

**EASTERN DISTRICTS TENNIS ASSOCIATION INCORPORATED**

**MATCH BY-LAWS**

1. (a) All matches shall be played in accordance with the Rules of Tennis as adopted by Tennis SA Incorporated, and according to current TENNIS AUSTRALIA instructions on Etiquette and Code of Conduct.
- (b) (i) Any Club that is admitted to the Association as per Section 11 of the Constitution is liable to pay an affiliation fee, which is set annually by the Management Committee.
- (ii) Any Club which is affiliated with the Association:-
  - Should ensure that their objects are not inconsistent with or prejudicial to the objects of the Association
  - Is not allowed to participate in any other Association competitions in direct competition with our events unless prior approval has been provided by the Management Committee.

**2. DUTIES OF OFFICE BEARERS**

The President and Vice President as per the Constitution 6 (3) (b).

The Vice President will be required to assist other Office Bearers at the direction of the President and Management Committee.

**The Secretary shall be responsible for:**

- (i) Administering the affairs of the Association in accordance with the directions of the Management Committee
- (ii) Preparing an agenda for all Management Committee meetings, Special General Meetings and Annual General Meetings and circulate minutes of such meetings to member clubs within 7 days of the meeting.
- (iii) Distributing any other relevant information to member clubs in order to ensure effective communication between the Management Committee and member clubs.
- (iv) Preparing the program for the Saturday afternoon Senior Competition tennis.

**The Treasurer shall be responsible for:**

- (i) Preparing and administering a budget for the Association.
- (ii) Being accountable for the financial books and records of the Association.
- (iii) Managing the finances of the Association including:
  - (a) the accounting of subscription and registration fees and other charges, and the receipt of all other monies owed to the Association; and
  - (b) the discharging of debts of the Association.
- (iv) Preparing and presenting financial reports and relevant financial statements to Management Committee meetings, Annual General Meetings and Special General Meetings (if applicable).

**The Senior Competition Officer shall be responsible for:**

- (i) Managing senior competition tennis and other such competition tennis as the Management Committee determines.
- (ii) Managing any Senior Inter Association matches.
- (iii) Being Chairperson of the Senior Grading Committee and the Senior Permit Committee.
- (iv) Ensuring match results are recorded and collated in an appropriate manner and premiership tables and other agreed match and player information is disseminated to clubs in a timely fashion.
- (v) Advising on any relevant financial matter.

**The Junior Coordinator shall be responsible for:**

- (i) Managing junior competition tennis and other such competition tennis as the Management Committee determines.
- (ii) Managing any Junior Inter Association matches.
- (iii) Being Chairperson of the Junior Grading Committee and the Junior Permit Committee.
- (iv) Preparing the program for the Junior Competition tennis.
- (v) Ensuring match results are recorded and collated in an appropriate manner and premiership tables and other agreed match and player information is disseminated to clubs in a timely fashion.
- (vi) Advising on any relevant financial matter.

**The Facilities Officer shall be responsible for:**

- (i) Managing all facilities controlled by the Association. Arrange hire of the courts at Samuel Street, Tranmere in accordance with the terms of the Lease Agreement with the City of Campbelltown.
- (ii) Organising Night Tennis teams at Samuel Street, Tranmere.
- (iii) Being responsible to the Management Committee for inspecting member club courts and advising on any defects. The Management Committee, in writing, may order any member club to remedy any defects or make such repairs, alterations or additions deemed reasonably necessary.
- (iv) Advising on any relevant financial matter.

**The Public Relations Officer shall be responsible for:**

- (i) Assisting the President with negotiating any sponsorship for the Association including advertising in the Senior Program.
- (ii) Maintaining and updating the Association website.
- (iii) All activities regarding promotion of the Association.
- (iv) Assisting Clubs with the promotion of tennis.
- (v) Advising on any financial matter.

### 3. GRADING OF TEAMS

The EDTA endorses the concept of promotion - demotion in the grading of teams. Any appeals regarding grading must be submitted to the Secretary in writing.

#### Promotion

1. (a) A team from a club must finish in the top four positions in the preceding season to be eligible for promotion to the next higher grade. Preference will be based on position in the premiership table after the major round.  
(b) Clubs requiring teams in Division One need to submit names, and the strength of players will be considered in addition to where the team finished in the previous year".
2. A club with a team in the next higher grade will be ineligible for promotion unless satisfying 3.8(c).
3. Promotion will be facilitated by:
  - (a) nomination by the club
  - (b) recommendation by the Grading Committee
4. No more than two teams will be promoted into a grade in the one season.

