



TSA CHAMPIONSHIPS REGULATIONS

(Revised November 20, 2009)

In view of the national importance of the events and in the interest of providing the desired volume of continuous tennis for all participants, the Host Division shall conduct the Australian Teams and Individual Championships in accordance with the Regulations set out below:

OWNERSHIP The Championships shall be owned by and under the direction and control of Tennis Seniors Australia Incorporated, which may assign all or any rights to the Host Division.

Championships Venues When Host Divisions are selecting venues for the Australian Championships, full consideration must be given as to whether the available facilities offered (or accessible to them - eg. within a surrounding area or district), are such that they can enable the Regulations to be complied with in all respects while maintaining an acceptable degree of convenience for players, organisers and controllers alike.

THE REGULATIONS The Regulations are issued under seven headings, namely:

1. The Management and Conduct of Championships
2. Teams Championships
3. Individual Championships
4. Social Program
5. Sponsorships and Publicity
6. Player Transport and Court Location
7. Reports and Evaluation

INTERPRETATION In these Regulations the following definitions are used:

“Age Group” means defined player Age Groups in five-year increments from 35 to 85 years.

“Division” means any affiliated member Association of Tennis Seniors Australia, who can also be defined as a State or Territory Association.

“ITF” means the International Tennis Federation.

“Section” means a Section of teams within an Age Group.

“TSA” means Tennis Seniors Australia.

1. **MANAGEMENT AND CONDUCT OF CHAMPIONSHIPS** The Teams Championships and the Individual Championships shall be managed and conducted in accordance with the current Rules of Tennis Australia and the current International Tennis Federation (ITF) Regulations for the Organisation of Seniors Tournaments.
- (a) The President, TSA (or his nominated representative) shall form and chair a Management Committee to prepare for and oversee the conduct of the Championships. In the event that visits are necessary by the TSA President to assist the Host Division during preparation for the Championships, such visits shall be at the expense of the Host Division.
 - (b) This Committee shall appoint an Organising Committee chaired by a Tournament Chairman who will be responsible to the Committee of Management for the progressive organisation of the Championships and their overall day-to-day direction. This appointment must occur a year or longer ahead of the Championships.
 - (c) Each member of the Organising Committee shall be made responsible to the Tournament Chairman for particular assigned functions:
 - i. Tournament arrangements - conditions, entry forms and entries, balls, draw, results, etc.
 - ii. Finance - budget, entry fees, prize monies, receipts, insurance, etc.
 - iii. Playing venues and ground arrangements.
 - iv. Transport.
 - v. Communications.
 - vi. Player Relations and Facilities.
 - vii. Publicity and Sponsorship.
 - viii. Catering and Entertainment.
 - ix. Souvenirs and Sales.
 - x. Tournament Director's responsibilities are set out in detail in Page 16.
 - xi. Tournament Manager.
 - xii. A Referee shall be appointed and shall ensure that all matches are played in accordance with the current rules, regulations and policies as follows: ITF Rules of Tennis and Regulations for the Conduct of Seniors Tournaments; Tennis Australia's Code of Conduct and Member Protection By-Laws; Tennis Seniors Australia's Championships Regulations and Tournament Regulations.
 - (d) A suitable venue and facilities are to be arranged for the TSA Annual General Meeting which is to be held one evening, from 8.00 pm, during the week of the Teams Championships.
 - (e) Players entering the Teams and Individual Championships must have reached the required age for their events by or on 31st December of the year in which the Championships are played.
 - (f) The Host Division shall forward draft entry forms for Teams (Attachment 'A') and Individual Championships (Attachments 'G, H, I, J, K) the program of events prior to

printing and the Host Divisions budget for the Teams and Individual Championships to the TSA Executive for endorsement.

- (g) Responsible supervision must be provided at all playing venues at all times while play is in progress.
- (h) A copy of these Regulations shall be displayed prominently at each playing venue.
- (j) The Teams Championships shall precede the Individual Championships.
- (k) The full program of matches (times and locations) is to be displayed prominently at each venue in a position accessible to all. Progressive scores from team events are to be calculated and be on display at each venue for viewing prior to, and during, each day's play. In the Individual Championships results are to be regularly posted on the main scoreboard at the major venue.

2. **TEAMS CHAMPIONSHIPS** Men's and Women's teams from all Divisions are to compete in a round robin type tournament in the various Age Groups. Perpetual Trophies will be awarded to the winners of Age Groups where such trophies have been donated.

The Division with the best overall Team Result from all their teams will be awarded the perpetual Trophy Award for being the Premier Division in the particular year.

- (a) Teams shall consist of four or more players all of whom should participate during the week of the Teams Championship.
- (b) Team members representing a particular Division must be permanent residents in that Division, or regular playing members of a tennis club in that Division. Players wishing to vary their eligibility for a particular Division must apply to TSA Secretary and after consideration by TSA Executive the player(s) will be duly advised of their application. Player requests to play for another Division must be received in writing by TSA Secretary no less than one month prior to team nomination deadlines.
- (c) Teams from New Zealand, the United States of America or any other country may compete in the Teams Championships including finals, but are not eligible for the perpetual Trophy Award.
- (d) An official combined team may be arranged between Divisions both of whom shall advise the National Secretary TSA of agreement for such a team. The team will be eligible to score points for the perpetual Trophy Award and these points are awarded according to the player percentage that make-up the team. There shall be no combined teams in the first Section of an Age Group where a State or Territory has a team in a lower Section of that Age Group.
- (e) Team members must be financial members of their respective Division and registered with their State or Territory Association. Every player shall be obligated to sign the 'Player Agreement and Release Form' (Attachment 'B') with their nomination.

