



## Bungendore Park Tennis Club

Policy Document #1/2020

### *Club Fees*

**AUTHOR:** KEITH BENDER

**DATE:** 21 MARCH 2020

**STATUS:** ENDORSED BY BPTC COMMITTEE – 20 MARCH 2020

**REVIEW:** TO BE FORMALLY REVIEWED IN TIME FOR THE LAST COMMITTEE MEETING IN 2021

**APPLICATION DATE:**

THE MEMBERSHIP CYCLE, MEMBERSHIP FEES & COURT HIRE FEES ASPECTS OF THE POLICY APPLY FROM AND INCLUDING THE 2020 MEMBERSHIP CYCLE (IE. 1 MARCH 2020 – 31 MARCH 2021). THE TERM COMP FEE POLICY ASPECT OF THE POLICY APPLIES EFFECTIVE FROM 2021 TERM 1 COMPETITION.

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## SCOPE

1. This policy document covers the objectives, key definitions, policy rationale for the fee structure and application of fees for members and non-members at the Bungendore Park Tennis Club (BPTC).

2. The policy covers the following fees:

- membership
- competition
- social
- court hire

3. The policy does not cover fees charged by Rising Star Tennis Academy/Head Coach at BPTC for coaching activities/lessons. The policy does not prescribe the actual fees payable each year, which is determined by the committee at its last meeting in each calendar year. The policy does not cover life (honorary) membership which is addressed in the club constitution.

## POLICY OBJECTIVES

4. Fees are levied by BPTC to:

- meet the costs associated with operating the club;
- pay off the outstanding loan; and
- once the loan is paid off, establish a sinking fund to cover the costs of periodic maintenance and other projects aimed at ensuring:
  - the community tennis facilities at BPTC are maintained to a high standard; and
  - the club can continue to deliver high quality club tennis activities.



## Bungendore Park Tennis Club

Policy Document #1/2020

### Club Fees

5. BPTC reviews and revises its fees annually with the aim of ensuring tennis remains affordable for all members of the Bungendore and surrounding districts community. Fees are structured such that lower fees apply to:

- people under 21 years;
- pensioner concession-card holders; or
- full-time students.

## MEMBERSHIP CYCLE, MEMBERSHIP AND OTHER FEES STRUCTURE INCLUDING RATIONALE

### Membership cycle

6. The membership period for BPTC is 1 April to the 31 March in the following year.

7. The purpose of the 1<sup>st</sup> of April to end of March membership cycle is to ensure:

- a. continuous member access to the club's facilities (via the online Book A Court system) throughout the annual peak 'summer of tennis' period;
- b. that members are financial and hence eligible to vote in the club's Annual General Meeting in February; and
- c. that the expense of joining/re-joining the club does not fall immediately after Christmas.

### Membership fees

#### *Adult*

8. An adult for the purposes of club fees is a person who is 21 years old on or before the last day of March i.e. before joining the club/renewing their membership. This means that a person who turns 21 on 5 January and subsequently renews their membership on 20 April (i.e. after the start of the new membership period) the adult fee will apply. The converse will also apply – someone joining the club on 25 February but who turns 21 on 20 April, i.e. after the start of the membership period, will pay the junior fee.

#### *Junior*

9. A junior for the purposes of club fees is a person who is less than 21 years old on or before the last day of March i.e. before the beginning of the new membership cycle.

#### *Family*

10. A family for the purposes of club fees is one adult/two adults and one or more child – where each child is under 21 years of age on the last day in March.



## Bungendore Park Tennis Club

Policy Document #1/2020

### Club Fees

#### *Student/Concession*

11. A student/concession applicant is a person who will be a student or pensioner concession cardholder for ten or more months during the membership period. For a pro-rata membership the student/concession period must equal 10/12 (83%) or more of the pro-rata membership period.

#### *Pro-rata membership*

12. Membership fees may be reduced where a person joins the club after the half-way point of the membership cycle i.e. on or after 1 October.

13. The base fee applicable, in terms of whether or not a person is considered an adult or junior, will be determined as if the person was joining for the full membership period.

#### *Pro-rate fee payable on or after 1 October (Half yearly membership)*

14. The pro-rata fee payable will be half (50%) of the base fee, rounded to the nearest \$5 amount where the person/s is/are joining on or after 1 October and before 1 April.

**EXAMPLE:** The person is an adult and the base fee of \$55 applies

- the pro-rata fee would be calculated as  $\$55 \times 0.5 = \$27.50$  rounded to \$30

15. The pro-rata fee for half-year payable applies up until membership renewal cycle begins i.e. up to and including 31 March.

#### **Term Comp Fee**

16. Adults will pay the full comp fee. Juniors will pay a proportion of the full comp fee based on the ratio of Junior to Adult membership fee. The rationale for this policy is to provide an incentive for more young people to participate in the club's organised night social competition program.

