

45 Patterson Drive MIDDLE SWAN WA 6056

By-Laws of The Midland Lawn Tennis Club Inc (an incorporated Association under the Associations Incorporation Act 2015), hereafter referred to as "the Club".

1. BY-LAWS

1.1 Availability to members

An up-to-date copy of these By-laws are kept on display inside the Clubroom, and on the Club's website. A copy will also be made available to any member who requests them.

1.2 Changes to By-laws

All additions, deletions or amendments to the By-laws shall comply with Rule 63 of the Club's Constitution.

2. MEMBERSHIP

The following categories of membership shall be available to applicants:

2.1 Membership Categories

2.1.1 Adult Membership

Available to persons who have attained the age of eighteen years. Such members shall enjoy all rights and privileges available to members.

2.1.2 Concessional Adult Membership

A 'Second Club' concession membership is available for adult members who are full fee-paying members of another Tennis West affiliated club. A Student concession membership is available to full time students between the ages of 18 and 25 years.

2.1.3 Adult Social Membership

Available to members who only wish to play organised social tennis. Adult Social fees include ball fees.

2.1.4 Adult Casual Social Membership

Available to members who only wish to play organised social tennis. Adult Casual Social members are required to pay the prescribed ball fees for attendance at social tennis.

2.1.5 Junior Membership

Available to persons under the age of 18 years as at 1st September of the current year and based on a standard of play as assessed by the Club Captain and Club Coach. The member has full playing rights in the club.

2.1.6 Junior Social



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Available for junior members who are not playing pennants – entitles member to join junior club events.

2.2 Membership Discounts

Any club member who is appointed to hold a position on the Management Committee shall be entitled to a membership discount as determined by the Committee of Management, based on a single membership rate.

2.3 Pro Rata Fees

The following pro rata fees will apply for all memberships during the membership year: Members joining in:

September - February	100% of current membership subscription
March - June	50% of current membership subscription
July - August	25% of current membership subscription

2.4 Visitors and Prospective Members

- 2.4.1 Visitors and prospective members may be allowed use of the courts at the discretion of the Management Committee.
- 2.4.2 Visitor fees will be determined by the Management Committee.

2.5 Life Membership

- 2.5.1 A member or past member who has rendered notable service to the Club may be elected a life member by the AGM upon the recommendation of the Committee.
- 2.5.2 Life Members shall be entitled to enjoy all the privileges of membership without the payment of membership fees.
- 2.5.3 Only one Life Member shall be considered for election in any Club Year.

2.6 Honorary Membership

- 2.6.1 The Management Committee will have the power to admit a person to Honorary membership on a temporary basis.
- 2.6.2 The AGM will have the power to admit a person to Honorary membership on a permanent basis.



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2.6.3 Honorary members are exempt from payment of membership fees, and otherwise have full membership rights of the Club.

3. GENERAL

- 3.1 Club premises
 - 3.1.1 No person is entitled to enter, remain upon or utilise the premises of the Club and its facilities unless explicitly or implicitly authorised by the Management Committee.
 - 3.1.2 Damage to property. Any person who wilfully causes damage to the facilities, courts or any property shall be liable to pay for repair or replacement.
- 3.2 Use of courts
 - 3.2.1 Members may use the grass courts only during organised tennis events, or on an ad-hoc basis at the discretion of the Committee of Management. Members may use the hard courts at any time, with the restriction that competition tennis and/or scheduled coaching lesson takes precedence over social tennis. If social players wish to play while competition and/or scheduled coaching lesson is in progress, permission should be sought from the competition players and/or coach using the courts.
 - 3.2.2 During social play periods, when all courts are in use and other members are waiting, play will be restricted to one set on a rotating basis. Singles tennis is not to be played under these conditions.
- 3.3 Tennis Attire appropriate footwear
 - 3.3.1 Footwear must be designed and manufactured as tennis shoes appropriate for the surface pertinent to the particular event in which the player is competing.
- 3.4 Alcohol
 - 3.4.1 Members and visitors must comply with all conditions of the License granted to the Midland Bowls Club.
- 3.5 Smoking
 - 3.5.1 No smoking is allowed within the defined areas of courts and clubrooms.
- 3.6 Out of Pocket Expenses
 - 3.6.1 Out of pocket expenses shall be paid to any member of the Club who incurs expenditure on bona-fide tennis club matters.
- 3.7 Keys



