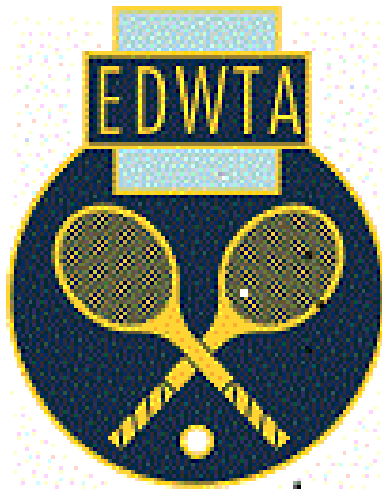


**Eastern Districts Women's  
Tennis Association Inc**  
(Affiliated with T.V.)

# By-Laws



**Website: [www.tennis.com.au/edwta](http://www.tennis.com.au/edwta)**

# Eastern District Women's Tennis Association Inc. By-Laws

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## **1. Management Committee**

The Officers shall be elected annually and should ideally consist of:  
President, General Secretary, Treasurer, Record Secretary, Team Secretary and a Committee of four.

## **2. Life Members**

The Annual General Meeting may bestow Life Membership on any Officer past or present, in recognition of outstanding services rendered to the Association. Life members shall have full privileges and rights at any Association Meeting.

## **3. Club Affiliation and Fees**

All clubs applying for entry must be approved by the Management Committee.

Each Club is required to pay:

- i. An annual Affiliation fee of \$20.00, payable with Season 2 team entries.
- ii. An Entrance Fee of \$30.00 per team per season, which includes the registration of all players, irrespective of number. This fee will not be refunded should a team withdraw.

## **4. Rules**

All matches shall be played under the rules of Tennis, as adopted by Tennis Victoria except where such rules are altered herein.

## **5. Courts**

- a) To be accepted in the Association competition, a minimum of one and half courts per match must be available. It is preferred that two courts be used for each match.
- b) The Management Committee has the right to the use of courts of any affiliated Club for the purpose of playing finals' matches.

## **6. Balls**

- a) Four new Tennis Australia approved balls shall be provided by the Home Team for each match.
- b) In final matches, the listed home team is required to provide four new balls. These must be appropriate for the surface to be played on. Captains of both teams will arrange shared payment.

## **7. Players – Registration**

- a) No player can play in Association matches unless registered with the Record Secretary in writing at the start of each season, except where By-Law 10(a) applies.
- b) No player registered to play with a Club shall be allowed to change to another Club in the Association during the course of the season, unless sanctioned by the Management Committee or where By-Law (24) applies.
- c) Any new player registered will be required to submit details of previous competition play.

## **8. Players – Grading**

- a) The Management Committee shall have the right to grade players. No player shall participate in matches in a section lower than that approved by the Management Committee.
- b) The teams shall be divided into as many grades or sections as considered necessary by the Management Committee.

## **9. Players – Eligibility**

- a) Players taking part in matches must be financial members of a Club, and must play in at least three matches, or two matches if there is a bye in the section, to qualify for the Finals Series. Any breach of this By-law will disqualify the team of which the player is a member.
- b) In the event of any club having two or more teams in the same section, any player having played three times with either team shall not be eligible to play thereafter in the other team, except where By-Law 24 applies or without the sanction of the Management Committee.
- c) Once having played three matches in a higher grade, the player may not return to the lower grade without the sanction of the Management Committee except if they are Emergency Pool players playing in their registered grade.
- d) No player shall play in more than one team on any one day.
- e) If a team plays an ineligible player, the opposing team shall receive the points of the match and all sets to nil in which the offending player participated.

## **10. Emergencies**

- a) *Registration*  
Emergency players will be registered as the result cards are received. An “E” must be placed next to her name on the result card and details of previous experience must be recorded on the bottom of the result card. Use “EPP” for Emergency Pool Players (see By-Law 23) and “SPE” for Spare Players (see By-Law 24).
- b) *Grading*
  - i. An emergency must be of a standard similar or lesser than the player she is replacing. She must not strengthen a team. (This does not apply to Section 1 or teams using Emergency Pool Players or Spare Player Emergencies).
  - ii. The Management Committee reserves the right to grade such players after the match has been completed.
  - iii. If a team plays an ineligible player, the opposing team shall receive the points of the match and all the sets in which the offending player participated.
- c) *Substitute Player (Emergency)*
  - i. A 10 minute time-out per player per match is permitted in case of illness, accident or other emergency.
  - ii. If because of illness, accident or other emergency, a player cannot continue in the match, an emergency player may replace her.  
If the emergency player is available immediately after the time-out has been taken the match can be continued where left off.
  - iii. If an emergency player is not available immediately after such illness, accident or emergency, the unfinished games in that set are forfeited. The emergency may replace the injured/absent player in subsequent sets and must be ready to play within one hour after cessation of play.  
A three minute warm up is permissible.
  - iv. If a heat out or washout is declared prior to the arrival of an emergency or within one hour after cessation of play, then any unfinished sets are abandoned and any games completed will count towards percentage.
  - v. An emergency player taking part in the match must in no way contravene By-Laws 8 and 9.

