

WELLINGTON GIPPSLAND TENNIS ASSOC INC.

RULES, STATEMENT OF PURPOSE AND BY-LAWS OF THE ASSOCIATION

RULES:

1. The name of the incorporated association is Wellington Gippsland Tennis Association Incorporated (in these rules called "the Association").

INTERPRETATION

2. (i) In these rules, unless the contrary intention appears:-
 - "Committee" means the Committee of Management of the Association.*
 - "Financial Year" means the year ending 31 August.*
 - "General Meeting" means a general meeting of members convened in accordance with Rule 11.*
 - "Member" means a member of the Association being a tennis club in the Sale-Heyfield district.*
 - "Ordinary Member of the Committee" means a member of the committee who is not an officer of the Association under Rule 21.*
 - "The Act" means the Association's Incorporation Act 1981.*
 - "The Regulations" means regulations under the Act.*
- (ii) In these rules, a reference to the Secretary of an Association is a reference:-
 - a) where a person holds office under these rules as Secretary of the Association - to that person; and
 - b) in any other case, to the public officer of the Association.
- (iii) Words of expression contained in these rules shall be interpreted in accordance with the provisions of the Acts. Interpretation Acts 1958 and the Acts as in force from time to time.

APPLICATION FOR MEMBERSHIP

3. (i) A tennis club wishing to join the Association will only be admitted if:-
 - a) At least two thirds of the delegates present at the Annual General or Special General Meeting approve.
 - b) The club so admitted agrees to pay such entrance, if any, fees as may be fixed by the Association.
 - c) The club agrees to abide by the Constitution, Rules and decisions of the Association.
 - d) The club shall use properly enclosed courts as approved by the Association.
 - e) The club lodges an application in writing with the secretary of the Association at least 14 days prior to the Annual General Meeting of the Meeting convened for the purpose of admission.
 - f) The applicant club shall pay the affiliation fees as fixed annually by the Association.

- (iii) Upon nomination being approved by the Association, the secretary shall, with as little delay as possible, notify the nominee in writing that it is approved for membership of the Association.
- (iv) A right, privilege, or obligation of a club by reason of its membership of the Association:-
 - a) is not capable of being transferred or transmitted to another club;
 - b) terminates upon the cessation of its membership.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 4. (i) Any entrance fee payable shall be determined from time to time by the Committee.
- (ii) Any affiliation fee with the Association shall be determined from time to time.

REGISTER OF MEMBERS

- 5. The secretary shall keep and maintain a register of the secretaries of each member club in which shall be entered the full name, address and date of entry of each club and the register shall be available for inspection by members at the address of the Public Officer.
- 6. (i) A member of the Association which has paid all monies due and payable by it to the Association may resign from the Association but only if the Association has received an application in writing from the member concerned, and there must be at least two thirds of the delegates of the other members present at the meeting convened for that purpose consenting.
- (ii) Upon the expiration of a notice given under sub-clause (i), the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given ceased to be a member.
- 7. (i) Subject to these rules, the committee may by resolution:-
 - a) expel a member from the Association;
 - b) suspend a member from membership of the Association for a specified period; or
 - c) fine a member in accordance with "The Regulations" if the Committee is of the opinion that the member:-
 - i] has refused or neglected to comply with these rules; or
 - ii] has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- (ii) A resolution of the Committee under sub-clause (i):-
 - a) does not take effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after the service on

- the member of a notice under sub-clause (iii) confirms the resolution in accordance with this clause; and
 - b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- (iii) Where the Committee passes a resolution under sub-clause (i), the secretary shall, as soon as practicable, cause to be served on the member a notice in writing:-
 - a) setting out the resolution of the Committee and the grounds on which it is based;
 - b) stating that a member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - c) stating the date, place and time of that meeting;
 - d) informing the member that he may do one or more of the following:-
 - i] attend that meeting;
 - ii] give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - iii] not later than 24 hours before the date of that meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution.
- (iv) At a meeting of the Committee held in accordance with sub-clause (ii), the Committee:-
 - a) shall give to the member an opportunity to be heard;
 - b) shall give due consideration to any written statement submitted by the member; and
 - c) shall by resolution determine whether to confirm or to revoke the resolution.
- (v) Where the secretary receives a notice under sub-clause (iii), he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.
- (vi) At a general meeting of the Association convened under sub-clause (iv):-
 - a) no business other than the question of the appeal shall be transacted;
 - b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - c) the member shall be given an opportunity to be heard; and
 - d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

