discuss if play is possible. If the night is cancelled then an email will be sent to Night Pennant Representatives OR allocated email addresses, approx. TWO hours before the appointed starting time denoting the cancellation of that final. A notice will also be posted on the website and Tennis Geelong Facebook page.

In the event of the **COMPETITION COMMITTEE** cancelling a final, the following will occur between the two teams competing; the team higher on the ladder at the end of the home & away season, will be deemed the winner.

i.e. "Knock out" system – 1 meets 4 and 2 meets 3 in the semi-finals; a cancellation will result in – 1 and 2 playing in the grand final

Should the Grand Final be cancelled then the competing team that finished higher on the ladder, at the end of the home & away season, will be deemed the winner.

5.9.9.1 **INTERRUPTED MATCHES**

If play has not commenced due to adverse weather, players are to remain at the courts until 8:00p.m. to attempt play.

Otherwise, if a match has not commenced by 8.00pm or is interrupted by bad weather and play is impossible to continue, the match must be completed by 5 days following the appointed day and results must be delivered immediately on completion of the match. The Competition Secretary must be advised of any decisions made, on the day of the scheduled match.

5.9.9.2 **EXCESSIVE HEAT**

The following website is the only site to be used to determine the temperature.

<http://www.eldersweather.com.au/radar/> Enter the town or postcode you are playing in.

- If the temperature reaches 34 degrees, play can cease without mutual agreement.
- If the temperature is 34 degrees or higher before play has commenced, by-law 5.9.9.1 applies.
- If play has commenced, the temperature can be checked at the change of ends, but you must not hold up play to check the temperature.
- If 34 degrees is reached, half an hour must pass to determine any weather changes before abandoning the remainder of the sets.
- If the match is abandoned it must be completed by the Thursday following the appointed day and results must be delivered immediately on completion of the match.
- The Competition Secretary must be advised of any decisions made, on the day of the scheduled match.
- If there is mutual agreement, play can continue regardless of temperature.

5.9.10 Additional players are allowed as per By-Laws 5.2.2.1, 5.2.3.1 & 5.2.4.1.

5.9.11 In the event of a player being legitimately unable to commence or continue in the final, one qualified man substitute and one qualified woman substitute may be used for mixed grades, or one qualified player for Non-Gender Specific and Single Sex grades. The opposition team must be advised before the substitute takes the court.

All substitutes' names must be written on the score sheets indicating the relevant sets they participated in, this can be written on the back of the score sheet, these reasons must be transferred into the comments section of the CRS. The substitute must be both immediately available and qualified to play. The injured or ill player can take no further part in the match. Interrupted sets are to be forfeited. This substitute player may be the additional player referred to in by-laws 5.2.2.1, 5.2.3.1 & 5.2.4.1.

In finals that have been postponed the Competition Secretary and opposing team must be notified prior to a substitute participating in a match.

5.10 **BALLS:**

Top grade, Tennis Australia approved, coloured new balls shall be provided as follows:

THREE PLAYER AND FOUR PLAYER TEAMS:

Home and Away: Two pairs by the home team

Final Matches: One pair by each team

Either team may provide an additional pair of new balls at any stage of the match.

5.11 **CONTACTING SECRETARIES:**

Only Club Secretaries, nominated Club Competition Secretaries or Tennis Geelong nominated Captains may contact the Executive Secretary, Competition Secretary or CRS Coordinator.

Section 6 UNPLAYABLE COURTS

A court is considered unplayable if there is a reasonable chance of someone sustaining an injury during the match. Conditions that can make a court unplayable are, but not limited to:

- Rain
- Plant growth over the court, i.e. Moss, mould, algae etc.
- Broken or malfunctioning nets
- Issues with the surface of the court, i.e. Reasonable sized holes or bumps in the main area of the court

When issues arise with courts relating to ongoing fitness for play, clubs must notify the relevant Competition Secretary of the issue and the expected recommencement of use, and move any affected matches away from these courts.

