

# **NORTH SUBURBAN TENNIS ASSOCIATION INC.**

Reg No. A12845V



## **BY-LAWS**

**Revised January 2014**

## **Obligations of Clubs and Players**

1. Clubs affiliated must abide by the Constitution and Rules of the Association and rulings of its General Committee.
2. So far as Clubs are concerned, only those entering teams in the Association, the North Suburban Ladies' Tennis Association Inc., the North Suburban Junior Tennis Association Inc. or the North Suburban Night Tennis Association Inc. will be allowed to affiliate, except where any Club has been affiliated with one of these Associations for a period of at least five (5) years, it will be permitted to remain affiliated for one year without entering teams.
3. A Club shall pay a team fee for each team entered and such fee shall be decided at the Annual General Meeting of the Association. Team fees must be paid no later than 6 weeks after the commencement of each season. If this fee, and/or the Affiliation Fee (see Clause 4 of the Constitution) remain unpaid by the due dates, it may result in forfeiture of all match points from the due date of payment. On advice from the Treasurer that such amounts are outstanding the decision regarding forfeiture of match points shall rest with the Match and Permit Committee.
4. Each Club must make available a minimum of one court for each team playing at home for home and away matches, and for Semi-Final and Grand Final matches.
5. Clubs may enter one or more teams in each grade provided always that the Match and Permit Committee shall have the power to accept or reject any such entries, and may finally decide in which grade they shall play, and shall notify all Clubs accordingly.
6. All Clubs shall give any information to the Association which it requires in reference to any team or teams, player or players, and match or matches, either in course of play or finished. The Match and Permit Committee may impose any penalty it thinks fit for non-compliance.
7. A player without the sanction of the Match and Permit Committee shall not play for any Club unless at the time of playing, he/she is a bona-fide member of such Club.

## **Match and Permit Committee**

8. The Match and Permit Committee shall have complete control of the fixtures for the competitions and shall receive all nominations for entries in the matches, and shall have power to regrade any team or player as it thinks fit. It shall receive all applications for registrations and permits.
9. The Match and Permit Committee shall meet at required during the playing season to consider all matters referred to it under the Constitution and Rules.
10. The members of the Match and Permit Committee shall appoint Grade Secretaries and shall also elect three officers to act as a Match Committee. No one Club is permitted to have more than one representative on the Match Committee.
11. In the event of a decision being required of the Match and Permit Committee and time does not permit a meeting of the Match and Permit Committee, the Match Committee shall have power to give a final decision on behalf of the Match and Permit Committee.
12. No alteration will be permitted to the date set down for any match without the express permission of the Match and Permit Committee.
13. In a given competition, the competing teams shall be divided into Grades, no more than eight (8) teams to be in any one grade. To maintain a workable system, the Match and Permit Committee may, at its discretion, limit the number of teams from any one Club.

## General

14. All matches to be played under the ITF Rules of Tennis as adopted by Tennis Victoria and Tennis Australia.
15. Except with the express permission of the Match and Permit Committee, all home and away matches will be played on the designated courts of the first named club as shown on the fixture.
16. Regulation tennis attire of any colour must be worn by all players taking part in the Association's matches. Dress guidelines are to be set out at the Annual General Meeting.
17. Under no circumstances shall a match or any part thereof be played under artificial light without the approval of the Match and Permit Committee, nor shall any sets be decided by the toss of a coin, or any similar means.

## All Teams

18. No player shall play with more than one team on the same day. Breaches of this rule will incur the penalty described in the attached schedule.
19. For the purposes of these By-laws, the mixed competition and the Men's competition are separate competitions. A player may be registered in a mixed team and a Men's team (either a Men's doubles team or a Men's singles/doubles team) at the same Club.
20. (a) In a given competition, no player or emergency player shall be allowed to play with more than one Club in any one season or, if his/her Club has entered two or more teams in one grade, to change from one team to another, nor play with more than one team in any one grade, without the sanction of the Match and Permit Committee. Breaches of this rule will incur the penalty described in the attached schedule.
- (b) If the name of a given player appears on the team entry submitted by more than one Club, the following applies:-
  - (i) If the player is at fault, the player shall be prohibited from playing until Round 5, or if discovered during the season, shall be prohibited from playing the next four (4) rounds. Breaches of this rule will incur the penalty described in the attached schedule;
  - (ii) If the Club/s concerned is at fault in nominating the player without his/her consent, a penalty as described in the attached schedule will be applied to the Club/s concerned;
  - (iii) If the player and the Club/s cannot agree on who is at fault, all parties concerned will suffer their respective penalties as mentioned above.

