

## Tennis Seniors Association of South Australia Inc - TSSA



**Trading Names:** *Tennis Seniors SA or South Park Tennis Seniors Centre*  
**ABN:** 48 070 901 457  
**Location:** located in the Adelaide Park Lands near the corner of Greenhill Rd. & Peacock Rd. (eastern side) opposite to where Roberts St. connects into Greenhill Rd. UNLEY SA 5061  
– shared facilities with Adelaide Hockey Club  
**Postal Address:** attn TSSA Secretary,  
17 Gamble Crescent, HAWTHORNDENE SA 5051  
**Email:** TSSA Secretary [fspiel181254@gmail.com](mailto:fspiel181254@gmail.com)  
**Website:** [Tennis Seniors SA](https://play.tennis.com.au/TennisSeniorsSA)  
(<https://play.tennis.com.au/TennisSeniorsSA>)

**Person with Lead Responsibility:**  
TSSA Secretary  
**Date Approved by TSSA Committee:**  
17 November 2020  
**Next Review Date:**  
ASAP after 2021 AGM

## TSSA Membership, Facilities & Risk Management Subcommittee

The **TSSA Membership, Facilities & Risk Management Subcommittee** must act in accordance with any regulations formulated by the **TSSA Committee**.

### CONVENOR:

**TSSA Risk Management Officer, Grant Funding Coordinator & TSSA Representative on Consortium Committee**

### KEY RESPONSIBILITIES & DUTIES/TASKS:

Oversee TSSA Membership processes and procedures, including:

- TSSA Membership Register is current and accurate
- TSSA membership records are managed in ‘Club Spark’ and ‘MYOB’, or such other programme/s as authorised by **TSSA Committee**
- membership inquiries are managed effectively and in a timely manner
- membership status reports are regularly prepared and provided to **TSSA Committee**
- manage overdue membership subscriptions
- liaise with Tennis SA’s club/s support officer in resolving identified TSSA membership issues within Club Spark, or such other programme as authorised by **TSSA Committee**

Manage **TSSA Membership Subscription Invoicing System**

Liaise with Consortium Committee, and in particular:

- Negotiate and develop agreement between TSSA and AHC re *MOU - Use Arrangements for Centre’s Courts & Facilities*

Developing, implementing, monitoring, and undertaking annual review and update of **TSSA’s Risk Management Plan**

Negotiate as required, monitor, and follow up all TSSA’s insurance policies, including:

- Public and Product Liability
- Directors and Officers Indemnity (Associations Liability Policy)
- Clubhouse Contents
- Burglary and theft
- Business Risks

& in collaboration with the Consortium:

- Clubhouse Building
- Ground 20 Facilities & Equipment

Ensure TSSA Liquor Licence is current and that TSSA guidelines and practices comply with the *Liquor Licensing Act 1997* (and any other relevant licensing legislation), including:

- a *TSSA Licensee Risk Assessment and Management Plan*
- appointment and training of ‘*Responsible Person/s to serve alcohol*’
- compliance with, TSSA guidelines for consumption of alcohol at the **Centre**

Implement negotiated **TSSA Strategic Plan 2019-22** strategies/tasks relevant to this Subcommittee.

**MEMBERSHIP of TSSA Membership, Facilities & Risk Management Subcommittee:**

- Tony MURPHY (Convenor & **TSSA Risk Management Officer, Grant Funding Coordinator & TSSA Representative on Consortium Committee** *until end of 2020*)
- Ken O’DEA (Convenor & **TSSA Risk Management Officer, Grant Funding Coordinator & TSSA Representative on Consortium Committee** *from commencement of 2021*)
- Roger SANDERSON (**TSSA Treasurer & Consortium Facilities Manager**)
- Ernest STEVENSON (**TSSA Membership Officer**)

**TSSA Treasurer & Consortium Facilities Manager** shall liaise with relevant office holders of AHC and Pulteney Grammar School, on financial and/or facility maintenance matters as required

**REPORTING:**

The Convenor, or a Subcommittee member on the Convenor’s behalf, shall report to each **TSSA Committee** meeting on work progress and outcomes achieved, and work to be undertaken.

**GLOSSARY:**

<b>AHC</b>	Adelaide Hockey Club Inc.
<b>Association</b>	The Tennis Seniors Association of South Australia Inc.
<b>Centre</b>	Park 20 complex that consists of 18 tennis courts, clubhouse, carpark and surrounds at 118 Greenhill Rd, Adelaide.
<b>Consortium</b>	South Parklands Hockey & Tennis Centre Inc, an incorporated body managing the lease and obligations of the Park 20 complex
<b>Park 20</b>	The name applied by the Adelaide City Council to define the 18 tennis courts, clubhouse, carpark and surrounds at 118 Greenhill Rd, Adelaide.
<b>TA</b>	Tennis Australia (the governing body for the sport of tennis in Australia).
<b>Tennis SA</b>	Tennis SA (the governing body for the sport of tennis in South Australia).
<b>TSA</b>	Tennis Seniors Australia Incorporated (aka ‘Tennis Seniors Australia’). TSSA (together with all other States’ senior tennis organisations) is currently affiliated with TSA.
<b>TSSA</b>	The Tennis Seniors Association of South Australia Inc.