



JUNIOR INTERCLUB

2022-23 SEASON

www.tenniscanterbury.org

For Cancellations:

<https://www.facebook.com/TennisCanterbury>

TENNIS CANTERBURY REGION INCORPORATED CONTACT DETAILS

Tennis Canterbury Region Incorporated Interclub Administration

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RULES OF TENNIS CANTERBURY REGION INCORPORATED FOR THE MANAGEMENT OF INTERCLUB COMPETITIONS

1. POWERS

The Competitions Advisory Group (CAG) being the governing body for the Tennis Canterbury Junior Interclub 2022/23 season has the power:

- a) To carry out and control competitions between affiliated clubs and players and to deal with all matters arising.
- b) To deal with the eligible entries received under the promotion/relegation system and from new teams.
- c) To place new teams in positions it deems appropriate, subject to positions being available.
- d) To hear disputes.

2. INTERCLUB ADMINISTRATION & CONTROLLERS

- a) Interclub Tennis in Christchurch is administered by the CAG and the Administration of Tennis Canterbury (TCRI).
- b) The CAG and TCRI may appoint qualified referees from New Zealand Tennis Umpires Association (NZTUA) to officiate at Interclub matches as it deems necessary.
- c) All Interclub Tennis in Christchurch is to be played according to the Tennis New Zealand (TNZ) Code of Conduct Rules set out **on the Tennis Canterbury website** www.tenniscanterbury.org

3. GENERAL

- a) The CAG shall manage the process on any matters arising out of these Rules, or those that are not provided for, within these Rules.
- b) Interclub Dates of play will be determined once entries are received.
- c) The Laws of Tennis and the Code of Conduct currently sanctioned by TNZ, and the regulations of the TCRI Board as laid down in the TNZ handbook, so far as they are applicable, shall be observed, provided they do not conflict with the TCRI Interclub Rules. Should any team fail to comply with any of the TCRI Interclub Rules including breaches of the Code of Conduct, the CAG shall have power to discipline the Club.

- d) Any play or behaviour deemed to be in breach of the Code of Conduct or bringing the game and/or TCRI into disrepute shall be reported at the first opportunity to your junior administrator
- e) Portable electronic devices and/or cell phones cannot be used by players during matches. nor can matches be recorded or photographed without the consent of the opposition player or players and parents/caregiver.
- f) At the end of each set there shall be a set break of a maximum of one hundred and twenty (120) seconds.
- g) Players will only be permitted to leave the court area to fill a drink bottle at the conclusion of a set or as part of an authorised toilet break.
- h) All players shall be dressed in clean customary Tennis attire. Clubs are encouraged to dress their players in club uniforms. Uniforms may carry commercial sponsorship, but any such commercial sponsorship, size, location and appropriateness must be approved by TCRI before being used at and Senior Interclub matches. This approval can be gained from TCRI.
- i) No on court coaching is permitted at any time in any language. Communication to players who are on court from must be limited to encouragement or support only.

4. ADOPTED BALL

- a) The Wilson US Open Ball is the official ball of TCRI and must be used for all age groups 12 & Under up.
- b) Wilson Green Dot Starter balls must be used for the age group 10 & Under.
- c) Each team shall supply 50% of the required new balls for each tie

5. MATCH FORMAT

Junior Age Groups		Scoring Format
10's, 12's		Best of 1 normal set
14's, Open		Best of 3 sets Set 1 & 2 are short sets 3 rd set is a Match tie-break game
Friday Division 1 Grades Only	12 & Under 14 & Under Open	Best of 3 sets Set 1 & 2 are normal sets 3 rd set is a Match tie-break game
	10 & Under (dependent on entries)	Best of 3 sets Set 1 & 2 are short sets 3 rd set is a Match tie-break game

Short Sets: -First to four games -If 3 games all, win by 2 games -If 4 games all, play a 7 point tie-break game -No 'lets'	Normal Sets: -First to six games -If 5 games all, win by 2 games -If 6 games all, play a 7 point tie-break game -No 'lets'	Deuces: In ALL Age Groups Singles play normal deuces Doubles play short deuces Short deuce – at score of deuce (40 all), next point wins the game (receiver(s) decide who receives) -No 'lets'
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Tie-break Game:

During the tie-break game, points are scored "zero", "1", "2", "3" etc.