These penalties may be waived at the discretion of the Match and Permit Committee.

- (c) The Match and Permit Committee may, at its discretion, refuse or revoke the registration of any player if a Club requests the Secretary of the Association, in writing, to take such action. The playing of such player will incur the penalty described in the attached schedule.
- (d) Any player refused registration has the right of appeal by lodging such appeal with the Secretary of the Association, and the former Club.
21. In a given competition, no player in one and the same season may play in a lower grade than that for which he/she was originally registered without the prior consent of the Match and Permit Committee. Breaches of this rule will result in the penalty described in the attached schedule.

22. An eligible substitute shall be allowed to take the place of any player or substitute who is prevented through illness, accidental disablement, or any good and sufficient reason, from taking part or continuing a match provided that such substitute shall not take the place of any player in a set that has commenced. Thirty (30) minutes grace shall be allowed to provide such substitute.

### **Commencement and Finishing Times**

23. All matches shall commence at 1.00 p.m.

(a) Home Teams

- (i) If home teams do not have their courts and facilities ready for the match to commence by 1.15 pm, the visiting team shall claim the first set.
- (ii) If home teams do not have their courts and facilities ready for the match to commence by 1.45 pm, the visiting team shall also claim the second set.
- (iii) If home teams do not have their courts and facilities ready for the match to commence by 2.15 pm, the visiting team shall be awarded four (4) points only. This will not be regarded as a Default if players from both the home and away teams are present at 2.15 pm.
- (iv) If home teams fail to take measures to enable a match to finish once the match has commenced, the visiting team shall claim the sets in question.
- (v) The exception to this rule is in the event of inclement weather or damage to facilities etc. beyond the control of the team that prevents the match commencing and/or finishing.

(b) All Teams

- (i) If players are not in attendance to commence the match by 1.15 pm the first set shall be lost by the offending team.
- (ii) If players are not in attendance to commence the match by 1.45 p.m., the second set shall also be lost by the offending team.
- (iii) If players are not in attendance to commence the match by 2.15 p.m., the match shall be declared a Default by the offending team.
- (iv) Once a match has commenced, it shall be continuous until finished, except in the event of wet weather, or a substitute under By-law 22, then as each succeeding set is due to be played all players in that set must be in attendance at the courts. If any player is not so present then the captain of the opposing team may claim the set.
- (v) Play shall not continue after 6.00 pm. or the stated light up time. If a continuation of play beyond 6.00 p.m. or that day's light up time is agreed upon, no protest will then be heard regarding the issue of insufficient light.

### **Start of a Match**

24. A match is deemed to have started when the first point has been won.

## **Mode of Play**

25. All "hit-ups" to be limited to three (3) minutes.

### Mixed doubles competition

26. (a) In the Mixed doubles competition, the competing teams shall be composed of two (2) men and two (2) women.
- (b) A match shall consist of one (1) men's doubles, one (1) women's doubles and four (4) mixed doubles sets.
- (c) All sets shall be played up to six (6) games with no tie-break.
- (d) Sets shall be played in the order that they are listed on the result sheet.
- (e) If a team is one player short the match is declared a walkover, however remaining sets can be played if both teams mutually agree.

### Men's doubles competition

27. (a) In the Men's doubles competition; the competing teams shall be composed of four (4) men.
- (b) A match shall consist of six (6) men's doubles sets.
- (c) All sets shall be played up to eight (8) games with a tie-break at seven (7) games all.
- (d) Sets shall be played in the order that they are listed on the result sheet.
- (e) A team is permitted to play one player short, however will forfeit those sets 8-0. If a team is two or more players short, the match shall be declared a walkover, however remaining sets can be played if both teams mutually agree.