#### Demotion

5. With the exception of Division One no more than two teams will be demoted from the one grade in the one season. Demotion to the next lower grade will be considered based on performance.
6. When a team is demoted and a team from that club already exists in that grade, that existing team may be relegated to the next lower grade unless complying with 3.8(c).

#### New clubs and new teams

7. New Clubs or existing Clubs entering additional teams will be required to nominate team/s to the Grading Committee who will grade accordingly.

#### Exceptions

8. The Grading Committee, in an effort to fill grades to the required 10 teams and to minimise the number of byes, may need to;
  - (a) not enforce demotion
  - (b) promote from outside the top four teams in the grade
  - (c) promote or demote a club with a team already in the grade. This option will only be taken after consultation with the club.
9. All Grading Committee recommendations and grading appeals will be submitted to the Management Committee for consideration and approval. The Management Committee's decision is final.

#### 4. COMPOSITION OF TEAMS AND ORDER OF PLAY

- (a) In every match of each division, no more than five men and/or five ladies from each team shall compete.
- (b) Divisions set up to play both doubles and singles matches may comprise of five men and five women (using 2 or 4 courts), with one player in doubles being replaced in singles;
- (i) the first, second, third and fourth men's and women's singles of one team shall play the first, second, third and fourth men's and women's singles of the opposing team.
  - (ii) the first and second men's and women's doubles of one team shall play the first and second men's and women's doubles of the opposing team.
- (c) Segregated Sides (i.e. Men's/Women's Only) divisions set up to play both Doubles and Singles matches may comprise of five men or five women (using one or 2 courts), with one player in doubles being replaced in the singles;
- (i) the first, second, third and fourth Men's/Women's singles of one team shall play the first, second, third and fourth Men's/Women's singles of the opposing team.
  - (ii) the first and second Men's/Women's doubles of one team shall play the first and second Men's/Women's doubles of the opposing team.
- (d) The fifth player is not a reserve and cannot be used to replace an injured player once player lists have been exchanged.
- (e) Mixed Doubles - teams may comprise up to 3 men and up to 3 women with one player to play the Men's or Women's doubles and being replaced for the other 2 Mixed matches. Using one or 2 courts format for play shall be:

Mens Doubles 1M+2M vs 1M+2M; Womens 1W+2W vs 1W+2W;  
 1st Mixed Doubles 1M+1W vs 1M+1W;  
 2nd Mixed Doubles 2M+2W vs 2M+2W then  
 Reversed Mixed 1M+2W vs 1M+2W;  
 Reversed Mixed 2M+1W vs 2M+1W.

Combinations shall play in order of merit according to mens and womens doubles strength.

The third player is not a reserve and cannot be used to replace an injured player once player lists have been exchanged.

- (f) All singles and mixed and reversed mixed doubles matches shall be one 9 game set, tie break at 8 all. All men's doubles matches and women's doubles matches shall be 2, 6 games sets, tiebreak at 5 games all.
- (g) Where Clubs nominate 2 or more teams in any one division it is expected that each team within the division will be nominated so that as closely as possible each team is of equal standard. A player may not interchange after 3 matches in that division. Any interchange of individual players between 2 teams will be reviewed by the permit committee and must be in accordance with rule 5 (i).\*

## 5. CONDUCT OF MATCHES

- (a) Matches are to be played on a points system - four points to be awarded for a win; two points each for a draw; plus one point for each set won. The team scoring the greater number of sets in a completed match shall be the winner. If sets are equal, the match shall be decided on games; if sets and games are equal, the match shall be a draw.
- (b) If a bye exists in a division, the average points per match, accrued to date for the season by the team with the bye, will be awarded in an incomplete programmed round.

When a team has a bye, the club may submit a scoresheet so that the names of the players can be recorded for qualification purposes.

- (c) The season shall be divided into both a minor and major round for all divisions. The four teams in each division scoring the greatest number of points shall play off in the major round.

If two or more teams are equal on points then their position on the premiership table shall be determined by the descending order of team matches won and in the further event of a tie then their positions will be decided by the descending order of games won. In the event of a further tie the PERMIT COMMITTEE has the power to take any necessary action to separate the teams involved, eg. a match may be scheduled for play, possibly under lights, to be completed before the following Saturday when Semi-Finals would commence.