The first player/team to win seven points win the "Game" and "Set", provided there is a margin of two points over the opponent(s).

If necessary, the tie-break game shall continue until this margin is achieved.

The player whose turn it is to serve shall serve the first point of the tie-break game.

The following two points shall be served by the opponent(s) (in doubles, the player of the opposing team due to serve next)

After this, each player/team shall serve alternately for two consecutive points until the end of the tie-break game (in doubles, the rotation of service within each team shall continue in the same order as during that set)

The Player/team whose turn it was to serve first in the tie-break game shall be the receiver in the first game of the following set.

Match Tie-break Game:

Exactly as above except the tie-break is the first player/team to reach **ten points**, provided there is a margin of two points over the opponent(s). If necessary, the tie-break game shall continue until this margin is achieved.

No Let Rule:

Nets are no longer called when the ball touches the net on a player's serve. If the ball touches the net and lands in the receiver's service box, the receiver must play the point.

6. AGE REQUIREMENT

Age Group	Age cut off
10 & Under	On Or After 1/4/2012
12 & Under	1/4/2010 – 31/3/2012
14 & under	1/4/2008 – 31/3/2010
Open	1/4/2004 – 31/3/2008

PLEASE NOTE:

- Every effort should be made by clubs to place players into their relevant age group. TCRI will not be accepting teams with players playing out of age group, if the out of age group player's club has an existing team for the players correct age group. The only exceptions to this are when a dispensation has been granted by TCRI for performance reasons (see 13. Playing Order), or when a Club does not have enough players to fill an age group. In both cases TCRI will evaluate on a case-by-case basis with TCRI's discretion being final.

7. STARTING TIMES

Friday 4.30pm	Girls & Boys 10 & Under, 12 & Under, 14 & Under, Open
Saturday 8.30am	Girls & Boys 10 & Under, (MOST) 12 & Under
Saturday 10.30am	Girls & Boys (SOME) 12 & Under, 14 & Under, Open

PLEASE NOTE:

- TCRI reserves the right to move divisions to different times if insufficient courts are supplied at the desired timeslots
- TCRI reserves the right to decline entries from a Clubs that supplies insufficient courts for the number of teams entered at specific times

8. DAYS OF PLAY

This season there will be 14 playing days plus one reserve.

PRE CHRISTMAS-DATES OF PLAY	POST CHRISTMAS DATES OF PLAY
1) 28/29 th October	No Play – Waitangi Weekend
2) 4/5 th November	8) 10/11 th February
No Play – Canterbury Anniversary	9) 17/18 th February
3) 18/19 th November	10) 24/25 th February
4) 25/26 th November	11) 3/4 th March
5) 2/3 rd November	12) 10/11 th March
6) 9/10 th December	13) 17/18 th March
7) 16/17 th December	14) 24/25 th March FINALS
	15) 31/1 st March/April FINALS BACKUP

9. COMPETITION FORMAT

The format for each grade will vary depending on the number of teams and sections within each grade but will be based around establishing 6 team divisions so a full round can be played concluded by playoff games.

PLEASE NOTE:

- Draws and venues for all grades will be sent out for first round only up until Christmas.
- Clubs wishing to enter teams for the 2nd half of the season must advise TCRI by 21 December 2022 – this also applies to Clubs wishing to withdraw teams
- In the event of "pools" being used prior to Christmas to determine divisions no points will be carried forward – should more than 8 teams remain in a division after Christmas every effort should be made to ensure that teams play each other at least once during the complete season.
- Incomplete Rounds: In determining the teams for promotion/ relegation / finals, if a full round has not been completed the following criteria will be used "The total points of each team will be divided by the number of games played. The team with the best average will determine the placing."
- Equal placed teams: If teams for promotion relegation are equal, then the match(s) between the equal teams shall be used to determine placing, and if still equal, TCRI shall chose a suitable method to determine the order of teams.
- In the event of a Pandemic, or Natural Disaster, whereby the season cannot be completed, the leading team based on points will be deemed the winner. For this to apply over 50% of the competition must be completed. If less than 50% of the season has been completed the competition will be abandoned and no winner will be declared.

