

Kiama & Shellharbour District Tennis Association Incorporated

General Rules - May 2014

Competitions conducted by this Association shall be governed by the **Rules of Play** recognised by **Tennis New South Wales** and any such Rules shall be strictly enforced during competitions.

The Management Committee shall recommend to the General Meeting to deal with and decide upon any matter, or dispute, not covered by these rules, and the decision of the General Meeting shall be final in all cases:

1. Association general meetings

- (a) General meetings shall be held three (3) monthly, as per the constitution.
- (b) Any affiliated clubs not having a representative at association general or special meetings will be recorded in the minutes each month.
- (c) Association courts: All affiliate overspill teams at the time the draw is compiled have the option to play at the Association Courts. No fee will be charged.
- (d) All Independent Teams playing from the Association Courts pay a fee per competition, as endorsed by the Association, at the Annual General Meeting.

However;

- (e) Any team or club using the clubhouse and facilities, are responsible for leaving it clean; failure to do so will result in a fine to the team concerned.
- (f) The Association Clubhouse at McDonald Park Tennis Centre is a smoke free zone.

2. Affiliations

- (a) The closing date for affiliations, for the purpose of competitions, shall be determined by the Management Committee.
- (b) Affiliations will be accepted from incorporated clubs only.
- (c) Affiliated courts: The Association shall have the right to use any affiliated club's courts for semi-finals, finals and grand finals of any competition, and for any other events controlled by the Association.

- (d) The Association's General Rules/Rules of Play, (by-laws) are to be prominently displayed in the clubhouse of all participating clubs.

3. Correspondence

- (a) Team nominations with fees, ie team fee and player fee and Tennis NSW. Registration fee is to be submitted to the relevant competition secretary.
- (b) All other correspondence is to be sent to the Association Secretary.
- (c) Disputes or protests: In the event of any dispute or protest, any Association member must lodge written details with the Association Secretary within 7 (seven) days of said dispute, and such details shall be placed before the Management Committee for recommendation to the General Meeting. A fee of \$5.00 shall accompany such protest.
- (d) Any club, team or player in default to the Association, in either current or former seasons, shall be given at least seven days' notice in writing before being reported to the Management Committee. The team or player proved to be in default shall be disqualified from taking part in activities of the Association until the amount of default, and all expenses incurred, thereby shall be paid. No player in default, as stated above, shall be given a clearance from this Association, until player obligations have been fully met.

4. Qualifications

- (a) A player registered at the commencement of the competition and, who subsequently leaves the district shall, provided he or she has played four) matches, and has not been otherwise disqualified, be deemed eligible for the remainder of the competition.
- (b) After a two year absence from the KSDTA Inc competition, no clearance is required.
- (c) Where a player has been nominated in a grade or division in a competition, the said player is ineligible to play in a lower grade or division. A player cannot play in more than one team in the same division of the competition (except being lowest division in the Competition).

Once a Player has played four matches in a grade or division, the said player becomes ineligible to play in a lower grade or division. No player from a higher division may play in a lower division without first obtaining permission from the relevant competition Secretary.

Special permission will only be given if the team requesting permission is the lowest team of their club, or if all the other teams from their club playing in lower divisions are playing on the same day or night.