### Men's singles/doubles competition

28. (a) In the Men's singles/doubles competition, the competing teams shall be composed of a minimum of two (2) and a maximum of four (4) men.
- (b) A match shall consist of two (2) men's singles and two (2) men's doubles sets.
- (c) Two (2) different men shall play the singles sets. Any combination of men can play the two (2) doubles sets.
- (d) All sets shall be played up to eight (8) games with a tie-break at seven (7) games all.
- (e) Sets shall be played in the order that they are listed on the result sheet.
- (f) If a team has only one (1) player, the match shall be declared a walkover.

### All competitions

29. (a) The order in which sets shall be played may be changed, but only by mutual consent of the captains. Playing of sets out of order will mean that a team shall not be able to subsequently claim any previous sets.
- (b) For all matches where a player plays in a different position from that written on the Match Result Sheet, the set or sets in question will be replayed, unless both captains agree to change the player order.
- (c) Both captains to fill in all names on match result sheet independently of each other prior to commencement of play in the match.

## Heat outs and washouts

30. (a) Play in an NSTA match will be abandoned if the air temperature reaches 35 degrees, or must be called off if the temperature is 33 degrees at 11am on the day of the match and the forecast for the day is 35 degrees or hotter.
31. (a) In the event of wet weather **or extreme heat**, abandonment of play may only take place with the agreement of both captains.
- (b) If, prior to the match, the captain of the home team is aware that due to wet weather their courts will not be playable at the starting time of the match and the courts will not be able to be dried to enable the match to be played, he or she can phone the captain of the opposing team to request a washout – **this should not occur before 11am.**
- (c) If the captain of the away team agrees to declare the match a washout over the phone, team members are not required to attend the venue for the match. The captain of the away team shall advise the captain of the home team of the names of the players due to compete in the match, and the captain of the home team shall complete the match result sheet and post it to the Grade Secretary
- (d) If the captain of the away team cannot be contacted or does not agree to declare the match a washout over the phone, team members must attend the venue for the match as normal. Once at the venue, team captains must then inspect the courts and decide whether they are playable.
- (e) ***In the event that one captain refuses to start or continue to play, any set(s) in progress or not commenced shall be forfeited by the team concerned. However, the captain refusing to play may lodge a protest if he or she considers it is unreasonable for play to start or continue under the weather conditions prevailing at the time (refer to By-Law 46).***

## Emergency Players

32. (a) Only players registered with the Association, or otherwise approved by the Match and Permit Committee, will be allowed to take part in any matches of the Association.
- (b) An emergency player not listed as such on the Match Result Sheet will incur the penalty described in the attached schedule.
- (c) Emergency players shall not be allowed to strengthen an existing team. The penalty for breaches of this Rule shall be as described in the attached schedule and shall be at the discretion of the Match and Permit Committee.
- (d) For emergency players, equivalents apply with regards to NSNTA, NSLTA and NSJTA competitions.
- (i) The match and permit committee will provide advice to all clubs about the use of emergency players at the beginning of each season.

## Played Up Players

33. In a given competition, a player may play three times only in any higher grade. If the player plays more than three times in higher grades, he/she may not return to his/her original grade without permission from the Match and Permit Committee. Breaches of this rule will result in the penalty described in the attached schedule.

### Additional Registrations

34. (a) Players who have played three (3) matches as emergencies (wash-outs/ heat outs not included) will be automatically assessed by the Chairperson of the Match and Permit Committee for additional registration. Additional registrations close before the 2nd last round on Friday @ midnight.
- (b) An additional registration will be approved as long as the Match and Permit Committee deem that the player will not significantly strengthen the team.
- (c) It is the responsibility of the Club Team Contact to look on the NSTA website prior to an emergency playing a fourth match to check whether an additional registration has been approved. In certain circumstances, the Chairperson of the Match and Permit Committee may authorise an emergency to play a fourth match before a decision regarding the additional registration is made. The Match and Permit chairperson upon their discretion may also approve or disallow any player/s prior to 3 matches being played in any season.
- (d) If an additional registration is refused, the player may not play again in that grade, but may play in a higher grade. Playing a player in the same team after an additional registration is refused will result in the penalty described in the attached schedule.
- (e) No appeals will be considered on rejection of an additional registration. **The Match and Permit Committee decision will be final.**