- **Promotion/demotion**

TCRI reserve the right to run promotion and relegation between grades at the end of the first round (pre-Christmas). Promotion and/or relegation will be implemented where any team has been far too strong for the rest of the grade or alternatively struggled in the division.

10. COURTS

- a) It is the responsibility of the club providing the courts to make every effort to assist schools to maintain an acceptable standard of courts for play. Prior to the season commencing an inspection of the courts should occur to ensure the standard is acceptable.

The following are the courts required for each time:

Friday 4:30pm	Clubs to provide one court per team entry at the designated time that grade is playing, with a minimum of two courts if entering only one team in that time slot.
Friday Division 1 Grades 12s, 14s, Open.	Clubs to provide two courts per team entry at the designated time that grade is playing, with a minimum of four courts if entering only one team in that time slot.
Saturday 8:30 & 10:30am	It is essential that clubs provide one court per team entry at the designated time that grade is playing, with a minimum of two courts if entering only one team in that time slot.

- b) If Clubs have insufficient courts to allocate per team entered, it is requested that they make alternative arrangements with schools for the use of courts. Please ensure that these arrangements are made with the schools and advise TCRI by filling out and returning the appropriate court availability form, stating the number and location of courts available for interclub matches, by **19th September 2022**.
- c) Please also advise the dates when the courts are not available as in the past, we have encountered some difficulties in this regard, especially at the start of the Christmas holidays and the beginning of the new term.
- d) All ties assigned 4 courts must play singles matches **FIRST** before doubles.

11. WET WEATHER (Junior grades only)

Cancellations will be listed on the TCRI Facebook page
<https://www.facebook.com/TennisCanterbury/>

90 Minutes prior to scheduled start time: In the event significant rain is falling 90 minutes prior to start time a cancellation will be made. If the weather is clear, we will update Facebook and advise that a final decision will be made 60 minutes prior to play.

60 Minutes Prior to scheduled start time: a final decision is made, and Facebook will be updated accordingly. In the event no matches are cancelled, and it starts raining in the 60 minutes prior to the match, teams must contact the opposition captain to make a cancellation or risk being defaulted if the other team turns up. If both teams turn up and conditions are unfit for play, points will be split.

- a) For a match not completed because of rain the following criteria apply:
- If more than 50% of all matches scheduled in each section are completed, then the round will be deemed to have been completed e.g. 10's boys' singles, 8 teams per section. One round equals 24 total matches on a Saturday morning. If 12 matches or less are completed – each team receives 10 points.
 - If 13 or more matches are completed points are allocated as follows.

- b) For Teams that have not completed all games there are two scenarios:
- If a team has already won, then the remaining matches are shared, and the winning team receives the winning points e.g. 4 matches to 1 will be 17 - 3
 - If the winner hasn't been determined all the remaining points shall be shared e.g. 3 matches to 1 will be 13 - 7

12. **COMPETITION POINTS:**

Two points are allocated for each individual match won. The points allocated for a win or draw, are as follows:

Win: 4 points
Draw: 2 points each
Default: 0

Examples of point allocations:

Default = 16 points to team defaulted to.

6 - 0 = 16 points to 0

5 - 1 = 14 points to 2

4 - 2 = 12 points to 4

3 - 3 = 10 points to 6 - win on sets or games count back

3 - 3 = 8 points to 8 - equal on sets and games

In the event of a countback being required to decide the winner of the tie, any defaulted matches shall be recorded as a win to the non-defaulting team as 2-0 in sets or 12-0/8-0 in games if required for Friday Division 1 grades and the format used for all other grades i.e. 10's, 12's etc 1 set, 6-0 in games, 14's, Open etc 2-0 in sets, 8-0 in games.

Junior Administrators may only query these points until 5pm on the Tuesday after the completed match. All queries must be in at least 4 days in before scheduled play off matches.