- 3.7.1 Financial members of the Club are entitled to be issued with a key to the hard courts, upon paying the appropriate key deposit. Only one key per membership shall be issued. A register of key holders is maintained by the Committee of Management.
- 3.7.2 At the discretion and direction of the Committee of Management, keys to Clubrooms and court lights shall be issued to Committee Members, team captains and such other members of the Club as is deemed necessary.
- 3.7.3 Members are not to lend keys to non-members without the prior approval of the Committee of Management.
- 3.7.4 Keys remain the property of Midland Lawn Tennis Club Inc., and must be returned if membership is not renewed.
- 3.7.5 Replacement for lost keys are available from the Committee of Management at the member's cost.
- 3.8 Colours of the Club
 - 3.8.1 The official colours for the club emblem shall be blue, gold and green.
 - 3.8.2 The official colours for club shirts for players representing the club in pennants shall be white/green, grey/green, royal blue/white.
- 3.9 Code of conduct and tennis etiquette
 - 3.9.1 Abusive, obscene or profane language, racquet throwing, or hitting balls indiscriminately are offences under the Code of Conduct and the Tennis West Behaviour Code.
 - 3.9.2 Spectators, including parents, friends and coaches, must NOT interfere with or participate in on-court matters, unless acting in an official capacity.
 - 3.9.3 Players must wear recognised tennis attire.
 - 3.9.4 Ball calling:
 - In matches without an umpire, it is your obligation to call balls at your end, to help your opponent make calls if requested, and to call against yourself any ball that you clearly see out on your opponent's side of the net.
 - If a ball is not good, you should call clearly and promptly (i.e. before either your opponent has hit the return or your own return has gone out of play).
 - In the rare circumstances that you and your opponent agree that neither of you was in a position to judge and call a ball, then the point should be replayed.
 - 3.9.5 Scoring:
 - To avoid controversy over the score, the Server should announce the set score (e.g. 5-4) before starting a game and the game score (e.g 30-40) prior to serving each point.



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- If players cannot agree on the score, they may go back to the last score on which there was agreement and resume play from that point.
- 3.9.6 Never walk through a court on which play is in progress, and always close all gates and doors behind you as you enter or leave courts.
- 3.9.7 Always place foreign objects, ball, cans, clothing, spare racquets, etc. near the net post or on bench never at the back of the court.
- 3.9.8 Never catch or deflect a ball you assume is going to fall out of bounds.
- 3.9.9 Observe the foot fault rule and concede the serve to your opponent when you foot fault.
- 3.9.10 The receiver should not return the first service if it is a fault let it go by or ground it.
- 3.9.11 At the end of each point retrieve balls in your area and return them to the server. Also return all let serves immediately.
- 3.9.12 Upon completion of the set do not leave the area until all the balls are located and returned to the court.
- 3.9.13 When returning a ball to another court, wait until the players have completed a point.
- 3.9.14 Return balls directly to the person serving, preferably under the net.
- 3.9.15 Do not stall, sulk, complain or practice gamesmanship.
- 3.9.16 Do not leave it to your opponent to keep the point or game score. It is your job as much as theirs and it makes the game run smoother and faster.
- 3.9.17 Do not withdraw from a tournament after the draw has been made or default in a tournament (whether during the course of a match or before it begins) except for illness, injury or personal emergency.

4. COMMITTEE OF MANAGEMENT

- 4.1 Committee members consist of:
 - 4.1.1 The office holders of the Club as defined in rule 27 the club's constitution; and
 - 4.1.2 Up to 5 ordinary committee members
- 4.2 Committee Roles
 - 4.2.1 President (and Vice President)
 - It is the duty of the President/Vice President to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
 - The President/Vice President has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in the Club's Constitution.



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4.2.2 Secretary

- Dealing with the Club's correspondence;
- Consulting with the President/Vice President regarding the business to be conducted at each committee meeting and general meeting;
- Preparing the notices required for meetings and for the business to be conducted at meetings;
- Unless another member is authorised by the committee to do so, maintaining on behalf of the Club the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- Maintaining on behalf of the Club an up-to-date copy of the Club's Constitution, as required under section 35(1) of the Act;
- Unless another member is authorised by the committee to do so, maintaining on behalf of the Club a record of committee members and other persons authorised to act on behalf of the Club, as required under section 58(2) of the Act;
- Ensuring the safe custody of the books of the Club, other than the financial records, financial statements and financial reports, as applicable to the Club;
- Maintaining full and accurate minutes of committee meetings and general meetings;
- Carrying out any other duty given to the secretary under the Club's Constitution or by the committee;
- Sends ad-hoc communication to members for specific events and activities;
- Communicates to members any official communications.
- 4.2.3 Treasurer
 - Ensuring that any amounts payable to the Club are collected and issuing receipts for those amounts in the Club's name;
 - Ensuring that any amounts paid to the Club are credited to the appropriate account of the Club, as directed by the committee;
 - Ensuring that any payments to be made by the Club that have been authorised by the committee or at a general meeting are made on time;
 - Ensuring that the Club complies with the relevant requirements of Part 5 of the Act;
 - Ensuring the safe custody of the Club's financial records, financial statements and financial reports, as applicable to the Club;