- (d) A player can play as a borrowed player three times in any one competition. Following these three occasions, the player is only eligible for their nominated team. Should a player exceed three matches as a borrowed player, he or she will be deemed ineligible to play in their nominated team.
- (e) Clubs may borrow a player or players from the same or a lower division in an emergency and the rule on qualification of the number of matches played is adhered to (refer to Rule 4(c)).
- (f) All details of the borrowed player to be recorded on the result sheet.
- (g) Players cannot play with more than one club in the same competition, except as defined in clause 4(d).
- (h) A player cannot play in two associations at the same time (same competition, same day, eg Saturday Afternoon Mixed Competition).
- (i) Any player wishing to obtain a clearance from this Association, or any other association must apply in writing. Such application to be submitted to the Management Committee for consideration.
- (j) Registered members of this association seeking permission to play competitions of another association, in lieu of our own competitions must apply in writing to the club with whom they are registered, the said club must then forward a recommendation to the Management Committee, who will then either grant or refuse permission.
- (k) A team who plays an ineligible player will be penalised to the extent that all match points will be awarded to the opposing team.
- (l) If a team loses a player for any reason, a replacement player can be late nominated for that team, provided the player is of the same grading or lower, than the member being replaced.
- (m) Any player or team, not previously graded in Division 1, whether filling in or otherwise, will adopt a provisional grading set by the Management Committee and reassessment will be done after three matches are played.
- (n) Once teams are graded into divisions, players who have a handicap of 12 or more in Division 1 will only be permitted to late nominate in Division 1. This rule will apply to all competitions.
- (o) A player having played for a club in any competition within the past two years, shall not play for a club without a clearance being obtained from his or her late club and forwarded with an application form to the relevant competition secretary. Failure to obtain a transfer shall classify that player as an ineligible player. Except as defined in clause 4(d).

- (p) Junior Competition players must be under 18 years of age as at 1st January to be eligible to play Junior Competition in that current year.
- (q) The Association must be advised of pool players by their relevant club. T Pool Players may play in the division they would have been graded in by the Competition Secretary or in a higher division. Pool players may take no part in semi-finals, finals or grand finals unless late nominated by the said team. Refer Qualifications Rule4 © and 4(d).

5. Entry of teams

- (a) The number of players per team for each competition shall be determined by the Management Committee.
- (b) Clubs may enter as many teams as they desire in any one competition, providing they can make available for play at least one court for every two teams entered. The competition committee shall have the right to place a team, player or players in any grade or division other than that to which entry is sought. such action shall be immediately notified to the club secretary, or player concerned. Any player or club dissatisfied with the committee's decision, may request reconsideration thereof, such request must be made in writing within 48 hours of receipt of notification. The Management Committee shall have the right to refuse the entry of any team or nomination of any player.
- (c) All clubs, where practical, are requested to select teams, using their highest graded players, so as to enter for consideration, at least one team capable of playing Division 1 competitions, to provide a more competitive competition.
- (d) All clubs are requested to assist in grading of teams for subsequent competitions, by selecting teams, so the members present remain unchanged where possible.
- (e) Elevation and relegation to be done with regard to the results of the previous Competition, (Rule 5(d), regarding team members being unchanged. Automatic delegation to the Team gaining first place in the previous competition, and automatic relegation for the team finishing last in the previous Competition, whenever numbers allow.

6. Fees

- (a) All team fees must be paid prior to commencement of competitions. Player registration fees to be in the hands of the relevant competition secretary before play is permitted, with the exception of late nominated players. Nominations after the competition commences must be on the prescribed form, endorsed by the Club Executive and received by the Competition Secretary within four postal delivery days of play. Late registration fee must be paid within one week of play.

- (b) A registration fee is to be charged to all players when playing in KSDTA Inc Competitions unless currently registered with Tennis New South Wales through another association.
- (c) A team fee shall be paid by all teams entering a competition.
- (d) Independent teams will be accepted into the Competitions. Nomination details and all fees must be submitted to the Relevant Competition Secretary prior to grading of teams for the upcoming Competition.

7. Starting times

- (a) In the event of the Association fixing a time and date for any competition or tournament match, players must be in attendance as advised or forfeit the match. This rule stands in all cases unless permission to the contrary has been granted by the relevant competition secretary.
- (b) A forfeit of one set may be claimed if a team does not have two players to commence at starting time. However, if play is possible in the first set then it shall be played. The match shall be forfeited if the complete team is not in attendance at the completion of the first set, or within 30 minutes of the stipulated time if play has been impossible.
- (c) Where a club fails to field a complete team, ie, stipulated number of players for that competition, the said club must forfeit the match.