- (f) Nominations must be made on the official team entry form (Attachment 'A') and must be accompanied by the required entry fee. Players are to be listed in order of their current rating

No refund of team entry fees will be made for teams withdrawn after the Host Division has made the draw.

Changes to teams after the close of nominations and teams have been graded into sections, must be approved by the Tournament Director. Approved changes not detailed in the Teams Program Booklet must be displayed on the Tournament Box notice board.

Supplementary additions or nominations for any team cannot be made after matches have commenced.

Any team that cannot field a team due to injury, illness or other factors out of their control may under Clause (j) (vii) substitute a replacement player from an older age group or a lower graded team of the same age group provided the player is of the same or lower rating of the player being replaced.

- (g) The draw must be submitted and approved by the TSA Executive and all competing Divisions. Where it is proposed that a stronger or weaker team be moved into another Age Group, endorsement is to be obtained from that team's Division. In any situation where there is a lack of agreement on team gradings, the TSA Executive shall adjudicate and make the final decision.

Preparation of Draw Sections in Age Groups are to be drawn so that teams will play at least 8 matches over the week. Special consideration is to be given to the older Age Groups of Men's 75+ and 80+ and Women's 70+, where a maximum of 6 round robin matches are to be scheduled.

Each match consists of 8 sets. The final result in every match must total 8 sets eg 6 sets 50 games to 2 sets 12 games ... counting the sets 6+2=8. Check the regulations (page 11) for how to score incomplete sets or sets not started. If sets are equal the winner is the team with the most games won eg Team A, 4 sets 30 games to Team B, 4 sets 29 games is a win to Team A.

Positions in pools are determined firstly by total sets won in that pool. If sets won are equal then a percentage of games won divided by games lost is used to determine the winner. If still equal the result of the head to head matches will decide.

The sets won in every match played including finals and playoffs count towards the overall Team Trophy, except the matches in section 3, based on grading, will not count towards the overall Team Trophy.

The following options are to be considered:

Teams Draw. The following draws are to be used for the Teams Championships.

4 Team draw Two rounds to be played with positions 1 – 4 determined then: Semi Finals - 1st. v 4th. **A** & 2nd. v 3rd. **B**; 3rd. Playoff - Loser **A** v Loser **B**; Final Playoff Winner - **A** v Winner **B**

5 Team draw 2 rounds played with points, sets and games to determine positions 1 to 5. No finals played.

6 Team draw 1 Round played. Positions 1 to 6 determined then: Split into two pools of three - 1st, 2nd, & 3rd. – Pool **A**. 4th, 5th, & 6th. - Pool **B**. 1 round played in both pools. Positions in Pool A 1st to 3rd and Pool B 1st to 3rd 5th place playoff - 2nd Pool **B** v 3rd. Pool **B**, 3rd. place playoff - 3rd. Pool **A** v 1st. Pool **B**, Final - 1st Pool **A** v 2nd. Pool **A**

6 Team draw (oldest age groups) 1 round played. Positions 1st to 6th determined then: Semi Finals 1st v 4th. **A** & 2nd v 3rd. **B**, 5th. Playoff 5th v 6th, Final Winner **A** v Winner **B**

7 Team draw 1 round played. Positions 1st to 7th determined then: Top four go to semi finals while bottom three play a round robin for 5th place. 5th to 7th – round robin (3 matches) – 5th. place winner of round robin. Semi Finals 1st v 4th **A** & 2nd v 3rd. **B**, 3rd. place - Loser **A** v Loser **B**, Final – Winner **A** v Winner **B**

7 Team draw (oldest age group) 1 round played. Positions 1st to 7th determined then: Final 1st v 2nd.

8 Team draw 1 round played. Positions 1st to 8th determined then: 7th. Playoff – 7th v 8th, 5th. Playoff – 5th. v 6th., 3rd. Playoff – 3rd. v 4th., Final – 1st v 2nd.

8 Team draw (in two Divisions) Teams 1 to 4 in Division **A**, teams 5 to 8 in Division **B** – seeds split between the Divisions. Each Division plays one round robin of 3 matches.

In a second round the 1st in Division **A** v 1st in Division **B**, 2nd in **A** v 2nd in **B**, 3rd in **A** v 3rd in **B**, 4th in **A** v 4th in **B**.

In a third round 1st in **A** v 2nd in **A**, 1st in **B** v 2nd in **B**, 3rd in **A** v 4th in **A**, 3rd in **B** v 4th in **B**.

In a fourth round 1st in **A** v 2nd in **B**, 2nd in **A** v 1st in **B**, 3rd in **A** v 4th in **B**, 4th in **A** v 3rd in **B**.

In a final round the overall first team plays the overall second team for the Sectional Final. Positions 1st to 8th determined then: 7th. Playoff – 7th v 8th, 5th. Playoff – 5th. v 6th., 3rd. Playoff – 3rd. v 4th., Final – 1st v 2nd. Note that all teams play 7 matches.

9 Team draw (in two Divisions) Teams 1 to 4 in Division **A**, teams 5 to 9 in Division **B** – seeds split between the Divisions. Division **A** plays one round robin of 3 matches, and Division **B** plays one round robin of 4 matches.

Two pools are then formed – Pool **A** from the 1st and 2nd in Division **A** and the 1st and 2nd in Division **B**. Pool **B** is made from the 3rd and 4th from Division **A** and the 3rd, 4th and 5th from Division **B**.

Pool **A** play a round robin of 3 match. Positions 1st to 4th determined then 3rd Playoff – 3rd v 4th, Final 1st v 2nd. Note that all teams in Pool **A** play 7 matches.

Pool **B** play a round robin of 4 matches to determine positions 1st to 5th. No playoff matches are played and note that all teams may have played 7 or 8 matches.