- (d) Each captain shall, prior to the commencement of the match, furnish to the captain of the opposing team on the prescribed form a list of players showing the order in which his or her team will play, both doubles and singles.  
The delivery of the lists shall be simultaneous.

- (e) (i) The list shall show the given and surnames of the players numbered consecutively in order of merit, both doubles and singles, and the team shall play in that order. No alteration to the list of players shall then be made, except that an emergency player may be included after the list have been handed over, with the consent of the opposing captain, provided that such player is listed in order of merit.

PENALTY: forfeiture of all sets not played in accordance with (d) above.

- (ii) Vacancies in any team of a higher division must, as a general principle be replaced from the next lower team if the Club had such a team, or by financial Club members of a standard approximating that of those they are replacing subject to the rules governing Order of Merit. Where a Club has two teams in any division, a replacement from the next lower team or of suitable standard may play in either team as the need arises.
- (f) For divisions playing both singles and doubles, there shall be no more than five minutes between the previous set and the first game of the next set, unless a player, after completing a doubles, requests a longer break before commencing a singles - maximum of 10 minutes allowed.

If continuity of play cannot be observed by a team because of non-availability of a player or players of the opposing side, a forfeit may be claimed for the scheduled set or sets, unless prior arrangement has been reached between the two captains.

Doubles are to be played first except by arrangement between captains. Forfeits cannot be claimed if a singles match can be played.

Hit up time for doubles shall be prior to the scheduled starting time. All other matches shall be permitted a maximum of a 3 minute hit up.

- (g) (i) Split-time 12.45pm commencement – Unless there has been some prior arrangement between the two captains and/or Club Secretaries, match play commences at 12.45pm. Any team not prepared to start 2 (Men Only & Mixed) or 4 (Composite) programmed sets shall be liable to forfeit those programmed sets. If further it is not prepared to start the next programmed sets by 1.15pm, it shall be liable to forfeit those programmed sets. If further again it is not prepared to continue the match by 1.30pm, the team shall be liable to forfeit the remaining sets. No sets are to commence after 3.15pm, but all sets in progress at this time are to be played to completion. However if rain interruptions occur matches must finish at 4.30 pm.
- (ii) Split-time 3.15 pm commencement - Unless there has been some prior arrangement between the two captains match play commences at 3.15 pm. Any team not prepared to start 2 (Men Only & Mixed) or 4 (Composite) programmed sets upon the availability of courts shall be liable to forfeit those programmed sets. If further it is not prepared to start the next programmed sets by 3.45 pm, it shall be liable to forfeit those programmed sets. If further again it is not prepared to continue the match by 4.00 pm, the team shall be liable to forfeit the remaining sets. No sets are to commence after 6.00pm unless 5.(g) (iv) applies, but all sets in progress at this time are to be played to completion.
- (iii) Overlap time is from 3.15pm. In this time late matches should commence as courts become free. Players must be ready to commence their Late matches at 3.15pm.
- (iv) After 3.15 pm, for every 15 minutes, or part thereof of time, that a court is used for an early match, or is extended due to a rain delay, 15 minutes of time shall be added to the finishing time of 6pm for late matches for the court affected.
- (v) Extended Time 12.45 pm commencement. Unless there has been some prior arrangement between the two captains and/or Club Secretaries, match play commences at 12.45 pm. Any team not prepared to start 1 (Men Only & Mixed) or 2 (Composite) programmed sets shall be liable to forfeit those programmed sets. If further it is not prepared to start the next programmed sets by 1.15 pm, it shall be liable to forfeit those programmed sets. If further again it is not prepared to continue the match by 1.30pm, the team shall be liable to forfeit the remaining sets. No sets are to commence after 6.00 pm, but all sets in progress at this time are to be played to completion. However, if rain interruptions occur matches must finish at 7.15 pm.
- (vi) In order to complete matches lights may be used during minor round matches.
- (vii) Forfeits may not be claimed where more than the minimum requirement of courts are available and additional sets could commence.
- (viii) Twilight matches commence at 5 pm unless there has been some prior arrangement between the two captains and/or Club Secretaries. Any team not prepared to start 2 (Men Only & Mixed) or 4 (Composite) programmed sets shall be liable to forfeit those programmed sets. If further it is not prepared to start the next programmed sets by 5.30 pm, it shall be liable to forfeit those programmed sets. If further again it is not prepared to continue the match by 5.45 pm, the team shall be liable to forfeit the remaining sets. No sets are to commence after 7.45 pm unless 5 (g) (ix) applies, but all sets in progress at this time are to be played to completion.