- If the Club is a tier 1 Association, coordinating the preparation of the Club's financial statements before their submission to the Club's annual general meeting;
- If the Club is a tier 2 Association or tier 3 Association, coordinating the preparation of the Club's financial report before their submission to the Club's annual general meeting;
- Providing any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial report under Part 5 Division 5 of the Act;
- Carrying out any other duty given to the treasurer under the Club's Constitution or by the committee.
- 4.2.4 Club Captain (and Vice Captains)
 - Coordinates social tennis;
 - Coordinates the putting up and taking down of nets for all organised tennis activities at the club;
 - Arranges maintenance activities on club property (nets etc);
 - Ensures an adequate supply of tennis balls for social, pennant and tournaments held at the club;
 - Ensures the clubs facilities are secured at the completion of organised tennis;
 - Liaises with the facility grounds keeping staff to ensure the tennis courts and general facilities are maintained and available for the clubs organised tennis activities.
- 4.2.5 Junior Club Coordinator
 - If necessary, forms (and Chairs) a Junior Club sub-committee to implement the strategic priorities of the Junior Club;
 - Liaises with the Club Coach for the provision of supervised Junior Club activities;
 - Supervises the collection of all monies collected by the Junior Club and arrange payment to the Treasurer;
 - Prepares promotional material for Junior Club events in conjunction with the Secretary/Digital Coordinator;
 - Reports to the management committee monthly on activities within the Junior Club.
- 4.2.6 Membership Coordinator
 - Monitors and responds to membership enquiries from the public;
 - Sends 'Welcome Pack' email to all new members, advising them of the planned activities, key contacts, club rules etc;



- Reports to the committee monthly on membership statistics (e.g. new members, membership enquiries, total membership by category);
- Coordinates the creation of member labels for social tennis activities, including identifying on labels those members that are required to pay ball fees;
- Updates and maintains a stock of membership forms and Club information brochures for prospective members;
- Assists in the organising of promotional events/open days for new members;
- Maintains a register of members with keys to the clubs hard courts and liaises with Treasurer to ensure return of keys from former members.
- 4.2.7 Digital Coordinator
 - Manages and maintains the currency and accuracy of the Midland Lawn Tennis Club website;
 - Maintains a social media presence for the Midland Lawn Tennis Club;
 - Liaises with the Secretary to ensure that all communications to members are made available via the clubs website and social media;
 - Liaises regularly with club coach, pennant coordinators and club members for newsworthy items, and include in a regular "news" web page (printable for members without internet access).
- 4.2.8 Fundraising and Sponsorship Coordinator
 - If necessary, forms (and Chairs) a sponsorship and fundraising sub-committee;
 - Develops a fundraising strategy for the club;
 - Organises fundraising activities and functions for the club;
 - Prepares rosters for volunteers assisting with fundraising activities;
 - Ensures all materials required for fundraising are ordered and available;
 - Supervises the collection of all monies raised and arrange payment to the Treasurer;
 - Develops a sponsorship program for the club;
 - Presents proposals to interested parties;
 - Ensures that all commitments are provided according to the terms of the respective sponsorship agreements.
- 4.2.9 Tournament sub-committee Chair
 - Chairs a Tournament sub-committee to provide a single point of contact on the management committee for club tournaments;



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- Coordinates all activities with the Tournament Director and/or Club Coach;
- Ensures adequate volunteers are available to assist with the running of the tournament (court supervisors, canteen etc);
- Liaises with the fundraising and sponsorship coordinator to ensure adequate sponsorship is in place for club tournaments.
- 4.2.10 Club Spark Administrator
 - Maintaining the Club's records in Club Spark;
 - Maintains annual membership categories and fees in Club Spark;
 - Add new memberships to Club Spark for members that renew outside of Club Spark website;
 - Add new memberships to Club Spark for new members that join outside of Club Spark website;
 - Run reporting from Club Spark;
 - Updates the club's communication database if members wish to change their details or opt out of communications from the club;
 - Liaise with Tennis Australia with any issues with Club Spark.
- 4.3 Order of business at a Committee Meeting
 - Apologies
 - Minutes of previous committee meeting
 - Business arising out of the minutes
 - Correspondence
 - Business arising out of the correspondence
 - Reports
 - $\circ~\mbox{Financial Report}$
 - \circ Membership Report
 - Pennants Report
 - \circ Captains Report
 - Junior Club Report
 - General business