Where possible, playoffs for 3rd. and 4th. should be scheduled earlier than the final to allow players/spectators to watch the final of their Division.

Round Robin Playoffs

Where a playoff match does not start due to weather conditions then a count-back will be taken to when the teams met during the rounds and this score taken as the result of the playoff match. If this match was a draw then the result of the match will be taken on the final pool positions.

It is the responsibility of each team captain to:

1) check where they have finished in the round robin pools and when they will be playing in any playoff matches; 2) accurately complete each match scorecard including the final results and points allocation; 3) sign each of your team's match scorecards – once the match scorecard is signed the final set and games score, and match result recorded will stand; 4) If the Tournament Manager finds where there is a calculation error, where the total points awarded do not add up to ten or where the card is incomplete, both teams will receive five points.

Finals are to be played in all Sections - unless deemed not appropriate - such as in older Age Groups. Finals matches are to be played at the 1.10 pm time slots on the final day of competition unless impractical to meet the overall match schedule. When possible, play off matches to be decided before the 1.10 pm time slot. Lay days are to be scheduled through the week if considered practical.

Individual player ratings will be the major means of grading teams within any Age Group to determine the stronger to the weaker teams. A number of options are available to determine the optimum number of teams in any one Section, and the following alternatives are suggested:

- (i) Increase or decrease the number of 'local' teams from the Host Division.
- (ii) Create two or more Sections within an Age Group. In these circumstances, strong and weak teams are to be evenly distributed to all Sections, and any teams from the same Division are to be divided between Sections as far as possible.
- (iii) Where there is a significant difference in standards and numbers make it necessary to divide into two or more Sections, then the Sections are to be graded to provide the strongest Section then progressively down to the weakest Section.
- (iv) Consideration to be given to having three small Sections in an Age Group if it will result in a more even competition for all players and teams. For example, with say 15 teams nominated in an Age Group, three 5 team Sections may be preferable to say one 8 team and one 7 team Section.
- (v) In preparing the draw for the teams events, at least two teams must be seeded and the teams, which are seeded FIRST and SECOND, are to be drawn to meet on the second last day. Where a Division has two or more teams in the one Age Group, the draw is to provide for those teams to meet each other during the first two days.

Where teams play each other more than once in the minor rounds, the responsibility of being a home team as shown on the draw sheets shall be alternated.

- (vi) The first age grouping for men and women in the teams events to be 35/40 combined.
- 2) Notwithstanding any of the foregoing paragraphs, section 3, based on grading, be offered in two age ranges: 35-55 and 60 and above. These sections do not count towards the overall winning trophy.

(h) Court Allocation and Time Draw.

- (i) The first named team in the Time Draw is to be regarded as the HOME TEAM for each individual match. The HOME TEAM is to be responsible to collect the new balls and score card from the Tournament Supervisor at the particular venue. It is the responsibility of the WINNING TEAM Captain to return the score card and balls to the Tournament Supervisor. In the case of a draw, a cancelled match or an incomplete match, the HOME TEAM Captain is responsible for returning the score card and balls. In the event that the score card is not returned, all scores will be forfeited by the responsible team.
- (ii) In order to play four matches each day, matches shall be played during the following allotted time slots:

8.00 am - 10.30 am	10.35 am - 1.05 pm
1.10 pm - 3.40 pm	3.45 pm - 6.15 pm

Teams drawn to play at 8.00 am will play their second match at 1.10 pm, teams drawn to play at 10.35 pm play their second match at 3.45 pm.

These starting times and times between finish and commencement may vary depending on local daylight saving time and/or other local factors.

In order to give every team the same chance of success, the stipulated 2½ hours per match shall be adhered to. Alternative or additional playing times will not be scheduled for any match to make up any lost playing time.

- (iii) Teams from the Host Division should have a bye on the Monday's first round as far as practical. This is to enable host players to assist in the smooth start up of the competition.
- (iv) In Sections where a final is scheduled the top two seeded teams are to meet on the morning of the day prior to the finals day, provided a further round or rounds is or are scheduled. Where no final is scheduled, the top two seeds are to meet in the last round.

- (v) Where Sections are scheduled so that one team has a bye on the morning of the finals day preceding a final, then neither of the top two seeded teams should be given that bye, to enable projected finalists to meet on even terms.
 - (vi) Sections should be drawn so that wherever possible teams play their two matches at the one venue on any one particular day. As far as practical venues should be rotated to give all teams in the various Age Group Sections equal advantage. Wherever possible, the older Age Groups are to be drawn to play on courts of natural grass in preference to synthetic grass, synthetic grass in preference to hardcourt.
 - (vii) Sections drawn to play at the 8.00 am and 1.10 pm time slots on any one day should be drawn to play the 10.35 am and 3.45 pm time slots the following day and subsequently alternating.
 - (viii) Where Sections have lay rounds in their draw, these should be scheduled between the first day and the last day of competition. Lay rounds should not be programmed for the first day of competition unless unavoidable through court requirements.
- (i) Weather Conditions. The Referee shall be responsible to continually monitor the weather and determine its suitability for play in conditions of excessive wind, rain or heat. The Referee shall regularly check the air temperature and humidity, and be aware of possible variations at other playing locations used for the tournament.

In the situation of high ambient temperatures and/or elevated humidity, judgement shall be made using an authorised hygrometer, thus providing data to calculate a "Heat Index Temperature" which is a measure of player comfort.

The Referee shall have full authority to stop play if playing conditions are considered to be unsafe for players.