NOTE: whenever moisture is apparent on the surface of the court, efforts should be made by the players to remove this before commencing play. Suitable equipment, in good condition, should be readily available to do this, i.e. squeegees for hard courts and rollers for synthetic grass.

Plexipave, a common surface within Tennis Geelong, is known to become quite slippery, especially on older courts where the grit from the surface has worn away and moss, mould and/or algae has started to grow. These factors need to be considered when determining whether courts are playable.

Two examples of determining whether a court is playable are:

A) Overnight rain has left courts wet. The next day is cold and sunny, but the courts have trees creating shadows across the courts, and even after the use of squeegees, are not likely to dry in a reasonable time. The surface has some moss on it, and when scuffing a foot over the surface, there doesn't seem to be a lot of grip.

There is a reasonable chance of injury created by external conditions, therefore this court could be considered unplayable.

B) Overnight rain has left the courts wet. The next day is cold and sunny, and as there is no shade over the courts it looks like they are starting to dry out. After squeegeeing, most of the surface water is removed, and the courts continue to dry, so after a short delay and both teams are happy, play can commence.

Synthetic grass is the next most common surface within Tennis Geelong, and due to the nature of the carpet fibres and sand, tend not to be as slippery as plexipave, however, they can become water logged, which can have the potential to cause injury. This may be due to rain over days before play, and not enough time or the right conditions to dry out sufficiently.

Two examples of determining whether a court is playable are:

A) It has rained overnight, but is a clear day. The courts have a sheen to them. Excessive amounts of water have been removed with rollers, and the courts still have a sheen of water over some or all of the surface. When walked on, there is the sloshing sound associated with walking in/on water.

These courts are waterlogged and need quite some time to dry out. These courts could be considered unplayable.

B) It has rained overnight, but is a clear day. There is a wet sound when they are walked on. The courts are rolled and some water is removed. There is no sheen or puddles on the court, and the sound when walking over the court is better than before rolling. These courts are not waterlogged, and when both teams are happy, play can commence.

In all instances common sense should be applied, and player safety the primary concern.

Section 6A TIE BREAK PROCEDURE

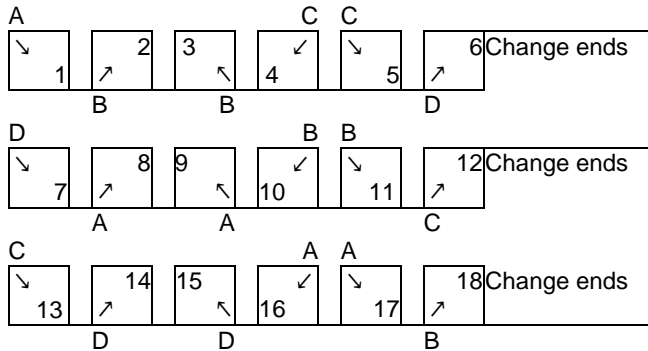
A tie Break set can be won by either;

- (i) the first team to reach six games with two games clear.
- (ii) in the case of the score reaching 5 games all the result must be 7-5, or a standard first to seven points -(two points clear)- tie-breaker will take place at 6 all, and the score will read 7-6.
- (iii) in Junior Grades, tie breaker is played at 5 all and the score will read 6-5.

HOW TO PLAY A TIE BREAK.

- (a) The pair who first win seven points shall win the set provided they lead by a margin of two points. If the score reaches six points all, the game shall be extended until this margin has been achieved.
- (b) The player whose turn it is 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 the set, until the winners of the game have been decided.
- (c) From the first point, each service shall be delivered alternately from the right and left courts, beginning from the right court.
- (d) Players shall change ends after every six points.

NOTE: Odd points served from the right court.
Even points served from the left court.



Change ends every 6 points until one pair reaches seven points and two points clear or a margin of two points if 6 all is reached.

POINTS TO REMEMBER.