8. Rules of play

- (a) Balls: The Home team shall supply two new balls, and both teams are to share the cost of these balls. Only balls approved by KSDTA Inc are to be used for competition and championships matches.

9. Put-on

- (a) Unless otherwise specified in competition matches, the home captain shall have first "put-on" (Rule 11(b) for Mixed Comp).
- (b) Ladies' Midweek Competition to be played in order as indicated on the Midweek Score Sheet. Any team playing out of sequence will lose their points for those sets.

10. Umpires

- (a) In all competition matches where umpires are necessary, the umpiring duties shall be arranged by the captain of the respective teams (Rule 25 (o, p, q, r) regarding duties for semi-finals, finals, etc).

- (b) Ball boy and girl duties: Where ballpersons are used in any junior competition, order of duties to be arranged by the captain of the respective teams, where necessary.

11. Order of play

- (a) In the Ladies' Mid-week Competition, the order of play shall be arranged by the captain of the respective teams and each pair shall be in attendance to play in their respective order or forfeit the set. Play shall be continuous and there shall be a maximum of three minutes between sets.
- (b) In any mixed competition, composition of teams shall be two ladies and two men per team. The match will consist of eight sets; two ladies' doubles, two men's doubles and four mixed sets, with each mixed pair meeting, (ie each pair must not play the same pair twice in mixed doubles). There is no set order of play, however the Home Captain has "put-on" in the 1st, 3rd, 5th and 7th sets. The Visiting Captain shall have "put-on" in the 2nd, 4th, 6th and 8th sets.
- (c) In ladies' and men's competitions where there are three players per team, the order of play is as per the draw. Each captain to list the players in order of grading or handicap, prior to commencement of the match.
- (d) In competitions where singles are played, each captain shall list the players in order of grading or handicap, and arrange the sets as per the draw.
- (e) In junior competitions the order of play is as per the draw, and the players shall be listed in order by the respective Captain prior to commencement of play.
- (f) In all competitions play shall be continuous, with a maximum of three minutes between sets.

12. The toss

The captains shall toss for choice of service or end. In all matches the choice shall alternate throughout.

13. Sets

All competition matches are to be short sets including semi-finals, finals and grand finals.

14. Changing ends

In all competitive play, players must change ends on every odd game.

15. Courts

In all competitions, matches are to be played on one court only.

16. Result sheets

- (a) Results of competition matches are to be recorded on the official KSDTA Inc result sheets (score sheets). Failure to do so will result in a loss of points for that match.
- (b) Result sheets must be in the hands of the respective competition secretary within four postal delivery days after day or night of play. It is the duty of the winning team to ensure the result is forwarded to the relevant competition secretary. In the event of a draw, the home team is responsible for the score sheet. The team concerned will forfeit all applicable points, if the results are not received in the specified time.
- (c) The team incorrectly entering their individual handicaps on the result sheet and affecting the result of a match will lose the match, and the team who had lost or drawn the match on account of this incorrect handicap shall be declared the winner in all competition matches of the rounds, semi-finals, finals and grand finals (this rule applies to Division 1 only).
- (d) Result sheets must be filled in neatly and correctly with full first names and surnames recorded on the result sheet. Failure to do so will result in loss of points to that team concerned.
- (e) All winning Captains of the last round matches must notify the result of the match to the relevant Secretary before 5.00pm on the day following play. Failure to do so will result in a fine to the team concerned (this rule also applies to semi-finals, finals and grand finals).

17. Points

The match will be decided on points. Points will be awarded as follows:

- Three points for match won on games
- One point for each set won
- No points for a bye

Teams receiving a forfeit will receive the maximum points.

In the event of games being equal, points will be allocated as follows: One and a half points to each team and one point for each set won.

18. Reversing the draw

Two teams may mutually agree to reverse the order of the official draw, as affecting the place of play.