- (vii) If at the general meeting:-
 - a) two thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - b) in any other case, the resolution is revoked.
- 8. (i) The Association in each calendar year shall convene an Annual General Meeting of its members.
- (ii) The Annual General Meeting shall be held on such day as the Committee determines.
- (iii) The Annual General Meeting shall be specified as such in the notice convening it.
- (iv) The ordinary business of the Annual General Meeting shall be:-
 - a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - c) to elect officers of the Association and the ordinary members of the Committee;
 - d) to receive and consider the statement by the Association in accordance with Section 30(3) of the Act; and
 - e) to appoint and Auditor.
- (v) The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
- (vi) The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.
- 9. All General Meetings other than Annual General Meeting shall be called Special General Meetings.
- 10. (i) The President and Secretary may, whenever they think fit, convene a special general meeting of the Association and, where but for this sub-clause, more than 15 months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- (ii) The Committee shall, on the requisition in writing of members representing not less than 10% of the total number of members, convene a Special General Meeting of the Association.

- (iii) The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (iv) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, they may convene a special general meeting to be held not later than to be 3 months after that date.
- (v) A Special General Meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.
- (vi) Only the business specified in the notice shall be considered.

NOTICE OF MEETING

11. (i) The secretary of the Association shall, at least 7 days before the date fixed for holding a general meeting of the Association, cause to insert in a newspaper circulating generally in the Sale/Heyfield district, a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting. The secretary shall also cause to be sent to the Secretary of each member a notice in writing stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (ii) No business other than set out in the notice convening the meeting shall be transacted at the meeting.
- (iii) A member desiring to bring any business before a meeting may give notice of that in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of the notice.

PROCEEDINGS AT MEETINGS

12. (i) All business that is transacted at a Special General Meeting and all business that is transacted as the Annual General Meeting with the exception of that specially referred to in these rules as being the ordinary business of the Annual General Meeting shall be deemed special business.
- (ii) a) Each club shall be entitled to one vote.
Except where otherwise provided, all decisions shall be determined by simple majority.

- b) The Executive shall not have the power to vote unless holding a club proxy vote. The Chairperson (President) has right to cast deciding vote if required.
 - (iii) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
 - (iv) Delegated from at least two thirds of members personally present (being members entitled under the Rules devoted to general meeting) constitute a quorum for the transaction of the business of a general meeting.
 - (v) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by electronic notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned time the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than one third) shall be a quorum.
13. (i) The President, or in his absence, the senior or junior Vice Presidents, shall preside as Chairman at each general meeting of the Association.
- (ii) If the President and the senior and junior Vice Presidents are absent from a general meeting, the members present shall elect one of their members to preside as Chairman at the meeting.
14. (i) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (ii) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (iii) Except as provided in sub clauses (i) and (ii), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
15. A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or

lost, an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.

16. (i) Upon any question arising at a general meeting of the Association, a delegate has one vote only.
- (ii) All votes shall be given personally.
- (iii) In the case of an equity of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
17. (i) If at a meeting on poll on any question is demanded by delegates from not less than three members, it shall be taken at that meeting in such a manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (ii) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
18. A delegate of a member is not entitled to vote at any general meeting unless all monies due and payable by the member have been paid.

COMMITTEE OF MANAGEMENT

19. (i) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 21.
- (ii) The Executive Committee:-
 - a) a President
 - b) a Senior Vice President
 - c) a Junior Vice President
 - d) a Treasurer; and
 - e) a Secretary
- (ii) The provisions of Rule 23 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (i).
- (iii) Each officer of the Association shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.
- (iv) In the event of a casual vacancy in any office referred to in sub-clause (i), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the

conclusion of the Annual General Meeting next following the date of his appointment.

21. (i) Subject to Section 23 of the Act, the Committee shall consist of:-
- a) the executive officers of the Association;
 - b) a representative from each affiliated club; and
 - c) a Recording Officer
- each of whom shall be elected at the Annual General Meeting of the Association in each year.
- (ii) Each ordinary member of the Committee and the Recording Officer shall, subject to these rules, hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.
- (iii) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee or the Recording Officer, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of his appointment.