- 1. The first player to serve, being A in the diagram, serves only one point and thereafter every player serves two consecutive points throughout.
- 2. When players change ends at six points and subsequent changes, the player who serves the sixth point from the left court then serves from the right court from the other end.
- 3. The rotation of service must be strictly kept as throughout the set. This will mean that during part of the tie break players will be serving from the opposite end to that in which they served during the rest of the set.

Section 7 CODE OF CONDUCT

Tennis Geelong defer to the following documents for rules, definitions, procedures:

Document 1: Tennis Etiquette and Rules for Non-Umpired Matches

Document 2: Tennis Australia Code of Behaviour:

Part A - Weekly Competition Guidelines

Part B - Appendix 1: Match and Tournament Violations

These documents are available on the Tennis Geelong website, and are the basis for the Code of Conduct.

FOR PLAYERS

MATCHES WITHOUT UMPIRES OR REFEREES

Players are expected to abide by the rules and conduct as outlined by Tennis Australia in Document 1.

Violations of these rules and conduct should be reported to the relevant Competition Secretary, as a complaint as detailed in By-Law 1.20.1. Complaints can be reported by players, spectators or any person within the precinct of the match site, who is witness to the violation, to their club representative who will lodge the complaint with the Competition Secretary.

MATCHES WITH UMPIRES AND/OR REFEREES

On the occasions that Tennis Geelong appoint Umpires and Referees, they are actually considered Court Monitors, as defined in Document 2 Part A, as they are not fully accredited officials. As such, Tennis Geelong employ two ways for violations to be dealt with:

1. Delegation of Authority to award penalties

The Competition Committees delegate Chair/Central Umpires in consultation with appointed Referees to have the authority to award penalties for the following violations from Document 2 Part B:

- | | |
|------------------------------------|-----------------------|
| 2.2 Physical Abuse | 2.3 Verbal Abuse |
| 2.4 Audible Obscenity | 2.8 Visible Obscenity |
| 2.9 Abuse of racquets or equipment | 2.10 Abuse of balls |

Penalties for these violations:

FIRST Instance: Warning SECOND Instance: Loss of a point THIRD Instance: Loss of set/rubber

These penalties carry over to any other remaining sets/rubbers for the match.

If a player is defaulted, they are no longer able to participate in the remainder of the match and cannot be substituted.

2. Referral to Competition Committees

In the event of violations from Document 2 Part B relating to:

- | | |
|-----------------------------|---|
| 2.5 Unsportsmanlike conduct | 2.7 Unreasonable delays |
| 2.12 Best efforts | 2.14 Failure to complete a match/a tournament |
| 3.1 Dress and equipment | 3.2 Conduct unbecoming |

The Chair/Central Umpires in consultation with appointed Referees should, in the first instance, counsel and warn the individual, that their conduct is inappropriate and that if the behaviour continues it will be referred to the Competition Committee.

If further instances of violation are observed, the Chair/Central Umpire and Referee together, should provide a written complaint to the relevant Competition Committee, as detailed in By-Law 1.20.1.

The complaint should detail the situation of the match, the violation, any witnesses and any other pertinent information.

Any sanctions will be determined by the relevant Competition Committee.

BEGINNER SECTIONS WITH MANDATORY CHAIR/CENTRAL UMPIRE (By-Law 4.4.1)

These sections are learning and should be treated as such. Players, parents and spectators should be counselled about inappropriate behaviour and where details of the Code of Conduct can be found. Clubs should ensure that all new junior players and junior parents are aware of where to find information relating to the rules of Tennis and of Tennis Geelong.

FOR SPECTATORS (PLAYERS NOT ON COURT, PARENTS etc.)

Tennis Geelong considers a Spectator to be person who is not directly involved with the match in progress. Those directly involved include a player, umpire, linesperson, referee etc.

Spectators are not to direct play or instruct players, either during or between points whilst the match is in progress.

Spectators are expected to abide by the rules and conduct as outlined by Tennis Australia in Document 2 Part B, in particular 2.13 Coaching and 2.15 Spectator Interference.

