

North Suburban Junior Tennis Association

Match Results

(as at January 2016)

- 1) The **home** team manager must email a photo or scanned copy of the match result sheet to the Grade Secretary within 48 hours of the completion of the match.
 - (a) The photo/scan must be of the entire match result sheet, including the emergency players section. Electronic copies should be checked prior to being sent to ensure all information is clear and legible including details for emergency players.
 - (b) The **subject** of the email should be the **grade and round** of the match. Please put the grade first, then the round and include whether it is a boys, mixed or unisex grade, for example:
 - A Grade 1 Mixed Round 1
 - A Reserve 1 Boys Round 2
 - B Reserve 2 Mixed Round 3
 - C Special 1 Unisex Round 4
 - D Grade 2 Unisex Round 5
 - (c) For privacy reasons, Grade Secretary email addresses are not published online or in the fixture. Instead, Club Delegates have been provided with a list of email addresses for each Grade Secretary. Contact your Club Delegate if you need to know the email address of your Grade Secretary.
- 2) The **home** team manager must keep the original match result sheet until the conclusion of the season. If there is a dispute about the match, the Association may require it to be provided.
- 3) The **away** team manager should also take a photo of the match result sheet for their records and in case the home team's copy is lost.
- 4) **Seedings for A level teams**
 - **Round 1** — Team managers of all A level teams must notify their Grade Secretary of their seedings for Rounds 1 to 7. You can either take a photo/scan of the seedings sheet and email it to the Grade Secretary with the Round 1 result, or send the Grade Secretary an email with the list of seedings within 48 hours of the Round 1 match.
 - **Round 8** — If a team wants to changes its seedings for Rounds 8 to 14, the team manager must take a photo/scan of the new seedings sheet and email it to the Grade Secretary with the Round 8 result, or send the Grade Secretary an email with the list of seedings 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.
- 5) **Washouts**
 - If the Association declares all matches a washout in advance, teams are not required to attend the venue and match result sheets do not need to be filled out. Grade Secretaries will automatically record all matches as washouts.
 - If teams attend the venue but a match is **not commenced** due to wet weather, a match result sheet does not need to be completed but the home team manager must still email the Grade Secretary and advise them that the match was a complete washout.
 - If the match is **commenced but not completed**, a match result should be submitted as normal.