

**BENDIGO TENNIS ASSOCIATION
INCORPORATED**

BY-LAWS

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1 GENERAL BY-LAWS

1.1 Alterations to By-Laws

The By-Laws of the Bendigo Tennis Association Inc. (The Association) may only be amended by the Committee of Management of the Association in accordance with the Rules of the Association.

1.2 Interpretation

The Committee of Management will have the power to interpret these By-Laws in the event of any dispute. Any appeals against such interpretations will be made to the Committee of Management, in writing, within fourteen (14) days of the notification to the clubs concerned of the decision of the Committee of Management.

1.3 Name

The name "BTA" will be an acceptable abbreviation of the Association's full title in any promotional or internal communications.

1.4 Correspondence

All general inward and outward correspondence is to be directed through the Association Secretary/ Competition Coordinator. Any correspondence relating to the activities of the Match Committee should be directed to the appropriate sub-committee designee. (Refer to fixture for relevant committee).

1.5 Financial Transactions

All financial transactions, including those related to any sub-committees, are to be conducted by the Association Treasurer and/or the BTA Executive Officer.

1.6 Fines

1.6.1 The Committee of Management and sub-committees have the power to impose fines as determined by these By-Laws (Refer - Schedule of Fines). All such fines are to be paid to the Association Treasurer and/or the BTA Executive Officer.

1.6.1.1 The Competition Coordinator can, at their discretion, decline to impose penalties prescribed by these By-Laws if the Competition Coordinator is not caused any inconvenience. (i.e. Phone calls to verify scores, when administering their recordings). However, all waiving of fines must be ratified by the relevant Senior/Junior Match Committee.

1.6.2 Any club not paying any fine within 35 days of notification of such fine will automatically incur an additional fine in each such instance. If the original fine and penalty is not paid within a further 35 days, the Committee of Management will have the power to impose another such penalty or to suspend the offending club from all Association activities until such time as all the club's outstanding fines are paid. All fines issued during December will be deemed to have been notified on 1st January.

1.7 Tennis Rules

1.7.1 Except as varied by these By-Laws, the Rules of Tennis and Codes of Conduct as adopted by Tennis Australia will apply to all Association events. For further details refer to Rules of Tennis.

1.8 Facilities

1.8.1 The Committee of Management will determine the minimum standard of playing surfaces and facilities required by clubs competing in Association events. The Match Committee for each competition may examine facilities at any time and determine whether they meet the minimum standard and take necessary action including the transfer of matches to other venues or the suspension of offending clubs.

1.8.2 The Association may request use of any facilities of member clubs for any activities, including finals matches, that are directly related to a competition in which the club concerned competes provided that only those facilities that the club normally uses for that competition are requested. All such requests must be confirmed in writing.

- 1.8.3 The Association may request the use of any member club's facilities for any other Association activities provided that at least 7 days' notice is given to the club concerned and that the facilities are not required by the club for any official club activity.

1.9 Meetings of the Committee of Management

Any decision made in relation to these By-Laws requires a simple majority of those Committee members present at a Committee of Management meeting of the Association. A quorum at such meetings is defined in the BTA Rules. The Secretary/Executive Officer will keep minutes of all such meetings.

1.10 Honoraria

The Committee of Management, following discussion in a formal meeting, may decide to pay Honoraria to any of the following Association officials:

- Secretary/Administrator
- Treasurer
- Competition Coordinator
- Senior Match Chairperson
- Senior Match Secretary
- Junior Match Chairperson
- Junior Match Secretary
- Tournament Manager

1.11 Affiliated Clubs

Bendigo Tennis Association affiliated clubs as at 1 October 2022 consist of:

- Bendigo Tennis Club
- Castlemaine Lawn Tennis Club
- Ironbark Tennis Club
- Maiden Gully Tennis Club
- South Bendigo Tennis Club
- Spring Gully Tennis Club
- Strathdale Park Tennis Club
- Strathfieldsaye Tennis Club
- Woodvale Bushrangers Tennis Club

1.12 Membership

Players in BTA Pennant competitions must be a member of their nominated BTA affiliated club prior to the season commencing. A player who is not a member of a BTA affiliated club will only be permitted to participate in pennant competitions in strict accordance with the Emergency players Clause 4.11.

Players in BTA social competitions are not required to be a member of any BTA affiliated club.

1.13 Player Registration

All Pennant competitions require affiliated clubs to return teams no later than seven (7) days prior to the scheduled commencement of the pennant season.

All social competitions require teams to complete a registration form no later than (7) days prior to the scheduled commencement of the competition.

1.14 Player Fees

All weekly match fees are payable prior to players taking to the court each week.

The BTA reserves the right to alter payment policy.

1.15 Compliance

Failure to comply with by-laws 1.12, 1.13 and 1.14 will result in the offending club/team losing all games and sets of the offending player or players and the non-offending team will receive all sets and games.

A fine may be imposed on the offending club/team as set out in the BTA Schedule of Fines.

2 SUB-COMMITTEES

2.1 Permanent Sub-Committees

2.1.1 The Committee of Management will elect the following permanent sub-committees:

- A Senior Match Committee for the senior competitions.
- A Junior Match Committee for the junior competitions.

2.1.2 Each sub-committee will operate as described in these By-Laws and, unless otherwise stated by these By-Laws, will remain in office for a maximum of 12 months.

2.1.3 Each sub-committee will consist of a Chairperson, a Match Committee Secretary and at least three (3) members. No club will have more than 2 members on any one sub-committee unless insufficient nominations are otherwise received to fill the sub-committee.

2.1.4 It is the function of the appointed sub-committee secretary to keep the minutes of all meetings and report to the Committee of Management as required.

2.1.5 The sub-committees are required to report to the Committee of Management at the regular monthly meetings and provide recommendations on any major change.

2.2 Temporary Sub-Committees

The Committee of Management may elect temporary sub-committees in accordance with the Rules of the Association. Each sub-committee will keep minutes of all meetings and report to the Committee of Management. The President and Secretary/Executive Officer will be ex-officio members of all such sub-committees.

