

**THE ROLE OF THE
MATCHDAY SUPERVISOR**

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

1. Open the Club Gates using your club key.
(Turn the lock to your left and bring gate towards you).
2. Open the Club House with the club code (4 Digits).
(SMS Liam if you require it).
3. Find your Team Box containing your Scorecard and Tennis Balls and place on Clubhouse Table
4. Introduce yourself to the players and parents when they arrive and let them know that you are the Match Day Supervisor.
5. Get the Team Manager or Captains to fill out the scorecard making sure that they include first and **second names**.
6. If a team has 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.

7. Allocate courts for the matches and distribute the tennis balls to the players for a short team warm up.
8. Aim to have the matches start on time (8:30am).

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. Before 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 if they 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 doubles match to finish before starting their singles match.

3. If a player is injured, give them sufficient time to recover and play (5 -10 mins).

If a player is unable to take the court after a 10-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 from each match and declare a result.
2. The winning team is the team that has won the greatest number of sets.
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.
3. Once a result has been decided, get the captains to agree and sign the scorecard.
4. The Match Day Supervisor is also required to sign the scorecard.
5. Give a yellow copy of the scoresheet to the visiting team. Place the white back in the Team Box and return the box to the Junior Competition drawer.

Reporting Poor Behaviour

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 the St Patrick's Club Delegate (Liam)

Please note: Communicating to players in foreign languages will be considered coaching and should be reported to the St Patrick's Club Delegate.

2. The Match Day Supervisor is responsible for reporting poor player behaviour to the St Patricks 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 an Official Report against an opposition player or spectator to the St Patrick's Club Delegate.

Before Leaving the Tennis Club the Match Day Supervisor should:

1. Take a photo of the completed scorecard and text to Liam.
2. Collect the tennis balls from the match and place back in the Team Box.
3. Place the scoresheet back in the team box and return the team box to the Junior Competition Drawer for Liam to collect.
4. Tidy the clubhouse by placing any rubbish in the bin and wiping down kitchen benches.
5. Place any lost property in the Lost Property Drawer.
6. Make sure any spectator seating is returned to the clubhouse.
7. Lock the clubhouse and club gates.
8. 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.