ELECTION OF OFFICERS AND VACANCY

22. (i) Nominations of candidates for election as officers of the Association or an ordinary members of the Committee:-
- shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (ii) If insufficient nominations are received to fill all vacancies on the Committee, the Candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (iii) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (iv) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (v) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (vi) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election

23. For the purposes of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:-
- (i) ceases to be a member of the Association;
 - (ii) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - (iii) resigns his office by notice in writing given to the secretary.
 - (iv) absents himself without apology for three consecutive meetings.

PROCEEDINGS OF COMMITTEE

24. (i) The Committee shall meet at least three times per year at such place and such times as the Committee may determine.
- (ii) Special Meetings of the Committee may be convened by the President or by any four members of the Committee.
- (iii) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business of a meeting of the Committee.
- (iv) Any six members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (v) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and the same hour of the same day the following week unless the meeting was a special meeting in which case it lapses.
- (vi) At meetings of the Committee:-
- a) the President or in his absence the senior or junior Vice President shall preside; or
 - b) if the President and the senior or junior Vice Presidents are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (vii) Questions arising at a meeting of the Committee or of a sub-committee appointed by the Committee shall be determined on a show of hands, or if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.
- (viii) The club representative present at a meeting of the Committee or of any sub-committee appointed by the Committee is entitled to one vote and, in the event of an equality of votes on any question; the President (or person presiding) may exercise a casting vote.

- (ix) Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to him/her at a reasonable time before the meeting or electronically at least two business days before the date of the meeting.
- (x) Subject to sub-clause (1v) the Committee may act notwithstanding any vacancy on the Committee.

PRESIDENT

26. The senior and junior Vice Presidents will fulfil the duties of the president in his absence and shall both sit as members of the Committee of Management.

SECRETARY

27. The secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings, attend all sub-committees as an ex-officio member, represent the Association in any public relation exercise as directed by the Committee.

TREASURER

28. (i) The Treasurer of the Association:-
- a) shall collect and receive all monies due to the Association and make all payments authorised by the Association and make all payments authorised by the Association; and
 - b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (ii) The accounts and books referred to in sub-clause (i) shall be available for inspection by members.

RECORDING OFFICER

29. The Recording Officer shall compile and present all pennant scores, premierships positions and points, attend all Executive Committee meetings and fulfil any other duties as directed by the Association.

DELEGATES

30. The Delegates from each member shall attend all Annual General Meetings, Special General Meetings or Delegates Meetings, be responsible for the moving of motions from their member clubs and ensure that all decisions taken at such meetings of the Association are carried out by their member clubs.

REMOVAL OF MEMBER OF COMMITTEE

31. (i) The Association in general meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first mentioned member.
- (ii) Where the member to whom a proposed resolution referred to in sub-clause (i) makes representations in writing to the Secretary or President of the Association (not exceeding reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not to be sent, the member may require that they be read out at the meeting.

LIFE MEMBERSHIP

32. The Association at the Annual General Meeting may elect a delegate to be a life member if:-
- (i) The delegate has rendered outstanding service to the Association; and
- (ii) The nomination for life membership is approved by two thirds of the delegates voting.

CHEQUES

33. (i) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.
- (ii) No officer of the Association shall incur expenditure in excess of any amount determined from time to time by the Committee without the approval of the Committee.

SEAL

34. (i) The Common Seal of the Association shall be kept in custody of the Secretary.
- (ii) The Common Seal shall not be fixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either by two members of the Committee and of the Public Officer of the Association.

AFFILIATION

35. The Association shall affiliate with the governing body for tennis in Victoria each year and shall abide by the Constitution, Rules and decisions of that body.

ALTERATIONS OF RULES AND STATEMENT OR PURPOSES

36. These rules and the statement of purposes of the Association shall only be altered at an Annual General Meeting and with the special resolution of not less than three quarters of the delegates entitled to vote under these rules.

WINDING UP OR CANCELLATION

37. In the event of the winding up of the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

CUSTODY OF RECORDS

38. Except as otherwise provided in these rules, the secretary shall keep in his custody or under his control all books, documents and securities of the Association.

