



JUNIOR COMPETITION GUIDEBOOK
Sunday Morning Competition

Table of Contents

1. Introduction
2. Player Eligibility
3. Player Expectations
4. Dress Code
5. The Tennis Season
6. Role of the Parents
7. Team Rosters
8. The Team Manager
9. Team Captains
10. Tennis Balls
11. The Scoresheet
12. Morning Tea
13. The Match Day Supervisor
14. Match Day
15. Incomplete Matches
16. What to do when a Team can only field three players
17. Injured Players
18. Wet Weather Policy
19. Heat Policy
20. Reporting Poor Behaviour
21. Entering Results
22. Finals
23. Emergency Phone Numbers
24. Competition Websites

Introduction

1. Highett plays in the Bayside Regional Tennis Association (BRTA).
2. This is a 18 years of age and under competition.
3. It is played on Sunday mornings.
4. Start times vary from club to club; 8:30am, 9:00am and 10:30am.
5. All Players play one singles match and one doubles match on Match day.
6. An overall Match day lasts approximately two hours and fifteen minutes.

Player Eligibility

1. All players that represent Highett must be members of the tennis club.
2. The cost for one junior membership is \$110 per year.
3. Players must also participate in the club's coaching program.
4. In addition to paying for a club membership, competition players will also pay a \$15 fee that covers the purchase of tennis balls and administration costs.
5. This fee will be added to the coaching fees in either term one or term three.
6. Players can only play for one club during the season.
7. All players must be 18 years of age or under on December 31 in the year that s/he is competing. Any player that turns 19 in the year that they want to compete is ineligible.

Player Expectations

1. Players must be committed to playing at least ten (10) weeks out of the fourteen (14) week season.
2. Players cannot drop out half way through the season due to other sporting commitments.
3. Players are expected to represent the Hihett Tennis Club and its coaching program in a responsible way.
4. Players must arrive at their venue 15 minutes before the scheduled start time.
5. Players are expected to give their best effort when representing their team and tennis club.
6. Players are expected to support their team mates until all matches are finished.
7. Swearing, racquet throwing or disrespecting opponents is not acceptable behaviour.
8. Players cannot fill in as an emergency player for another club in the same association.
9. Players can only play for one team per round - they cannot play for two different teams on the same day.
10. All players are subject to the Tennis Australia Code of Behaviour – Weekly Competitions.
11. Our motto is to “win with class and lose with courage.”

Dress Code

1. Players must wear correct tennis attire.
2. Acceptable shorts with pockets, t-shirts and collared shirts for the boys.
3. Acceptable dresses, skirts, shorts or leggings for the girls.

VERY IMPORTANT: All players must have somewhere to store a second tennis ball. Shorts with pockets are recommended. The reason for this is so when players miss a first serve they are able to quickly access a second ball to use for their second serve. Placing a second tennis ball on the ground is extremely dangerous when serving as it could be stepped on.

4. Correct shoes must be worn by the players, tennis shoes or runners are required.
5. If in any doubt, ask your coach for information relating to tennis clothing.

The Tennis Season

1. There are two (2) tennis seasons each calendar year.
2. Season One is played during term one (1) and two (2) of the school year. (Feb – June)
3. Season Two is played during term three (3) and four (4). (July – Dec)
4. Team Entries for Season One are due on November 30.
5. Team Entries for Season Two are due on May 30.
6. Junior Competition in the BRTA takes place on Sunday Mornings.
7. Each season consists of fourteen (14) home and away matches plus two (2) weeks of finals.
8. The Highett Teams compete against seven (7) other teams in their section.
9. The Section will be determined by the Club Coach and the Association Grading Committee.
10. Home matches are held at Highett Tennis Club.
11. Some home matches start at 8:30am and finish at 11:15am (see your team roster).
12. Some home matches start at 10:30am and finish at 12:45pm (see your team roster).
13. Most away matches either start at 830am, 9am or 1030am.
14. Your start times will be determined by the Section that your team plays in and can be found on your team roster
15. Your team roster will be emailed to you one week before the start of the season.

