**HTA Finals – player & team guide 2017**

**Venues and site preparation**

* Rules of Match and Play to be available at each venue.
* ***Semi & Prelim Finals*** - home court advantage to higher placed team or negotiated if insufficient home courts. Please make sure all courts are open, clean and ready at least ½ hour before.
* ***Grand Final matches*** – Anembo Park – Div 1M, 2M, 3M, 1W, 2W. Onkaparinga – Div 1 and 2 Doubles. Mount Barker – Div 4M and 3W. There will be a HTA representative (TBA) present at all GF matches – if there are any issues, please check the rule, then direct any queries to the HTA rep on site.
* It is Show Day at Mt Barker – the Mt Barker Club will organise and provide information regarding parking and access to the courts.

**Eligibility and permits**

* Number of matches needed to qualify = 5 minimum, with majority in that division. Must also be on team nomination form – either original or updated in January.
* ***Permits*** – required for **all** players not on approved team nomination form or who have not played 5 matches (including Junior players). Please note – players who have not played 5 matches are unlikely to receive a permit to play finals.
* Unregistered players ineligible to play finals – forfeits for those unregistered in MyTennis.

**Order of Merit and checking of such**

* Order ofMerit list for each team to be submitted to the SAC. This can be done anytime now but no later than Mon 27th Feb 5pm. SAC will check briefly and then submit lists back to clubs to check more closely. We know that teams within a division are in a better position to determine appropriate order of merit than us. **It is the responsibility of individual clubs to check that the order of merit for opposition teams is correct** – if there is an anomaly that you think needs looking at by the SAC you will need to submit your objections by Wed 8th March. Do not question orders of merit that have been played that way during the season – if there was an issue with that order, then the SAC should have heard about it before now. Finalised lists will be sent to clubs before the first final and should be kept in team folders by captains to refer to.

**Playing Finals**

* Refer to the approved order of merit lists for your division to ensure correct order is adhered to – both by your own team and the opposition.
* Scoresheets fully completed **before** match commences – rule 7.1.
* Afternoon tea to be provided by all players.
* Ball requirements –
  + All Doubles & Div 1 Men – **each team must provide** 4 new balls.
  + Div 2 Men & Div 1 Women – **recommended** that each team provide 4 new balls.
  + All other traditional teams – **each team must provide** 2 new balls. Any finals matches played at Summertown – each team is to supply 2 extra balls – ie 4 balls each.
* Drawn finals rule refer to rule 5.8 if necessary.
* Unfinished finals matches – refer to rule 5.7 if necessary.
* ***Match Results*** - please enter last minor round and first finals round by midnight Saturday to allow time for finals draws and venues to be worked out, uploaded to the website & sent to Courier in time.

**This guide must be sent to all players participating in finals.**