- (h) In all composite divisions the home team shall provide twelve new balls and in Men Only and Mixed Divisions, six new balls. The balls shall be of a brand directed by the Management Committee from the range of balls approved by Tennis Australia.
- (i) (i) The PERMIT COMMITTEE shall meet regularly to review Order of Merit. Order of Merit means that a player (or players) plays in the order based on his/her ability in relation to other players in his/her own club, with no regard to the players of the opposing team. [See para 5(e)(ii)].

The position of a player in his or her recent matches shall guide the PERMIT COMMITTEE throughout any part of the tennis season in considering the placing of players in any team.

If requested Clubs will be required to submit to the Association Secretary a full Order of Merit (including reserves, injured players) for review by the PERMIT COMMITTEE. Any disputes as to Order of Merit shall be referred to the PERMIT COMMITTEE and if a dispute is upheld, the PERMIT COMMITTEE shall recommend a penalty for approval by the Management Committee.

- (ii) For all composite teams (where a club has a division either immediately above or below) Order of Merit is determined on the win two – lose two formula (eg if a player wins two matches in successive weeks and the player above has lost the last two matches then they must be changed over). This must be enforced by the club or the Permit committee will direct that the change occur. This rule will not be enforced for the last four minor round matches. If any club disputes the request from the Association to move a player up or down they have the right to appeal in writing to the Permit committee by 6 pm on the Thursday preceding the match.
- (iii) For all players within a team Order of Merit is determined on the win two – lose two formula (eg if a player wins two matches in successive weeks and the player above has lost the last two matches then they must be changed over). This must be enforced by the club or the Permit committee will direct that the change occur. Should a Club not make the change as directed the PERMIT COMMITTEE shall recommend a penalty for approval by the Management Committee.
- (iv) Players cannot drop more than two places on the Club's Order of Merit list in any given week and ex Premier / State League players are only able to play in Division 1. Requests by Clubs for exemption may be made in writing to the Association Secretary by 6 pm on the Monday preceding the match.
- (j) Where a match is forfeited the team receiving the forfeit shall be awarded the appropriate number of points for a win plus one point for each set normally played in that division. Games shall be awarded on the basis that each set is won to love.
- (k) In the event of a team forfeiting, the players in the team receiving the forfeit shall be considered as having played the match provided that a completed signed scoresheet is submitted to the Recording Service by the team receiving the forfeit.
- (l) If a player is injured during the course of a match, and is unable to continue, then the sets forfeited by that player are those that would have been played as listed on the scoresheet.