Role of the Parents

1. All parents must be prepared to act as the Match Day Supervisor for at least two (2) home matches per season.
2. All parents must have a Working With Children Check.
To apply go to workingwithchildren.vic.gov.au and apply for the free volunteer check.
3. The days that you are scheduled to supervise can be found in your team roster.
4. There are seven (7) away matches per season.
5. Your host club will provide a supervisor when your team plays away.
6. Parents are there to support their child and the Match Day Supervisor.
7. They are not permitted on the playing arena.
8. They are not to coach any players during matches.
9. Communication to players in any language is considered coaching and is a breach of Tennis Australia's Code of Behaviour and can be reported.
10. They are not allowed to score or make line-calls from the spectator areas.
11. Parents may applaud and encourage good shots but should not intimidate opposition players.
12. Please remember the most dangerous time to offer advice to players is straight after the match. It is often best to let players regain their composure and wait until you get home before providing feedback about a performance.

Team Rosters

1. The Club Coach (Liam) will put together the team roster and email it to players and parents a week before the start of each season.
2. It is very important that each parent place all team member phone numbers in their phone in case they are needed during the season.
3. The team roster contains important information regarding start times, player participation, team orders and supervisor dates.
4. *If players are unable to play when they are rostered on, they must find a replacement player.*
5. This must be done early in the week and not left until the day prior to competition.
6. Replacement players are those players that are rostered off in the week that you cannot play.

Very Important: DO NOT leave messages on voicemail and assume they have been received as the person you contact may not check their phone that day. You must speak to your replacement player directly or receive a confirmation text.

7. If you are unable to find a replacement player please contact your team manager or coach.
8. The same rules apply for Match day Supervisors.

The Team Manager

1. Each team will have a Team Manager (this is a parent of one of the players).
2. The Club Coach will decide who the Team Manager is prior to the start of the season.
3. The Club Coach communicates directly with the Team Manager.
4. The Team Manager communicates with his / her players.
5. It is highly recommended that The Team Manager contacts his / her team on the Thursday before each match. This should be done by email or text message and include the following information:
 - The Venue,
 - The Opposition,
 - The Start time
 - The Players in singles order and
 - The Match day Supervisor (if the team is playing at home).
6. S/he will also be required to communicate messages from the Club Coach to the team parents or players throughout the season. For example, when matches are washed out or if the opposition team has to forfeit.
7. The Team Manager must have the contact details of all the team parents in their phone.
8. The Team Manager will also make a decision at the beginning of the season about whether or not the Match day Supervisor will provide morning tea at each home match during the season.

Note: There is not a rule stating that the home team must provide morning tea.
9. Remember, the Team Manager is volunteering their time so please treat them with respect and answer incoming phone calls, text messages or emails.

Team Captains

1. The Club Coach will select a Team Captain at the beginning of the season.
2. The Team Captain is responsible for filling in the scorecard prior to the match.
3. All names entered on the scorecard **must contain first and second names**.
4. The Team Captain must ensure that his / her team plays in the correct singles order.
5. The Team Captain must ensure that the scores are being entered correctly after each match.
6. The Team Captain must sign the scorecard at the completion of the match.
7. S/he must also ensure that the scorecard is pinned on the Junior Competition noticeboard at the conclusion of the match.
8. The Team Captain will be responsible for collecting the Premiership Flag if the team wins the Grand Final.
9. The Team Captain will be responsible for handing the Premiership Flag over to the Club Coach so that it can be displayed in the Highett Tennis Club clubhouse.

Tennis Balls

1. At all seven (7) home matches, the Highbury Team must supply the tennis balls.
2. The Club Coach will buy these for each Junior Team.
3. To cover this expense a \$15 fee will be added to all players coaching fees in term one for season one and term three for season two.
4. On Match Day, the tennis balls will be left in a Junior Competition bucket for the players to access before each match.
5. After each match the tennis balls need to be placed back in the Junior Competition bucket.

The Scoresheet

1. Home teams must provide the Scoresheet.
2. This will be left in the Junior Competition bucket along with the tennis balls.
3. Team Captains must fill out the Scoresheet before the start of the first matches.
4. Both the **first name and surname** must be entered.
5. **If an emergency player is participating please fill in the players first and second name and date of birth in the section assigned for emergency players on the Scoresheet.**
6. At the conclusion of the match both Team Captains and the Match Day Supervisor must agree to the scores and sign the Scoresheet.
7. If there has been any poor behaviour from spectators or players this should be recorded on the reverse side of the Scoresheet.
8. Once the scoresheet has been completed the supervisor needs to pin it to the Junior Competition Noticeboard inside the clubhouse for the coach to collect.

