



## Monash University Tennis Club Information for BRTA Players

This booklet is a guide for players representing Monash University Tennis Club in weekend Bayside Region Tennis competition. Together with the fixtures/rules which can be found on both the BRTA and Monash Uni Tennis Club website, you should be able to find everything you need to know about playing BRTA 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 Bayside Region Tennis.

## 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 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 possible fines. Rules regarding forfeits and eligibility of emergencies can also be found in your BRTA fixtures/rules and some of the rules are also summarised below.

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 at short notice.

## Basic BRTA Rules

**Punctuality:** Matches (not warm-ups!) should start at the scheduled start time. 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 table at the start time. Your opponents should not have to go looking for you.

It's important to be on time as each team nominates one of the first two singles sets so even if you have 3 players present, your opposition can insist that your missing player goes on first resulting in a forfeited set!

**Minimum Number of Players:** BRTA fines clubs for incomplete teams - so this should be avoided if possible. An incomplete team can still play even though they automatically concede the 2 match points and obviously points for each forfeited set - but can pick up points for winning any sets/rubbers that are played.

Please note that if you have an incomplete team, your available players are only required to play in a position not lower than their nominated position. For instance, if your team only has its number 3 & 4 singles players available, then they can play at numbers 3 & 4. They do not have to play higher.

**Ineligible players:** An eligible player is someone who is registered for Monash Uni TC, has not played for or been nominated in another BRTA club's team in summer 2016/2017, is not a member of a higher grade Monash Uni TC 2016/2017 BRTA summer team and who is not clearly above the level where they are filling in. Anyone else is ineligible and if they play for your team, your team will concede match points + the ineligible player's rubbers and the club will also be fined. You'll receive a list of eligible emergency players before the season starts - please do not risk playing anyone else.

**Singles Playing Order:** BRTA 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 scoresheet 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. Remember that you cannot play below your nominated singles position. For instance, the number 2 player cannot drop back to number 3 behind the number 1 player and an emergency.

Singles order does not apply to doubles pairings.

**Washouts:** In wet weather, BRTA teams must still attend courts unless both team captains have been in contact and arranged a washout and notified players, otherwise your team may still forfeit and incur a fine. In these cases, both teams must still submit player names to avoid being fined. 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 at [www.baysidetennis.asn.au/Bylaws.htm](http://www.baysidetennis.asn.au/Bylaws.htm). Please give yourself every chance of playing as Monash courts may be playable within 40 minutes of rain stopping if you use the court mops. Players are advised not to pre-arrange washouts on a hardcourt surface as play depends entirely on the weather after the start time – it doesn't look good if a washout is pre-arranged yet other teams start and finish at the same venue!

Please note that a rubber cannot be called (and so cannot be forfeited) if the courts are not playable.

**Heat:** In BRTA, you cannot declare a "heat-out" without both teams attending courts - otherwise rules are similar to wash-outs - information at [www.baysidetennis.asn.au/Bylaws.htm](http://www.baysidetennis.asn.au/Bylaws.htm)

## General Match Day Responsibilities:

**Parking at Monash University:** The car park surrounding the clubhouse is now reserved at all times for residents of the new student apartment complex. There is free public parking available on weekends within the University grounds although parking areas are changing due to construction of student accommodation. Please observe signage at all times.

**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.

**Filling out the scoresheet and submitting results online:** Ensure that a member of your team brings a scoresheet to home matches. Fill out the scoresheet completely, accurately and legibly with names as written on your team list written on the scoresheet before play starts.

Once play has finished, all scores and rubber/sets/games totals should be checked and each captain signs to indicate their agreement. Home team keeps the original scoresheet and the away team should make a copy (e.g. photo) for possible future reference.

Home teams are responsible for submitting results from matches online 7.00pm on the Tuesday after the match. Detailed instructions can be found on the club website at [www.mutc.org.au/WDTAresults.pdf](http://www.mutc.org.au/WDTAresults.pdf)

**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 table and do not use other team's tables or eat their food without their permission!!!

**Tennis balls at home matches:** Remember to bring 8 new tennis balls to home matches (one pair for each doubles rubber and two pairs for the 4 singles sets). It's advisable not to 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.

**Late finishing afternoon matches:** Courts are booked from 12.30pm to 5.30pm and it's rare for matches to be still unfinished at 5.30pm. However we are obliged to provide courts for afternoon matches until light-up time if necessary which can be a problem in summer comp. If it's still daylight at 5.30pm and your match hasn't finished, you should contact the Main Service Desk on 9905 4102 to ask if a court is available from 5.30pm – in fact, contact them before 5.30pm if it looks like a match isn't going to be finished in time. Once finished, contact Monash Sport to inform them that a court won't be or is no longer needed. To avoid any confusion or disagreements, communication with Monash Sport is important – please don't just commandeer a court after 5.30pm without getting permission from Monash Sport.

Please note that according to association rules, matches can only be continued under lights if both teams agree. The lights at Monash Uni are not up to competition standard and you're under no obligation to finish matches under lights – and Monash Sport are under no obligation to provide lights for competition matches.

**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 should be kept filled for this purpose. Use dish-washing liquid and hot water (there should be a tea-towel provided to dry dishes). 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, whether opened or unopened, or put it in the rubbish bin and make sure that your table is left clean.

**First Aid/Incident Reporting:** All injuries (no matter how serious) that occur on Monash Sport grounds/facilities should be reported to the Duty Supervisor via the Main Service Desk at the sports Centre. This enables the Duty Supervisor to provide appropriate First Aid assistance where required, and also to report the incident or injury to the OHS Department of the University, by completing relevant First Aid/ Incident Report forms.

**Defibrillator on Site:** Let's hope we never have to use it but Monash Sport has an automatic heart-start Defibrillator on site. All Duty Supervisors are trained in its operation in the case of an emergency. The defibrillator unit is located near the Main Service Desk, next to the public pay phone, opposite the Seminar (meeting) Room.

**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 mops, 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 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 BRTA rules. Do not (repeat DO NOT) rely on your opponents for information as they are sometimes badly misinformed!!!

**Dealing with the general public:** If at any time courts booked for competition by Monash University Tennis Club (normally courts 1-4) 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.

In dealing with members of the general public, please be polite but firm as many of them do not understand court etiquette. If you encounter 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.

## Duty team responsibilities:

Each mens team will be on duty 3 or 4 a few times each season. Duties are:

1. Buying milk and bringing a tea-towel The Saturday PM duty team should buy 300ML of milk to bring to tennis for Monash home teams and their opponents to have with their tea or coffee. The duty team can decide who buys milk and how the cost is shared between team members. The duty team should also bring a tea-towel for drying dishes that have been washed.
2. Collecting keys At least one player from each team will have been allocated a password to enable them to collect tennis pavilion/cupboard/gate keys (key set number 3) from the Keywatcher dispenser near sports reception at least 20 minutes before the scheduled start time. Large silver "Silica" key opens up clubhouse. Gate keys are included in the key set - you'll need these to unlock the self-locking tennis court gates.
3. 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. At the end of the day, please wash up and put away any dishes that players can't be bothered washing themselves.
4. Items left on the courts Please bring in all chairs, net-measurers, court mops, signs etc. that have been left on or around the courts.
5. 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 ensure court gates are locked. Then return keys to the Keywatcher dispenser near sports reception using your allocated password.

### **IMPORTANT:**

All players playing for the duty team should be available from 12.40pm 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 Saturday afternoon team is on duty only 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, air-conditioning etc. left on overnight. This rule is in place so that there is no confusion as to exactly who is responsible on match days.