FUNDS

39. The funds of the Association shall be derived from entrance fees, affiliation fees, donations and such other sources as the Committee determines.

WELLINGTON TENNIS INCORPORATED STATEMENT OF PURPOSES

The purposes of the Association are:-

1. To promote the sport of tennis in the Sale-Heyfield district.
2. To provide a governing body for the individual tennis clubs in the Sale-Heyfield district.

Solely for the purposes of furthering the purposes set out above the Association shall have power:-

- a) To take over the funds and other assets and the liabilities of the present unincorporated association known as the Wellington Tennis Inc..
- b) To indemnify any person for any loss or damage incurred as a result of having on behalf of the unincorporated association become liable to pay any amount by way of damages or otherwise.
- c) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of the rules.
- d) To buy, sell and deal in all kinds of articles, commodities and provision, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.
- e) To purchase, take on lease or in exchange, hire and otherwise acquire lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowable by the law having regard to such trusts.
- f) To enter into any arrangement with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may

think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.

- g) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workman and other persons as may be necessary or convenient for the purpose of the Association.
- h) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alterations or control thereof.
- i) To invest and deal with the money of the Association not immediately required in such a manner as may from time to time be thought fit.
- j) To take or otherwise acquire and hold shares, debentures or other securities of any company or body corporate.
- k) To lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contractor obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- l) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone to with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole present or future and to purchase, redeem or pay off any such securities.
- m) To draw, make, accept, endorse, discount, execute, and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- n) To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- o) To take or hold mortgagees, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the Association's property of whatsoever kind solely by the Association, or any money due to the Association from purchasers or others.

- p) To take any gift of property whether subject to any special trust or not, for any one more of the objects of the Association by subject always to the proviso in paragraph (e).
- q) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the fund of the Association, in the shape of donations, annual subscriptions or otherwise.
- r) To print or publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- s) To amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution its or their income or property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of the Rules.
- t) To purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- u) To transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- v) To make donations for patriotic, charitable or community purposes.
- w) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- x) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

BY-LAWS

Updated June 2012

ELIGIBILITY

1. (i) To be eligible to play in competition each player must be a bona-fide member of the club with whom he or she plays that is, registered and paid up.
- (ii) A team will comprise of three females and three males except for the following:-
 - a) Section 1, 2 ,3 & 4 juniors will comprise of 4 players of any gender, age & grade standards apply.
 - b) The lowest two sections of junior may comprise of six players of any gender, age & grade standards apply.
 - c) If a Junior team is submitted with rotating players at the beginning of a season, the rotating player/s have the option to play a mixed match in all finals.
- (iii) All clubs in the Association must submit a full list of team members, prior to the draw being carried out and any player not listed shall require approval to play.
- (iv) A fill in of similar or lesser standard not approved prior to commencement of the season must have approval of the opposing team.
- (v)
 - a) Any opposition to the fill in provided must be notified to the club delegate or committee member on the day of play.
 - b) A fill in player must have "fill in" or "junior" if a junior is a fill-in in seniors, written next to their name on the score sheet.
- (v) Players , who are financial members and play regularly with a club associated with WTI , are eligible to compete in WTI championships. An additional entry cost to be added.

SENIOR QUALIFICATION

2. (i) No player can play more than seven matches in a section and remain eligible for a lower section.
- (ii) A substitute player must play three games in that section nominated to the Committee of Management for clearance to play in finals.

- (iii) The Executive Committee & Recording Officer shall have the power to free any player from these restrictions during the season upon application.
- (iv) A substitute player after playing three matches must become a financial member of a club.
- (v) Bye team or team forfeited receiving forfeit players may be utilised by any club providing they are of equivalent or lesser grading. Any member of a team that has received a forfeit is eligible to fill in for another team on that day. However, a member of a team that has given the forfeit shall not be eligible to fill in for another team.

JUNIOR QUALIFICATION

- 3. (i) Junior competition players are to be under the age of 18 years on the 1st October each year.
- (ii)
 - a) The lowest section will comprise of players under 12 years on the 1st October each year.
 - b) The second lowest section will comprise of players under 13 years of age on the 1st October each year.
- (iii) Bye team players may be utilised by any club providing they are of equivalent or lesser grading.
- (iv) The Executive Committee & Recording Officer shall have the power to free any player from these restrictions during the season upon application.