Morning Tea

1. Some Highbury Teams like to bring Morning Tea to each home match that can be shared with the opposition.
2. This is not a rule so is optional.
3. The Team Manager will make a decision at the beginning of the season about whether or not morning tea will be provided at each home match during the season.
4. If your Team has decided to do this then the Match Day Supervisor will provide Morning Tea when s/ he is scheduled to supervise.
5. Morning Tea may consist of cordial, fruit and biscuits.
6. The Match Day Supervisor is responsible for cleaning up the clubhouse before leaving the club if s/he has provided morning tea.

The Match Day Supervisor

1. The Match Day Supervisor's role is to get the Highbury Tennis Club ready for the competition matches.
2. This involves the following:
 - Opening the club gates, clubhouse and court gate at least fifteen (15) minutes prior to the start of play.
 - Preparing the courts for play, for example, using sprinklers if necessary, coiling hoses and making sure all the dragmats are at the back of the courts.
 - Welcoming the opposition.
 - Ensuring that the team captains fill out the scorecards correctly before the match.
 - Distributing the tennis balls to the players and
 - Overseeing the smooth running of matches.
3. If the visiting team would like the courts bagged or lines swept before the match then this must be done by the home team players or Match Day Supervisor. The supervisor must ensure this happens if requested.
4. At the conclusion of the match, the Match Day Supervisor must ensure that the scores have been entered correctly, declare a result and get the Team Captains to sign the scoresheet.
5. The supervisor must also sign the scoresheet.
6. Before leaving, the Match Day Supervisor must:
 - Pin the scoresheet on the Junior Competition Noticeboard,
 - Make sure the clubhouse is clean and tidy
 - Make sure the courts are bagged with the drag mats left neatly placed in the corners of the playing area.
 - Lock all gates at the club.

Match Day

1. Matches may commence at 8:30am, 9:00am or 10:30am depending on the start time determined by the Home Club (see roster).
2. Home teams are required to supply the tennis balls and scoresheet for the match.
3. These will be found in a Junior Competition Bucket inside the clubhouse.
4. Home teams must supply a Match Day Supervisor.
5. This is Match day Supervisor will be a parent of one of the players and must have a current Working With Children Check.
6. The dates parents are scheduled to supervise will be found on the Team Roster.
7. If a parent does not show up to supervise then another parent present from the home team must fill in.
8. Four (4) players are required to play on Match Day.
9. All players should be at the match venue at least **15 minutes prior to the start time**.
10. The Team Captains must fill out the scoresheet before any matches begin.
11. Surnames must be included on the scoresheet.
12. On Match Days, all players will play one doubles match and one singles match.
13. The doubles matches are usually played first although this is not a rule.
14. Please note: there is no order for doubles players, that is any pairing can be formed and can play at either no 1 or no 2 doubles.
15. Players **must** play in the singles order found on their team roster.
16. Failure to do so will result in a loss of the set 6-0.
17. Once on the court, the players are responsible for scoring and line calls.
18. The warm up should last no longer than 5 minutes.

19. **No parents or spectators** are allowed on the courts (unless there is an emergency).
20. **Only the Match day Supervisor may enter the playing arena.**

21. Both the doubles matches and singles matches are first to six (6) games.
22. A tie-breaker is played when the score reaches 6 games all.
23. To win a tie breaker a player or doubles team must reach 7 points first with a winning margin of two points or more.
24. If a player or doubles team wins the tie-breaker they win the set and record the score 7-6 in their favour on the scoresheet.

25. At the conclusion of each match, players must enter the scores on the scoresheet.
26. The team that wins the most sets on the day wins the match.
27. If sets are equal then the match is decided on games.
28. If sets and games are equal, the match is declared a draw.
29. The team that wins on match day receives four (4) points for their victory.
30. They also receive one (1) additional point for every set won.
31. If the match is a draw teams receive 2 points each plus an additional point for every set won.
32. The maximum number of points any team can receive on match day is ten (10).
33. In the case of a complete washout, where no matches have been played, both teams receive five (5) points.

