

**North Suburban Junior Tennis Association**  
**Guidelines for Hosting Finals**  
(as at November 2019)

**SEMI FINALS**

- 1) The host club must ensure its courts are open at least 15 minutes prior to the match start time.
- 2) The host club must provide a person to be the Court Supervisor for the match. This person must wear the identification provided by the NSJTA.
- 3) Each competing team shall supply a match result sheet.
- 4) The host Team Manager should ensure the Team Managers of the two competing teams complete the match result sheet before the match commences. The extra set for boys and unisex grades does not need to be filled in at the start of the match. It only needs to be completed if the match is a draw.
- 5) The Court Supervisor is responsible for allocating courts to semi final matches.
- 6) Members of the host team should assist with preparing courts (bagging and watering) if required.
- 7) If, due to wet weather, the Court Supervisor deems their courts to be unplayable and determines that the courts will not be able to be dried in time for matches to be completed at that venue, they must contact neighbouring clubs and attempt to relocate and complete the match. If the match cannot be relocated, the Court Supervisor must get approval from a Match Committee member before declaring the final a washout.

**A, B and C teams**

- 1) Team Managers of the two competing teams should refer to the match result sheet and ensure the correct players go on court for each set.
- 2) All sets must start without an umpire.
- 3) If a dispute arises during a set that cannot be resolved by the players, either player can call their Team Manager and request an umpire.
- 4) If either Team Manager informs the Court Supervisor that a player has requested an umpire:
  - For Friday night matches, the Team Managers jointly, or a person agreed to by both Team Managers shall umpire the remainder of the set.
  - For Saturday morning matches, a player from the host team shall umpire the remainder of the set.
- 5) If an umpire is called, all players and spectators must abide by the umpires call and there is to be no interference from outside the court.

**D teams**

- 1) Team Managers of the two competing teams should refer to the match result sheet and ensure the correct players go on court for each set.
- 2) The host team must provide umpires for all sets.
- 3) The umpire should refer to the match result sheet and check the correct players are on court before commencing the set.

**Issues or disputes**

If any issues arise during a semi final, they should first be reported to the Court Supervisor. If required, the Court Supervisor should contact a member of the Match Committee listed on the semi final draw for assistance with resolving the dispute.

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**GRAND FINALS**

- 1) The host club must ensure its courts are open at least 15 minutes prior to the match start time.
- 2) The host club must provide a person to be the Court Supervisor for the matches. This person must wear the identification provided by the NSJTA.
- 3) All umpires allocated to the venue should report to the Court Supervisor on arrival. The host club should notify the NSJTA Match Secretary if a club fails to provide the required number of umpires.
- 4) The host club shall supply the match result sheets (provided by the NSJTA).
- 5) The Court Supervisor should ensure the Team Managers of the two competing teams complete the match result sheet before the match commences. The extra set for boys and unisex grades does not need to be filled in at the start of the match. It only needs to be completed if the match is a draw.
- 6) The Court Supervisor is responsible for allocating courts to grand finals matches.
- 7) The Court Supervisor shall present pennants to both teams at the conclusion of the grand final.
- 8) The host club and umpires should assist with preparing courts (bagging and watering) if required.
- 9) If, due to wet weather, the Court Supervisor deems their courts to be unplayable and determines that the courts will not be able to be dried in time for matches to be completed at that venue, they must contact neighbouring clubs and attempt to relocate and complete the match. If the match cannot be relocated, the Court Supervisor must get approval from a Match Committee member before declaring the final a washout.

**A, B and C teams**

- 1) Team Managers of the two competing teams should refer to the match result sheet and ensure the correct players go on court for each set.
- 2) All sets must start without an umpire.
- 3) If a dispute arises during a set that cannot be resolved by the players, either player can call their Team Manager and request an umpire.
- 4) If either Team Manager informs the Court Supervisor that a player has requested an umpire, one will be provided to umpire the remainder of the set.
  - For Friday night matches, the Court Supervisor or a person nominated by the Court Supervisor shall umpire the remainder of the set.
  - For Saturday morning A and B level finals, a player from the host team shall umpire the remainder of the set.
  - For Saturday morning C level grand finals, the umpire shall be an adult umpire from the pool of adult umpires allocated to the venue.
- 5) If an umpire is called, all players and spectators must abide by the umpires call and there is to be no interference from outside the court.

**D teams**

- 1) Team Managers of the two competing teams should refer to the match result sheet and ensure the correct players go on court for each set.
- 2) All sets shall be umpired by an adult umpire from the pool of adult umpires allocated to the venue. The host club Court Supervisor is responsible for allocating umpires to matches.
- 3) The umpire should refer to the match result sheet and check the correct players are on court before commencing the set.

**Issues or disputes**

If any issues arise during a grand final, they should first be reported to the Court Supervisor. If required, the Court Supervisor should contact a member of the Match Committee listed on the grand final draw for assistance with resolving the dispute.