2.3 Limitations

No sub-committee will act in a way that is contrary to the terms of its appointment or to the Rules and By-Laws of the Association. Nor will any sub-committee make contractual or financial commitments without the expressed permission of the Committee of Management.

3 COMPETITIONS - GENERAL

3.1 Match Committees

- 3.1.1 The Match Committee for each competition (Junior & Senior) will be elected by the Committee of Management. Each Match Committee will have the power, within the limits of the Rules and the By-Laws, to make decisions and take any action required to conduct the relevant competition.
- 3.1.2 The Match Committee will have the power to seek any information, relevant to the conduct of the competition, from any club and may take disciplinary action relevant to the conduct of the competition.
- 3.1.3 The Match Committee may incur expenditure necessary for the normal running of the competition provided such expenditure is contained within a budget which has been approved by the Committee of Management.
Additional expenditure may only be incurred after approval has been granted by the Committee of Management.
- 3.1.4 The Match Committee will meet whenever necessary to conduct their regular affairs or whenever else required by the Chairperson or at least two (2) sub-committee members. Each member will receive notice of any such meeting.

3.2 Match Records

- 3.2.1 The Committee of Management will appoint Competition Coordinator(s) for each competition (Junior and Senior). The Competition Coordinator will keep full and accurate records of all player registration and match results.
The Competition Coordinator will be a member of the relevant Match Committees in addition to those members elected as per Clause 2.1.

3.3 Player Registrations

- 3.3.1 Each player who competes in a BTA Pennant competition must be registered in accordance with the By-Laws of the Association. A separate registration is required for each competition in which a player competes. For the purpose of these By-Laws, Pennant competitions will include Summer Saturday Senior, Summer Saturday Junior, Summer Friday Junior, and any other date/time deemed necessary, with all regarded as separate competitions.
- 3.3.2 All such registrations will remain in force until the player is transferred to another club in accordance with Clause 3.4.
- 3.3.3 No player will be registered in the same competition, with more than one BTA affiliated club at any one time. However, a player may be registered in another competition run by the Association, with another club.
- 3.3.4 Each club participating in a BTA competition will register all competition players for the applicable season and return their listing to the Competition Coordinator no later than seven (7) days prior to the commencement of the applicable season.
- 3.3.5 Clubs may provide information of players on the Central Register Form for players that they are unable to place in a team.
Other clubs may utilise these players to field teams as long as these players comply with Clauses 3.4 and 4.4.
- 3.3.6 Subsequent registrations may also be made with the Competition Coordinator or, if they are not available, the Chairperson/Secretary of the Match Committee, by telephone on the day of the player's first match and up to one hour prior to the scheduled starting time. However, an appropriate registration form must be forwarded prior to the submission of the match result card for the match in which the player competes.

- 3.3.7 The Match Committee may refuse to accept the registration of any player for whatever reasons it deems fit and must notify the club concerned of the reason for such a refusal. This decision of the Match Committee is final.

3.4 Player Transfer

- 3.4.1 Any player who transfers from one affiliated club to another after the commencement of the season must ensure that the relevant club membership fees have been paid to the new club.
- 3.4.2 The transferring player and/or club must notify the Competition Coordinator of the transfer, providing proof of membership with the new club, in writing.
The Competition Coordinator will then approve the transfer and update all relevant systems prior to the player participating in any competition.
- 3.4.3 No player transfers will be approved from the date on which team entries for the competition close until the date on which the Match Committee finalises all gradings for the competition.

3.5 Team Entries

- 3.5.1 Clubs entering teams in any BTA affiliated club competition must comply with the following requirements:
- 3.5.1.1 Clubs must be financially affiliated with Tennis Victoria prior to the official commencement date of the BTA competition.
 - 3.5.1.2 Clubs will provide the names of all proposed players for each team via a BTA Registration Form together with any other information as required by the Match Committee.
- 3.5.2 All nominated players will be bona-fide members of the nominating club and will be registered with that club for the relevant competition.
- 3.5.3 Each team entry will be required to pay the Association's prescribed team entry fee as set by the Match Committees each year. There is no team entry fee for the 2022/23 summer pennant season.

3.6 Team Gradings

- 3.6.1 The Match Committees will divide each competition into any number of grades required to conduct such a competition and may place teams in such grades as it feels are appropriate according to the details provided on the entry forms.
- 3.6.2 The Match Committees may refuse or alter the nomination of any individual player considered to be of a standard significantly different to the grade nominated.
- 3.6.3 The Match Committees reserve the right to re-grade any team in any competition prior to or up to three (3) rounds into the competition. Any re-grading of teams will be complete and in effect by Round 4 of the season, and no further re-gradings will occur for the remainder of the season.
- 3.6.4 The Match Committees will convene an official grading review meeting for the purpose of reviewing competitions and to consider the re-grading of teams prior to Round 4 of the season. The meeting will be advertised to all clubs involved.
In the event of a team being re-graded, all existing premiership points will be transferred.
- 3.6.5 The Match Committees reserve the right to combine a grade of competition with another grade of similar standard where less than four (4) teams exist in the grade.
The Match Committees reserve the right to split a grade of competition into separate grades where a grade has more than eight (8) teams.
- 3.6.6 Clubs may appeal against any such gradings provided that such appeals are lodged with the Match Committee at the official grading review meeting for the competition.

The Match Committee will convene a meeting to consider the club's appeal and then communicate its decision to the club within one (1) week of the grading review meeting to allow the next round of matches to continue uninterrupted.

The decision relating to the Match Committee's consideration of the club's appeal will be final.

3.7 Referees

- 3.7.1 The Match Committees may appoint official referees to act at any events under their control. If no such referee is appointed or available, the Chairperson or Competition Coordinator for the competition may act as a referee except in any situation in which the acting referee's club is directly involved.
- 3.7.2 All decisions made by an acting referee must be referred to the next meeting of the Match Committee for endorsement. Each official referee must present a written report on all decisions made to the next Match Committee meeting immediately following the conclusion of any event at which the referee officiated.