FINALS

- 4. (i) The first four teams of the pennant list at the end of the home and away matches in each section shall play off vide the "page" system to decide the premiership that is, the two semi finals are to be played on the same day. Each team in the finals shall provide two new balls.
- (ii) In the event of a drawn match, play shall continue in blocks of two until a result is obtained, commencing in the same order as for the start of the match.
- (iii) Teams finishing on top of the ladder have home courts allocated for Semi Finals or can choose an alternative venue.
- (iv) If all 4 teams from the same section can't play at the same venue for semi finals, then the 3rd team on the ladder to have a home final or choose an alternative venue.

- (v) "Fill ins can be drawn from other clubs only if regular fill in not available. All fill ins must have played in the same section or lower, played in the same position or lower as the player they are replacing.

FINANCE

- 5. (i) Fees must be paid by the last Saturday in October. Non-payment will mean ineligibility for the finals.
- (ii) Affiliation fees shall be decided at the Annual General Meeting. All clubs to pay affiliation fees to this Association, or they are deemed ineligible to compete.

FINES AND FEES

- 6. (i) Any club not paying the amount of any fine (inflicted under these By-Laws) to the Secretary of the Association within 14 days after the notification of the infliction of such fine shall be liable to disqualification by the Association.
- (ii) A substitute player after playing three matches must become a financial member of a club in WTI.

FORFEITURE

- 7. (i) In the case that a team forfeits a match, the receiver shall be entitled to seven premiership points, no percentage (%) & the forfeiting team to receive -4 points (seniors only). That team shall submit a sheet noting the forfeiture to the Recording Officer.
- (ii) All matches shall start at 1:00 pm. Any team not ready to start two sets by 15 minutes after the schedule starting time shall forfeit the set and consequently another set each 30 minutes thereafter.
- (iii) The same rules as per clause (ii) apply for juniors except that the time shall be 9:00 am start, 9:15 am loss of first set and 9:30 am the loss of the match.
- (iv) Should any team in a senior section during a pennant season forfeit 3 matches, they will be deemed as having forfeited their position in that section (eg. Forfeit all premiership points to date)

MATCH EQUIPMENT

- 8. (i) Each Club shall ensure that each court is provided with a suitable net in good condition.
- (ii) Each Club shall ensure that a Club house able to provide shelter from the sun and rain be available.
- (iii) The home team shall provide at least four new balls of approved make for each senior pennant match. For junior pennant matches, new or good quality second hand balls may be used. Junior sections playing singles to

have new balls each week. Each team shall have the right to supply additional new balls of approved make, at the commencement, and for the use in any set in the match. Where the program has been arranged that the home team must play on opposition or neutral courts, the home team shall provide balls.

- (iv) Courts must be of a standard and construction approved by the Committee of Management.
- (vi) The surrounds of the courts must be of a standard approved by the Committee of Management. The condition of the courts shall be of a standard approved by the Committee of Management.
- (vii) Court Sharing to be allowed , only if no other courts available & an alternative day for the match cannot be arranged. Home teams playing another team from the same club to court share. Exception - lower two sections not to court share.
- (vii) All players must use equipment and be attired in a manner approved by the governing body (Tennis Victoria).

ORDER OF PLAY

- 9. (i) The format of the match for each section shall be decided at the Annual General Meeting.
- (ii)
 - a) Senior matches to be an eight game set with a twelve point tie breaker played if the set reaches eight all.
 - b) Junior matches to be a six game set with a twelve point tie breaker played if the set reaches six all.
 - c) The lowest section of juniors play eight games and do not play a tie breaker & play sudden death deuce. Except in finals where they play first to 6 with no tiebreaker.
 - d) Second lowest section juniors play first to 6, but do not play a tie breaker.
- (iii) The pairs of each team shall be arranged by the respective Captains.
- (iv) The lists included on the team sheet shall be exchanged by the respective Captains before the start of play and each Captain shall insert his team on the opposing team's sheet.
- (v) Any player nominated on a team sheet cannot transfer to another match on the same day.