- (i) In tournament locations ... where humidity levels are normally lower than 25% ... judgement shall be made on the measurement of the ambient temperature ONLY, at each playing location.
 - For Senior Age Groups Unsafe Conditions are defined when the actual ambient air temperature, as measured in the shade, exceeds 37°C.
 - For Super-Senior Age Groups may be considered under Unsafe Conditions when the actual ambient air temperature, as measured in the shade, exceeds 36°C.
- (ii) In tournament locations ... where humidity levels may be expected to exceed 25% ... Unsafe Conditions shall be determined on the measurement of the ACTUAL Heat Index Temperature.

- For Senior Age Groups Unsafe Conditions are defined when the ACTUAL Heat Index Temperature is in the High Risk range of 36°C to 44°C. Refer to Attachment 'C'.
 - For Super-Senior Age Groups may be considered as being under Unsafe Conditions when the ACTUAL Heat Index Temperature is in the Moderate Risk range of 30°C to 36°C. Refer to Attachment 'C'.
- (iii) The Referee is to suspend play at that venue until the temperature and or humidity drops to an appropriate level. The Referee may suspend play for a period of up to one hour.
- (vi) After the expiration of the specified time, the Referee shall review the situation and, if felt necessary, extend the period of suspension of play for further periods of up to one hour. During the period of suspension of play, all competitors scheduled to play through the day must remain at their court venues. Immediately the Referee decides play should resume, players must return to their respective courts and resume play from the exact point where play ceased.

(j) Playing Format

- (i) Players are to report to the allocated court FIFTEEN minutes before the scheduled commencement time.
- (ii) Matches must be played to completion within the time allotted and not stopped earlier because a match decision has been reached. Every set won will affect the team's final position and the Division's scoring for the perpetual Trophy Award.
- (iii) Play shall begin on time. The start and finish time to a playing session will occur when the "whistle" blows. When the "whistle" denotes the finish of a playing session a point "in play" shall be completed and scored.
- (iv) Players are entitled to use the cross over period between rubbers for their warm-up time. Once players are available to start the third and fourth rubbers, play shall commence without delay, no hit-up will be permitted ... unless a new player is introduced or players have to change court surfaces when a 3 minute warm-up is permitted. New players must be ready to commence to warm-up as soon as one of their match courts becomes available.

If play has been suspended for more than 30 minutes, players will be entitled to a warm-up not exceeding 5 minutes for the first match of the day and 3 minutes in subsequent matches.

- (v) Matches shall consist of four (4) doubles rubbers played on two (2) courts. Each rubber shall consist of two sets, first to six games with a twelve point tie-break at five games all.

- (vi) Captains toss. The winner shall have the right to choose courts throughout the match. The 'home' Captain shall list on the score card his/her pairings for the first two rubbers. The opposing Captain shall then list his/her pairings. Note that the 'home' Captain may fold the score card back if he/she desires to momentarily 'keep the lid' on his/her pairings.

After the completion of the first two rubbers, the home Captain shall list his/her pairings for the third and fourth rubbers. In turn the opposing Captain shall complete his/her pairings.

On each court, players shall toss to determine the right to serve/receive or have the choice of ends.

- (vii) Throughout the match Captains may play their pairings in any combination, except that the pairings nominated for the third and fourth rubbers **must not be the same** as those pairings that played the first two rubbers. Any eligible team member may be introduced after the first two rubbers to play in the third and fourth rubbers.
- (viii) During the course of a match, if a player becomes ill or is injured during play, and is unable to continue, then that set shall be forfeited. The following specifically applies: if a player becomes ill or is injured in the first set of any rubber, that set is forfeited and another registered member of the team may replace the injured player and play in the second set – OR – if after completion of the first set of any rubber a player is unable to play in the second set of the rubber, then the second set of that rubber shall be forfeited. Once an ill or injured player retires from the court, they are ineligible to play again in this particular match.
- (ix) If due to injury, heat exhaustion or emergency, a team cannot field four of its registered players, a registered player from the same Division from an older Age Group or from a lower graded team of the same Age Group may be substituted provided the replacement player is of the same or lower rating of the player being replaced.
- (x) If a team introduces an ineligible or unregistered player to allow a match to be played, the fact must be recorded in the score card for a subsequent review by the Tournament Director.
- (xi) Players in finals matches must be listed members of their team. In the event of an emergency, a replacement must be eligible as stated in j (viii). Such replacement is to be subject to the prior approval of the Tournament Director. In the event of uncertainty, the senior representative available from the Division concerned must give an assurance that the substitute player is not stronger than the player being replaced.
- (k) Scoring Method.** The top teams in each Section will be determined by the highest total number of match and set points won over the week of competition.

Each match shall consist of eight 'first to six game sets', played as outlined in Clause (j) (iv) above. Match results shall be recorded on a score card - see Attachment 'D'.

- (i) The winning team of any match is decided on the number of sets won, and if sets are equal, the number of games shall decide. The winning team shall receive two

(2) match points and one set point for each set won and all scores are to be clearly recorded on the match score card.

- (ii) A team receiving a forfeit shall receive a credit of two (2) match points plus 8 sets points and 48 games, and the team forfeiting a match shall not receive any credit of sets or games. Two opposing teams failing to play a scheduled match for any reason what-so-ever will not receive any credit of sets or games.
- (iii) In the event of wet weather or other stoppage, the following shall apply:

A CANCELLED MATCH is one in which there is NO play at all. In this case both teams receive a credit of one match point plus 4 sets points and 24 games towards the final result of the round robin competition.

AN INCOMPLETE MATCH is one where a decision has not been reached; each team will receive a credit for the sets and games they have won plus $\frac{1}{2}$ a set credit for each incomplete or unplayed set and 3 games credit for each unplayed set and one match point each.