4 SENIOR COMPETITION SPECIFIC RULES

4.1 Fixtures

The number of rounds to be played, starting and finishing dates, breaks during the season and arrangements for playing finals matches for each season will be determined by the Committee of Management based on recommendations of the Match Committee.

4.2 Formats

The competition will be provided in two different formats:

- The A-Grade section will consist of teams of 6 players – a maximum of 5 male and a minimum of 1 female – and will be referred to as Format A.
- The B-Grade and C-Grade sections will consist of teams of 4 players (any gender) and will be referred to as Format B.

4.3 Player Grading and Eligibility

- 4.3.1 When two (2) or more teams are accepted from one club in the same grade, players nominated for one team are ineligible to play with the other team(s).
- 4.3.2 When an emergency player participates in four (4) matches or more with one team, they are ineligible to play with any other team in that grade (Clause 4.11.4).
- 4.3.3 Any contravention of the above player grading and eligibility By-Laws will result in:
- a) All set points in regard to the ineligible/unregistered player will be lost;
 - b) All premierships points in regard to the team using the ineligible/unregistered player will be lost

4.4 Player line-up

All player names must be listed on the scorecard before the commencement of play. No alterations are to be made after the card is filled in, unless in the event of an injury.

Players may be listed and play in any position on the scorecard.

4.5 Order of Play

- 4.5.1 Sets are to be played in the order set out on the scorecard.
Sets may be played out of order if mutually agreed to by both captains. If no agreement can be reached, matches must be played in the order of the scorecard.
- 4.5.2 Format A will consist of four (4) players who will play one (1) singles set and two (2) doubles sets, and two (2) players who will play three (3) doubles sets only:

Singles players (1-4) will be numbered: 1, 2, 3, 4
Doubles players (1-2) will be numbered: 5, 6

1 v 1	Singles
2 v 2	Singles
3+6 v 3+6	Doubles
4+5 v 4+5	Doubles
3 v 3	Singles
4 v 4	Singles
1+2 v 1+2	Doubles
5+6 v 5+6	Doubles
1+3 v 1+3	Doubles
2+5 v 2+5	Doubles
4+6 v 4+6	Doubles

- 4.5.3 Format B will consist of two (2) players who will play one (1) singles set and two (2) doubles sets, and two (2) players who will play three (3) doubles sets only:

Singles players (1-2) will be numbered: 1, 2
Doubles players (1-2) will be numbered: 3, 4

1+3 v 1+3 Doubles
2+4 v 2+4 Doubles

1+4 v 1+4 Doubles
2+3 v 2+3 Doubles

3+4 v 3+4 Doubles
1 v 1 Singles
2 v 2 Singles

- 4.5.4 For all formats: each set will be an 8-game advantage set, with a regular tie-break at 7-7.

4.6 Conduct of Matches – General

- 4.6.1 Before commencement of play, the home team captain (team listed on the left side of the scorecard) followed by the away team captain (team listed on the right side of the card) will list the players for all sets on the official scorecard.
Play will commence at 1:00 pm. A maximum hit-up of 5 minutes will be allowed before each set.
- 4.6.2 Before commencement of play, the captain of each team will ensure that the supplied balls and scorecard are collected.
- 4.6.3 The match will be played on the court(s) allocated by the Competition Coordinator.
- 4.6.4 In the event of an additional court being made available or when clubs use a spare court on a share basis, should the surface of the additional court be dissimilar to the allocated court on which play commenced, either captain has the right to refuse to compete on the inconsistent court surface.
- 4.6.5 All matches must commence at the starting time specified for the competition. If either team is unable to field the first set within 20 minutes of the official starting time, that set will be forfeited to love. Play will then proceed with the next scheduled set, or any other set which players are available for.
If a set cannot commence as a result of no players being available within 40 minutes of the official starting time, the second set will also be forfeited to love.
Once play has commenced or the first set forfeited, all sets for which players are available will proceed continuously. If a team is not present within 60 minutes of the official starting time, the match will be awarded to the opposing team on forfeit. Points will be allocated per 4.7.
- 4.6.6 If a team cannot field enough players to meet the minimum size team for a match without prior notification, it will be deemed to have forfeited the match (see 4.15.3 for definition of minimum size team).
- 4.6.7 All matches are to be played at the time and place determined by the Match Committee which may alter such arrangements at the request of any club provided that such alteration does not unfairly advantage or disadvantage any other club in the competition.
- 4.6.8 The Match Committee may schedule matches to be played at night where lights are required. The Competition Coordinator will ensure all clubs/teams are made aware of such scheduling requirements with adequate notice.
- 4.6.9 A team captain may request for a scheduled match to be rescheduled to a different time by submitting a request to the Competition Coordinator for consideration. Such a request must be made in writing to the Competition Coordinator no later than seven (7) days prior to the scheduled match.

- 4.6.10 Where a match cannot be completed within the allocated time, the result is upon the agreement of both teams by one of the following procedures:
- The result stands as at all completed sets
 - The match is moved to an available court (subject to availability)
 - Both teams agree to continue until match is concluded on the same court (subject to availability)

4.7 Match Results

- 4.7.1 The winning team captain is responsible for ensuring match results are accurately recorded on the scorecard and to deliver the scorecard to the Competition Coordinator on time following the completion of the match. The match result must show full details of the match, including correct names of all players participating.
- 4.7.2 For the last round prior to finals, and for finals matches, the winning team must deliver the match result to the Competition Coordinator within 24 hours of completion of the match.