## **11. Composition – Team / Match**

- a) Each team shall consist of four women
- b) A match shall consist of six sets of Women's doubles in the following order; 1<sup>st</sup> and 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 1<sup>st</sup> and 3<sup>rd</sup>, 2<sup>nd</sup> and 4<sup>th</sup>, 1<sup>st</sup> and 4<sup>th</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.
- c) In all cases, sets shall be won by the first team to reach eight games, except where By-law 21 (c) applies.
- d) No player shall play in more than three sets.

## **12. Match Time**

- a. **OFFICIAL STARTING TIME** – 10am or at a time mutually agreed upon.
- b. Each team shall play a round of Home and Away matches on Wednesday of each week during the season.
- c. Matches must be played on the date specified, unless sanctioned by the Management Committee.
- d. A Club's starting time, as shown on the Fixture, may be altered by mutual agreement. If no agreement can be reached the official time of 10am must prevail.
- e. If two courts are available at the match venue and if due to one or more members from a team not being present, one of the first two sets cannot start play ½ hour after the mutually agreed starting time, that set shall be lost by default, eight games to nil. If both of the first two sets cannot start play ½ hour after the agreed starting time, then both of the first 2 sets will be forfeited eight games to nil.
- f. If a complete team is not in attendance at the courts listed for the match, within one hour of the mutually agreed starting time, the offending team shall be deemed as giving a walk-over. BY-LAW 16 will be enforced.

## **13. Match Classification**

- a) Prior to the commencement of a match the classification (i.e. the numerical order) of the players must be made in writing on the RESULT CARD by the respective Captains.
- b) Such classification must be adhered to throughout the match, except where By-Law 10 (c) (iii) applies.
- c) Failure to adhere to such classification will result in a forfeit of incorrect sets.

## **14. Match Determination**

- a) The match shall be decided on games.
- b) If the games are equal, then on sets; if the games and sets are equal, the match shall be declared a draw.
- c) Two points shall be scored for a win, one point for a draw or complete Association cancelled match.
- d) Where teams have equal points at the end of the Home and Away matches, their positions shall be decided on the percentage of games won and lost.
- e) Where a team withdraws from the competition during the season, all premiership points and games scored in respect of matches against that team shall be cancelled.

## **15. Results**

- a) Match results shall be entered upon the Result Card by the Home Team. The Visiting Team, together with the Home team shall sign the Result Card at the conclusion of play indicating that the results and all information as listed is correct in EVERY detail. Incorrect cards, a fine of \$20.00 per team may be imposed.
- b) A photographed or scanned copy of the Result Card, including details of emergencies used, shall be EMAILED by the Home Team as soon as possible to the Record Secretary at [edwtaresults@gmail.com](mailto:edwtaresults@gmail.com). Match Results must be emailed by 8pm on the day of the match. Failure to comply: fine of \$20.00

## **16. Forfeits**

- a) Should a team receive a walkover, the defaulting team shall forfeit all points, which shall be awarded to the non defaulting team. A score of 48-24 will be recorded to the non defaulting team. The team forfeiting will receive a score of 0-48.
- b) In the event of a complete Association washout or heatout, the team gaining the forfeit will receive (1) point and no score. The forfeiting team will receive neither points nor score.
- c) The Captain of the Non Defaulting team shall EMAIL the Result Card with names of her team for that day, to reach the Record Secretary at [edwtaresults@gmail.com](mailto:edwtaresults@gmail.com). by 8pm on the day of the match. Failure to comply; no points awarded.

## **17. Protests**

- a) Any protest must be made known to both teams at the courts prior to the teams separating, and the words "Under Protest" shall be in written on the result card and signed by both Captains.
- b) The Record Secretary shall be advised within 48 hours of the match.
- c) If required, the Disciplinary Committee shall be called together by the General Secretary as soon as possible to deal with same.