13. **PLAYING ORDER**

There is no limit to the number of players a club may nominate to make up a team for the season.

- a) Clubs are to submit their finalised playing order, following the second weekend of play, through MatchHub (which will be opened back up to Junior Administrators), by Friday 18th November 2022. The playing order may not change after this date.
- b) The same 2 week period will be given to finalise playing orders in the Post-Christmas Competition.
- c) The highest ranked player playing doubles must play in the top doubles match.
- d) The name and date of birth of any non-team listed player must be noted on the result sheet. This player can only play in the fourth singles position.

Finals Eligibility: players are required to be involved in 3 matches to be eligible to play in the final series matches.

FILL-INS

Where possible, fill-ins should be of a suitable playing standard for the grade. Please note, once entries are received a matrix will be created and posted on the TCRI Website to display which grades are able to have fill-ins.

- **Age grades:** Fill-in's must be from the age group below or alternatively from a lower division within the same age group of the team they are playing for. **ALL** fill ins are to play at **number 4** except for the 10's grade.
I.e. a fill in for the 14's Div 2 must come from 14's Div 3 or below.
I.e. a fill in for the 10's may come from another 10's team either in the same division or below as there is no lower grade.

- **Fill Ins playing up:** This will generally be the only instance a player may play up an age group. Use of this rule to provide a player regular opportunity to play up an age group rather than genuinely filling in will result in penalties.
- **Dispensations:** Dispensations or exceptions for players can be made by contacting TCRI and will be at TCRI's and the Junior Interclub Sub Committee's discretion. Dispensations are on a case by case basis and will generally be given for performance reasons only (i.e., exceptional performance at regional/national level). Dispensations may, in some cases, also be granted when a Club does not have enough players to fill an age group. This will also be at TCRI's and the Junior Interclub Sub Committee's discretion.
- **Seniors:** A player filling in for a senior team must comply with the senior interclub rules.

14. RE-GRADING & REPLACEMENT

- a) Any player, who has played more than four times as a substitute in any junior grade higher than their nominated team, may not play up again.
- b) Should a Club wish to regrade a player to a higher team to fill a vacancy or they are about to play for that team for a 4th time the club concerned must apply via email prior to the 4th occasion or earlier to TCRI for a regrade at which time the player will not be permitted to play in the original lower teams for the remainder of the season.
- c) Finals - no player may play in a final or section play-off unless the particular player has played at least three times previously for the particular team), players regraded may not play down in their original team.
- d) In the advent of no players being available that meet this criteria - players from lower grades who were named at no higher than 3 when team orders were submitted (provided they have advised TCRI) may be permitted to play or – If no players are available, players in the grading band of the lowest available players may be substituted into the team from lower divisions of the same age or younger teams.

PLEASE NOTE:

- No more than 4 players are permitted in a team that does not have sufficient players qualified to play in a final.

15. FINALS

The two top teams at the completion of the post-Christmas round robin competition will play off in the final. Teams are permitted to play up to five players in their team in the final with the exception of the above-mentioned condition. If numbers within a grade permit, semi-finals may be played – if so, a semi-final will be played between 1 & 4 and 2 & 3 placed teams follow round robin play. In the event of a round being rained out this round shall be played instead of a semi final.

Should a final be unplayed due to weather the winner shall be the team gaining the most points in their division following promotion/relegation with adjustments for byes. In the event of a tie in a final the title will be shared.

In the event of a Pandemic, or Natural Disaster, whereby the season cannot be completed, the leading team based on points will be deemed the winner. For this to apply over 50% of the competition must be completed. If less than 50% of the season has been completed the competition will be abandoned and no winner will be declared.

PLEASE NOTE:

- Should a competition end with the completion of a Round Robin Competition then the winner of that grade shall be determined by the following method (same as Tennis New Zealand National Junior Teams Event)
- The team with the most tie wins in the Round Robin
- In the event of multiple teams having the same number of ties wins the team with the most points will be declared winner.
- If still tied a countback on matches during the round robin and if still tied sets followed by games

Finals Eligibility: players are required to be involved in 3 matches to be eligible to play in the final series matches.