Incomplete Matches

1. Incomplete matches are matches that have been stopped due to bad weather or an emergency situation.
2. A match will be judged to be incomplete where a result has not been decided.
3. Teams will receive half a point each for incomplete sets.
4. Teams will receive 1 point each for each set won on the day.
5. Both teams will split the four points awarded for an overall match win if the match has been abandoned due to bad weather or an emergency situation.

What to do when a team can only field three players

All team members must be present within 15 minutes of the start time.

If only three players are present, then the non attending player's singles matches and doubles matches will be forfeited 6- 0 to the opposition.

Please be aware, that a match can still be played with 3 players, as each set won is still worth one point to each team on the competition ladder.

Just note, that a team cannot win the 4 points awarded for an overall match win if they only field 3 players.

They can only win one point for each set won.

How to fill in the scoresheet?

The team with four players fills in the scoresheet as normal.

The team with three players will fill in the scoresheet as if the non attending player was playing.

The non attending player will be entered into the no 2 doubles pairing, however will forfeit the match 6-0 for non appearance.

The non attending player will also be entered into the singles position s/he was to play as if s/he was present.

For example, if the non attending player was the no 2 singles player then s/he will be entered on the scoresheet as the no 2 singles player.

Unfortunately, the match between the no 2 singles players will not take place, so the match will be forfeited 6-0 and written down accordingly on the scoresheet.

How to play the matches when a player is late or not attending?

If there are only 3 players in attendance at the start time then the no 1 doubles match should be played and a singles match should be played beside it.

This will be followed by the remaining two singles matches.

Injured Players

1. If a player becomes injured during a match s/ he is entitled to a 5 minute injury time out.
2. During this time-out the Match Day Supervisor in conjunction with the player's parent needs to decide whether the injured player can finish the match.
3. If the injured player cannot finish the match then s/he will lose the match.
4. This means the player that wins the match receives 6 games and the injured player receives the amount of games that s/he had won prior to the injury.
5. S/he cannot be replaced by another player either during or after a match.
6. If the injured player needs emergency assistance call 000.

Wet Weather Policy

1. Only the Club Delegate from the home team can call a washout before teams arrive at their match day venue.
2. In Highett Tennis Club's case, the Club Delegate is Liam Cahill and he can only call washouts for Highett home matches.

Liam cannot call a washout when his Highett Teams play away. This decision is left to the club delegate from Highett's opposition.

Very Important:

All Highett teams must go to their match day venue unless they receive a text from Liam stating that the match is a washout.

If you are playing away, Liam will only contact you if he has heard that the match is a washout from the opposition club delegate.

If you have not heard from Liam, then either no decision has been made or the match is going ahead.

Never assume a match is a washout and simply not travel to your venue as failure to attend will see your team receive an automatic forfeit.

3. Once both teams have arrived at their match venue, the decision on a washout can only be made by the Match Day Supervisor in agreement with a representative from the away team.
4. Both the Match Day Supervisor and the away club representative must agree for a washout to be declared.
5. If no agreement can be reached, then the match is still alive and must be played when rain stops or the courts are mopped up.
6. Common sense must prevail in these situations with player health and safety being of utmost importance.

Under no circumstances should matches be played where puddles are present on the courts.

7. If a washout has been declared, then this must be recorded on the scoresheet. Both Team Captains and the Home Team Supervisor must sign the scoresheet.
8. In terms of ladder positions, one point is awarded for each set won on the day and half a point will be received for incomplete sets.
9. If a team is in an unbeatable position at the time of the washout declaration, then they will be declared the winners of the match and receive 4 bonus points for being the winning team.

Heat Policy

1. If the temperature reaches 34 degrees one hour prior to the scheduled start of play then matches will be cancelled.
2. An announcement may also be made on the BRTA website:
www.baysidetennis.asn.au

Reporting Poor Behaviour

In the unusual event that poor player or spectator behaviour is observed please do the following:

1. Record any poor behaviour on the back on the scoresheet. This includes the name of the club, the player (s) or parents involved and the nature of the incident(s).
2. Once this is done report it to Liam by email.

Liam will then report the issue to the Association who will inform the delegate from the club involved.