If requested by either team, a spectator can be asked to umpire a match, as provided in the relevant By-Laws (Senior 2.10.1, Midweek 3.10.1, Junior 4.4.1). An example of this is could be players being unsure of how to play a tie break. The spectator must become the central/chair umpire, and participate in the match, not direct/score from outside the court boundary.

MATCHES WITHOUT UMPIRES OR REFEREES

In Junior events, violations of these rules and conduct can be reported to the Club Supervisor at the time, and in the first instance the Supervisor would counsel the individual that their conduct is inappropriate. If the behaviour continues, it should be referred to the relevant Competition Committee by the Club Representative, as a complaint as detailed in By-Law 1.20.1 with details of the violation.

In all other instances, violations of these rules and conduct should be reported to the relevant Competition Secretary, as a complaint as detailed in By-Law 1.20.1. Complaints can be reported by players, spectators or any person within the precinct of the match site, who is witness to the violation, to their club representative who will lodge the complaint with the Competition Secretary.

MATCHES WITH UMPIRES AND/OR REFEREES

On the occasions that Tennis Geelong appoint Umpires and Referees, they are actually considered Court Monitors, as defined in Document 2 Part A, as they are not fully accredited officials. The appointed Referees can refer violations to the relevant Competition Committee, when relating to (Document 2 Part B):

2.2 Physical Abuse

2.3 Verbal Abuse

2.4 Audible Obscenity

2.8 Visible Obscenity

2.13 Coaching

2.15 Spectator Interference

Where possible, any instance of these violations, noticed by any linesperson involved in the match, or player should be directed through the Chair/Central umpire to the Court Referee.

If violations are observed by other spectators, this should be brought directly to the attention of the Court Referee.

In the first instance, the Referee must counsel and warn the individual that their conduct is inappropriate and that if the behaviour continues it will be referred to the Competition Committee.

If further instances of violation are observed, the Referee, together with the original reporter, should provide a written complaint to the relevant Competition Committee, as detailed in By-Law 1.20.1.

The complaint should detail the situation of the match, the violation, any witnesses and any other pertinent information.

Any sanctions will be determined by the relevant Competition Committee.

TENNIS GEELONG INC Constitution

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Note:

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is "Tennis Geelong Incorporated".

Note:

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are—

- (a) Arrange, manage and conduct competition matches within the Geelong region
- (b) Promote sportsmanship and the etiquette of Tennis
- (c) Support our member clubs
- (d) Promote the game of Tennis
- (e) To do all ancillary things as are deemed necessary or desirable to achieve the aforementioned purposes.

3 Financial year

The financial year of the Association is each period of 12 months ending on 31th July.

4 Definitions

In these Rules—

absolute majority of the Executive, means a majority of the executive members currently holding office and entitled to vote at the time (as distinct from a majority of executive members present at an executive meeting);

associate means a financial member of a Club who is a member of the Association, or a financial member of a competition organised by the Association;

delegate means an authorised representative of a member of the Association who is entitled to vote at a general meeting;

executive means the Committee having management of the business of the Association;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a Club or Life Member who is a member of the Association;

special resolution means a resolution that requires not less than three-quarters of the members voting in person at a general meeting, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**Division 1—Membership****7 Minimum number of members**

The Association must have at least 5 members.

8 Who is eligible to be a member

Any bona fide tennis club within Geelong and surrounding district, who supports the purposes of the Association, is eligible for membership.

9 Application for membership

- (1) To apply to become a member of the Association, the club must submit a written application to the Secretary of the Association stating that the club—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Executive must decide by resolution whether to accept or reject the application.
- (2) The Executive must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Executive rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Executive—
 - (a) the resolution to accept the membership must be recorded in the minutes of the executive meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Executive approves the person's membership; or
 - (b) the person pays the joining fee.