- (m) If a team from any Club finds it necessary to forfeit any sets, the forfeits shall commence with the last sets in Order of Merit, in both doubles and singles as shown on the list of players on the prescribed form. All players who have not played must move up, forfeit to be the lowest unplayed set. If a player listed on the prescribed form fails to appear to play his/her match, and as a result, there is non-compliance with the above, then all sets played by team members, without having been adjusted accordingly, shall be liable to be forfeited subject to adjudication by the PERMIT COMMITTEE.
- (n) (i) Any Club who finds it necessary to forfeit any sets due to non attendance of player(s) must, when sending score sheet(s) to the recording secretary include a written explanation for that/those forfeits. Submissions can be written on the back of a score sheet or on a separate sheet of paper. Failure to make these submissions will invoke a penalty of loss of premiership points, gained in a season, 2 per player missing on each occasion, to the team where the forfeit takes place – additionally a fine can be recommended by the PERMIT COMMITTEE for endorsement by the Management Committee.
- If the reason for the forfeit(s) is acceptable to the PERMIT COMMITTEE, who will meet regularly to review all cases, no penalty will occur. Absence due to accident or vehicle breakdown on the way to the match concerned, last minute sickness or injury, or other circumstances acceptable to the PERMIT COMMITTEE should not incur penalty. However, unreasonable or frivolous submissions, where so determined, may expect loss of premiership points.
- Clubs may be asked by the PERMIT COMMITTEE if any circumstance is thought questionable or requires further clarification, to submit in writing, on club letterhead where possible, and signed by the Club Secretary or Club Captain, the reason for any forfeit. Such submissions, if not received by the Association Secretary, within 7 days of the request, will incur the stated penalty (first para).
- (ii) Any Club which is unable to field a complete team (all 4 men and/or women) will incur the aforementioned penalty. In this circumstance submissions to avoid penalty must be in writing, on club letterhead where possible, signed by the Club secretary or Club Captain, and delivered to the Association Secretary by 7.00 pm. on the Tuesday following the match concerned. Failure to do so will automatically invoke the penalty. Frivolous submissions, where so determined, may expect additional loss of premiership points which could include penalising other divisions within the club.
- (o) Any club who knowingly plays a blacklisted player in a team shall forfeit the match for that team. \*Refer 5 (j). The Secretary should be notified of any blacklisted player who has played a match.
- (p) A completed match is one in which every set of the match has been played to a finish. A match has been decided if either team has won more than half of the total number of sets to be played in the match or if a team has won exactly half but has a sufficient number of games in hand that it could not be beaten if the match was completed.
- (q) The individual set scores indicated on both team's scoresheets when played in accordance with para 4(b)(c)(e) & (f), are checked that they correspond and signed by both captains, shall be final and binding, except where the PERMIT COMMITTEE or MANAGEMENT COMMITTEE amends such scores for disciplinary reasons. The total score as ascertained by the Recorder will count. (See also 8 (a) re match result disputes).

- (r) The captain or delegate of the home team on the day of the match is required to advise the Recording Service (by Telephone or SMS) of the completed score of the match.

Twilight matches are exempt.

If a match result or a progress score is not received by the Recording Service by 6.45 pm on the day of the match, the home team will have one (1) premiership point deducted at the discretion of the Permit Committee. In close late matches, draws and unfinished matches, the home captain/delegate should forward the progress score.

- (s) Each team shall forward the result of the match on the prescribed form to arrive at the Recording Service's address no later than 6.30 pm. on the following Monday. However, results sheets after the final minor round match must be received no later than 8 am on the Sunday following the match.

If a match result from a team of any Club is not in the Recording Service's hands by 6.30 pm. on the Monday following the match that team shall receive no points for the result, sets or games won from that match.

- (t) No player who has played for a Club within the Association during the season, shall play for another associated Club in the same season, without having received a clearance from the Club for which he/she has played and a clearance from the Association SECRETARY, who shall have satisfied him/her-self that the original club is prepared to release the player and there is no other impediment.

- (u) (i) No player who has played in any other Saturday afternoon competition for another tennis association (excluding Summer Pennant) during the season, shall play in this Association without having received a clearance from the Club for which he/she has played and a clearance from the Association SECRETARY, who shall have satisfied him / her-self that the original club is prepared to release the player and there is no other impediment.

- (ii) Rule 5 (t) (i) is not applicable to the Stirling Tennis Club and the Uraidla Tennis Club, but a player cannot play for both Associations on the same weekend.

- (v) Association players are permitted to play in the Summer Premier / State League / Metro Lawn afternoon competition for a maximum of 5 matches. Should they play 6 or more matches, a written application, on each occasion outlining exceptional circumstances, requesting permission to play in the Association competition in that season, is required to be submitted and approved by the PERMIT COMMITTEE.

- (w) (i) **A player shall not play in more than one team in the same round of matches.**

- (ii) Summer Premier / State League / Metro Lawn players cannot play an association match and a Premier / State League / Metro Lawn afternoon match on the same round or weekend.

- (iii) Summer Premier / State League / Metro Lawn afternoon players who are listed as numbers 1 to 4 on their team application form are not eligible to play in this Association.

- (x) On a weekly basis team captains are asked to record their vote for the Malcolm Winneke Trophy on the bottom of the scoresheet for the opposition players(s) (male and female (Composite), male (Men Only) or male OR female (Mixed Divisions)) who display the best sportsmanship, court manners, attitude and dress. If a team does not record a vote, they will have one (1) premiership point deducted at the discretion of the Permit Committee and they will not receive any votes from their opposition.