19. Graded players

- (a) Players graded 'A' to play in Division 1 and 'A' grade only.
- (b) A player returning after an absence may request a new grading from the Management Committee.
- (c) All players in Division 1 will be handicapped. The minimum handicap of any player in Division 1 is as set by the Management Committee.

20. Injured player

- (a) If a player is unable to complete a match or set due to injury or illness, an eligible substitute is permitted, as long as play is continuous, however, the set which was in progress shall be forfeited by the injured or ill player. Once a player has been substituted, they may not take any further part in the match (refer to Rule 4 Qualifications, for interpretation of eligible substitute player.)
- (b) In all cases of substitution, as in 20(a), the highest handicap of the players involved, must be used for the calculation of the score (this applies to Division 1 only).

21. Misconduct

- (a) Any player guilty of misconduct during the progress of a match, shall be liable to be disqualified, suspended or other such penalty as the General Meeting shall deem fit. Before any action by the Association is taken, such player shall be given seven days' notice of the inquiry into the allegations against him or her.
- (b) Where the Association writes a letter to a person regarding behaviour, a copy of this letter will also be sent to that person's club.

22. Contact with competition secretaries

No telephone calls are to be made to the Competition Secretary after 9.00pm.

23. Tennis attire

- (a) Neat, correct tennis attire shall be worn by senior and junior players whilst competing in any fixture set down by the Association (ie, competition matches, championships and tournaments etc.)

- (b) After one warning, any team having a player not conforming with the dress code for any subsequent match will lose their points for that match.
- (c) Specifically tennis attire, not sporting wear from another code. Articles such as sweat shirts, tee shirts, bermuda shorts, jogging shorts, board shorts and shirts, walk shorts, football shirts, shorts or socks, bicycle pants, shall not be worn during a match, or clothing bearing lettering, writing or other illustration obviously designed as advertisements. However, piping, small manufacturer's motifs and monograms also club logos are permissible.
- (d) Male Players: Sleeved shirts with a collar, shorts or trousers to match.
- (e) Female Players: Skirts, divided or otherwise, shorts or frocks are permissible.
- (f) Colour: Any colour is permissible for basic clothing designed, described and designated specifically as tennis attire
- (g) Footwear: Designed for tennis.
- (h) Coordinated track-suits may be worn at any time.

24. Wet matches and stress of weather

- (a) If in the opinion of the home captain, play will not be possible due to rain or wind at the time set down, he or she must notify the captain of the visiting team one hour before the time for commencement, and the match will be declared a draw. If rain falls within one hour of the starting time and the visiting captain has not been notified, the home captain must be in attendance at the court at the stipulated starting time, to receive and confer with the visiting captain.
- (b) In the event of play being stopped by stress of weather, the remainder of the match is to be declared a draw. If one team holds a winning margin when play is abandoned, that team is declared the winner. If the match is declared a draw the result sheet must be signed by both captains, and forwarded by the home captain to the relevant competition secretary with four postal delivery days after the date of the match. No points will be awarded to the team responsible for a late sheet.
- (c) In the case of wet or windy matches being called off before attending courts, a result sheet must be signed by the home captain, and forwarded to the relevant competition secretary within four postal delivery days after the date of the match. The result sheet must record both team names and the person contacted from the opposing team. No points will be awarded to the team responsible for a late sheet.
- (d) In Competitions with a stipulated finishing time, matches will NOT commence or continue if delayed more than one hour in total by wind, rain or wet courts.

- (e) Rain: No player is compelled to play on a water-affected court, or whilst rain or drizzle is falling. Any recommencement of play must comply with clause (d) of this rule.
- (f) Where there is any dispute due to stress of weather other than rain the decision will be made in the following manner: By majority vote of players from both teams, if the vote is deadlocked play is to continue, however, any player unwilling to continue shall forfeit all remaining sets in which they would have played.

