



Monash University Tennis Club

Information for Competition Players

This booklet is designed as a guide for players representing Monash University Tennis Club in weekend competition. Together with association handbooks/fixtures, you should be able to find everything you need to know about playing competition and what it involves.

By following the guidelines in this booklet, you can ensure that competition runs smoothly and the club meets its obligations to local tennis associations WDTA, BRTA and Tennis Victoria.

Player availability and use of emergencies

The club doesn't insist on players playing every week and selects teams based on players stated availability. There are two important things the club expects from players regarding their availability; firstly that they carefully consider possible work, study or social commitments before nominating their preferred number or proportion of matches each season; secondly that they do their best to play this nominated number of matches unless injured, ill or affected by unforeseen events. The club has a few emergencies who may be able to play when asked but the club generally does not have the player resources to cover the absence of several players who play less often than they originally promised.

Player shortages can result in loss of match points and forfeits with resulting fines. Rules regarding forfeits and eligibility of emergencies can be found in your association handbook/fixture. Information can also be found on the club website at www.mutc.org.au/weekendcomp.html

The **team captain** is responsible for organizing a playing roster before the start of the season after consulting players. Even if players are not exactly sure which matches they might not be available to play, a roster should still be done – changes to the roster can always be made later in the season. Players who cannot play when rostered should either swap with a team-mate or find an emergency from the emergency list and inform their team. It's important to remember that this is the responsibility of individual players. Team captains are not expected to find emergencies for their players and should not have to put together a team on a weekly basis.

Court etiquette and providing an acceptable playing environment

Visiting teams expect to be able to play competition matches with a minimum of disruptions. To ensure an acceptable competition playing environment and to meet our obligations to Tennis Victoria, WDTA & BRTA, there are four basic rules of court etiquette that you should observe:

- If you need to intrude on another court, either to enter or leave your court or to retrieve a ball, please wait until a point in play is completed on that court – please do not interrupt play.
- Spectators, if remaining on the court, may sit near the net post if both teams agree. Do not sit or stand behind the server or players returning serve during play.
- Please keep noise to a reasonable level. Frequent shouting or cheering from players or spectators can be disruptive.
- If at any time courts booked for competition by Monash University Tennis Club are not being used for matches, members of the general public should not be allowed to play on these courts while other competition matches are in progress. There are yellow wooden signs kept in the clubhouse which you can put on vacant courts if necessary. Other Monash University Tennis Club competition players (and their opponents) may be allowed to play on vacant courts but only if you and your opponents agree.

In dealing with members of the general public, please be polite but firm as most of them have no understanding of court etiquette. If you encounter any problems with the general public (e.g. people refusing to leave a vacant court booked by the club), you can contact the Monash Uni sports centre on 9905 4102 for assistance.

Exact court allocations and times for competition matches at Monash can be found on the tennis clubhouse noticeboard.

General Match Day Responsibilities:

Attendance at matches, forfeits: Matches (not warm-ups!), start 1pm (most formats) or 9am (winter morning pennant). Aim to arrive before the start time in order to warm up and start on time. The earlier you start, the earlier you finish.

At home matches, please ensure at least one of your team is waiting for your opponents at your allocated table at the start time. Your opponents should not have to go looking for you.

Non-appearance or lateness means your team may lose points and/or forfeit the match and incur a fine.

Exact court allocations for home matches can be found on the noticeboard.

Make sure you understand the rules re: forfeits in your handbook/fixture. Note that non-forfeiting teams must still submit a scorecard with the names of their players.

Washouts/heat: In wet weather, teams must still attend courts unless both team captains have been in contact and have arranged a washout and notified players, otherwise your team may still forfeit and incur a fine. In these cases, both teams must still submit scorecards with players names to avoid being fined. Teams who manage to pre-arrange washouts should call Philip Mannes on 0432 976 461 on match day. Note that if play is interrupted due to rain, until a certain time has elapsed without any play, a washout can only be declared if both teams agree. Rules regarding washouts and waiting times can be found in your association fixture/handbook. Please give yourself every chance of playing as Monash courts may be playable within 40 minutes of rain stopping if you use the court squeegees. Players are advised not to pre-arrange washouts on a hardcourt surface as play depends entirely on the weather after the start time – it also doesn't look good if a washout is pre-arranged yet other teams start and finish at the same venue! Rules regarding cancelling matches due to excessive heat can also be found in your handbook/fixture.

Correct tennis attire: It happens only rarely but your opponents can protest if you're not correctly attired and your team can lose points. It's worth having the 'correct gear' in your car just in case. Dress codes can be found in your handbook/fixture.

Filling out the scorecard: Fill out the scorecard completely, accurately and legibly with names as written on your team list written on the card before play starts. Emergencies must be indicated on the card and details of new emergency registrations included where indicated on the card.

Completed scorecards from home matches must be left in the envelope on the clubhouse noticeboard marked 'weekend scorecards'.

Afternoon/morning teas for home matches: Afternoon/morning tea should be provided by the home team. A packet of biscuits is normally OK but please use your imagination and take some pride in the club's hospitality. Coffee, tea, milk, sugar, plates, cups, glasses, cutlery etc. are found in the clubhouse kitchen. Coffee and tea should be offered to your opponents with afternoon/morning tea. Please use only your allocated table and do not use other team's tables (or eat their food!).