## 6. CANCELLED & ABANDONED MATCHES

- (a) (i) If the 11 am news broadcast on MIX 102.3 FM or Five AA (1395 AM) forecast the temperature to reach 37 degrees or above all play will be cancelled. The message board on the EDTA website ([www.edta.com.au](http://www.edta.com.au)) will also advise if matches have been cancelled.
- (ii) If by a majority vote of 3 officers of the Management Committee (Senior Competition Officer and 2 other officers) it is decided to cancel matches due to wet weather, or other exceptional circumstances, the decision will be provided to a nominated representative from each club on the day of play.
- (b) Every match is to be played to completion unless abandoned with the consent of the captains of both competing teams or at the expiration of the matches allotted time. Where no play has commenced up to 1 hour after the scheduled starting time the match can be abandoned. Scoresheets must be provided in all circumstances to the Recording Service.
- (c) If a match stands unfinished and there exists disagreement between captains regarding bad light or wet court conditions, the match shall be treated as an undecided match.
- (d) In the case of undecided matches premiership points will be allocated for sets completed. Four points will be allocated for a win if the match has been decided.

## 7. MAJOR ROUND MATCHES

- (a) (i) Matches in the major round will be conducted in the following manner: the first team shall play the second team (2nd semi-final) and the third team shall play the fourth team (1st semi-final).  
  
The winner of the first semi-final shall play the loser of the second semi-final in the preliminary final and the winner of the preliminary final shall play the winner of the second semi-final in the grand final for the premiership.
- (ii) All matches are to be played in reverse order: i.e. second doubles first, fourth single/fourth mixed double first unless both captains agree on another order.
- (iii) Subject to Permit Committee approval, the semi-final matches are to be played on the courts of the higher placed team at the end of the minor round and if not possible then on neutral courts and preliminary and grand final matches to be played on neutral courts. If a club has two teams in the same division playing in the Grand Final they shall be entitled to play at their home courts. Finals matches must be played at the venue that they have been programmed unless prior approval has been received by the Senior Competition Officer who will consult with the Officers of the Association.
- (c) No player shall be eligible to play in a major round match with a Club in this Association unless such a player has played 6 matches of a minor round of 18 matches in the current season with that Club. In a minor round scheduled for less than 18 matches, or where there has been cancellations due to heat or rain, the number of matches for qualification will be determined by the management committee.

In addition:

- (i) any player must have played 40% of matches for a given division (or a lower standard division) in the current season to be eligible to play in a major round match of that division;
- (ii) no player having played in a major round match of one division shall be allowed to play in a major round match in a lower division in the same season.

Requests by Clubs for exemption of any part of 7(b) may be made in writing to the Association Secretary by 6.00 pm. on the Monday preceding the match. The Permit Committee will adjudicate on any such request and their decision will be final. Should any team not comply with that decision, the match shall be awarded to the opposing side.

- (c) The PERMIT COMMITTEE MAY be guided by the following reasons:

- order of merit of club players
- genuine extenuating circumstances

This is a particular problem with most clubs, and the intent is to allow all eligible players the opportunity to compete in finals matches, rather than qualify but not then be able to participate because of circumstances not the fault of the player. That is, clubs should be free to field their best available and eligible players in major round matches.

In all such cases, a written request for the approval must be put to the PERMIT COMMITTEE through the Association Secretary.

- (d) The Secretary or another official of each Club which has teams competing in a major round, shall in the first week, submit to the Association Secretary by 12 noon on the Sunday preceding the first major round match an order of merit list for the Club. A list of players, using this order of merit (including fill-ins and reserves), should also be submitted for each team in a final. This team, if accepted, will be the relative playing order for that team for all finals. The order of merit will not change during finals, regardless of results.

Clubs should nominate sufficient reserves for approval so that when changes occur notification to the Association is not required as the Permit Committee will be using the Order of Merit which was submitted to approve players and reserves.

Doubles can be played in any combination but cannot be changed in the following finals (including swapping the first doubles to the second doubles and vice versa) unless a new player has been introduced to the team. If a new man is introduced to the team, the men's doubles may be changed. If a new lady is introduced to the team, the ladies' doubles may be changed. If in the previous week of the finals a team played with five players and in the subsequent final one of the doubles players does not play then the singles player may come into the doubles and the combinations may be changed.

Should the Club wish to change the approved players in that team for subsequent major rounds a new team list should be submitted to the Association Secretary by 6 pm on the Monday preceding the match.