4.8 Premiership Points

- 4.8.1 All formats: Four (4) premiership points will be awarded to the team winning the greatest number of games. An additional one (1) premiership point will be awarded to teams for each set won.
- In the event of games being equal, four (4) premiership points will be awarded to the team winning the greatest number of sets.
- In the event of games and sets being equal, the match will be classified a draw and two (2) points will be awarded to both teams.
- If a match is not completed due to adverse conditions, one (1) point will be awarded to the winner of each completed set and half a point to each team for uncompleted sets. If either team is in an unbeatable position when play ceased, it will receive an additional four (4) points, otherwise each team will receive two (2) points.
- 4.8.2 All formats: In the event of a Bye, six (6) points will be awarded.
- 4.8.3 All formats: For a Forfeit, the maximum match points will be awarded to the team not in default.

4.9 Adverse Conditions – All matches

- 4.9.1 Adverse conditions and procedures are defined in the *BTA Extreme Weather Policy* document.
- With respect to Extreme Heat & Thermal Comfort, it is the responsibility of the team captains to monitor extreme temperatures at hourly intervals.
- 4.9.2 The Match Committee or Competition Organiser may declare any round of matches to be abandoned in total prior to the scheduled starting time of the matches concerned as described in the *BTA Extreme Weather Policy*.
- 4.9.3 Where play has been cancelled by the Match Committee or Competition Organiser, no team members are expected to attend the playing venue and no scorecards are required to be completed.

4.10 Finals Matches – General

- 4.10.1 The format for the finals series will be the same as the regular season.
- 4.10.2 The finals series will be played by the four (4) teams scoring the most premiership points at the end of the regular season matches. If two (2) or more teams score the same number of points, then placings will be decided by the percentage of games won compared with games lost – games won divided by games lost multiplied by 100.

4.10.3 The A-Grade finals series will be played over a 3-week period, with three (3) rounds of finals:

Week 1: Round 1 – Qualifying final & Elimination final
Week 2: Round 2 – Preliminary final
Week 3: Round 3 – Grand final

4.10.3.1 The Qualifying final will be played between the teams finishing 1st & 2nd and the Elimination final will be played between the teams finishing 3rd & 4th after the completion of the regular season matches.

Teams finishing 1st and 2nd will receive a 'double-chance' in the first round of the finals.

The winning team of the Qualifying final will automatically qualify for the Grand final.

The losing team of the Qualifying final and the winning team of the Elimination final will play the Preliminary final.

The losing team of the Elimination final will be eliminated from the finals series.

4.10.3.2 The Preliminary final will be played in week 2 of the finals series.

Preliminary final: Loser of Qualifying final v Winner of Elimination final

The winning team of the Preliminary final will qualify for the Grand final.

The losing team of the Preliminary final will be eliminated from the finals series.

4.10.3.3 The Grand final will be played in week 3 of the finals series.

Grand final: Winner of Qualifying final v Winner of Preliminary final

4.10.4 The B-Grade and C-Grade finals series will be played over a 2-week period, with two (2) rounds of finals.

4.10.4.1 The finals system to be used will be a knock-out system.

The semi-finals will be played between the teams finishing 1st & 4th and 2nd & 3rd after the completion of the regular season matches.

The winning team of Semi-final 1 and the winning team of Semi-final 2 will play off in the Grand final.

Week 1: Semi-finals: 1st v 4th (Semi-final 1)
2nd v 3rd (Semi-final 2)

Week 2: Grand final: Winner of Semi-final 1 v Winner of Semi-final 2

4.10.5 All finals matches will be scheduled to play at dates and times and venues determined by the Match Committee.

4.10.6 In each finals match, both teams must commence the first two (2) scheduled sets by **1.15pm at the latest**.

Therefore, at least four (4) members of each team must be present. If a team is unable to play both these sets, the set or sets unable to be played will be forfeited.

4.10.7 To be eligible to play in a finals match, a player must have participated in at least four (4) matches for the club they are representing in the grade they are playing in.

A player is not eligible to play in a finals match for a team in which they have not played four (4) matches, regardless of whether the finals match is for a team in a grade above the player's regular grade.

- 4.10.8 A finals team line-up card will be supplied to each participating team captain individually. Each team captain will complete their team's line-up and hand back to the Competition Coordinator prior to commencement of play.
- The Competition Coordinator will then fill out the match scorecard and return to the team captains to commence play.
- The **winning team** is responsible for returning the scorecard following the match during the final series.
- 4.10.9 All balls and scorecards for finals matches will be provided by the BTA.
- 4.10.10 The Match Committee may appoint referees who will have the power to decide on all matters pertaining to the conduct of all finals matches.
- 4.10.11 Scoring for finals matches will be as for regular season matches. The team winning the most premierships points will be deemed to have won the match.
- 4.10.12 If a finals match is tied on the completion of play, an additional doubles Match tie-break (10-point tie-break) will be played immediately to determine the match result.
- The Match tie-break will consist of players recorded in the first doubles match on the scorecard.
- 4.10.13 If a finals match is abandoned due to adverse conditions, the team that finished higher on the ladder at the end of the regular season will be deemed the winner of the match.

4.11 Emergency Players (Fill-ins)

- 4.11.1 It is the sole responsibility of the club/team that cannot field a complete team with registered players to source emergency players.
- It is not the responsibility of the Match Committee, Competition Coordinator, or BTA employees to source emergency players.
- 4.11.2 An emergency player must abide by the following criteria:
- Be a registered member of the BTA affiliated club they are playing for, or
 - Be an unregistered player approved by the Match Committee chairperson prior to playing
- 4.11.3 Where a player is a member of an affiliated BTA club and is registered in a team entered in a BTA pennant competition, the player may not play as an emergency player for another club.
- Where a player is a member of an affiliated BTA club and is not registered in a team entered in a BTA competition, the player may play as an emergency player for another club, subject to By-Law 4.11.4.
- 4.11.4 An emergency player may only play for the same team a maximum of three (3) times before being tied to that team. Once an emergency player has played four (4) matches for the same team, the player is considered part of that team (and qualified for finals subject to By-Law 4.10.7) for the remainder of the season and may not play as an emergency player for any other team.
- Where a player is a member of an affiliated BTA club and is not registered in a team entered in a BTA competition and plays for a team from another club four (4) times, the player must transfer to the new club (per By-Law 3.4) if they are to continue playing for the other team.
- 4.11.5 The emergency player must pay the associated competition fee.
- 4.11.6 The emergency player will be denoted on the scorecard by the use of "(E)" after their name.

