

# KDNTA Team Entry procedure Information Sheet

## Process:

1. Club delegates entering KDNTA teams for a new season:
  - a. Download forms from the KDNTA website [www.kdnta.org.au](http://www.kdnta.org.au)
    - i. [Forms]
      1. Download Pdf or Excel format forms
        - a. Club registration            Summary for your club entries and captains
        - b. Team application:            **One for each team**
        - c. Club committee            Ok to write “no change” if no changes to officials
  - b. Complete **ALL** forms as you have done in the past.
    - i. If you are having problems and can't get help within your club, (see point f 'Example email with attachments') then if still not happy please call Ross Noden 0412 510 855
  - c. Attach completed forms to an email. Attachment filenames **MUST BE IN THIS FORMAT:**
    - i. 'Club name' Night and Section    ie: “Upwey-Tecoma Mon 2”
  - d. Subject of this email **MUST BE IN THIS FORMAT:**
    - i. 'Club name' team entries            ie: “Upwey-Tecoma team entries”
  - e. Email this to [kdnta@kdnta.org.au](mailto:kdnta@kdnta.org.au)

See sample examples below

2. Starting after 'team entry close date'. KDNTA committee will:
  - a. Our secretary will correlate the season's team entries from all clubs and send them onto our Record Secretaries
  - b. Within 3 weeks, our secretary should send out our checklist of all club team entries to delegates:
    - i. Delegates have 1 week (asap) to check their individual team entries therefore ensuring no teams are missing.
  - c. Record Secretaries will firm up their gradings:
    - i. Section allocations
    - ii. Grading Meeting date will be notified to delegates (normally 4 weeks after closing date).
  - d. After the Grading Meeting:
    - i. Court allocations will be done (which is a huge job) and hence Fixture numbers issued
  - e. Draft Fixture will then be created and sent out to all delegates for their final check of:
    - i. Entered Teams / Captain names / and Captain phone numbers information
    - ii. Delegates have 1 week for this final check but ASAP would be appreciated
  - f. Once confirmation from all delegates has been received by our secretary:
    - i. Website work will commence to create spreadsheets for each night for:
      1. Match results and Ladders then
      2. Post the new season on the web within at least 1 week prior to season start.

Any queries should be directed to Julie, our secretary by email on [kdnta@kdnta.org.au](mailto:kdnta@kdnta.org.au).

Kind regards, Ross Noden



# KNOX DISTRICT NIGHT TENNIS ASSOCIATION Inc

Reg # A0023228G

## Team Application Form

|                                 |            |                     |              |  |                       |
|---------------------------------|------------|---------------------|--------------|--|-----------------------|
| Season 2/2023                   |            | Night:              | Monday       |  |                       |
| Club Name                       |            | Home Courts         |              |  |                       |
| <b>Upwey-Tecoma</b>             |            | <b>Upwey-Tecoma</b> |              |  |                       |
| Section Applied For             | 2          | Team Captain        |              | Phone #  | none                  |
|                                 |            | <b>Ross Noden</b>   |              | Mobile #   | 0412 510 855          |
|                                 |            |                     |              | Email Address                                    | RNODEN@BIGPOND.NET.AU |
| Player Christian Name / Surname |            | Assoc. Use          | Gender (M/F) | Playing Standard or Last Grades Played for KDNTA |                       |
| 1                               | Ross Noden |                     | M            | Mon S2 last season                               |                       |
| 2                               | player 2   |                     | M            | Mon S2 last season                               |                       |
| 3                               | player 3   |                     | F            | Mon S2 last season                               |                       |
| 4                               | player 4   |                     | F            | WDTA Mixed 3                                     |                       |
| 5                               |            |                     |              |  |                       |
| 6                               |            |                     |              |  |                       |
| 7                               |            |                     |              |  |                       |
| 8                               |            |                     |              |  |                       |
| 9                               |            |                     |              |  |                       |
| 10                              |            |                     |              |  |                       |
| Emergencies                     |            |                     |              |  |                       |
| 1                               | Player 5   |                     |              | Mon S2 last season                               |                       |
| 2                               |            |                     |              |  |                       |
| 3                               |            |                     |              |  |                       |
| 4                               |            |                     |              |  |                       |
| 5                               |            |                     |              |  |                       |

*\*If a player has **not previously played in KDNTA** competition, please state other competition played or give a comparison with another player. Please give as much detail as possible.*

**PLEASE NOTE:**

1. Application may be rejected if requested information is incomplete.
2. If more than one entry is received from a club for the same section, the Association will allocate team codings
3. The Association reserves the right to regrade teams as it sees fit.
4. Entries should be lodged on the official application form along with payment and Summary Form.
5. Clubs must have adequate Insurance cover.

\_\_\_\_\_  
**Representative's Name (Block letters)**

\_\_\_\_\_  
**Representative's Signature**

**Comments/Requests:**

# KNOX DISTRICT NIGHT TENNIS ASSOCIATION Inc

Reg # A0023228G

## Team Application Form

|                                 |            |                   |  |                       |
|---------------------------------|------------|-------------------|--|-----------------------|
| Season 2/2023                   |            |                   | Night:   | Thursday              |
| Club Name                       |            |                   | Home Courts                                      |                       |
| <b>Upwey-Tecoma</b>             |            |                   | <b>Upwey-Tecoma</b>                              |                       |
| Section Applied For             | <b>6</b>   | Team Captain      | Phone #  | none                  |
|                                 |            | <b>Ross Noden</b> | Mobile #   | 0412 510 855          |
|                                 |            |                   | Email Address                                    | RNODEN@BIGPOND.NET.AU |
| Player Christian Name / Surname | Assoc. Use | Gender (M/F)      | Playing Standard or Last Grades Played for KDNTA |                       |
| 1 Ross Noden                    |            | M                 | Thu S7 last season                               |                       |
| 2 player 2                      |            | F                 | Thu S7 last season                               |                       |
| 3                               |            |                   |  |                       |
| 4                               |            |                   |  |                       |
| 5                               |            |                   |  |                       |
| 6                               |            |                   |  |                       |
| 7                               |            |                   |  |                       |
| 8                               |            |                   |  |                       |
| 9                               |            |                   |  |                       |
| 10                              |            |                   |  |                       |
| Emergencies                     |            |                   |  |                       |
| 1 Player 3                      |            |                   | Mon S2 last season                               |                       |
| 2                               |            |                   |  |                       |
| 3                               |            |                   |  |                       |
| 4                               |            |                   |  |                       |
| 5                               |            |                   |  |                       |

*\*If a player has **not previously played in KDNTA** competition, please state other competition played or give a comparison with another player. Please give as much detail as possible.*

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**Representative's Name (Block letters)**

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**Representative's Signature**

**Comments/Requests:**