### Methods of Scoring in Matches

35. All home and away matches played during the competition shall be decided on games (four (4) points for a win), but if games are even, sets are to count. If these are also even and the match is tied, then two (2) points will be awarded to each team. For finals matches refer By-law 43.
36. If, in the event of unsuitable weather, any home and away match is, by agreement of the captains, abandoned, whether commenced or not, each side will score two (2) points UNLESS at the time of abandonment, one team had an unbeatable lead, or at any time after completion of the number of sets listed in the table below, one team had a lead of at least the number of games listed in the table, then that team shall be awarded full match points. In determining the games lead possessed by a team at the time the match is abandoned, ALL GAMES MUST BE COUNTED, including those of any unfinished sets.

Mixed Competition	4 sets completed	8 games
	5 sets completed	5 games
Men's Doubles Competition	4 sets completed	10 games
	5 sets completed	6 games
Men's Singles/Doubles Competition	2 sets completed	12 games
	3 sets completed	7 games

37. In the event of a match being lost by default the team not defaulting shall be awarded four (4) points only.
38. The Match and Permit Committee may order any match to be played again wholly or in part, or extend the time for playing any match, and may permit the substitution of a player, if thought warranted.

### Defaults and Penalties

39. (a) The penalty for any default will be as described in the attached schedule.
- (b) A team which loses any three matches by default, or being disqualified by the Match and Permit Committee, or voluntarily withdraws from the competition **after grading has been completed**, will be deemed to have retired from competition. The penalty for such retirement will be as described in the attached schedule above and beyond any penalties

accrued for defaulting of individual matches. **Team fees are exclusive of this penalty and will still need to be paid.**

- (c) In exceptional circumstances the Match and Permit Committee shall have discretion in applying the penalties.

### **Finals Finishing Positions**

- 40. (a) In the event of two or more teams being equal at the conclusion of the home and away matches, and it is necessary to decide which teams fill the first, second, third and fourth positions, then provided that none of the said teams has received a DEFAULT, such decision shall be arrived at on the percentage of games won over lost.
- (b) If any of the teams equal on points has received a DEFAULT, then in the calculation of percentages the corresponding match of the tying team AGAINST THE DEFAULTING TEAM shall not be taken into account.
- (c) If the default was given at a home match, then the corresponding match shall be the home match of the team at fault against the tying team. If the default was given at an away match, then the corresponding match shall be the away match of the team at fault against the tying team.
- (d) If tied, a count back on sets for the whole season will be made between the teams concerned. If it is still tied, a count back will be done on the performance against each other. If still tied, a count back will be made against the next best etc.

### **Semi-Final and Grand Final Matches**

- 41. In a given Competition, no player unless he/she has played in three matches **(2 matches for 10 round seasons)** in the current season with any one Club and is a registered player, shall be eligible to play in the Semi-Final or Grand Final matches with that Club, except at the discretion of the Match and Permit Committee. Breaches of this rule will incur the penalty described in the attached schedule.
- 42. In each grade the first team shall play the fourth team and the second team shall play the third team in Semi-Finals with the losing teams dropping out and the winners playing in a Grand Final. In the event of a tied result in any finals match the match shall be decided by the last pair, as listed on the match result sheet, who shall continue and play a standard tiebreak to 7 with a 2 point advantage.
- 43. (a) In Semi-Final and Grand Final matches all sets must be completed or one team must have an unbeatable lead at the completion of play.
- (b) All finals matches shall be played on the home court of the competing team that finished highest on the ladder after the home and away season (see By-law 40). In the event of insufficient courts being available at that Club, the match shall be played at an alternative venue nominated by the Match and Permit Committee.

### **Match Result Sheet**

- 44. (a) A match result sheet, supplied by the Association, shall be made available by the home team.
- (b) The captain of the home team shall, at the conclusion of each match, forward a detailed match result sheet, correctly filled in and signed by the captains of both teams, to the Grade Secretary. Breaches of these rules will incur the penalties described in the attached schedule.
- (c) In the event of such result sheet not reaching the Grade Secretary by 6.00 p.m. on the



Tuesday following the match, the penalty described in the attached schedule will be automatically imposed.

