

It's fantastic that you are considering becoming a member of Carlton Gardens Tennis Club. Read on for more information which should help you make your decision.

If something hasn't been covered here, please speak with one of the Committee at the Club or send an email to cgtcmembers@gmail.com.

DO I HAVE TO BE A FINANCIAL MEMBER TO PLAY TENNIS AT THE COURTS?

No. The general public can book the courts and non-members are welcome to join in the Club's organised social tennis comps. So the decision to become a member is really up to you and your circumstances.

SO I NEED NOT RUSH INTO THIS DECISION?

The Club's policy with all prospective members is "try before you buy". Ways in which you can try out the Club and courts include:

- Booking a court to play on your own with your friends
- Take some lessons with our resident coach, Paul Bozzo (0409 197 070)
- Join the emergency list for mid-week social mixed competitions (Tuesday, Wednesday, Friday)
- Come along for some free 'Fast Four' action each Wednesday 6pm-7.30pm, or the second Sunday of each month (9.30-12.00)
- Or you can call in on a Tuesday or Wednesday evening for a chat with the organisers and players, and make your own assessment of the Club and tennis played within.

ARE THERE ANY EXPECTATIONS OF ME AS A MEMBER?

Yes, these are outlined in our by-laws which are reviewed regularly by the Committee and area available on the CGTC website. While these are rules which we expect our members to uphold we ask that everyone who visits the club meets these expectations. By submitting a membership application you are agreeing to abide by these by-laws so it's important that you understand what is expected of you - in particular to topics covered by these laws:

- code of conduct
- court bookings
- guests to pay pro rata
- absences long term

WHAT ARE THE MAIN BENEFITS OF BECOMING A MEMBER?

Like joining any sporting club, if you play regularly it is generally less expensive for you to play.

Being a member widens the opportunity to build your network of friends and generally increase your options to play tennis more often.

Membership also makes you feel that you are contributing to the success of our not-for-profit club and the voluntary service it delivers to the community.

Benefits

- You are invited to attend and eligible to vote at the Annual General Meeting (generally held on the first Sunday in May).

- Invite to the Christmas party and other social functions held throughout the year.
- A member plays free of charge for court hire (pro rata should you be playing with a guest).
- Discounted costs for participation in organised social tennis.
- Free participation in the Sunday morning members only sessions.

WHAT IF I WANT TO BOOK A COURT TO PLAY WITH GUESTS (NON-MEMBERS)?

Our by-laws state: *When a member shares the use of a court with non-member/s, the non-member/s are required to pay on a pro rata basis. For example, if a member and three non-members use a court, the member plays free of charge and the non-members pay three-quarters of the court hire fees applicable to the general public.*

The Book a Court system is set up for this and you are welcome to bring guests (non-members) to play but they need to pay for proportional use of the court. This is an honour system which we expect our members to support and is easily managed in the Book a Court system.

So for example the free member usage is pro-rata based on the \$25/hour cost - where a member plays for free.

- 2 members and 2 guests - the court hire cost is \$12.50/hr
- 1 member and 3 guests - the court hire cost is \$18.75/hr

WHAT ARE THE MEMBERSHIP CATEGORIES AND FEES?

Each year the CGTC Committee sets the membership fees and subs for the following year. Please see the website for the latest fee schedules and joining fees.

Membership Categories are below

Category	Eligibility	Joining Fee (one off)*
Adult	• An individual over 18 years of age	\$100
Family	• 2 or more people residing at the same address. • No more than 2 adults per family membership.	\$150
Junior	• An individual under 18 years of age	N/A

* Note: should an Adult or a Family not be a paying member for more than 7 years then the Joining Fee will need to be paid again when renewing membership.

WHAT CHANGES WHEN A MEMBER TURNS 18 YEARS OF AGE?

In the case of a Junior member, the member automatically becomes eligible for Adult membership without paying a joining fee at the next renewal date for all members.

For a Family member, the membership is unchanged if the subject member has been a member for more than one year (unbroken). Otherwise, the subject member becomes eligible for Adult membership without paying a joining fee at the next renewal date for all members. There may be “a knock on” effect upon the residual Family membership.

WHAT IS THE CLUB FINANCIAL YEAR?