Tennis balls at home matches: Used tennis balls can be either kept or left in the clubhouse kitchen. Don't open cans of new balls until both teams are in attendance and courts are playable. Old tennis balls should be used for hit-ups if there's doubt about play going ahead e.g. courts are wet or your opponents have not shown up – but please don't get old tennis balls mixed up with new ones! – put the old balls away once you open a new can. If there's a complete washout or a forfeit, cans of new balls should not be opened. Teams who souvenir new balls in these circumstances are expected to reimburse the club. Unused cans of new balls should be left in the lower ball cupboard.

Cleaning up after yourself: At home matches, wash up dishes that you and your opponents use – don't leave this for others to do – the kitchen sink is kept filled for this purpose. Use dish-washing liquid and hot water (there's also a tea-towel provided to dry dishes – please don't use it for wiping anything else!). Put clean items back in the cupboard or leave them on the sink but please don't mix up clean and dirty dishes. Please take home any left-over food or put it in the rubbish bin and make sure that your table is left clean.

Returning club property to the clubhouse: Return to the clubhouse whatever club property you take out onto the courts (e.g. net measurers, yellow wooden signs, court squeegees, chairs). Please don't leave these items on the courts for others to collect.

Use of the clubhouse after all matches have finished: Players or teams, if not on duty, that wish to continue hitting after all matches have finished are not entitled to use of the clubhouse and should not expect the duty team to wait for them.

Queries about match day procedures: If you're not sure about the correct procedures or rules regarding matches, please refer to this information booklet and/or your association handbook/fixture. Do not (repeat DO NOT) rely on your opponents for information as they are sometimes badly misinformed!!!

Special Information for Tennis Victoria Pennant players

Attendance at matches: It's important to be on time for singles as well as doubles. Pennant rules regarding forfeits are strict and enforced by most teams. Each team nominates one of the first two singles matches so even if you have 3 players present, your opposition can insist that your missing player goes on first!

Singles Playing Order: Pennant singles must be played in the order given on your team list. Playing out of order can incur a fine and loss of points. To avoid playing out of order, it's important that all players arrive on time, that names are written on the scorepad before play and that everyone knows exactly who's playing. If you get an emergency or another team member to fill in for you, tell the rest of the team.

Singles order applies to emergencies as well - emergencies do not have to play in the exact same position each time, but must play in the same position *relative to other team members*.

Singles order does not apply to doubles pairings.

Duty team responsibilities:

Each team will be on duty a few times each season – exactly how often depends on how many Monash teams play in that time slot. Duties are:

1. Buying milk The Saturday PM duty team must buy 500mL of milk to bring to tennis for Monash home teams and their opponents to have with their tea or coffee. 300ML is fine for Sat AM or Sun PM. The duty team can decide who buys milk and how the cost is shared between team members.
2. Collecting keys A team member must collect tennis pavilion/cupboard/gate keys (112A on blue keytag) from Sports reception no later than 8.40am (AM), 12.40pm (PM). Some form of ID must be left at reception when borrowing keys. All duty team players are authorized to borrow keys. You may have to inform the desk attendant that a key-list is kept near the keys. Make sure you get the correct keys (112A) – don't accept any others. Large silver "Silica" key opens up clubhouse.
3. Opening up courts Open up courts 1-8 by unlocking the gate between courts 1 & 2. You might also like to open up the gate on the far side of the courts between courts 5 & 6.
4. Setting up Clubhouse should be opened at least 15 minutes before play starts. Set up tables (one for each team) and chairs, then put out scorecards and tennis balls on the appropriate tables. Balls (with team written on can) and scorecards can be found in the lower ball cupboard in the kitchen (use one of the copper keys). Large tables (with 8 chairs) should be used for 4-player BRTA, WDTA or Pennant teams. Smaller tables should be used for 2-player WDTA teams. Setting up properly and on time is important. It is not acceptable to just put all the balls and scorecards on one table and leave teams to set up for themselves. Visiting teams especially should be able to find their allocated table when they arrive and players should not still be waiting to get in at or near the starting time.
5. Cleaning up At the start, fill the kitchen sink with hot water and dish-washing liquid so that players can wash and dry dishes as they are used. You'll find a clean tea-towel in the lower ball cupboard for wiping dishes. At the end of the day, please wash up and put away any dishes that players can't be bothered washing themselves.
6. Items left on the courts Please bring in all chairs, net-measurers, court squeegees, signs etc. that have been left on or around the courts by lazy or forgetful players.
7. Switch off and lock up When all teams have finished playing, turn off all lights, heaters, fans, appliances (such as ovens or kettles) + air conditioner (make a point of checking whether or not the red light is on – the aircon is very quiet and easy to miss). Close all windows and lock all three doors which exit from the clubhouse (including door connecting clubhouse with toilets). Use keys to lock clubhouse doors from outside. Slamming locked doors shut without using keys will damage the locks. You don't need to lock the outside toilet door. You should also lock court gates. Then return keys to Sports reception immediately.

IMPORTANT:

All players playing for the duty team should be available from 8.40am (morning), 12.40pm (afternoon) until the last team leaves and should help to carry out all duty team responsibilities from setting up to cleaning up at the end of the day. Each team is only on duty a few times each season and should be prepared to wait until the last team leaves.

You can leave early and ask another team to lock up (keys not required although locking up without keys will damage locks) if you feel you can trust them but you do this at your own risk. If the duty team leaves before other teams finish, the duty team team will still be held responsible for anything that goes wrong e.g. clubhouse left unlocked or lights, heaters, aircon etc. left on overnight. This rule is in place so that there is no confusion as to exactly who is responsible on match days.