4.12 Substitute player during play

- 4.12.1 With the consent of the opposing captain, any eligible player will be allowed to take the place of any player who is unable to compete in a match due to illness, injury, accident, or any other sufficient reason. To be a candidate as a substitute player the player cannot have participated in any set in another grade on the match day and must be available to play within 30 minutes of the substitution being required.

4.12.2 Substitution of a player will not take place during a set that is incomplete. Incomplete sets that are in progress will have all remaining games forfeited by the player requiring substitution. Details of any such substitution must be noted on the scorecard. In the event of any dispute regarding the playing of a substitute, the match is to continue to be played, under protest, with the substitute participating as required.

4.12.3 If no registered player is available to complete a substitution, all remaining sets scheduled for the player requiring substitution will be forfeited.

4.13 Court Attire & Footwear

Permitted: Recognised, accepted tennis shorts, dresses, skirts, shirts, and tops.

Not Permitted: Body shorts without any covering clothing (must be worn under tennis shorts or skirts).

No prominent advertising or lettering other than the garment manufacturer. Only small company logos measuring no more than 13 sq. cm. (2 sq. in.) are acceptable.

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

Tracksuits may be worn during a match. However, players are still required to abide by the dress code as listed above.

4.14 Match Behaviour

4.14.1 No player should behave in an unacceptable manner during a match. This includes verbal abuse, audible obscenities, visible obscenities, equipment/ball abuse and venue facilities abuse. Any offender should be reported on the back of the scorecard or directly to the Competition Coordinator via the appropriate club secretary/club senior match secretary.

Non-compliance may lead to the following:

- a) A fine will be issued to the club on behalf of the offending person (see Schedule of Fines)
- b) The offending person will lose the relevant set points
- c) The player will be suspended from the relevant competition for the duration to be decided by the Match Committee.

4.14.2 No spectator known to one of the players (i.e. parent, relative, friend, coach) should behave in an unacceptable manner during a match. This includes verbal abuse, audible obscenities, visible obscenities, equipment/ball abuse and venue facilities abuse. In addition, no spectator should interfere with a match in progress. Any offender should be reported on the back of the scorecard or directly to the Competition Coordinator via the appropriate club secretary/club senior match secretary.

Non-compliance may lead to the following:

- a) A fine will be issued to the club on behalf of the offending person (see Schedule of Fines)
- b) The player (related to the offending spectator) will lose the relevant set points
- c) The player (related to the offending spectator) will be suspended from the relevant competition for the duration to be decided by the Match Committee.

4.15 Forfeits

4.15.1 It is the responsibility of the club/team captain giving a forfeit to inform the opposing club Match Secretary or appropriate team captain of the forfeit.

In addition, it is the responsibility of the club/team captain giving a forfeit that they inform the Competition Organiser of the forfeit.

4.15.2 The team forfeiting will be deemed to have lost the match with zero games won. The team receiving the forfeit will receive all possible points for the match and be deemed to have won all sets to love.

4.15.3 For Format A, the minimum size team that may compete without giving a forfeit is 5 players.

For Format B, the minimum size team that may compete without giving a forfeit is 3 players.

- 4.15.4 Where a team is unable to source a full team of players and wishes to compete as a minimum size team, the captain of the team must contact the Competition Coordinator by 8:00pm on the day prior to the scheduled match requesting permission to compete as a minimum size team.

The Competition Coordinator will review the circumstances, and where approved, will contact the captain of the opposing team to arrange the match.

- 4.15.5 A team will only be allowed to play as a minimum size team a maximum of three (3) times per season. Where a team requests to play as a minimum size team on a fourth occasion, the team will be required to forfeit the match.

- 4.15.6 Where a minimum size team match is to be played, one player from each team is not required to play and the team initiating the minimum size team match will be required to forfeit two (2) sets:

For Format A, 5 players from each team will compete - Player 3 will be removed from the format.

For Format B, 3 players from each team will compete - Player 4 will be removed from the format.

- 4.15.7 Where a minimum size team match is to be played, the match format to be followed will be:

Singles players (1-3) will be numbered: 1, 2, 4 (3 will be omitted)

Doubles player (1-2) will be numbered: 5, 6

For Format A:

1 v 1 Singles
2 v 2 Singles
~~3+6 v 3+6~~ — Doubles – forfeit
4+5 v 4+5 Doubles

~~3 v 3~~ — Singles – forfeit
4 v 4 Singles
1+2 v 1+2 Doubles
5+6 v 5+6 Doubles

~~1+3 v 1+3~~ — Doubles – replaced with 1+4 doubles below
2+5 v 2+5 Doubles
4+6 v 4+6 Doubles

1+4 v 1+4 Doubles

- 4.15.8 Format B will consist of two (2) players who will play one (1) singles set and two (2) doubles sets, and two (2) players who will play three (3) doubles sets only:

Singles players (1-2) will be numbered: 1, 2

Doubles players (1) will be numbered: 3 (4 will be omitted and player 3 will only play 2 doubles sets)

1+3 v 1+3 Doubles
~~2+4 v 2+4~~ — Doubles – forfeit

~~1+4 v 1+4~~ — Doubles – forfeit
2+3 v 2+3 Doubles

~~3+4 v 3+4~~ — Doubles – replaced with 1+2 doubles below

1 v 1 Singles
2 v 2 Singles

1+2 v 1+2 Doubles

- 4.15.9 It is the responsibility of the team captain to notify the Competition Coordinator of the team's intention to forfeit by no later than 8am on the day of the scheduled match.