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the entrance fee (if any);
 - (b) the amount of the annual subscription (if any) for the following financial year, and the date for the payment of this fee; and
 - (c) the amount of the team registration fees for the following financial year
- (2) Member team registration fees are payable no later than Round Three (3) of any competition. The rights of a member (including the right to vote) who has not paid the annual subscription or registration fees are to be reviewed by the Executive and affected clubs advised of action to be taken.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—

- (a) the member is a member other than an associate member; and
- (b) more than 10 business days have passed since he or she became a member of the Association;
and
- (c) the member's membership rights are not suspended for any reason.

14 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

15 Ceasing membership

- (1) The membership of a club ceases on resignation, expulsion or otherwise.
- (2) If a Club ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

Note

If membership of a club has ceased, any application for membership must be received as a new application as outlined in Rule 9

16 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the executive.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

17 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) any other information determined by the Executive; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

18 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

19 Disciplinary subcommittee

- (1) If the Executive is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Executive must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Executive members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

20 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and

- (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 22.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

21 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

22 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 21 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Executive as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

23 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Executive must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

24 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Executive;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

25 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

26 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 25, the parties must within 10 days—
 - (a) notify the Executive of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Executive; or
 - (ii) if the dispute is between a member and the Executive or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Executive may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

27 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

28 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

29 Annual general meetings

- (1) The Executive must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Executive may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Executive on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Executive in accordance with Part 7 of the Act;
 - (c) to elect the members of the Executive;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.

- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

30 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Executive may convene a special general meeting where deemed necessary.
- (3) No business other than that set out in the notice under rule 32 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 32 and the majority of members at the meeting agree.

31 Special general meeting held at request of members

- (1) The Executive must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 25% of the total number of members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.

Note

The request could consist of several documents of like form, each signed by one or more of the members making the request

- (3) If the Executive does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

32 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 31(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution.
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 22(4) sets out the requirements for notice of a disciplinary appeal meeting.

33 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence of delegates of a simple majority of the members entitled to vote .
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 31—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 31.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and

- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting, but at least one day before the adjourned meeting date.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (being no less than one third) may proceed with the business of the meeting as if a quorum were present.

34 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Executive at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 32.

35 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members must vote personally, proxy voting is not permitted; and
 - (c) shall be determined by a show of hands; unless before or on the declaration of the show of hands, a poll is demanded.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 23.

36 Special resolutions

- (1) A special resolution is required –
 - (a) to remove an executive member from office; or
 - (b) to alter the rules or statement of purpose of the Association
- (2) A special resolution is passed if not less than three quarters of the member's delegates voting at a general meeting vote in favour of the resolution.

37 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

38 Minutes of general meeting

- (1) The Executive must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.

- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) the financial statements submitted to the members in accordance with rule 29(4)(b)(ii); and
 - (d) the certificate signed by two executive members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—Executive

Division 1—Powers of Executive

39 Role and powers

- (1) The business of the Association must be managed by or under the direction of an Executive.
- (2) The Executive may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Executive may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

40 Delegation

- (1) The Executive may delegate to a member of the Executive, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Executive by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Executive considers appropriate.
- (3) The Executive may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Executive and duties of members

41 Composition of Executive

- (1) The Executive consists of—
 - a) a President; and
 - (b) a Senior Vice-President; and
 - (c) a Junior Vice-President; and
 - (d) a Secretary; and
 - (e) a Treasurer; and
 - (f) 1 representative from each Competition Committee; and
 - (g) 2 ordinary members
- (2) No member shall have more than two representatives on the Executive

Note

Competition Committees are subcommittees of the Executive, and are to have 1 representative as part of the Executive, usually the Competition Secretary.

42 General Duties

- (1) As soon as practicable after being elected or appointed to the Executive, each executive member must become familiar with these Rules and the Act.
- (2) The Executive is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Executive comply with these Rules.
- (3) Executive members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Executive members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Executive members and former executive members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, an executive member must perform any other duties imposed from time to time by resolution at a general meeting.