Any team fielding players not approved by the Permit Committee will be disqualified. The Secretary will provide a photocopy of the approved order of play for finals to each club. Clubs are required to check the sheets for accuracy and have 48 hours to contact the Secretary if they believe an error has been made.

- (e) Any subsequent alteration to team placing, unless fully justified by injury or sickness and with the consent of the opposing captain, automatically disqualifies the offending team and the match shall be awarded to the opposing side.
- (f)
  - (i) A Referee appointed to a major round match shall have the power to decide any matter raised during play and to rule on continuity of play in the event of both team captains being unable to agree. An appeal against the Referee's decision shall not be upheld unless it can be shown that the decision is a breach of the rules and By-Laws of the Assoc. or the rules of tennis. Instructions will be issued to Referees.
  - (ii) Every club is obliged to make available one person each week of the finals series to be a referee. The PERMIT COMMITTEE will select from those nominated.
- (g) If a major round match is incomplete or a draw this match shall be continued under lights or at a time mutually convenient to both captains on the Sunday following the match. If a decision is then prevented from being reached, i.e. due to inclement weather or any other reason, the match must be decided before the next Saturday by arrangement between the two captains. If no agreement can be reached between the two captains as to a suitable time to complete the undecided match, then the Association Secretary must be notified by the Sunday night immediately after the match. The PERMIT COMMITTEE will then direct when the match is to be decided.
- (h) When a match is drawn in a final, the match will be decided by replaying all men's (men only) and men's and women's doubles (composite and mixed). Doubles will be one six game set with a tiebreak at 5 all. Should the match still be tied, the first men's (men only) and the first men's and women's doubles (composite and mixed) will be replayed. Should the match still be tied the second men's (men only) and the second men's and women's doubles (composite and mixed) will be replayed. The first and second doubles will continue to be played in this sequence until a result is obtained. Matches can be played under lights and if necessary transferred to a venue with lights.
- (i) Unless there has been some prior arrangement between the two captains and/or Club Secretaries, major round matches shall commence at 12.45 pm in the extended time format with the matches being played to completion at the location notified by the PERMIT COMMITTEE and with all players present. Depending on the number of courts available as many sets as possible are to be commenced immediately starting with doubles and followed by singles except by arrangement between captains
- (j) Any team not prepared to start 1 (Men Only & Mixed) or 2 (Composite) programmed sets shall be liable to forfeit those programmed sets. If further it is not prepared to start the next programmed sets by 1.15 pm, it shall be liable to forfeit those programmed sets. If further again it is not prepared to continue the match by 1.30pm, the team shall be liable to forfeit the remaining sets.  
  
In order to complete matches lights may be used.
- (k) All finals matches should be played to completion or teams should agree who forfeits the remainder of the incomplete sets. Please note that should scores be altered by the Permit and/or Management Committee the winning team may not have enough winning sets depending on how many sets were not played to completion.
- (l) Each participating team shall supply half the number of new balls as prescribed in By-law 5(h).

- (m) The provision of By-law 4 applies for major round matches where necessary. Should any conflict occur between provisions of By-law 4 and 5, provision of By-law 5 will prevail.
- (n) Scoresheets from each participating team in any major round match shall be delivered to the Association SECRETARY by 6.00 pm. on the Monday following the match, or other stipulated time necessary and advised by the Association SECRETARY.
- (o) If any major round matches are cancelled due to heat or rain the Management Committee will advise when these matches will be played. This may include twilight matches during the week and would be with the same approved players as approved for the cancelled match. See also 7 (g).

## 8. DISPUTES

- (a) Captains should not sign the score sheet in the even of a dispute but should detail on the back of a score sheet the reason for the dispute. Any disputes referred to the Association shall be endorsed and submitted by an official of the Club involved.
- (b) Disputes relating to the result or conduct of a minor round match must be in the hands of the Association Secretary by 6.00 pm. on the Monday following the match. The Permit Committee will adjudicate on the dispute. Any Disciplinary decision shall be applied immediately but is subject to review at the next scheduled MANAGEMENT COMMITTEE meeting.
- (c) The SECRETARY of the Association shall forward to the Secretary of the other Club involved, a copy of the letter of dispute, seeking a written response to the allegation made. Such response shall be endorsed by the Secretary of the Club.
- (d) In the case of major round matches, all disputes or appeals from a referee's decision shall be in the hands of the Secretary of the Association by 6.00 pm. on the day following the match of the dispute and shall be dealt with by the PERMIT COMMITTEE. Their decision shall be applied immediately, subject to review at the next scheduled MANAGEMENT COMMITTEE meeting.