4.16 Protests

- 4.16.1 All protests must be lodged by a club Secretary within seven (7) days of the alleged offence and will be dealt with by the Match Committee within seven (7) days of receipt unless such protest is deemed, by the Match Committee Chairperson, to be unnecessary, vexatious, or frivolous.

Any club directly involved with matters concerned with any protest will be advised immediately of the subject of the protest and be given the opportunity to be represented at any meeting at which the protest is discussed.

- 4.16.2 In the event of any dispute, a match may be played under protest, provided that the opposing captain is aware of the protest and the facts are clearly stated on the scorecard. A subsequent formal protest must be lodged by the club Secretary.

4.17 Withdrawal of Teams

- 4.17.1 After team entries are graded, any withdrawal of a team must be made in writing to the Match Committee. If the withdrawal is made without good reason (as determined by the Match Committee), the offending club may incur a fine to cover costs of administrative activities required of the Competitions Coordinator to regrade the competition as listed in the Schedule of Fines. No refund of team entry fees will be made in relation to withdrawn teams.

5 JUNIOR COMPETITION SPECIFIC RULES

All competition dates and rounds, including finals will be determined by the Junior Match Committee. A season's competition includes all regular season and finals rounds.

5.1 Scoring

5.1.1 Where there is a clear result:

Four (4) points will be allocated to the team winning the most games, plus one (1) point per team for each set won, plus one half a point ($\frac{1}{2}$) each for each incomplete set or sets not commenced.

5.1.2 Where there is no clear result:

Two (2) points each where a match is incomplete or abandoned without a result, plus one (1) point per team for each completed set won, plus one-half point ($\frac{1}{2}$) for each or any incomplete sets or sets not commenced.

5.1.3 Where a match is not commenced:

Four (4) points will be allocated to each team.

5.1.4 Bye:

Four (4) points will be allocated for a bye.

5.1.5 Forfeit:

A team receiving a forfeit is allocated all possible points available for the match – this includes one (1) point for each set and four (4) points for winning the match.

5.1.6 Where a match is tied on games and sets:

Two (2) points will be allocated to each team, plus one (1) point per team for each set won.

5.1.7 Where a match is tied on games, but one team wins more sets:

The team with more sets will be deemed the winner of the match and be allocated four (4) points plus one (1) point per team for each set won.

Note: A clear result is achieved if a team has an unattainable lead including games played in sets not completed.

5.2 Player Grading and Eligibility

5.2.1 No player in one grade and in the same season, after the grading period (first 3 rounds), may play in a lower grade than that in which they were originally classified without the consent of the Match Committee but may play in any higher grade or grades. If the player plays five (5) matches in any higher grade or grades, they will be automatically placed in the next highest grade that they have played. The player will not, without consent of the Match Committee, be eligible to play again in the grade in which they were originally classified for the remainder of the season.

5.2.2 A club having two or more teams in the same grade will not change a nominated player from one team to the other without the approval of the Match Committee. However, a club can use a nominated player from one team to play for another team in the same grade as an emergency player for the regular season rounds.

5.2.3 If an emergency player plays five (5) times in a team or grade, they will only be eligible to play in that team and grade or in a higher grade. Junior and Senior competitions are separate competitions.

5.2.4 A player in default of this By-Law will have deemed to forfeit all sets participated in, regardless of the result of the set actually played.

5.3 Timing of Matches and Punctuality

5.3.1 A-Grade matches – Friday afternoon

All matches are scheduled on two courts starting at 4.30pm.

B-Grade and C-Grade matches – Saturday morning

All matches scheduled for the 'early' start will be played on two or three courts starting at 8.30am and finishing at 10.30am.

All matches scheduled for the 'late' start will be played on three courts starting at 10.30am and finishing at 12.30pm.

5.3.2 All matches must commence play at the official starting time specified for the competition.

If either team is unable to start play for any of the first three sets, within 10 minutes of the starting time, that set(s) will be forfeited to love to the opposing team. Play will then proceed with the next scheduled set(s).

If either team is still incomplete within 30 minutes of the starting time, the player(s) not in attendance will forfeit all their sets to love to the opposing team. Play will then proceed with the remaining set(s).

A team that does not show up with a minimum of 2 players for a match without prior notification will be deemed to have forfeited, as per By-Law 5.16.3.

5.3.3 Any late arrivals or non-attendances must be noted on the back of the scorecard by the team claiming the forfeit or walkover.

5.3.4 Semi-final matches will start at the normal starting time for each format, or as otherwise indicated by the Competition Coordinator or Match Committee and continue until the match has reached a clear result for either side, regardless of the finishing time.

5.3.5 All Grand final matches will be scheduled by the Competition Coordinator or Match Committee, regardless of the format, and continue until the match has reached a clear result for either side, regardless of the finishing time.

5.4 Age Eligibility

5.4.1 All players must be eighteen (18) years or under or attending Year 12 or lower level schooling at the beginning of the designated season (1 October each year).

A player in default of this by-law will have deemed to forfeit all sets they participated in, regardless of the result of the set actually played.

5.5 Order of Play

5.5.1 A-Grade competitions

A-Grade Open:

Each team will consist of three (3) players. Each player will play three (3) sets – one singles set and two doubles sets (8-game sets – regular tie-break at 7-7).

A-Grade Boys & A-Grade Girls:

Each team will consist of three (3) players. Each player will play three (3) sets – one singles set and two doubles sets (6-game sets – regular tie-break at 5-5).

Format:

1 st set:	1 v 1	Singles
2 nd set:	2+3 v 2+3	Doubles
3 rd set:	2 v 2	Singles
4 th set:	1+3 v 1+3	Doubles
5 th set:	3 v 3	Singles
6 th set:	1+2 v 1+2	Doubles

5.5.2 B-Grade Boys & B-Grade Girls competitions

Each team will consist of four (4) players. Each player will play three (3) sets – one singles set and two doubles sets (6-game sets, no-advantage deuce – regular tie-break at 5-5).