43 President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any executive meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
- (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of an executive meeting—an executive member elected by the other executive members present.

44 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
- (a) maintain the register of members in accordance with rule 17; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 66(3), all books, documents and securities of the Association in accordance with rule 71; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

45 Treasurer

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 15 working days after receipt; and
 - (c) make any payments authorised by the Executive or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 executive members.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Executive prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other executive member has access to the accounts and financial records of the Association.

Division 3—Election of Executive and Competition Committee members and tenure of office

46 Who is eligible to be an Executive or Competition Committee member

A person is eligible to be elected or appointed as an Executive member if the person is an associate of the Association, and over the age of 18.

47 Positions to be declared vacant

- (1) This rule applies to—
- (a) the first annual general meeting of the Association after its incorporation; or
 - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all the relevant positions on the Executive and Competition Committees vacant and hold elections for those positions in accordance with Rules 48 to 51.

48 Nominations

- (1) Nominations of candidates for election as Executive or Competition Committee members of the Association, by eligible candidates -
 - (a) shall be made in writing, with the written consent of the candidate, and signed by the President or Secretary of their member club and one other associate; and
 - (b) shall be delivered to the Secretary not later than 14 days before the date fixed for the Annual General Meeting.
- (2) An associate who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

49 Election of President etc. and Competition Secretaries and CRS Coordinators

- (1) At the Annual General Meeting, a separate election must be held for each of the following positions –
 - (a) One of Senior or Junior Vice President
 - (b) One of President, Treasurer or Secretary
 - (c) One of Competition Secretary or Competition Recorder for each individual Competition

For example:
One election for Junior Secretary/CRS Coordinator, another for Senior Secretary/CRS Coordinator etc
- (2) If only one associate is nominated for the position, the Chairperson of the meeting must declare the associate elected to the position.
- (3) If more than one associate is nominated, a ballot must be held in accordance with Rule 51.
- (4) If no nominations are received, nominations shall be received at the Annual General Meeting. In this instance, the Chairperson of the meeting must call for nominations to fill that position.
- (5) An eligible associate of the Association may—
 - (a) nominate himself or herself; or
 - (b) with the associate's consent, be nominated by another associate.

50 Election of Executive ordinary members and Competition Committee members

- (1) A single election shall be held for the Executive ordinary member position for that year.
- (2) A single election may be held to fill all vacant Competition Committee positions for each individual Competition Committee.

For example:
One election for all Junior Committee members, another for all Senior Committee members etc

The number of members required for each individual Competition Committee is stipulated in the By-Laws of the Association.
- (3) If the number of associates nominated for the position ordinary/committee member is equal to the number to be elected, the Chairperson of the meeting must declare each of those associates to be elected to the position.
- (4) If the number of associates nominated for the position of ordinary/committee member is less than the number to be elected, the Chairperson of the meeting must declare each of those associates to be elected to the position, and further nominations shall be received at the Annual General Meeting. In this instance, the Chairperson of the meeting must call for nominations to fill those positions.
- (5) An eligible associate of the Association may—
 - (a) nominate himself or herself; or
 - (b) with the associate's consent, be nominated by another associate.
- (6) If the number of associates nominated exceeds the number to be elected, a ballot must be held in accordance with Rule 51.

51 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint an associate to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to a delegate for each member.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.

- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

52 Term of office

- (1) Subject to subrule (3) and rule 53 –
 - (a) the President, Secretary and Treasurer each hold office for a three year term
 - (b) each Vice-President, Junior and Senior, will hold office for a two year term
 - (c) each individual Competitions Secretary and CRS Coordinator will hold office for a two year term
 - (d) each Executive ordinary member will hold office for a two year term.

In each instance, each position becomes vacant in successive years, so that only one of these positions is elected each annual general meeting.

 - (e) each Competition Committee member will hold office for two years. One half of the maximum number of Competition Committee members will become vacant each year, so that half of the maximum number of positions are elected at each annual general meeting.