For example, if the first two sets have been completed and won by Team A and two others are in progress, the scoring would be:

Team A A credit of one match point plus 2 sets points for the sets won and $\frac{1}{2}$ set credit for each of the 6 sets incomplete or unplayed. A total of one match point, 5 sets points credit plus games actually won (say 16) and 3 games credit for each of the 4 sets not started, a total of 28 games. Team A receives 6 points.

Team B A credit of one match point plus $\frac{1}{2}$ set for each of the 6 sets incomplete or unplayed. A total of 3 sets credit plus games actually won (say 10) and 3 games credit for each unplayed set, a total of 22 games. Team B receives 4 points.

WHERE A DECISION HAS BEEN REACHED the winning team will receive two (2) match points and a credit for the sets and games they have won plus $\frac{1}{2}$ set credit for each incomplete or unplayed set and 3 games credit for each unplayed set.

For example, if the first 5 sets have been won by Team A with 1 set in progress and 2 sets not started, the scoring would be:

Team A A credit of 2 match points plus 5 sets points for the sets won and $\frac{1}{2}$ set credit for each of the 3 sets incomplete or unplayed. A total of 2 match points plus $6\frac{1}{2}$ sets points credit plus games actually won (say 32) and 3 games credit for the each of the 2 sets not started, a total of 38 games.

Team B A credit of $\frac{1}{2}$ set points for each of the 3 sets incomplete or unplayed. A total of $1\frac{1}{2}$ sets points credit plus games actually won (say 14) and 3 games credit for each of the 2 sets not started, a total of 20 games.

- (iv) Where a team introduces an ineligible player to allow a match to be played, the subsequent actual sets scores involving that player will be disallowed on the scorecard. Those sets must be forfeited and each scored 0-6 to the opposing team. The opposing team is automatically awarded the match and receives a credit of 2 match points plus 4 sets 24 games for the sets forfeited to the team plus a credit for the sets and games won against the opposition's eligible players. The forfeiting team will receive a credit for the sets and games won by its eligible players.
- (v) Should any team be unable to provide a pairing(s) to start the either/both of the first two rubbers within 15 minutes of the scheduled starting time of the match, then the rubber(s) shall be forfeited.

Any team unable to provide a pairing(s) to start the either/both of the third or fourth rubbers within 1½ hours of the scheduled starting time of the match, then the rubber(s) shall be forfeited.

- (vi) In those Sections where a final and/or playoff is to be played, the top teams in the Section will be determined by the total number of points won over the week of competition. Where the number of points are equal then the number of sets won will decide and where the number of sets won are equal then the total number of games won will decide. In Sections where there are to be no finals played, the winning team will be decided on the total number of points won, then sets won, then games in that order. If in the event of teams finishing equal then the result of head to head matches will apply, and if teams have met more than once then an aggregate will apply.
- (l) Uniforms Policy. All members representing a Division must wear the uniform of that Division while playing in matches. The Tournament Director shall be responsible to check and monitor player's dress to ensure players comply with this rule. Teams will be automatically forfeited one set in each match for each player contravening this Regulation.
- (m) Disputes. When one of his/her home teams is involved in a dispute, the Tournament Director shall consult the TSA President, to determine whether the matter should be referred to the State Presidents (or Senior State Representatives) present at the Championships.
- (n) Trophies. The Premier Division for the year shall be determined at the end of the Teams Championships and is to be presented the perpetual Australian Teams Trophy.
- (i) A 'State or Territory' Division must have a minimum of five (5) teams to be eligible to participate.
- (ii) The winning Division will be decided by the best percentage (%) of sets won and credited against sets played and credited during the round robin matches by all teams from that Division, including all playoff finals. Actual match points (as distinct from set points) awarded in the minor round matches are NOT to be counted.

(iii) In the event of a tie, the Division with the largest number of teams shall be declared the winner.

(iv) Section 3, based on grading, do not count towards the overall trophy.

3. INDIVIDUAL CHAMPIONSHIPS

- (a) When drawing up the Program of Events, the Host Division is to recognise that the primary objective is to provide an even amount of tennis for all competitors, to play in each Event Group of the Championships.
- (b) Individual entries must be made on the official entry form (Attachments 'G, H, I, J, K), and entry fees MUST accompany the application. Entries received without fees will be returned unrecorded. **Late entries will NOT be accepted.**
- (c) Players may enter a maximum of three events which can be made up of: no more than one (1) singles (which must be in your age group); no more than two (2) men's doubles or two (2) women's doubles; no more than two (2) mixed doubles. Players who nominate for an Australian ITF Cup Team are only permitted to play in singles in their own age group. All other players who have not nominated for ITF Cup Teams may enter in a younger age group in singles if preferred.
- (d) When available, internet online entries and payments will be acceptable. Players are obligated to sign the "Player Agreement and Release Form" with their entry, or indicate their acceptance with internet entries. Partners for players entering without partners will be coordinated by the Tournament Director who may seek entries to fill gaps. Where partners withdraw prior to the first round being played the Tournament Director may approve replacement partners provided the replacement does not affect the seedings.
- (e) Consolation matches for singles and doubles events will be conducted provided the players give enough support. These events are open to first match losers in the first and second round of any Championship event.
- (f) A player having to forfeit in the Championships because of accident, injury, heat exhaustion or illness, shall qualify as a loser for placing in the Consolation Events.
- (g) Players in both Championships and Consolation Events will be required to give precedence to the Championship Events.
- (h) The Consolation Events will not be run for any event unless at least 4 players present themselves to play (8 players for doubles).
- (i) The date of birth must be entered on the Entry Form for each participant.
- (j) Players must be financial members of their respective Division or of a recognised Seniors Tennis Association.