16. Friday Age Groups, Division 1 Grades:

The top division in each Friday Age group are TCRI's top junior competitive grades across both Friday and Saturday. TCRI will be accepting and placing the top 6 Junior Boys and Girls teams based on their average Match Hub ranking in these Division 1 grades for the 10 & Under, 12 & Under, 14 & Under and Open. The scoring format will for these grades can be seen under Section 5. Match Format.

PLEASE NOTE:

TCRI reserves the right to decide the scoring format for the 10's Division 1 grades based on the entries received.

Matches will start no later than 4:30pm. Teams are expected to commence matches once both teams have arrived with a maximum of 5 minutes warm up.

Division 1 grades will be established based on the Match Hub points of the top 4 nominated players in each team.

FRIDAY DIVISION 1 PLAYING ORDER:

- a) In the Friday Division 1 Grades, the playing order will be determined by the Match Hub band Ranking. If two players are in the same singles band they may be interchanged throughout the season.
- b) Match Hub rankings will be determined by the rankings available at the time of the match. Club and Team captains are advised that the latest grading are updated on the 1st and 15th of each month by Tennis New Zealand
- c) In doubles matches the highest banded (Match Hub Rankings) doubles player must play in the top doubles combination. Should there be two players on the same band at least one of these players must play in the top doubles.

FRIDAY DIVISION 1 FILL INS:

A player filling in for a Friday Division 1 team must be from a lower division in the relevant age group, or from the club's highest junior team eligible in the next lower age group.

Clubs with more than 1 team in Division 1 may not use them as a fill-in across the division.

Playing for more than one club, if your club doesn't have a Friday Division 1 team

Junior players from clubs without the ability to enter an appropriate Friday Division 1 grade team may lend a player to a Friday Division 1 club however the feeder club is still permitted to play that player in their own TCRI Junior Interclub team on a Saturday at a level appropriate for that player. This exemption is specifically designed to assist smaller clubs to be able to retain and develop teams in Junior Interclub yet providing individual players with an opportunity to be tested against like players in the Friday Division 1 competition. Not more than 1 individual player would be permitted to drop back into a normal Interclub team under this exemption. This rule will be reviewed annually and is subject to change/discontinuation at any time under discretion from TCRI.

Please note that all applications under this rule will be reviewed by the Competitions Co-ordinator &/or Operations Manager in consultation with Junior Administrators from the clubs concerned and the TCRI CAG Junior Sub Committee. independent Junior Administrators may also be asked to review.

17. **CONDITIONS (including Entry Fees)**

- All teams shall consist of a minimum of four players who must be of or under the specified age limit as per Rule 6
- Clubs are to submit entries to TCRI online via Match Hub, which will include the names of all nominated team members, and dates of birth.
- Clubs shall summarise team entries with details of the club's order of multiple teams in the same age grade and details of where they feel the team should be placed and whether a team is dominated by players "New" to interclub

The Entry fees for junior interclub teams are TBD:

18. **GUIDELINES**

- Grading will be based on the entries received.
- It is important that clubs provide accurate details of each player's grade and section from the previous year, as decisions on the placing of teams in sections is made on this information
- If clubs have more than one team in an age group, please rank them in the available space on the entry form so TCRI can distinguish between them.
- Clubs and teams are welcome to submit whatever team name they wish but please do not go for excessively long names as these adversely affect draw and points table layout
- All nominated players within a grade should have a reasonable standard of play, be familiar with the rules and know how to umpire and score matches
- TCRI shall have sole responsibility for allocating teams within a grade.
- TCRI may accept nominations of a mixed team in the 10's, and 12's grades or Senior Girls and Senior Boys Friday grades only or as detailed below in Senior Girls and Senior Boys Saturday when a club is unable to nominate a team consisting of all boys or all girls. In such cases TCRI shall be responsible for allocating the grade, provided that at any time no more than two boys are permitted to play in a girl's grade
- All players are required to be a financial member of a tennis club affiliated to TCRI
- Any player who has represented a club in any grade during a season must first obtain the written approval from TCRI to change to another club.