- (vi) Players may play more than one match per round , but they must play their other match /s in a higher section than they are graded.
- (vii) Play shall be continuous during the match. The next set must start within 10 minutes or when courts area available or the set shall be deemed forfeited.
- (viii) In the event of a bye or association washout no team shall complete a team sheet.

PROGRAM

10. (i) The outgoing Committee of Management shall draw up a program of matches for the next season.
- (ii) The Committee of Management shall have the power to grade and raise or lower teams to suit the standard of play within the program.
- (iii) No alterations shall be made in the places and dates as set down unless with the consent of the Executive Committee.
- (iv) The Executive Committee shall decide any question of which team is in default.
- (v) Where a team is unable to play a round on the programmed date due to extraordinary circumstances, you may rearrange the date for play to a date mutually agreeable to both teams and the Recording Officer advised accordingly.
- (vi) The Executive Committee shall have the power to program competing teams and a structure. The top level shall be Section 1 with each lower grade working numerically down.

PROTESTS

11. (i) Protests against rules, breaches of rules, match results or questions about the organisation, operation and general rules of tennis can be lodged with the Secretary of the Association in writing.
- (ii) All protests must be lodged with the Recording Officer by Monday morning following the match in which the alleged breach of By-Laws was committed.
- (iii) All protests to the Committee of Management shall be accompanied by an amount, decided annually, as deposit, and will be forfeited in the event of a frivolous protest being deemed.

- (iv) A protest involving a breach of discipline by a player, the Committee will select three members to act as tribunal to hear the case. No member of the tribunal can be representatives of either club involved in the dispute.

RECORDS

- 12. (i) All teams shall enter their results into League Manager by 10am on the first Monday after the match and disputes noted.
- (ii) All results must be on the authorised form.
- (iii) Both captains shall sign the authorised forms certifying the results being correct.
- (iv) Any Club neglecting to have result entered in League Manager on time shall lose the premiership points and receive a fine of \$50.00 to be paid into the Association funds.
- (v)
 - a) Washouts. Half available points awarded per team , if no match commencement.
 - b) In the event of match commencing & then match being washed out , or heat out , scores for sets played will be awarded , with the points from the remaining , unplayed , sets to be shared.
 - c) Teams with a bye have been deemed to have played a match. Six points no percentage (%).

SUBSTITUTES

- 13. A substitute approved by the Captain of the opposing team or the Association shall be allowed to take the place of any player or substitute who is prevented through illness, accident or disablement or any other good and sufficient reason for taking part or continuing in a match provided that such substitute shall not take the place of any player in a set which has commenced.

TRANSFERS

- 14. (i) If a player desires to transfer from one club to another he or she must produce evidence if called upon that all financial obligations with his or her late club have been fulfilled to the date of application for such a transfer.

- (ii) The Committee of Management is the only body who shall have the power to allow a transfer of a player from one club to another within a pennant season after receiving a written application showing reasons for.

UMPIRES

- 15. (i) Umpires are to be arranged by mutual consent of the Captains.
- (ii) Each team is to supply an umpire for each set in the lowest two sections of juniors.

WEATHER CONDITIONS

- 16. (i) In adverse weather , the decision to play is to be made by the home club.
- (ii) In the event of a complete washout, all teams shall receive the half premiership points.
- (iii) In adverse weather the whole team has the right to vote on match cancellation, availability of courts to be taken into consideration, in the event of a tied vote the home captain shall have a casting vote.
- (iv) In the event of the temperature reaching 38 degrees in the shade at any venue tennis is to be called off at that venue.
- (v) Any team that has earned enough games so as not to be able to lose, shall receive appropriate points.
- (vi) If a match has lost a total of two hours play during the scheduled playing time it shall be deemed abandoned and each team shall receive half premiership points, and any match that has been stopped by adverse weather and has not resumed by 6:30 pm will be deemed drawn. Refer to Item 12 (vii) .
- (vi) In the event of a semi-final not having been completed owing to adverse weather, or other good or sufficient cause, (as determined by the Committee of Management), all unfinished games and sets shall be played at a time and venue determined by the Committee of Management. Play shall resume from the exact stage and score, which stood when, play stopped.