## **18. Discipline**

- a) The Disciplinary Committee shall consist of any five members of the Management Committee, and shall meet when necessary to hear protests and to deal with the possible suspension of a Club's membership or termination of a Club's membership of the Association.
  - i. *Suspension* of a Club's membership may occur for: Unseemly conduct; non-compliance with Rules or By-laws; sub standard courts; repeatedly forfeiting or withdrawing teams; non payment of fees.
  - ii. *Termination* of a Club's membership may occur for the disregarding of a Committee ruling on a prior suspension.
- b) *Procedure to be adopted by the Disciplinary Committee*
  - i. A letter shall be sent to the Secretary of the offending Club outlining the misdemeanour and the proposed date and timing of hearing.
  - ii. A member of the offending Club's Executive plus one other Club Member shall appear before the Disciplinary Committee not later that twenty one days after notice has been served.
  - iii. The Chairperson of the Disciplinary Committee shall read the report of the misdemeanour.
  - iv. The member of the Executive Committee or club responsible for the report shall give their version of the misdemeanour.
  - v. Witnesses may be called when necessary
  - vi. The representative from the offending Club may reply
  - vii. Witnesses may be called
  - viii. The Disciplinary Committee will confer in private and hand down a decision.

## **19. Appeals**

- a) The appeals committee shall comprise a majority of the Management Committee
- b) *Procedure to be adopted for an appeal hearing*

- i. An appeal may be lodged in writing to the Secretary of the Association within seven days of the initial hearing.
- ii. Any appeal will be heard before the Appeals Committee not later than seven days after notice of the intention to appeal has been received.
- iii. The procedure for an appeal shall follow the guidelines of the initial hearing.

## 20. Weather

### a) **Extreme Weather** conditions when teams **do not** attend courts.

When RAIN, WIND, LIGHTNING or HEAT (see b ii) threatens safety of players, teams need not attend courts if both Captains agree to CANCEL the match.

BOTH Captains must EMAIL written confirmation of such cancellation together with a list of players for that day to reach the Record Secretary at [edwtaresults@gmail.com](mailto:edwtaresults@gmail.com). by 8pm on the day following the match.

Failure to comply: no point awarded.

### b) **Moderate** inclement weather or hot weather when teams **do** attend courts.

- i. **WET WEATHER** If because of rain or frost, play has not commenced 1 ½ hours after the agreed starting time, that match must be abandoned. If play starts, but then has a rain delay, the match must be abandoned if play has not recommenced 1 hour after the beginning of the rain delay. No set shall commence after 2pm unless agreed by both captains.
- ii. **HEAT** If the temperature reaches 30 C at any time after the agreed starting time, play may be stopped at the option of either captain. (Temperature to be confirmed at the Weather Bureau (phone 1300 163 578) at the weather station closest to the match courts). However, if all players agree, play may continue.  
If a set has commenced and a player wishes to check the temperature, then this can only be done at change of end.  
No new set is to be started once the temperature is 32 C (phone 1300 163 578 to confirm).  
Refer to Court Location page of yellow fixture for closest weather station.
- iii. **When a match is abandoned** because of inclement or hot weather, unless one team at the time play ceases, has a lead as would entitle it to claim the match, the match shall be declared a draw, one point each. Games already completed will count towards percentage. Result card must be signed by both Captains.  
BY-LAW 15 RESULTS applies.

## 21. Finals

- a) Unless otherwise directed by the Management Committee, the four leading teams in each section, or in the case of a 6 team draw, the three leading teams in each section, at the end of the Home and Away matches, shall play the final series on succeeding Wednesdays or another day that is mutually acceptable.

### **8 team draw:**

- 1<sup>st</sup> Semi Final – 1<sup>st</sup> team versus 4<sup>th</sup> team,
- 2<sup>nd</sup> Semi Final – 2<sup>nd</sup> team versus 3<sup>rd</sup> team
- Grand Final – winner of 1<sup>st</sup> Semi Final versus winner of 2<sup>nd</sup> Semi Final

### **6 team draw:**

- A Semi Final where 2<sup>nd</sup> team versus 3<sup>rd</sup> team
- A Grand Final where 1<sup>st</sup> team versus winner of Semi Final.

- b) In unfinished Semi Final or Grand Final matches, play shall be continued from the stage at which the score stood when play ceased. If there is no result in the Grand Final, then no pennants are awarded. No finals will be played during gazetted public school holidays unless mutually acceptable by both teams.
- c) In the event of a drawn Semi Final or Grand Final match, the last four players concerned in the match shall play a twelve point tie-break, to decide the winner.
- d) All Final matches are to be played on neutral courts
- e) Players who have played the number of matches to qualify in a lower grade shall be eligible for a higher grade.
- f) The Management Committee reserves the right to cancel any finals if necessary.

## **22. Tie Break**

*Twelve point tie-break.* The players who win first seven points shall win the tie-break, provided they lead by a margin of two points. If the score reaches six points all, the game shall be extended until the two point margin has been achieved. The player whose turn it is to serve shall be the server for the first point from the right court. Thereafter each player shall serve in rotation for two points, beginning from the left court, but in the same order as previously in the set until the winners of the game have been decided. Players shall change ends after every six points. Odd points are served from the change ends after every six points. Odd points are served from the right court, even points are served from the left court. The first server initially has only one serve from the right court, but thereafter has two serves. Tie-breaks will only operate for Semi Finals and Grand Finals when a draw occurs.

