



THE ROLE OF THE MATCH DAY SUPERVISOR

As Match Day Supervisor you will need to do the following when you arrive at the club:

1. Open up the Club Gates using your club key.
2. Open up the Club House with the same key.
3. Find your Team Bucket containing your Match Day Supervisor Badge, Scorecard and Tennis Balls.
4. Place your Supervisor Badge on.
5. Introduce yourself to the players and parents when they arrive and let them know that you are the Match Day Supervisor.
6. Get the Team Manager or Captain to fill out the scorecard making sure that they include first and **second names**.
7. If a team has included an emergency player in its line up, make sure they enter his / her name in the Emergency Player Section on the Scorecard.

Very Important: The Emergency Player must provide their date of birth in this section.

8. Distribute the tennis balls to the players for a short team warm up.
9. Aim to have the matches start on time.

Just prior to the beginning of the first matches the Match Day Supervisor must:

1. Ensure that no parents, spectators or non participating players are on the courts. This is for **COMPETING PLAYERS ONLY**.
 2. After the team warm up, bring the players together on court, introduce them and remind them that you are The Match Day Supervisor.
 3. Let both teams know that you are impartial and that you are there to ensure that the matches are played fairly.
 4. Let both teams know that you are the only person that can resolve disputes that cannot be settled by the players.
 5. Encourage the players to resolve any disputes with each other.
 6. Inform the players that you **will only act when called upon by a competing player in a match**.
 7. Let the players know that you have the right to replay points if the players cannot agree on a line call.
 8. Make sure the players understand that you have the right to have games re-started if both players cannot agree on the points score in a particular game.
 9. Make the players aware that any decision made by The Match Day Supervisor is final.
- Note:** If a player or guest feels an incorrect decision has been made by The Match Day Supervisor then this can be reported to their Club Delegate after all matches are complete.
10. Once the players understand your role, get the first matches started as close to the start time as possible.

The role of the Match Day Supervisor during matches:

1. Observe the matches from behind the court fence making sure you are visible to the players.
2. In rare cases, a parent from an opposing team might feel that you should be watching a particular match because the players are making mistakes in relation to line calling or scoring. If this occurs you should make your way over and observe the match from behind the court fence.
3. Always remember, **the Match Day Supervisor can only act at a player's request.**
4. If you see parents / spectators or players disrupting matches by discussing line calls or tactics with the on court players, just remind them that communication is only allowed between the players or by a player and The Match Day Supervisor.

The role of the Match Day Supervisor between matches:

1. At the conclusion of each match, make sure the players write down the correct score on the scorecard.
2. Allow players to have a 5 minute break between their matches if required.

Note: Players do not have to wait for the last doubles match to finish before starting their singles match.

3. If a player is injured, give them sufficient time to get back and play.

If a player is unable to take the court after a 15 minute break then it is probably in the best interests of the injured player to forfeit the match and avoid further injury.

The role of The Match Day Supervisor after all matches:

1. Once all matches are complete, add up the scores up from each match and declare a result.
2. The winning team on Saturdays is the team with the most number of games won not sets.
If the number of games won is the same then the match will be decided by sets won.
If the number of sets won is the same then the match is declared a draw.
3. The winning team on Sundays is the team with the most number of sets won.
If the number of sets won is the same then the match will be decided by games won.
If the number of games won is the same then the match is declared a draw.
4. Once a result has been decided, get the captains to agree and sign the scorecard.
5. The Match Day Supervisor is also required to sign the scorecard.

Match Reports

1. The Match Day Supervisor is responsible for reporting any communication made by spectators to players that is considered coaching or that negatively impacts on a match to their Club Delegate.

Please note: Communicating to players in foreign languages will be considered coaching and reported to the Club Delegate and Competition Association.

2. The Match Day Supervisor is responsible for reporting poor player behaviour to their Club Delegate. This includes swearing, throwing racquets, threatening opponents or not shaking hands after a match is complete.
3. The Match Day Supervisor should email their Club Delegate if s / he are making an Official Report against an opposition player or spectator.

Before Leaving the Match Day Supervisor must:

1. Pin the scorecard on the Junior Competition noticeboard for Liam to collect and enter scores.
2. Collect the tennis balls from the match and place back in the Team Bucket along with your Match Day Supervisor Badge.
3. Tidy the clubhouse by placing any rubbish in the bin and wiping down kitchen benches.
4. Make sure that all the courts have been bagged with the drag mats lying face down on the court surface. **Important:** they should not be hanging in the court fence.
5. Make sure all the hoses have been turned off.
6. Place any lost property in the lost property basket.
7. Turn the TV Off (if necessary) and place the remote in the 4th Kitchen Drawer.
8. Lock the clubhouse and club gates.
9. Relax – you've done it.

Emergencies

1. The Match Day Supervisor is responsible for calling 000 and asking for an Ambulance or Victoria Police if a serious injury or emergency occurs.
2. This includes behaviour by parents, spectators or players that is considered threatening or dangerous.
3. The nearest hospital is Sandringham Hospital, 193 Bluff Road, Sandringham, 3191.