Format:

1 st set:	1 v 1	Singles
2 nd set:	2 v 2	Singles
3 rd set:	3+4 v 3+4	Doubles
4 th set:	1+2 v 1+2	Doubles
5 th set:	3 v 3	Singles
6 th set:	4 v 4	Singles
7 th set:	1+3 v 1+3	Doubles
8 th set:	2+4 v 2+4	Doubles

5.5.3 C-Grade

Each team will consist of three (3) players. Each player will play three (3) sets – one singles set and two doubles sets (6-game sets, no-advantage deuce – nil tie-break (first to 6)).

Format:

1st set:	1 v 1	Singles
2nd set:	2+3 v 2+3	Doubles
3rd set:	2 v 2	Singles
4th set:	1+3 v 1+3	Doubles
5th set:	3 v 3	Singles
6th set:	1+2 v 1+2	Doubles

5.6 Substitute player during play

- 5.6.1 With the consent of the Match Committee or the Supervisor/Captain of the opposition team, any eligible player will be allowed to take the place of any player who is unable to compete in a match due to illness, injury, accident, or any other sufficient reason. To be a candidate as a substitute player, the player must be available to play within 30 minutes of the substitution being required. The match played by the substitute player will not affect their grading and eligibility status (By-Law 5.2.1).
- 5.6.2 Substitution of a player will not take place during a set that is incomplete. Incomplete sets that are in progress will have all remaining games forfeited by the player requiring substitution. Details of any such substitution must be noted on the scorecard. In the event of any dispute regarding the playing of a substitute, the match is to continue to be played, under protest, with the substitute participating as required.
- 5.6.3 If the Match Committee considers that the substitute was not bona fide, or that it resulted in an unfair advantage to the team concerned, it may disallow the substitution and/or deal with the case in any other way it deems fit.

5.7 Tie-break Singles and Doubles

5.7.1 Singles

Regular tie-break: A player who first wins 7 points will win the game and the set provided they lead by a margin of two points. If the score reaches six points all, the tie-break will be extended until this margin has been achieved. Numerical scoring will be used throughout the tie-break game.

The player whose turn it is to serve will be the server for the first point. Their opponent will be the server for the second and third points and thereafter each player will alternately serve for two consecutive points until the winner of the game and set has been decided.

From the first point, each service will be delivered alternatively from the deuce and advantage courts, beginning from the deuce court.

Players will change ends after every six points until the winner of the game and set has been decided.

5.7.2 Doubles

In doubles the procedure for singles will apply. The player whose turn it is to serve will be the server for the first point. Thereafter each player will serve in rotation for two points, in the same order as previously in that set, until the winner of the game and set has been decided.

5.8 Adverse Conditions – All matches

5.8.1 Adverse conditions and procedures are defined in the *BTA Extreme Weather Policy* document.

With respect to Extreme Heat & Thermal Comfort, it is the responsibility of the team supervisors and the Match Committee officials to monitor extreme temperatures at hourly intervals.

5.8.2 The Match Committee or Competition Organiser may declare any round of matches to be abandoned in total prior to the scheduled starting time of the matches concerned as described in the *BTA Extreme Weather Policy*.

5.8.3 Where play has been cancelled by the Match Committee or Competition Organiser, no team members are expected to attend the playing venue and no scorecards are required to be completed.

5.9 Scorecards and Tennis Balls

5.9.1 Before commencement of play, the captain of each team will ensure that the supplied balls and scorecard are collected.

5.9.2 The winning team will be responsible for the delivery of the match result to the Competition Coordinator following completion of the match. The match result must show full details of the match, including correct names of all players participating.

5.10 Finals

5.10.1 The format for the finals series will be the same as the regular season, with the exception of By-Law 5.10.10 Rotating Teams.

5.10.2 The finals series will be played by the four (4) teams scoring the most premierships points at the end of the regular season matches. If two (2) or more teams score the same number of points, then placings will be decided by the percentage of games won compared with games lost – games won divided by games lost multiplied by 100.

5.10.3 The finals system to be used will be a knock-out system.

The semi-finals will be played between the teams finishing 1st & 4th and 2nd & 3rd after the completion of the regular season matches.

The winning team of Semi-final 1 and the winning team of Semi-final 2 will play off in the Grand final.

Week 1: Semi-finals: 1st v 4th (Semi-final 1)

2nd v 3rd (Semi-final 2)

Week 2: Grand final: Winner of Semi-final 1 v Winner of Semi-final 2

5.10.4 All finals matches will be scheduled to play at venues determined by the Match Committee.

5.10.5 To be eligible to play in a finals match, a player must have participated in at least three (3) matches for the team they are representing and in the grade they are playing in. Special circumstances will be considered by the Match Committee (e.g. Covid-19).

5.10.6 Umpires for Finals

Refer to By-Laws 5.12 Supervision of Teams and Umpiring – All Matches.

5.10.7 Balls for Finals

All balls and scorecards for finals matches will be provided by the BTA.

5.10.8 Scorecards for Finals

The winning team is responsible for returning the scorecard following the match during the final series.

5.10.9 Tied Final Matches

If teams are tied on games and sets at the completion of a finals match, an additional regular 7-point tie-break doubles game is to be played between players ranked No. 1 and No. 2.

5.10.10 Rotating Teams

If a team has been registered with more players than is required to play each week, that team may play additional players in any finals match, based on the prescribed format provided by the Match Committee. In an attempt to reward players for their participation during the season, clubs are encouraged to play with additional players where possible.

5.10.11 If a finals match is abandoned due to adverse conditions, the team that finished higher on the ladder at the end of the regular season will be deemed the winner of the match.

5.10.12 The Match Committee may appoint referees who will have the power to decide on all matters pertaining to the conduct of all finals matches.

5.10.13 Scoring for finals matches will be as for regular season matches, except in the result of a tied match, By-Law 5.10.9 Tied Finals Matches will apply.