From 1 April to 31 March.

Emails will be sent in the lead up to the new financial year on any changes in membership fees and with details on how to make renewal payments.

As it's a relatively simple renewal process we allow a small window of grace before to complete renewals. If renewals are not completed within this period, free court bookings for non-current members will be cut off.

HOW DOES PRO RATA REDUCTION OF ANNUAL SUBSCRIPTIONS APPLY?

To help you calculate the pro rata subscription and affiliation fees payable for your category – payment timing-wise.

See details on the Joining Fee above...and add to the pro rata fees below to determine total payable at the time of joining.

2018-19	Adult	Family	Junior
April	\$ 180	\$ 350	\$ 80
May	\$ 165	\$ 321	\$ 73
June	\$ 150	\$ 292	\$ 67
July	\$ 135	\$ 263	\$ 60
August	\$ 120	\$ 233	\$ 53
September	\$ 105	\$ 204	\$ 47
October	\$ 90	\$ 175	\$ 40
November	\$ 75	\$ 146	\$ 33
December	\$ 60	\$ 117	\$ 27
January	\$ 45	\$ 88	\$ 20
February	\$ 30	\$ 58	\$ 13
March	\$ 15	\$ 29	\$ 7

I'VE MADE THE DECISION TO SUBMIT AN APPLICATION, HOW DOES THE PROCESS WORK FROM HERE?

Good stuff! Here's what needs to happen to become an approved and paid up member of CGTC.

1. You (the potential member) download the Membership Application form from the CGTC website and fill in all the boxes with your information, including getting 2 current financial members of the Club to support your application.
2. You email the completed form to the Membership Secretary at cgtcmembers@gmail.com – you will receive an email confirming that we've received your application.
3. The CGTC Committee considers your application (this can take a couple of weeks).
4. If successful, the Membership Secretary will email you details on how to set up a My Tennis account and make payment (via credit card or bank transfer).
5. Once the payment is received, your membership will be activated in My Tennis and your account set up on the Book a Court system.
6. You will receive a welcome and confirmation email with all the relevant links and details.
7. Yay, you're now a member. We'll see you on court!!

HOW DO YOU MANAGE THE MEMBERSHIP DATABASE?

Administration of the Club is done by volunteers. As you can imagine trying to manually keep track of every application, renewal and payment can be time-consuming!

We therefore utilise the technology developed and maintained by Tennis Australia (and through our liaison with Tennis Victoria) to make it easier to manage and maintain our membership databases. There are 2 key systems which hold details on our memberships and each serves a separate purpose (but sadly at the moment they do not talk to each other!).

- **My Tennis** – this holds the core information on our members and provides a payment pathway for membership subs and joining fees. My Tennis treats couples including a parent and a child, as individual members.
- **Book a Court** – the name really tells you what it does! This is the system where we can set the times the courts are available for booking by members (and the public) as well as reserve for our member only session. And it is here where the magic setting for free court bookings for members is set!

You will need to set up accounts in each of these systems. Should you have any trouble with your own log-ins and such – please contact play@tennis.com.au for help.

Anything about your specific CGTC membership should be directed to cgtcmembers@gmail.com

DO YOU STILL GIVE OUT CLUB KEYS?

In a word - no! Access to the courts for bookings is now managed via the Book a Court system – making it easier for our members, guests and our lovely, hardworking Committee.

- If you're participating in a social tennis comp – the organiser will open the Clubhouse and courts.
- Booking through Book a Court will give you a PIN code to give you access to the courts only through the main gate.

HOW DOES THE CLUB ENSURE SECURITY AT THE CLUBHOUSE?

As per the question above, there are only a limited number of people who have keys for the Clubhouse to safeguard our wonderful clubhouse.

The Clubhouse is protected by a security alarm system monitored by a City of Melbourne contractor. The allocation of PIN access codes by the company to disarm the system is generally restricted to Committee members, contractors and members who volunteer to organise club sessions.

CAN I HAND MY MEMBERSHIP APPLICATION FORM IN AT THE COURTS?

It's much easier for us (and probably you) for you to email the Membership Secretary directly. See details of how to do that that above.

DO YOU PLAY OTHER SPORTS AT THE CLUB?

No, we are specifically a tennis club.