- (k) (i) The seeding of players in events is to be carried out by the Selection and Ranking Committee of the TSA, plus the addition of one representative of the Host Division where that Division does not have a representative on the Committee. Entries alphabetically, shall be sent by the TSA Secretary (with name of Division for each player) directly to each National Selector and to the President TSA as soon as possible after tournament entries have closed.
- (ii) The placement of seeds in the draw MUST be in accordance with ITF Regulations as set out in the current Handbook.
- (iii) Selectors are to nominate up to two reserve seeds for each event. If a seeded player withdraws prior to the draw being made or after the draw has been completed the reserve seeded players can then be placed.
- (l) Once the draw for the Individual Championship events has been conducted, additional entrants or substitute players cannot be included in the draw if such players would cause a different seeding if they had originally been entered. Where circumstances are such that Doubles pairings be changed, these must be finalised by the Tournament Director and Tournament Manager prior to the first round.
- (m) In normal circumstances events will be played in the following sequence:
- Singles Events from 8.30 am daily followed by Doubles Events followed by Mixed Doubles Events.
- Precedence shall be given to upper age groups for the first slots each day. Dependent upon the number of entries, play in all events can be expected to begin on Sunday.
- (n) Players are to be given at least one match a day in each event entered. Every player should have played at least one match, and if practicable, two, in each of their events by the end of the second day.
- (o) A time draw can only succeed where the emphasis is on seeded players who must play more tennis than other competitors; their matches must not be allowed to get behind.
- (p) While all events are of equal importance, the emphasis is to be firstly Men's and Women's Singles, secondly Men's and Women's Doubles and thirdly Mixed Doubles and Combined Age events.
- (q) Any match, including semi-finals and finals, which can be drawn on a given day, is to be drawn and not deferred. For a large tournament as many matches as possible must be played on the first day - preferably at least half of the total matches, with half the remainder being played on the second day. For example, it must be recognised that in a 6 day tournament, a 64 player event means one round must be played per day.
- (r) The Conditions and Draw for the start of the Individual Championships must be displayed in a prominent position during the Teams Championships at the primary venue. Throughout the Individual Championships all draws are to be prominently

displayed at the primary venue (and other locations if deemed appropriate), and kept up to date with results of completed matches. Draws and results shall be published on the Internet, or an address advised by the Tournament Manager.

- (s) Whilst the imposition of a 'scratching' is unpleasant for the player and the Tournament Referee, it is to be enforced where circumstances warrant such action.
- (t) The Tournament Committee is to monitor closely all matches in progress with the aim of calling the following matches as far as possible in advance (and prior to the conclusion of matches in progress so as to save time and maximise use of courts). All matches will be allocated a match number, which will be displayed on the alphabetical Player Schedule (Time Draw) published each day. Matches will be called to play by the match number and (at the Tournament Director's discretion) by the players' names.
- (u) A ten-minute rest may be taken after the second set in all Championship matches unless the players concerned agree otherwise. After the first game of each set and during a tie-break, players shall change ends without a rest period. At the conclusion of each set there shall be a rest break of a maximum of 2 minutes.
- (v) Weather Conditions. The Referee shall be responsible to monitor the weather and its suitability at all times for play in excessive wind, rain or heat conditions. Regulations as set out in Clause 2(i) shall apply.

4. **SOCIAL PROGRAM** A welcome function for all players should be held on the day preceding the Teams Championships - with the documentation for the Championships being handed to all players.

The Opening Ceremony will include the Official Opening by the TSA President, representation of sponsors, necessary announcements by the Tournament Director and the National Anthem. The Host Division should endeavour to keep the costing of this function to a minimum.

A presentation function is to be held at the conclusion of the Teams Championships, at which the major sponsor is to be asked to participate. To be included in this important event are -

- i. Mention of the name and donor of each trophy being presented.
- ii. Scores in the final matches and names of the winning and losing teams.
- iii. Presentation to each member of a winning team of a memento identifiable to the occasion.
- iv. Provision of a photographer so that photos of presentations can be made available to team members.
- v. Presentation of the two awards: one for the Australian Senior of the Year (Player) and one for Australian Senior of the Year (Administrator), by the President, TSA. All nominations made by Divisions are to be announced.
- vi. Presentation of the Teams Perpetual Trophy Award to the winning Division.

NOTE The Host Division is to ensure that all trophies, including the two for the Seniors of the Year and the Teams Perpetual Trophy Award are available for presentation.

Individual Championships Presentation Where possible, at the completion of each final match, trophies will be presented by the President of the TSA and/or major sponsor representative. The President of the TSA and/or major sponsor representative at the closing ceremony will present trophies not presented at the completion of each final match, which is to be held at the conclusion of the last match.

Closing Ceremony At the closing ceremony, the President of the Host Division will hand the TSA Flag and banner to the President TSA who will hand them to the President/Senior Representative of the Division designated as host for the following year, for display throughout the next Championships. The Host Division may provide other social activities considered desirable.

5. SPONSORSHIP AND PUBLICITY Maximum exposure is to be given to sponsors in any published material and at playing venues and functions with the major sponsor receiving top billing. Every effort should be made to gain maximum media publicity before, during and after the Championships.

6. TRANSPORT AND COURT LOCATIONS Maps showing court locations and recommended routes and directions to outside courts are to be made available to competitors and be on display, together with details of the special transport arrangements made by the organising committee. Approximate travelling times between playing venues are to be shown. The charging of a nominal fee for this transport is recommended.

7. REPORTS AND EVALUATIONS A final report on the Teams Championships and the Individual Championships, together with details of all results, are to be forwarded by the Host Division to the Secretary, TSA within twenty one (21) days of the conclusion of the Championships. The Individual Championships results are to be sent by the Host Division (within 14 days of the completion of the Championships) as follows:

International Tennis Federation (on official ITF form)
 President TSA
 Secretaries of all Divisions as per current Officials List
 Each Australian Selector as per the current Officials List

Financial Report. It is essential that the Host Division furnish a total accounting of all income, however derived, and expenditure for the Australian Championships to the TSA Executive within 3 months of the ending of the Championships. A copy of the financial statement will be forwarded to each Division.

