

**North Suburban Junior Tennis Association Inc.**  
**Advice for A Grade Team Managers**  
(as at January 2018)

- 1) You must decide your seedings for Rounds 1 to 7 before your Round 1 match. You must notify your Grade Secretary of the seedings by taking a photo of the seedings sheet and emailing it to the Grade Secretary with the Round 1 result, or you can email the list to the Grade Secretary within 48 hours of the first match. Players must then play in this order for Rounds 1 to 7.
- 2) If you want to change your seedings for Rounds 8 to 14, you must take a photo of the seedings sheet and email it to the Grade Secretary with the Round 8 result, or you can email the list to Grade Secretary within 48 hours of the Round 8 match. Failure to do so may result in forfeit of one or more singles sets played out of order.
- 3) Singles sets must be played using the seedings indicated above. If a seeded player plays at a lower seeded position than a lower seeded player, or plays at a lower seeded position than an emergency player, they will forfeit the set.
- 4) An emergency or a player playing up from a lower grade must play in the lowest singles position. Failure to do so will result in forfeit of one or more singles sets played.
  - a) In the event that a registered player from a lower grade and an unregistered emergency player both play in the same match, the unregistered emergency player must play in the lowest seeded position.
  - b) In the event that two or more players registered in different lower grades play as emergencies in the same match, the player registered in the higher grade must play at a higher seeded position than the player registered in a lower grade (e.g. a B Special player must play higher than a B Grade player).
  - c) In the event that two or more players registered in the same A level team play as emergencies in a higher A level team in the same match, the higher seeded player in the players' original registered team must play at a higher seeded position.
- 5) Players may warm-up until 7.45 am (Saturday grades) or 7.00 pm (Friday grades) at which times you should instruct them to commence play. Players arriving at or after these times may have a maximum of three minutes warm-up time only.
- 6) Usually the No.1 singles sets are played first. However if a No.1 boy or girl is running a little late, do not wait for them and instead play one of the other singles sets first.
- 7) When selecting your doubles combinations, you do not need to consider the singles seedings and can therefore make your doubles selections in any order.
- 8) Sets should be umpired by the players themselves. The player at the relevant end of the court makes the call, but should only call a ball 'out' if absolutely certain that the ball is out. If there is any doubt, the ball must be considered as 'in', and a let should not be played. On en-tout-cas courts, the player at the other end may ask that the ball mark be circled, but must never cross the net to check the mark. If there is continual arguing or a major dispute, one or both Team Managers should intervene. They may or may not choose to remain on the court, not to umpire, but closely monitor the remainder of that set.
- 9) In Boys grades, if a team is one player short, the No. 4 singles set must be forfeited. In Mixed grades, if a team is one or two players short, the lowest position singles set/s must be forfeited. If other sets have commenced before it is realised that the No. 1, 2 or 3 player is not turning up, then the opposing team must decide whether they want all relevant sets replayed with the correct pairings, or whether they are willing to allow the forfeit to remain at the No. 1, 2 or 3 position/s.
- 10) The home team manager must email a photo of the match result sheet to the Grade Secretary within 48 hours of the completion of the match.

**GOOD LUCK!**