For example:
One election for all Junior Committee members, another for all Senior Committee members etc
- (2) An Executive or Competition Committee member may be re-elected
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible associate of the Association to fill the vacant position in accordance with this Division.
- (4) An associate who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

53 Vacation of office

- (1) An executive member may resign from the Executive by written notice addressed to the Executive.
- (2) A person ceases to be an executive member if he or she—
 - (a) ceases to be an associate of the Association; or
 - (b) fails to attend 3 consecutive executive meetings (other than special or urgent executive meetings) without leave of absence under rule 63; or
 - (c) otherwise ceases to be a executive member by operation of section 78 of the Act.

Note

An Executive member may not hold the office of secretary if they do not reside in Australia.

54 Filling casual vacancies

- (1) The Executive may appoint an eligible associate of the Association to fill a position on the Executive that—
 - (a) has become vacant under rule 53; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Executive must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 52 applies to any executive member appointed by the Executive under subrule (1) or (2).
- (4) The Executive may continue to act despite any vacancy in its membership.

Division 4—Meetings of Executive

55 Meetings of Executive

- (1) The Executive must meet at least 4 times in each year at the dates, times and places determined by the Executive.

- (2) The date, time and place of the first executive meeting must be determined by the members of the Executive as soon as practicable after the annual general meeting of the Association at which the members of the Executive were elected.
- (3) Special executive meetings may be convened by the President or by any 4 members of the Executive.

56 Notice of meetings

- (1) Notice of each executive meeting must be given to each executive member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one executive meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special executive meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

57 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 56 provided that as much notice as practicable is given to each executive member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Executive.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

58 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Executive must be determined from time to time by the Executive.
- (2) The order of business may be determined by the members present at the meeting.

59 Quorum

- (1) No business may be conducted at an Executive meeting unless a quorum is present.
- (2) The quorum for an executive meeting is the presence of 4 executive members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of an executive meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case— the meeting is adjourned to the same date in the next week at the same time at the same place, unless specified by the Chairman at the time of adjournment.

60 Voting

- (1) On any question arising at an executive meeting, or subcommittee appointed by the Executive, each member present at the meeting has one vote.
- (2) A motion is carried if a majority of members casting a vote, vote in favour of the motion, at the meeting.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Executive.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is permitted.

61 Conflict of interest

- (1) An executive or subcommittee member who has a material personal interest in a matter being considered at an executive or subcommittee meeting must disclose the nature and extent of that interest to the Executive or subcommittee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

62 Minutes of meeting

- (1) The Executive must ensure that minutes are taken and kept of each executive meeting.

- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 61.

63 Leave of absence

- (1) The Executive may grant an executive member leave of absence from executive meetings for a period not exceeding 3 months.
- (2) The Executive must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the executive member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

64 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Executive.

65 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Executive may approve expenditure on behalf of the Association.
- (3) The Executive may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Executive for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 executive members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 15 working days after receipt.
- (6) With the approval of the Executive, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

66 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Executive.

67 Financial statements

- (1) For each financial year, the Executive must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Executive;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

68 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Executive; or
- (b) if the Executive has not determined an address to be the registered address—the postal address of the Secretary.

69 Notice requirements

- (1) Any notice required to be given to a member, or an executive or subcommittee member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 57.
- (3) Any notice required to be given to the Association or the Executive may be given—
 - (a) by handing the notice to a member of the Executive; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Executive determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

70 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Executive meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Executive may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Executive must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.

71 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any current or former members or associates of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

72 Alteration of Rules

- (1) These Rules may only be altered by special resolution of the Annual General Meeting of the Association.
- (2) Special resolutions must be in writing and in the hands of the Secretary by July 1 preceding the Annual General Meeting.
- (3) A minimum of 21 days notice shall be given to all members of the Special Resolution.
- (4) Voting forms will be provided to members by the Association, and the official form must be lodged in person at the Annual General Meeting. Resolutions will be determined as described in 36(2).

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.