## 9. GENERAL

- (a) Footfaulting - in the case of a complaint against a player who is footfaulting it is recommended that the matter be discussed between the two opposing captains and if necessary, that one of the captains be asked to police it.
- (b) Net straps are compulsory for match play. The MANAGEMENT COMMITTEE may set penalties ranging from warnings, forfeiture of premiership points, or Club fines.
- (c) All Club courts used for minor round matches must be available for major round matches and Association closed tournaments.
- (d) The FACILITIES OFFICER is required to report on the suitability or otherwise of courts nominated by Clubs for match play. Where court or courts are deemed to be not of suitable standard, the Club concerned shall be responsible for the allocation of suitable alternative courts and the advice of changed venue to the Association SECRETARY and Clubs affected. The MANAGEMENT COMMITTEE may appoint a sub-committee to assist the Facilities Officer.

- (e) The rules relating to the CODE OF CONDUCT as published by TENNIS AUSTRALIA and the EDTA apply and team Captains are expected to exercise control over their own players in all respects relating to match play, discipline, sportsmanship, etc. The PERMIT COMMITTEE in the first instance shall adjudicate on breaches of the CODE of CONDUCT, subject to review by the MANAGEMENT COMMITTEE at the next scheduled meeting, if any disciplinary action is imposed.
- (f) All players are required to adhere to acceptable standards of attire. Note that suitable attire does not include singlets, T-shirts with motifs or advertising material, football shorts or socks. The MANAGEMENT COMMITTEE shall set penalties for breaches of acceptable tennis attire. Penalties may range from warnings, forfeiture of premiership points, or Club fines.
- (g) Breaches of any by-law not already indicating a range of penalties, are subject to adjudication by the PERMIT COMMITTEE with final approval by the MANAGEMENT COMMITTEE, with penalties appropriate to the matter to be set under the authority of the CONSTITUTION.
- (h) On the last day of November all clubs have an obligation to register with Tennis SA all players who have played 3 or more matches. Thereafter, by the last day of each month, clubs must register with TENNIS SA, all players who have not previously been registered.

#### ADMINISTRATIVE BY-LAWS

#### 10. ACCOUNT APPROVAL AND PAYMENT PROCEDURES

##### (a) APPROVAL OF ORDERS

- (i) No member of the committee shall order goods or services or otherwise commit the Association for a sum exceeding \$100 without the prior approval of the Management Committee at a Management Committee meeting.
- (ii) Such approval may be implied if it is contained in, and within the limits of a sub-committee budget which has been approved by the committee. If any item in a sub-committee budget exceeds the budgeted amount by more than \$100 it must have the committee's prior approval as in (a)(i) above.
- (iii) In special circumstances, where it is impractical to wait for the next committee meeting, verbal approval by at least two other committee members must be obtained (preferably the President, Secretary or Treasurer).

##### (b) INVOICES

Invoices presented for payment must be signed to indicate that the goods or services have been received.

##### (c) ACCOUNTS

Accounts presented for re-imbusement of expenses should be presented on a reasonably sized sheet of paper containing the name of the payee and the nature of the expense. It must be accompanied by a receipt or a statement that a receipt was not obtainable.

(d) FINANCIAL REPORTS

At each meeting, the Treasurer shall distribute to each member a written financial report containing:-

- (i) a Profit and Loss Account for the differing entities of the Association.
  - (ii) a Balance Sheet showing balances of bank and investment accounts, debtors and creditors.
  - (iii) outline purchases for approval for items greater than \$100 [see (a)(i) above] containing supplier name, reason for expense, and quoted or approximate price.
- (e) It is mandatory for all clubs to have Public Liability Insurance to the value of \$10 million to compete in this Association. The Clubs must provide the Association with a copy of the current policy upon receipt from their insurance company.

11. AMENDMENTS TO BY-LAWS

The MANAGEMENT COMMITTEE may repeal or amend the By-Laws as necessary, for the management and well being of the Association, provided such action is in accordance with the CONSTITUTION of the Eastern Districts Tennis Association.

In general by-laws should be introduced in a step-wise fashion over several meetings; a discussion on the proposal, exact wording, adoption. Once introduced by-laws should remain in force for 12 months before being considered for a change.