Saturday afternoon mixed competition

- (g) Light in non-daylight saving time: The game in progress, 15 minutes after official sunset time is to be completed, and the remaining portion of the match is declared a draw.
- (h) Light in daylight saving time: No set shall commence after 5.30 p.m.
- (i) Lights are not to be used during the Saturday Mixed Competition to assist in completing a match.
- (j) For all competitions, players must wait at the courts for 30 minutes before the match is abandoned due to stress of weather.
- (k) Ladies' mid-week: No set shall commence after 3.00pm.

25. Semi-finals, finals and grand finals

- (a) No player shall compete in the semi-finals, finals or grand finals, unless having qualified by playing in at least three competition matches or part thereof. In the event of any team being unable to field the required number of qualified players for semi-finals, finals or grand finals, that team, without obtaining permission from the association, may play a player, or players, from the same or a lower division of a team not participating in semi-finals, finals or grand finals, providing such player is qualified in his/her/their division. But only one substitute player can come from the same division. In Division 1 the borrowed player must have the same or lower handicap to the player being replaced.
- (b) If a player is unable to complete a match or set due to injury or illness, an eligible substitute is permitted; in which case the full name of the substitute player must be recorded on the result sheet prior to commencement of the match.
- (c) In all interrupted semi-finals, finals and grand finals, a team may substitute a player, when an original player is not available.
- (d) In all cases of substitution, as in 25(b) and 25(c), the highest handicap of the players involved must be used for calculation of the score (this applies to Division 1 only).

- (e) Play resumes at the point where play stopped when replacement player is necessary.
- (f) When the number of teams in a competition is four or less, a final only is to be played between the two leading teams. When the number of teams in a competition is five or more, the semi-finals are to be played in the following order:

1v2 and 3v4 with the winner of 1v2 going directly to the grand final, and the loser of 1v2 playing the winner of 3v4 in the final.
- (g) In all semi-finals, finals and grand finals, the captains shall toss for the choice of home and away team, and also toss for choice of service or ends.
- (h) In all semi-finals, finals and grand finals, the allocation of courts, shall be left to the discretion of the relevant competition secretary.
- (i) Count backs: If a team loses match points through failure to submit a result sheet, in accordance with the rules, the offending team shall be awarded no games for the relevant match if a count back is necessary.
- (j) If two or more teams tie for first, second, third and fourth position, there shall be a count back.
- (k) Semi-finals, finals and grand finals of all competitions must be played until a result is obtained, and therefore, by mutual agreement, may be commenced earlier in order to complete the match in one day.
- (l) Lights may be used in Saturday afternoon mixed competitions, for semi-finals, finals and grand finals until a result is achieved.
- (m) No time limit is set on semi-finals, finals and grand finals with matches being played until there is a result. The final series must be completed within four weeks. After the second week of inclement weather the lowest team on the points ladder will drop out of the finals series. This format will continue with any additional inclement weather.
- (n) If the match is a draw after all the sets are played, then the match will be decided by a tiebreaker. Both teams are to select a pair to play in the tiebreak, with play being continuous.
- (o) Point scoring system is to remain the same as competition matches.
- (p) Respective competition secretaries have the power to call off semi-finals, finals and grand final matches, due to inclement weather.

- (q) It is the responsibility of the teams playing to collect and return the keys for the allocated court. Both teams are responsible for the cleaning of the clubhouse. Failure to do so will result in a fine as set down by the Association.
- (r) In competitions where umpires have been allocated, the number of umpires for semi-finals, finals and grand finals shall be the number that constitutes a team for that competition. Players not fulfilling their umpiring obligation shall be fined as determined by the Association.
- (s) If both participating teams agree to play semi-finals, finals or grand finals without umpires, each team must contact the relevant competition secretary at least four days prior to the match.
- (t) In competitions where umpires have not been allocated, any team may request umpires, by notifying the relevant competition secretary at least four days prior to the match.
- (u) The junior competition umpire and ballperson's duties will be allocated by the junior development officer.