ENTRY FORM for TEAMS CHAMPIONSHIPS	Attach 'A'
PLAYER AGREEMENT AND RELEASE FORM	Attach 'B'
HEAT INDEX TABLE	Attach 'C'
TEAMS MATCH CARD	Attach 'D'

November 20, 2009

TEAMS MATCH RULES	Attach 'E'
TEAMS POINT SCORING SYSTEM	Attach 'F'
INDIVIDUAL ENTRY FORM FACESHEET	Attach 'G'
INDIVIDUAL CHAMPIONSHIPS TOURNAMENT REGS	Attach 'H'
ENTRY FORM for INDIVIDUALS CHAMPIONSHIPS	Attach 'I'
PLAYER HISTORY FORM	Attach 'J'
LIST OF INDIVIDUAL EVENTS	Attach 'K'

TOURNAMENT DIRECTOR'S JOB DESCRIPTION - NATIONAL CHAMPIONSHIPS

RESPONSIBILITIES

The Tournament Director is to be responsible and accountable for all aspects of the tennis activities including calling of entries, draws, time draws, court allocations and schedules, supply of balls, court supervision of matches, recording and publication of all results.

Communications shall be established with the appropriate members of the National Executive and the appointed Tournament Manager, to ensure that responsibilities are clearly defined and understood.

The Director has the responsibility to ensure that all results from the Teams Championships and Individual Championships are accurately recorded and reported.

STAFFING

The Australian Championships has now grown to a significant size, with up to 1000 participating players. The Tournament Director should therefore be experienced in conducting major tennis tournaments. Sufficient staff should be available to carry out the numerous tasks involved. This staff should be fully trained prior to the start of the Championships.

As it is mandatory that computer technology be used to conduct this major event, the Tournament Director and appropriate staff should be computer literate.

The National Executive shall appoint a Tournament Manager, with the requisite computer skills to set up all draws and carry out all day to day recording of match results, on going scheduling and reporting during the tournament.

FACILITIES AND EQUIPMENT

The tournament office should be in an isolated position from players and others - quite separate from any tournament control box.

Equipment: IBM compatible personal computer with Microsoft Windows capable of running the CAT tournament software - which is recommended for this tournament.

Other essential equipment required is a high capacity photocopier and fax machines. Mobile phones are essential if normal phones are not readily available at the various playing locations.

ADMINISTRATION

The current ITF Seniors Handbook covers the regulations required for the conduct of a Category 1 Tournament. All regulations must be considered and understood, particularly in respect to seeding, byes and the code of conduct.

This, together with the current specific Tennis Seniors Australia Championships Regulations and Tennis Australia's Code of Conduct and Member Protection By-Laws should be on hand at all times.

In the situation where there is a problem or dispute over tournament entries, draws or schedules ... the Tournament Director and the Tournament Manager have equal responsibility to determine the appropriate action. If necessary the Tournament Referee may be consulted whose decision shall be final.

CHECKLIST FOR AUSTRALIAN TENNIS SENIORS CHAMPIONSHIPS

TOURNAMENT CHAIRMAN: The holder of this position has an enormous workload and responsibility and should not hold a major position such as President or Secretary of the Host Division. The holder needs to be a well-organized person with a capacity to delegate to responsible and appropriate persons, prepared to make particular sacrifices of his/her time and tennis and family commitments. Generally it is a once in a lifetime position whose dedication is such as to ensure the success of the event.

TOURNAMENT DIRECTOR: Heads the match committee. This person requires patience, tact and dedication in dealing with late entries, requests for partners, late withdrawals etc. Close liaison with the appointed Tournament Manager and the National Secretary is required. Additional helpers are needed during team's week in checking scorecards.

TOURNAMENT CONTROL BOX: All venues require a set area for the distribution and return of scorecards etc. Completed scorecards should not be accepted unless accompanied by the four balls. Sale of used balls can be a good source of income. A separate ball coordinator is responsible for distribution and return of balls from all venues. Balls and match cards can be sent out with first bus transport and returned with last bus.

The Tournament Manager is to be provided with a separate dedicated office, which is isolated from players and others – to ensure appropriate quiet working conditions.

COMMITTEES: Tournament Director, Tournament Secretary, Treasurer, Sub-committees for Match, Social, Opening Ceremony, Printing including entry forms and Souvenir Program, Transport, Publicity, Prizes which could be covered by Treasurer, Player Packs, Merchandise, Catering. Minutes of Committee Meetings are to be sent to National Secretary TSA.

CALENDAR: 12 months in advance, check and reserve venues for Opening Ceremony, Teams Presentation Dinner and any other social events.

Liaise with Tournament Manager (if appropriate), re travel arrangements, accommodation and requirements for a suitable work area for computer set-up, photocopier, fax etc.

Eight months prior to the tournament ... establish tournament budget in conjunction with TSA.

Six months prior to the tournament ... draft of all forms relating to Teams and Individual entries shall be mutually be developed with the National Executive. Obtain agreement on closing dates with TSA. Carry out proofreading of printer's copies of forms. Consult with TSA re the required number of forms for distribution. Provide budget calculations to National Executive.

Distribute to all Divisions a copy of the Player Release Agreement Form.

Five months prior to the tournament ... distribute forms to Divisions, overseas contacts etc.

Liaise with the Tournament Manager re entry program and transfer of detail. The Host Division is responsible for entering all information including social events.