**EXAMPLE:** Where the Junior membership fee is 45% of the Adult membership fee then the Term comp fee for a Junior will be calculated as 45% of the Term comp fee rounded to the nearest \$5 amount. *For example,  $\$50 \times 0.45 = \$22.50$  rounded to \$25.*

#### *Early Payment Discount*

17. The fee will be discounted by \$5 if paid by close of business on the date nominated on the comp entry form.

#### **Court hire fee**

##### *Premium fee (Night hire)*

18. The premium court hire fee will apply where:

- court lighting is required for play; and
- when daylight saving hours is in place, generally from 7:30pm.



## Bungendore Park Tennis Club

Policy Document #1/2020

### Club Fees

19. The start time for the application of the premium court hire rate will be varied from time, after the daylight saving period has ended, in line with reduced daylight hours and the requirement for court lighting. Members of the club will pay a discounted premium court hire fee as determined by the committee.

#### *Non-premium fee (Day Hire)*

20. This fee applies during daylight hours (except during the daylight saving period) and before the premium court hire fee applies. Non-premium fee bookings made by members of the club are at no charge.

#### *Guest fee*

21. Guests will play at no charge. However, where the guest is a regularly plays with a member of the club and is also a resident of the Bungendore and surrounding districts community the club would expect the member to encourage their guest to join the club.

#### *Refund due to cancellation*

22. Where a person has to cancel their booking, **fees will only be refunded where the cancellation occurs 6 hours or more before the court booking starts**. It should be noted that any funds forfeited in the event of cancellation go towards operating the club and club improvements.

23. In extenuating circumstances the club will consider making refunds outside the six hour cancellation window. In these cases requests for a refund must be emailed to [bungendoreparktennisclub@gmail.com](mailto:bungendoreparktennisclub@gmail.com). If the club decides to grant a refund, the amount refunded will be the original fee paid less the online booking fee\*.

#### **EXAMPLES:**

1. A member makes a one-hour booking from 5pm to 6pm (during Winter) and pays the premium rate of \$15. The member subsequently cancels the booking at 9am on the day of the booking (i.e. 8 hours before their booking starts or six hours or more before the booking start time). The member receives a full refund of the original fee paid i.e. \$15. –  $(\$15 \times 0.293) = \$14.56$ .
2. A non-member makes a two-hour booking from 1pm to 3pm and pays \$30 (i.e. 2 x the hourly day rate of \$15). The person cancels the booking at 11am on the day of the booking (i.e. two hours from the start of their booking or less than six hours before the booking start time). No refund is payable.
3. Same as 2. above, except the person emails the club outlining extenuating circumstances. The club committee may choose to approve a partial refund i.e. the original court hire fee paid less the online booking fee i.e.  $\$30 - (\$30 \times 0.293) = \$29.12$ .

\* As at 1 January 2020 the online booking fee payable by the club to the online payment service provider was 2.93%



## Bungendore Park Tennis Club

Policy Document #1/2020

### Club Fees

#### Social tennis

##### *Monday night*

24. Members will pay a fee that is half that charged to non-members playing Monday night social tennis. This is to cover lighting costs and also acts as an incentive for casual players, who play social tennis regularly, to join the club.

##### *Tuesday morning*

25. Members do not pay to attend Tuesday morning social tennis. Non-members will pay a small fee to attend social tennis.

##### *Open Court sessions*

26. The club will charge a fee for people attending Open Court sessions to meet the catering costs and raise funds for the operation of the club.

## DOCUMENT REVIEW HISTORY

| DATE       | DESCRIPTION   | AUTHOR       |
|------------|---|--------------|
| 23/03/2020 | Final Draft - Version 1.0   | Keith Bender |
| 31/03/2020 | Endorsed by club committee on 30/3 with amendment to address 'Guest Fee' policy   | Keith Bender |
| 19/05/2020 | Amended to address Court Hire Fee – Refund due to cancellation policy endorsed by club committee on 18/5 with amendment having regard to how Stripe system works in relation to full refunds where cancellation is within prescribed timeframe.   | Keith Bender |
| 13/06/2020 | Amended to include statement re funds forfeited due to late cancellation being used to run and improve club.  | Keith Bender |
| 15/01/2021 | Amended to: <ul style="list-style-type: none"> <li>reflect half-year pro-rata membership arrangements applied retrospectively from and including 1 January 2021 (endorsed by majority of committee out-of-session); and</li> <li>refer to Term comp as opposed to Autumn and Spring comp arrangements.</li> </ul> | Keith Bender |
| 4/03/2021  | Amended to remove early payment discount provision (endorsed by majority of committee out-of-session 18/02/2021)  | Keith Bender |



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