## **23. Emergency Pool Players**

- a) Must be affiliated with Tennis Victoria by having a Match ID with a linked UTR.
- b) Must register with the Record Secretary before playing to be given a personal grade and be recorded on the emergency pool list for that season.
- c) May play with any club in EDWTA competition as many times as is necessary in their personal grade or above at the discretion of the Record Secretary.
- d) May still play for their own club as an emergency.
- e) Must not be registered as a player in any EDWTA team for that season.
- f) Emergency Pool players will be permitted to play in finals if they have played three times (or twice if there is a bye) for the team during the season. They will be permitted to play above their personal grade in finals and must get permission from the Record Secretary prior to playing.

## **24. Spare Player Emergencies**

- a) Spare players from teams in the same EDWTA section will be eligible to fill in as emergencies for other teams in that section or in a higher section.
- b) Spare players can fill in any number of times in a season but will not be eligible for finals, except in their own team or unless sanctioned by the management committee.
- c) Result card – please list the player as an emergency for your team with(SPE) after their name and add comments where applicable.
- d) Spare players cannot play against their own team.



## PENALTIES

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## TENNIS ETIQUETTE AND RULES FOR NON-UMPIRED MATCHES

### 1. Rules for Non-Umpired Matches

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- a) Each player is responsible for all decisions in his/her half of the court. He/she should be completely honest on all "Calls" but, if in doubt, he/she should give his/her opponent the benefit of the doubt and play the ball as good. You should not play a let.
- b) It is your obligation to call all balls on your side, to help your opponent make calls when the opponents requests it, and to *call against yourself* (with the exception of a first serve) any ball that you clearly see out on your opponent's side of the net.
- c) Any "out", "let" or "fault" call must be made immediately (i.e. Made before either an opponent has hit the return or the return has gone out of play); otherwise the ball continues in play. "Calls" must be verbal and clearly audible to the opponent, followed by a signal if necessary. "Lets" may be called by any of the participating players.
- d) On all court surfaces except clay (see (g) below) if a player incorrectly calls a ball "out" and then realises that the ball was good, the point should be replayed on the first occasion (involuntary hindrance) and the point lost on each subsequent occasion (deliberate hindrance). In the case of a point winning shot, a let would not be played.
- e) In doubles, when returning service, the partner of the receiver should generally call the service line for him/her. The receiver should generally call the centre and side service lines.
- f) If players cannot agree on the score, they should calmly discuss the points/games that are the areas of disagreement. If they cannot reach agreement they should replay only the points or games in question. All points or games which the players agree on stand, e.g. Two players cannot agree on whether the score is 40-15 or 30-30, but agree on the winner of the first, second and fourth points. Therefore only the third point needs to be replayed.
- g) Players are prohibited from checking the mark of the ball on their opponents sides of the court, unless invited by their opponent to do so. Ball mark inspections are only permitted on clay courts. On clay courts if a player incorrectly calls a ball "out" and then realises that the ball was good, the player who called "out" loses the point.
- h) Where a ball interrupts play, either by rolling/bouncing onto the court, and/or creating a visible interruption behind the court a let should be played.
- i) If a player hinders his/her opponent it can be ruled involuntary or deliberate.
  - a. When a player has created an involuntary hindrance (ball falling out of pocket, hat falling off, etc) the first time a "let" should be called and the player should be told that any such hindrance thereafter will be ruled deliberate.
  - b. Any hindrance caused by a player that is ruled deliberate will result in the loss of a point.
- j) **When to Serve and Receive:** The server shall not serve until the receiver is ready. However, the receiver shall play to the reasonable pace of the server and shall be ready to receive within a reasonable time of the server being ready. A receiver who attempts to return the serve shall be considered as being ready. If it is demonstrated that the receiver is not ready, the service cannot be called a fault.
- k) **The Let during a Service:** The service is a let if: (a) the ball served touches the net, strap or band and is otherwise good; or, after touching the net, strap or band, touches the receiver or the receiver's partner or anything they wear or carry before hitting the ground: or (b) the ball is served when the receiver is not ready.

### 2. Etiquette

- a) When ballpersons are not available, all balls on your side of the net are your responsibility, to pick up and, where appropriate, return directly to the server.
- b) The receiver should not return the first service if it is an obvious fault – let it go by or ground it.
- c) Do not enlist the aid of spectators, including parents, coaches, etc, in making line calls, or attempting to determine other on-court matters.
- d) To avoid controversy over the score, the server should announce the game score before starting a game and point score prior to serving for each point.
- e) Wait until a point is over before walking behind a court where a match is in progress.
- f) To retrieve a ball from another court or to return a ball to another court, wait until the players have completed a point.
- g) Do not stall, sulk, complain or not practice gamesmanship.