5.11 Supervision of Teams and Umpiring – All matches

5.11.1 A-Grade and B-Grade matches

All players are required to umpire their own matches wherever possible.

If it is decided that an umpire is required, a BTA Supervisor will umpire the match. No Supervisor is allowed to umpire a match where a relative is playing. Another Supervisor or appropriate adult should be chosen to umpire the given match. If all attending adults are related to the playing member, the Supervisor can umpire.

5.11.2 The supervisors will act as referees if required to adjudicate on matters of conflict. The Supervisor is required to:

- Determine if the players, the supervisor, or a nominated competent person who understands the rules, will be umpiring before sets commence.
- Remain courtside for the duration of the match. This does not mean they need to be inside the court area.
- Check all details required are entered on the scorecard.
- Ensure that only players, supervisors, or umpires be inside the court area during play.
- Control the behaviour of all players during play (which includes verbal and physical abuse). The behaviour of team supporters (i.e. parents, relatives, and friends) should also be controlled (this includes any interference of match progress). Any offenders should be reported on the back of the scorecard or directly to the Competition Coordinator via the appropriate club secretary/club junior match secretary. Any report may be investigated further by the Match Committee.

5.11.3 C-Grade matches

Both participating teams are required to provide a team Supervisor for each match.

The Supervisor should be a competent person who understands the rules of tennis and is responsible for ensuring an umpire is present on court for each set. The team Supervisors must ensure that all the details on the scorecard are completed and correct. Match Committee officials will also be available to assist where required.

The supervisors will act as referees if required to adjudicate on matters of conflict. The Supervisor is required to:

- Determine if the players, the supervisor, or a nominated competent person who understands the rules, will be umpiring before sets commence.
- Remain courtside for the duration of the match. This does not mean they need to be inside the court area.
- Check all details required are entered on the scorecard.
- Ensure that only players, supervisors, or umpires be inside the court area during play.
- Control the behaviour of all players during play (which includes verbal and physical abuse). The behaviour of team supporters (i.e. parents, relatives, and friends) should also be controlled (this includes any interference of match progress). Any offenders should be reported on the back of the scorecard or directly to the Administrator via the appropriate club secretary/club junior match secretary. Any report may be investigated further by the Match Committee.

5.12 Court Attire & Footwear

Permitted: Recognised, accepted tennis shorts, dresses, skirts, shirts, and tops.

Not Permitted: Body shorts without any covering clothing (must be worn under tennis shorts or skirts).

No prominent advertising or lettering other than the manufacturer. Only small company logos measuring no more than 13 sq. cm. (2 sq. in.) are acceptable.

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

Tracksuits may be worn during a match. However, players are still required to abide by the dress code as listed above.

It is recommended that hats and sunscreen be worn during Summer Competition.

Any non-conformance of the dress code should be reported on the back of the scorecard for investigation by the Match Committee.

5.13 Match Behaviour

5.13.1 All grades:

- No player should behave in an unacceptable manner during a match. This includes verbal abuse, audible obscenities, visible obscenities, equipment/ball abuse and venue facilities abuse. Any offender should be reported on the back of the scorecard or directly to the Competition Coordinator or BTA Supervisor via the appropriate club secretary/club junior match secretary. Any report may be investigated further by the Match Committee.
- No spectator known to one of the players (i.e. parent, relative, friend, coach) should interfere with a set in progress from outside the court area or behave in an unacceptable manner during a match. This includes verbal abuse, audible obscenities, visible obscenities, equipment/ball abuse and venue facilities abuse. Any offender should be reported on the back of the scorecard or directly to the Competition Coordinator via the appropriate club secretary/club junior match secretary. Any report may be investigated further by the Match Committee.
- Non-compliance may lead to the following:
 - a) A warning will be issued to the club on behalf of the offending person.
 - b) The team related to the offending person will be suspended from the relevant competition for the duration to be decided by the Match Committee.
 - c) The player will be suspended from the relevant competition for the duration to be decided by the Match Committee.
 - d) A fine will be issued to the club on behalf of the offending person (see Schedule of Fines).

5.14 Player Registrations

Player Registrations are as per Rule 3.3.

A player in default of this By-Law will have deemed to forfeit all sets they participated in, regardless of the result of the set actually played.

5.15 Players Transfers

Transfers of players as per Rule 3.4.1.

5.16 Forfeits

- 5.16.1 It is the responsibility of the club giving a forfeit to inform the Competition Coordinator of the forfeit.
- 5.16.2 The team forfeiting will be deemed to have lost the match with zero games won. The team receiving the forfeit will receive all possible points.
- 5.16.3 A team that does not show up for a match without prior notification will be deemed to have forfeited and a penalty will be determined by the Match Committee.
- 5.16.4 A team that does not show up with a minimum of 2 players for a match within 30 minutes of starting time, as per 5.3.2, will be deemed to have forfeited.

5.17 Protests

- 5.17.1 All protests must be lodged by a club Secretary within seven (7) days of the alleged offence and will be dealt with by the Match Committee within seven (7) days of receipt unless such protest is deemed, by the Match Committee Chairperson, to be unnecessary, vexatious, or frivolous.

Any club directly involved with matters concerned with any protest will be advised immediately of the subject of the protest and be given the opportunity to be represented at any meeting at which the protest is discussed.
- 5.17.2 In the event of any dispute that cannot be resolved, a match must be played under protest, provided that the opposing captain is aware of the protest and the facts are clearly stated on the scorecard. A subsequent formal protest must be lodged by the club Secretary.

5.18 Withdrawal of Teams

- 5.18.1 After team entries are graded, any withdrawal of a team must be made in writing to the Match Committee. If the withdrawal is made without good reason (as determined by the Match Committee), the offending club may incur a fine to cover costs of administrative activities required of the Competitions Coordinator to regrade the competition as listed in the Schedule of Fines. No refund of team entry fees will be made in relation to withdrawn teams.