Poor player behaviour includes the following:

- Deliberately making incorrect line calls.
- Serving when your opponent is not ready.
- Making threats to opponents.
- Throwing racquets.
- Using offensive language to players, parents or supervisors.
- Not giving your best effort when competing.
- Refusing the shake hands with your opponent after matches

Poor parent or spectator behaviour includes the following:

- Coaching players during matches.
- Poor language directed at Players, Match day Supervisors or Spectators.
- Making threats to Players, Match day Supervisors or Spectators.
- Physically threatening Players, Match day Supervisors or Spectators.

Entering Results

1. The club coach will enter the scores from the matches played at Highett on the weekend.
2. This will be done after s/he has collected the Scoresheet from the Junior Competition Noticeboard.
3. This deadline for entry is 7pm on Tuesday night (two days after the match).
4. If the deadline is missed, the missing scoresheet must be forwarded to the Record Secretary and receive no later than 5pm Friday following the match. Failure to do so will result in all points being awarded to the Away Team.
5. The ladder positions are updated every Wednesday on the Associations website.
6. To find these ladders go to www.trols.org.au/brta and click on Competition Ladders
7. The four (4) teams with the most points at the end of the home and away season will play finals.

Finals

1. At the conclusion of the home and away season the top four teams will play-off in a finals series.
2. Players must have played at least 4 matches during the home and away season to be eligible for finals competition.
3. Six players can take part in the finals with two players sitting out the doubles and two sitting out the singles.
4. The finals are played over two (2) weeks.
5. They include a Preliminary Final and a Grand Final.
6. The Semi Final match ups are 1st v 4th and 2nd v 3rd in week one.
7. The winner of each match goes straight into the Grand Final.
8. The losing teams are eliminated.
9. All finals venues are neutral venues.
10. The final venues are determined by the Association a week before the finals series commences.
11. In all finals, both participating teams must take a scorecard and tennis balls to their finals venue.
12. These will be distributed by the Club Coach to the Team Captain before each final at the students coaching session.
13. There *cannot* be a draw in finals matches.
14. In the event of a draw two doubles matches will be played.
15. Any combination of players can be used.
16. The matches to be played will be tiebreakers – NO GAMES ARE PLAYED – JUST TIEBREAKERS.
17. Therefore, two doubles tiebreak matches will be played at the same time.
18. Once the tiebreakers have been played the teams will add up their combined scores and the team with the most points is declared the winner.
19. If the teams end up with the exact same number of points then the tiebreakers must be played again until a winner is declared.
20. Immediately after a preliminary finals match has concluded, the Winning Captain must take the scorecard back to his / her club.
21. If the Winning Captain is from Highett then s/he must take the scorecard back to Highett Tennis Club and pin it on the competition noticeboard for the Coach to collect and enter the scores.
22. In the event of wet weather on finals day, ALL players must go to their venue regardless of weather. Teams must wait 30 minutes before calling a washout unless both Team Captains agree that the match is a washout. Both Team Captains must sign the scoresheet if a washout has been declared.
23. The Competition Association will decide upon the rescheduling of all finals matches.

24. After the Grand Final all competitors must go to a presentation venue (to be determined by the BRTA) for the Grand Final Presentation.
25. At the Presentation Venue, the Winning Captain must hand the scoresheet to the Manager of the Association.
26. The Presentation Ceremony will begin shortly after your scoresheet has been received.
27. The Winning Team will receive a Trophy and a Premiership Flag and in most cases move up two (2) sections.
28. The runners- up will receive a Trophy and a Runners-Up Flag and in most cases move up one (1) or two (2) sections.
29. The Premiership Flag will be displayed in the Highett Clubhouse.
30. All winning player's names will be placed on the Highett Tennis Club "Premiership Honour Board" which is displayed in the clubhouse.
31. The club has won 22 Junior Premierships and has 72 Junior Premiership Players.

Emergency Phone Numbers

If an emergency situation occurs stop all the matches.

If emergency assistance is required phone 000.

Our club address is:

Highett Tennis Club
19 Tibrockney Street
Highett 3190.

The nearest hospital is:

Sandringham Hospital
193 Bluff Road, Sandringham 3191
9076 1000

Competition Websites

1. For Sunday team fixtures and updated competition ladders:

www.trols.org.au/brta

2. For team listings, fixtures and information relating to Highett Competition Teams:

www.cahilltennis.com.au