After the closing date of Team Entries, these shall be consolidated and a draft grading of teams completed by the TSA Secretary and the Tournament Manager, taking into account TSA Regulations. Full consultation shall be made with all Divisions to determine a consensus on team positions. On contentious opinions on team placings, the National Executive shall adjudicate, and their decision shall be final. After ratification by the National Executive, the Tournament Manager will prepare all draws, and provide draft(s), which will be refined after consultation, until finalized.

In the Team's Draw all teams are to be treated equitably in sharing week's program. Morning starting times to be alternated, remote venues to be shared, venues with lesser facilities to be shared and where there are different court surfaces available these are to be shared. Men's 75 and 80 age groups and women's 70 age group sections, should not be allocated hard courts.

After the closing date for Individual Championships, the TSA Secretary shall collect all entries from the Host State, internet entries and other entries, and these will be collated by the Tournament Manager. The TSA Secretary will forward a copy of entries to members of the National Executive, the Men's and Women's Selectors, who shall be responsible for the seeding and allocation of doubles pairings where necessary. The Selection Committee Convenor (President TSA) will be responsible for advising the Tournament Manager of seedings and any particular draw requirements. Draws are to be prepared at the Championships venue during the Teams week and subsequently published on site and on our website.

Final court allocations for the Teams Competition and the Individual's Championships are to be approved by the National Executive.

PRACTICE COURTS: Allocate practice courts for each Division and advise times and courts. Advise if balls being provided or players need to provide their own.

OPENING CEREMONY: In conjunction with the National Executive arrange for VIPs to attend, order of ceremony, invitations to representative team members. Official party to comprise VIPS, Presidents of Divisions or their deputies, the National Executive, any other special guests. Send

out invitations to members of the Official Party including Presidents; specify type of clothing to be worn i.e., jacket/tie, and hat if necessary.

Divisional flags are to be “marched” on by flag-bearers as part of the Ceremony. Division’s are to be advised of requirements by mid November. Provide food/drink following the Opening Ceremony. Arrange a suitable celebration bearing in mind cost and ease of distribution. Consult with the National Executive re special area for VIPs. Prepare a Program for the Opening Ceremony. This should include names of speakers, National Anthem, Declaration of Commencement of the Competition etc.

MIDWEEK SOCIAL EVENTS: Arrange a suitable “casual” event, not too expensive but appropriate for all participants. If appropriate also hold BBQ or other event during the week, preferably at the main venue. Leave Monday free for Divisional Dinners.

ANNUAL GENERAL MEETING: In conjunction with National Executive arrange a suitable venue for AGM. Venue to fit the National Executive, delegates from each Division plus other Senior members. Arrange provision of drinks/tea/coffee and a light supper at conclusion of meeting, the cost to be met by TSA.

PRESENTATION DINNER DANCE: Reserve suitable venue to hold up to 600 persons. Consult National Executive re cost and suitability of menu and drinks provision. Arrange printed Menu to include full list of team’s events to be presented. Ensure well in advance that all Trophies will be available – Australian Teams Trophy, “Player of the Year”, “Administrator of the Year” Awards.

Winning team members are to be presented with medallions. A nice gesture is for runners-up to be given Certificates, produced by computer, at conclusion of their final or last round on court.

TRANSPORT: Transport between all playing venues is required. An appropriate cash donation for each trip should be enforced. Ensure departure times are well publicised.

SOUVENIR PROGRAMME/MATCH DRAWS: Arrange an appropriate Program which should include; Summary of Regulations relating to Teams Championships, Messages of Welcome, Results of Australian Teams in ITF Seniors Cups and World Championships, results of the previous years Australian Teams and Individuals Championships, Details of Draws, Transport, Social and any other “housekeeping” details, List of Competitors, Photos, etc.

PLAYER PACKS: Arrange items for inclusion such as tourist brochures, Souvenir Program, gift, sunscreen, pen etc. Members will be required to assist with packing bags and to hand out same on the day preceding first day’s play, prior to Opening Ceremony. Players who will be competing only in the Individual Championships are also given a Player Pack on their arrival.

MERCHANDISE: Host venue to decide if merchandise will be sold. Be conservative with the number of items and amount of each item. Preferable to not have a year printed so leftover items can be used at a later time.

OFFICIAL PHOTOGRAPHER: A photographer is required at the Opening Ceremony and Teams Presentation Dinner Dance. Photos are to taken of all teams and copies made available for sale.

INDIVIDUAL CHAMPIONSHIPS WEEK: Generally it has been found that no formal social events are required. BBQs or other could be held at main venue if there is sufficient interest.

Prize money is given to winners and runners-up in all events unless the number of entrants in an event does not warrant a runners-up prize. This must be specified in advance. Medallions are given to all winners. Host Division to decide if these will also be given to runners-up. Prizes need to be available in sufficient time so that after the completion of finals on any day the presentations can be made prior to players leaving.

PRESENTATION OF PRIZES: A function is held on the final day, time to be arranged with the National Executive. It is preferable to not state a time in advance and should only be determined after final day's draw is ready. The Presentation Ceremony must not begin until the final match has been completed. Do not delay finals in case of rain or heat the following day. Arrange the most appropriate area at the main courts for the presentation including a working PA system. If appropriate the President TSA to announce the selection details of representative teams. Drinks (at bar prices) and nibbles to be provided for players at conclusion.

CATERING: Substantial catering is required at the main venue(s). This should be available from 9.30 am until completion of third time slot. During teams week demand comes in bursts – before and after commencement of second and third time slots. Sandwiches/rolls should be prepared in advance. Small venues should have tea-making facilities at least on a DIY basis.

Some catering is required on the practice day prior to the start of the team's matches. The Teams finals day is a very big day requiring additional food and staff. Ice should be available at all venues and should be distributed with the first bus transport.