19. **MIXED SENIOR GIRLS and SENIOR BOYS ENTRIES**

Clubs are permitted to enter mixed Senior Girls and Senior Boys teams on a Friday night or on a Saturday – should sufficient entries be received a stand-alone grade will be created - if not these teams will be placed in the bottom Open Girls and Open Boys grade.

Senior Interclub Eligibility

Any junior may play in the senior divisions, however;

A junior player (as stated above) who is playing Senior Interclub on a Saturday or Sunday (dependant on their age) will also need to play in the Boys and Girls Divisional grades if they meet the below requirement;

Junior players aged 14 & below are required to commit to playing at least one TCRI Junior Interclub Competition to be eligible to play senior competition.

I.e. Player aged 13 playing senior divisional interclub on a Sunday afternoon will need to play either Junior Divisional Interclub on a Friday/Saturday.

Subs and court fee arrangements will be up to the clubs.

Note: A player 14&U named in a Senior Premier Interclub team at the commencement of the season is exempt from the above the rule.

20. CONDUCT OF MATCHES

- **Rules of Tennis** – All competition are to be conducted under the Rules of Tennis, and the Rules and Regulations of Tennis NZ unless specified otherwise.
- **5 person teams** – Teams are permitted to use up to 5 players in each match including finals. TEAMS MUST BE DECLARED INCLUDING DOUBLES COMBINATIONS BEFORE THE START OF THE MATCH.
- **Supervision** - All teams except Senior Girls and Senior Boys grades must be accompanied by an adult supervisor who must remain with the team during play.
- **Defaults** - any team forced to default must give at least one day's prior notice to the opposing team and the TCRI Office. Any team not present at the scheduled match venue within fifteen minutes of the starting time is deemed to have defaulted. Clubs are permitted at their discretion to allow team's additional time however users of courts following delayed matches should be considered.
- **Weather** - Play may be abandoned only after a duration of 15 minutes. The decision to be made after this time with the majority consent of all parties at the venue.
- **Shortages** - Any team short by one player shall default the fourth singles and second doubles matches. Any team short by two players will default the entire match.
- **Umpiring** - All singles matches can be adjudicated by team members, except when there are more than two courts available and no spare players are available to umpire. Supervisors are not to umpire matches although in 9, 10 and 11 grades supervisors may assist adjudicators to keep the score only. Players must call their own lines on their side of the net. Adjudicators are required to assist in keeping the score and make decisions on any disagreements. Points should not be replayed. If receiving players are unsure if a ball is in or out – it is IN

PLEASE NOTE:

- Supervisors are not permitted to advise players during a match or interfere with the playing of matches except to intervene in the case of misconduct or a circumstance that the players cannot resolve themselves.
- Supervisors should communicate with each other prior to intervening and as stated in the Interclub Handbook.

21. PENALTIES

The following penalties will apply:

- **Defaults** - a team defaulting 3 times shall be removed from the competition and in the event of the division concerned having a bye the grade shall be redraw until the end of either the 1st or 2nd competition.
 - Clubs with teams defaulting should take appropriate steps to ensure defaults do not occur in the future. Clubs who are aware of teams that may not be able to meet their obligations to the competition should consider removing the team sooner rather than later unless rectifying actions can be put in place.
- **Failure to have a team accompanied by a supervisor throughout the match** - the club shall be informed and asked to ensure that a supervisor is actively able to assist in the match if required.
- **Should an ineligible player be used in a match any points forfeited from matches involving in that player shall be awarded to the opposing team** – in the event of a countback being required to decide the winner of the tie matches involving that player shall be recorded as 2-0 in sets or 12-0/8-0 in games if required for Friday Division 1 grades and the format used for all other grades i.e. 10's, 12's etc 1 set, 6-0 in games, 14's, Open etc 2-0 in sets, 8-0 in games
 - A query (via email) must be received by the first Tuesday following the match by 5pm by the opposing Junior Administrator and points will be deducted/rewarded as necessary, as soon as possible by TCRI Operations.
- **Players Out of Order** – Should any player play out of order, all matches played by this player will result in lost points as well as the matches below them.

