



Legana Tennis Club (LTC) July 2012

Policies and procedures

The process

The following information will be provided to the existing committee and be given to all incoming committee members electronically. (USB or emailed).

All relevant information will be place on the web site for members

A hard copy of items under 1a/b/c/d to be held at the club rooms

1a. Updated version Tennis Australia Member Protection Policy (MPP) 2011 (previous 2001)

1b. Member Protection Officer LTC Policy

1c. TA Code of Behaviour Policy

1d. TA Disciplinary Policy

Committee member's 2a/b/c

2a. Legal rights and responsibilities for administrators

2b. Copy of LCT Constitution

2c. Small Club Management Guide Tennis Australia

Information to be displayed and available from the club rooms at all times

3a. Safety Audit List (to comply with MPP) *to be reviewed at committee meetings*

3b. First Aid kit (check List to be completed) *to be checked in safety audit review*

3c. Injury report form (to comply with MPP) *place on notice board to be checked in safety audit review*

3d. Emergency Procedures (to comply with MPP) *place on notice board to be checked in safety audit review*

3e. Emergency contacts (to comply with MPP) *place on notice board to be checked in safety audit review*

3f. Incident/Accident report form *place on notice board to be checked in safety audit review*

3g. Heat Policy

3h. Heat Guide (for above reference)

3i. Injury Management Guide *place on notice board to be checked in safety audit review*

- All relevant above information will be available to members by a combination of LTC web site and a designated notice board in club rooms.
- This information is to be stored and managed electronically by the Club Secretary and President, and distributed to the committee members electronically as up dated.
- The above Policies and procedures will be reviewed as required and all Committee members are encouraged to put forward changes or corrections.
- New membership forms to be printed incoming members agreeing to the LCT MPP
- Notice to go out with members sub invoice stating; renewing membership they agree to comply with updated LTC MPP

IMPORTANT NOTE:

For these policies to be binding, they must:

- 1. be formally incorporated into your Memorandum and Articles of Association or into your By-Laws as prescribed in your Constitution**
- 2. be referred to in membership forms (e.g. the member agrees to be bound by the Constitution, Rules, Regulations and Policies of the NSO, SSO or Club, including its Member Protection Policy).**
- 3. Members need to be advised of the policy's existence and to sign a membership form agreeing to be bound by the policy.**

Acknowledgments; Tennis Australia, Smart Play, Play by the Rules

Jeff Walker

President Legana Tennis Club July 2012