



## NORTH PARK TENNIS JUNIOR COMPETITION ROLES AND RESPONSIBILITIES

The success of junior tennis, teams and belonging to a club relies heavily on parents and committee volunteers. North Park Tennis Club is bound by the by-laws of the Northern Suburbs Junior Tennis Association, for competition matches and also the recently legislated Victorian Child Safety Standards. It is no longer acceptable that parents leave their children without supervision by themselves unless by pre-arrangement with another adult and that the day captain has been duly informed.

This policy clearly outlines the roles and responsibilities required by **everyone** involved in junior tennis. This is so that NPTC can provide a supportive and protective culture and environment for their juniors when playing at home or away, whilst continuing to have a successful and fun junior competition each season.

Please see our Juniors website for more information about teams, seasons and registration

The **ROLES** outlined in this policy are:

1. **Players:** Individual juniors in a team.
2. **Parents/caregivers:** Adults responsible for the junior players and other children brought on the day.
3. **Team Manager:** The parent/caregiver responsible for creating a fair roster for a team's parents according to the season's fixture.
4. **Day Captain:** The parent/caregiver rostered on for the day to be in charge of team matters and umpiring where needed.
5. **Day Helper:** The parent/caregiver rostered on for the day to support the day captain
6. **Junior Delegate:** NPTC's committee representative for all matters related to junior tennis for the club, parents, the NSJTA and Tennis Victoria.

The **RESPONSIBILITIES** outlined under each role are that:

**PLAYERS must:**

- Be current, paid up members of North Park or Princes Hill clubs
- Be formerly registered through the online or paper registration form.
- Be suitably dressed and with correct footwear. The logo T-shirt is not compulsory.
- Behave and speak appropriately on and off the court to all persons.
- Abide by umpire decisions and be guided by the advice of the day captain or day helper.
- Report concerns to your parent, day captain or day helper of the day.

**PARENTS/CAREGIVERS must:**

- Commit some time to their child's team and this is indicated on the registration form. New parents and players will be supported in learning all that there is to know about competition tennis and how to umpire through our Tennis 101 program
- Not leave children unattended unless prior arrangement with the rostered-on day captain. (NSJTA by-law #24 states this is to be agreed to by both teams)
- Behave and speak appropriately on and off the court to all persons.
- Abide by umpire decisions and be guided by the advice of the day captain or day helper of the day.
- Report any concerns to the day captain, day helper of the day or the junior delegate.

**The TEAM MANAGER must:**

- Prior to the season, create a fair roster before the first round match of the season. The roster should include the following information:
  - An equal number of home and away matches for players as possible, with known absences taken into account.
  - Details on the away venue or match start time if not the normal venue or start time.
  - The emergency player for each week, with known absences taken into account.
  - The **day captain** for each week (including self as part of the roster).
  - The **day helper** for each home match – generally needed for C & D grades only
  - The name and contact details of the NSJTA grade secretary for sending match results.
- During the season, alert the players and their families to any changes related to matches or the team roster.
- Arrange emergency players to fill-in if required over and above the rostered emergency.
- Manage communications within the team.
- Remind day captains and day helpers of venue, time and players by email or text a few days before the match.
- Manage communications with the junior delegate and team managers of opposing teams as required, for example where weather conditions may cause a match to be forfeited.
- Behave and speak appropriately on and off the court to all persons when rostered as day captain.
- Advise the day captain or day helper in resolving issues and escalate to the junior delegate where required.
- Collect balls and necessary documentation for start and end of season requirements.

**The DAY CAPTAIN must:**

- Arrive punctually and welcome all parents and players to our club.
- Behave and speak appropriately on and off the court to all persons.
- Keep players moving through the schedule.
- Umpire (C & D grades only) or settle disputes for higher team levels that self-umpire.
- Fill out the scorecard and send a photo of the final results through to the NSJTA grade secretary.
- Remind parents, when necessary, to be responsible for their child's conduct, their own conduct and their punctuality.
- Ensure that the courts, clubhouse and its surrounds are left clean and tidy after the match.
- Report any maintenance or other issues resulting from the match to the team manager or junior delegate.

**The DAY HELPER must:**

- Assist the day captain in all matters listed above as day captain responsibilities.
- Umpire (C & D grades only) if asked by the day captain.

**The JUNIOR DELEGATE must:**

- Attend NSJTA meetings and report back by-laws and/or issues to team managers and to the NPTC committee.
- Update team managers on player information gathered through the online registration system.
- Identify and attract new players to the club to maintain a stable base for the future of junior competition at NPTC.
- Allocate players to teams accordingly in collaboration with parents, team managers and the NPTC coach.
- Manage all other communications of the NSJTA or NPTC with player families either directly or via the team manager.
- Manage issues that have been escalated via the team manager, day captain and/or day helper.
- Organise pre and post-season events for all players and families, including awards for players.
- Assist to maintain the juniors' website page by providing up-to-date information to the NPTC website manager.