- o A query (via email) must be received by the first Tuesday following the match by 5pm by the opposing Junior Administrator and points will be deducted/rewarded as necessary, as soon as possible by TCRI Operations.

22. INTERCLUB APPEAL

- a) Appeals regarding a **technical issue, to do with the rules of the competition being breached, or an issue not addressed in the rules of the competition** will be directed **through the Junior Administrator or club official** who will then, in writing on behalf of the club concerned, advise TCRI of the issue that needs review.
- b) The written notice of a complaint in respect of the conduct of a player or team or a breach of the rules on the playing day should be received by TCRI by **5:00pm on the first Tuesday following the day of play** on which the decision was made, or the conduct occurred, and set out full grounds of the complaint.
- c) TCRI, on receiving a complaint or report under other rules of the competition:
 - i. Shall endeavour to deal with it within 3 days.
 - ii. A written decision will be communicated to the club/s concerned.
- d) In the event that a simple and concise ruling cannot be made by the TCRI Competitions Coordinator &/or Operations Manager in the first instance, within the provisions and application of the rules, or in the absence of a specifically applying rule relating to the matter under consideration, i.e.:
 - i. Cannot make a decision, based on the lack of a rule specifically applicable to the dispute matter; or
 - ii. By group consensus, deems themselves (the group) to be adversely conflicted due to the nature of the matter and the personnel of the group i.e. club affiliations; or
 - iii. Choose to refer the matter to the next Authority;
- e) Then the matter shall be referred to a **Competitions Advisory Group** as that next authority.

(The Panel shall appoint their chairperson at the time of convening.)

- f) If the decision of the CAG is not agreed to by the involved parties then they may appeal as per the process outlined in the TCRI constitution.

23. COMPLAINTS REGARDING CODE OF CONDUCT

Individuals unhappy with the conduct of players or spectators involved in a match should, in the first instance **direct their appeal to the Junior Administrator (of their own club)**. Once a complaint has been received by TCRI (**from the club**), TCRI will contact the other club concerned for comment on the matter and preside over the matter accordingly. Appeals past this point should be directed to the TCRI Competitions Coordinator for further mediation/ discussion.

All complaints must come through a Junior Administrator and be submitted by 5pm Tuesday following the match.

24. PHOTOGRAPHS & VIDEO POLICY

No Photographing and videoing of matches is authorised. Matches can only be recorded or photographed with the consent of the oppositions parents/guardian and is only permitted for matches in which they are personally involved.

Persons found to be in breach of these conditions may be asked to cease filming of that match. Likewise, if a player requests not to be videoed then the request of that player must be upheld.

At National and TCRI events players agreeing to enter sign the entry form that states Photographs and Videos may be taken by tournament staff or TNZ approved photographers or at the Tournament. All players who enter the tournament permit the free use of their name, voice or

picture to be used in any broadcasting, advertising or promotion or any other way relating to this event pursuant to the Privacy Act 1993'. TNZ recommend that all tournament organisers include this in their fact sheet/condition of entries.

25. PRIVACY POLICY

Tennis Canterbury Region Incorporated – Privacy Policy

This Privacy Policy governs the use of personal information by Tennis Canterbury Region Incorporated (**TCRI**).

1. TCRI is committed to complying with its obligations under the Privacy Act 2020 when dealing with your personal information. Any personal information you provide to us will be stored, used and disclosed by TCRI in accordance with this Privacy Policy.

2. You acknowledge that you have read and understood this Privacy Policy, and consent to the collection, use, disclosure, storage and retention of your personal information as described in this Privacy Policy when you access or use our services, or otherwise provide us with any personal information.

3. We may amend and update this Privacy Policy from time to time by posting a revised version on our website and/or App. Any changes will apply from the date we post the updated Privacy Policy on the website.

How we collect information about you

4. Your personal information will be collected and held by Tennis Canterbury Region Incorporated, Wilding Park Tennis Centre, 111 Woodham Road, Linwood, Christchurch 8062.