26. Acceptance of rules and compliance

Payment of the prescribed fee set by the Association shall be deemed to be acceptance of these rules, by any team or player. Failure to abide by these or any other association rules will result in loss of points or other penalty as defined by the Association, to the team or player concerned.

27. Rules of conduct for the KSDTA Inc Annual Championships

- (a) All financial members of constituent clubs affiliated with the KSDTA Inc, are eligible to compete in these championships, on payment of the prescribed entry fee, provided they have not competed in another association's championships.
- (b) Each player's name, grade and phone contact number must be submitted on the entry form, including the entry fee as prescribed. No entries will be accepted after the closing date and time. Individual entries will be accepted and a partner will be found if possible.
- (c) Limit of six events per person. Matches must be played on the day and time, as drawn. No postponements for illness or unscheduled work. Weekend overtime will not be taken into consideration. Shift workers carry a limit of four events and a list of shifts is to be enclosed with the entry form.
- (d) Entry fee will be determined by the Association prior to calling for nominations.

- (e) Acceptance of entries are subject to the discretion of the Championship Committee, including juniors wishing to enter the senior championships.
- (f) The dates for closing of entries and commencement of the championships will be determined by the Championship Committee.
- (g) To assist in the smooth efficient running of the championships, all courts of the affiliated clubs of the KSDTA Inc may be used, including semi-finals and finals. Allocation of these courts will be at the discretion of the Championship Committee.
- (h) All entrants must be available for appointment as a court official, by the Championship Committee, to control matches on the nominated courts. Principal duties are:
- Control of the tie-breaker rule 9 (Rules to be available at each court)
 - Control of tennis balls. New balls will be used for all finals
 - Notification to the Championship Secretary, of the match results after each day's matches between 6.00pm to 7.00pm
 - Control of court allocations, in special circumstances
 - Arbitration of disputes
 - Arrange umpires if required
- (i) Players must umpire if required, when authorised by a committee member or court official who has been appointed to control matches at the venue set down for that day's matches.
- (j) All matches are to be the best of three tie-breaker sets. The tie-breaker 12 point system shall be played. However, games or sets to be played by juniors competing in junior championships will be determined by the Junior Championship Committee.
- (k) Wherever possible players will play at least one event in their grade before being eligible to play in an event of a higher grade.
- (l) Age qualifications for veteran events - ladies and gentlemen - 40 years and over.
- (m) All entries and fees are to be submitted to the Championship Secretary prior to the closing date. The events to be contested for Senior or Junior Championships will be determined by the Championship Committee. Married couples and veterans events will be graded by the Championship Committee.
- (n) All inquiries are to be made to the championship secretary.
- (o) No telephone calls are to be made to the championship secretary after 9.00pm.
- (p) Please note that the following general rules of the K&SDTA Inc will be strictly adhered to:

Rule 23 - tennis attire and Rule 26 - acceptance of rules and compliance

- (q) All clubs are required to supply to the championship secretary an updated list of gradings for current and new players at least 21 days prior to the closing date for entries in the championships.

Kiama and Shellharbour District Tennis Association Incorporated

Index to Rules

1.	Association general meetings:.....	1
2.	Affiliations.....	1
3.	Correspondence	2
4.	Qualifications.....	2
5.	Entry of teams.....	4
6.	Fees.....	4
7.	Starting times.....	5
8.	Rules of play	5
9.	Put-on	5
10.	Umpires:	5
11.	Order of play	6
12.	The toss.....	6
13.	Sets	6
14.	Changing ends.....	6
15.	Courts	7
16.	Result sheets	7
17.	Points	7
18.	Reversing the draw	8
19.	Graded players	8
20.	Injured player	8
21.	Misconduct.....	8
22.	Contact with competition secretaries	8
23.	Tennis attire	8
24.	Wet matches and stress of weather	9
25.	Semi-finals, finals and grand finals	10
26.	Acceptance of rules and compliance	12
27.	Rules of conduct for the KSDTA Inc Annual Championships.....	12