

Kiama & Shellharbour District Tennis Association Incorporated

General Rules - May 2019

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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 in the same competition. A player cannot be nominated in more than one team in any division of the competition.
- (d) 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.
- (e) 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.
- (f) 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 an ineligible player for that match but can remain in their nominated team.
- (g) 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)).
- (h) All details of the borrowed player to be recorded on the result sheet.
- (i) Players cannot play with more than one club in the same competition, except as defined in clause 4(d).

- (j) A player cannot play in two associations at the same time (same competition, same day, eg the Saturday Afternoon Mixed Competition).
- (k) 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.
- (l) 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.
- (m) A team who plays an ineligible player will be penalised to the extent that all sets in which the ineligible player played will be awarded to the opposing team.
- (n) 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.
- (o) 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.
- (p) 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.
- (q) 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).
- (r) 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.
- (s) The Association must be advised of pool players by their relevant club. The 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 Rule 4(c) and 4(d).

5. Entry of teams

- (a) The number of players per team for each competition and the competition format 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, with such request being 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 practicable, 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. Elevation to the team gaining first place in the previous competition, and relegation for the team finishing last in the previous Competition, whenever numbers allow.
- (f) Once a team has forfeited a match three times they may be withdrawn from the competition and points for all teams in that division will be adjusted accordingly.

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 and endorsed by the Club Executive and also received by the Competition Secretary within three days of play. Any 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 as determined at the Annual General Meeting of the Association.

- (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 a stipulated number of players for that competition, the said club must forfeit the match.

8. Rules of play

- (a) 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 championship matches.

9. Put-on/Completion of the Score Sheet

- (a) Unless otherwise specified in competition matches, the home captain shall have first "put-on" (Rule 11(b) for Mixed Comp).

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) All competitions are to be played in the order as indicated on the scoresheet.
- (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 first, third, fifth and seventh sets. The visiting captain shall have "put-on" in the second, fourth, sixth and eighth sets.
- (c) 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 scoresheet.
- (d) In all competitions play should be continuous, with quick changeovers between sets. In the event of extreme heat, duty of care should be taken.

12. The toss

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

13. Sets

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

14. Changing ends

- (a) In all competitive play, players must change ends on every odd game.

15. Courts

- (a) In all competitions, matches may be played on two courts if available.

16. Result sheets

- (a) Results of competition matches are to be recorded on the official KSDTA Inc result sheets (scoresheets). 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 three 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 may 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

- (a) The match will be decided on points. Points will be awarded as follows unless otherwise determined by the relevant competition secretary:
 - Three points for match won on games
 - One point for each set won
 - No points for a bye
- (b) Teams receiving a forfeit will receive the maximum points.
- (c) 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

- (a) Two teams may mutually agree to reverse the venue/court allocation of the official draw.

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

- (a) No telephone calls are to be made to the Competition Secretary after 9.00pm.

23. Tennis attire

- (a) Neat 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) All players shall wear footwear appropriate for tennis.

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, and neither team holds a winning margin then all unfinished sets points are to be divided and the match points are to be divided evenly. Should one team hold a winning margin, all unfinished set points are divided and the match points are allocated to the winning team. 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 within three 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 three 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 by more than one hour in total by wind, rain or wet courts.
- (e) 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 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.
- (g) For all competitions, players must wait at the courts for 30 minutes before the match is abandoned due to stress of weather.
- (h) Ladies' mid-week: No set shall commence after 3.00pm.
- (i) Ladies' night competition: No set shall commence after 10.30pm.

Saturday afternoon mixed competition

- (j) 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.
- (k) Light in daylight saving time: No set shall commence after 5.30pm.
- (l) Lights are not to be used during the Saturday mixed competition to assist in completing a match.

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) In the case of a four (4) team competition, the team finishing in first position on points will go straight to the grand final and play the winner of the final between teams who finished in second and third positions. 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 (where applicable at the discretion of the Competition Secretary).

- (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, all matches are to be played at the association courts at McDonald Park where possible.
- (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 three weeks. After a 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 12 point 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) The junior competition umpire and ballperson duties will be allocated by the junior development officer.

26. Acceptance of rules and compliance

- (a) 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 telephone 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 and 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 for all players is 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.