5. The type of personal information that we collect will depend on the purpose for which it is collected, but may include:

- a) name and contact details (including your email address, phone number and postal address);
- b) payment details and transaction history; and
- c) club affiliation and membership details.

6. We may collect Personal information about you when:

- a) you register as a member with a tennis association, member club, sub-association or affiliate of TCRI (TCRI Member);
- b) you access our website or subscribe to any newsletter or publication of TCRI;
- c) you purchase merchandise, products or services from us, or through us;
- d) you participate in, purchase tickets to, or otherwise attend, any event or competition run by TCRI;
- e) you provide details to us in any feedback or contact us form;
- f) you otherwise contact us through social media, email, telephone or other means;
- g) you apply for employment or a volunteer position with us; or
- h) we are required to do so by law.

7. We may collect personal information about you directly from Tennis NZ or TCRI Members, to assist us in performing our functions and our role in supporting these associations and clubs.

8. If you choose not to provide personal information to us on request you may be ineligible to participate in certain events or competitions run by TCRI, or we may be unable to provide certain Services to you, or it may affect the quality of those Services

How we use and disclose information that we collect about you

9. We will only use and disclose your personal information in accordance with your authorisation and/or for the purposes set out in this Privacy Policy, which shall include:

- a) to manage and administer your membership and your involvement with the sport of tennis in NZ;
- b) to provide you with access to and use of our Services;
- c) to communicate with you;
- d) to facilitate, develop, run and improve tournament management, events, and competitions operated by TCRI;
- e) to undertake administrative functions associated with our business;
- f) to conduct market analysis and perform data analytics on customer behaviour and insights in relation to our Services;
- g) to comply with any legal obligations or as otherwise permitted by the Privacy Act 1993; and
- h) subject to you providing your consent (in accordance with the Unsolicited Electronic Messages Act 2007), sending you electronic messages to promote and market our Services, or the services of our partners and sponsors.

10. Where you consent to us using your personal information for marketing and promotional communications, you can opt out at any time by notifying us at communications@canterburytennis.co.nz or by clicking the unsubscribe function included in our marketing communications.

Who we may disclose your personal information to

11. We may disclose your personal information to:

- a) Tennis NZ or other TCRI Members;
- b) any service providers that we have engaged to provide a service to us in relation to our Services;
- c) our professional advisors, including accountants, insurers and lawyers;
- d) any other person or organisation that you have authorised us to disclose your information to; and/or
- e) any other third party where such disclosure is permitted under the Privacy Act 1993 and/or any other applicable law.

Access, correction, and retention of your personal information

12. You are entitled to access the personal information we hold about you, and to request that we amend it if it is incorrect.

13. We will only retain your personal information for as long as it is required to achieve the purposes set out in this Privacy Policy or as otherwise required by law.

Security of information

14. Although we take reasonable steps to ensure personal information in our possession is protected and held securely, we do not make any warranties in relation to the security of any information you disclose or transmit to us and we are not responsible for the theft, destruction, or inadvertent disclosure of your personal information where our security measures have been breached.

15. We generally hold your information in New Zealand. However, certain personal information may be transferred and/or stored outside of New Zealand by our third party service providers. Where personal information is transferred outside of New Zealand we will ensure that such third party is required to protect the personal information in a way that is comparable to New Zealand's privacy laws.

How to contact us

16. If you have any questions regarding this Privacy Policy or wish to access or amend the personal information that we hold about you please contact us at Tennis Canterbury Region Incorporated, Wilding Park Tennis Centre, 111 Woodham Road, Linwood, Christchurch 8062 or by emailing us at communications@canterburytennis.co.nz

26. HEALTH AND SAFETY POLICY

Can be accessed via the Tennis canterbury Website.

27. FOR PARENTS AND SUPPORTERS

Some guidelines to ensure a positive environment for our juniors playing tennis.

1. Keep it fun – it's just a game!
2. Emphasise effort and participation – not winning.
3. Be enthusiastic – but no instructions or coaching.
4. Cheer and celebrate good play – on both sides!
5. Allow kids to play for themselves – let them make decisions, on and off the field.
6. Think before you speak – your words may harm others.