- (d) In addition, for the last home and away match and all finals matches, results must be notified by the time, and in the manner prescribed by the Match and Permit Committee. Breaches of this rule will incur the penalty described in the attached schedule.

### **Communications**

- 45. General correspondence shall be in writing between the Secretary of the Association and the Secretaries of the Clubs, except in matters pertaining to player registrations, which may be to the Chairperson of the Match and Permit Committee.  
When applying for additional registrations, only a Club Secretary or Team Contact may do so – not individual players.  
A Club may nominate in writing an alternative officer to receive all Association correspondence.

### **Protests**

- 46. In the event of a protest, the captain/s shall check and sign the Match Result Sheet noting "Signed under Protest". A match "Signed under protest" must be made aware to the opposition side in such an event before they leave the venue.
- 47. All protests must be lodged with the Secretary of the Association from the Secretary of the Club making the complaint, in writing within four (4) days from the time in which the alleged breach was committed using the code of conduct complaint form as set out in the NSTA Code of conduct.

**Please refer to the NSTA Code of conduct for information relating to Code of conduct complaints.**

- 48. A protest may be lodged by any Club not necessarily engaged in the match where the alleged breach is stated to have occurred.

### **Balls to be used in Matches**

- 49. At least four (4) first grade new balls as adopted by the Association shall be used for each match. Breaches of this rule will incur the penalty described in the attached schedule.
- 50. The make of ball to be used shall be any make of first grade ball adopted by the General Committee of the N.S.T.A.
- 51. Extra balls may be demanded at the commencement of any set, provided that the team demanding them pays for them.
- 52. Any alteration to the make of ball as per Rule 50 shall be made at the Annual General Meeting or a Special Meeting called for that purpose.

### **Courts**

- 53. The type, condition and surroundings of the courts of each competing club shall be subject to the approval of the Match and Permit Committee.

### **Pennants**

- 54. The winning Club in each grade shall be presented with a pennant from the Association.
- 55. Up to eight (8) players for mixed teams and six (6) players for Men's doubles or singles/doubles teams from the winning Club in each grade shall receive trophies or glasses. A Club may request additional trophies/glasses provide that Club reimburses the Association for their cost.

**Payment of Fines**

56. In any given competition, all fines are payable within six (6) weeks of receipt of the account from the Treasurer. Failure to pay such fines may result in forfeiture of all match points for that competition from the due date until payment is made. On advice from the Treasurer that such fines are outstanding the decision regarding forfeiture of match points shall rest with the Match and Permit Committee. Any Club which wishes to appeal against the imposition of a fine should do so as soon as possible.

**Alteration to By-Laws**

57. No By-Law shall be altered or amended except by a two-thirds majority of delegates present at a Special Meeting called for that purpose or at an Annual General Meeting.

### Schedule of Fines and Penalties

Fines and penalties are determined from time to time by the Match and Permit Committee. Current fines are listed below:

<b>Description</b>	<b>By-law</b>	<b>Fine</b>
Player playing in two teams on same day	18	Default
Playing for more than one Club in a given competition during a season	20(a)	Default
Playing within a suspension period	20(b)(i)	Default
Club/s at fault in nominating players without their consent	20(b)(ii)	\$20
Playing whilst requested not to do so	20(c)	Default
Playing in a lower grade than player is registered in	21	Default
An emergency player not listed as such on the Match Result Sheet	32(b)	\$10
Emergency strengthening an existing team	32(c)	Warning or Loss of games
Returning to original grade once "married" to a higher grade	33	Default
Playing in same team after additional registration refused	34(d)	Loss of games and \$10
Default Match	39(a)	\$20
Withdrawal or retirement from competition	39(b)	\$40
Finals Eligibility	41	Default
Sheet not correctly filled in	44(b)	\$10
Captains not signing sheet	44(b)	\$10
Match Result Sheet not reaching Grade Secretary by 6.00 p.m. on Tuesday following the match	44(c)	\$10
Results not being notified for last home and away and finals	44(d)	\$20
"Used" Balls or wrong make of ball being used	49	\$20