5. GENERAL CLUB ROLES

5.1 Pennant Coordinators (Senior, Junior, Midweek)



- Receive notices and emails of key dates etc from Tennis West and pass them on to relevant parties;
- Put notice out to previous players, coaching participants and any other possible players to nominate for pennants at the Club;
- Liaise with club coach, junior club co-ordinator and any other relevant parties to select pennant teams and their respective managers/captains to nominate to Tennis West;
- Liaise with the club captain, club president and club coach to ensure there are courts, tennis balls, keys etc available and accessible each week as necessary for pennants;
- Communicate with the club treasurer and players to ensure the necessary membership and pennant fees are set and are paid to the club treasurer by each participant in a timely manner;
- Nominate the teams using the League Manager online system;
- Notify the players, parents and managers of their teams, their obligations and commitments;
- Notify the players, parents and managers that fixtures are available, how to find them on the online system;
- Ensure all teams have a suitable roster set up and knowledge of reserve players available to fill in if required;
- Ensure all relevant teams are aware of special events e.g. wet or hot weather rules, start times including changes for finals, playing formats e.g. fast 4, 2 sets, venue changes including liaising with opposing clubs, road closures etc;
- Ensure all teams have entered and confirmed the results online appropriately to ensure the club is not fined for not meeting required timeframes;
- Ensure a basic understanding of the rules of tennis league (By-law 7 available from tennis west website) and if called upon to do so act as the club representative/official;
- Encourage players to attend organised social tennis, pennant team training, coaching, club functions, presentations and events and participate in appropriate tournaments and competitions;
- Deal with any team, player or parents issues or conflict with the assistance of the club coach, pennant liaison and if necessary the club committee and president;
- Provides a point of contact on the management committee for the various pennant coordinators external to the committee;



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- Assists pennant coordinators external to the committee in the entry of teams into various pennant competitions;
- Raises any pennant related issues with the management committee for resolution
- Reports to the management committee monthly on the progress of the various pennant teams.
- 5.2 Pennant Team Managers/Captains
 - Contact team members. Ensure their details are correct and they are aware of their obligations;
 - Set up a playing roster in consultation with your team players and parents. This includes the customary morning/afternoon tea obligations for home fixtures;
 - Ensure all relevant team members are aware of special events e.g. wet or hot weather rules, start times including changes for finals, playing formats e.g. fast 4, 2 sets, venue changes including liaising with opposing clubs, road closures etc;
 - Ensure you have an online account set up in order to see fixtures, print scorecards and enter results online;
 - Confirm your team member's availability for the matches each week. If there are issues contact the reserves or the pennant co-ordinator to help you seek reserves;
 - Ensure a basic understanding of the rules of tennis league (By-law 7 available from tennis west website) and if called upon to do so act as the club representative/official for your team;
 - Ensure your team is arriving in a timely manner and assisting in the set up and preparation for matches and clean up after matches;
 - Liaise with the pennant co-ordinator to ensure you have facility access (keys) each week;
 - Enter and confirm the results online in a timely manner each week to ensure there are no fines issued to the club for not meeting required timeframes.

5.3 Club Coach

- 5.3.1 Organise and supervise social and club championship tennis for children up to and including the age of 18 years;
- 5.3.2 Organise and supervise pennant teams for children up to the age of 18 years;
- 5.3.3 Pennant coordination:



- Receive notices and emails of key dates etc from Tennis West and pass them on to relevant parties;
- Put notice out to previous players, coaching participants and any other possible players to nominate for pennants at the Club;
- Liaise with relevant parties to select pennant teams and their respective managers/captains to nominate to Tennis West;
- Liaise with the club captain and club president to ensure there are courts, tennis balls, keys etc available and accessible each week as necessary for pennants;
- Communicate with the club treasurer and players to ensure the necessary membership and pennant fees are set and are paid to the club treasurer by each participant in a timely manner;
- Nominate the teams using the League Manager online system;
- Notify the players, parents and managers of their teams, their obligations and commitments;
- Notify the players, parents and managers that fixtures are available, how to find them on the online system;
- Ensure all teams have a suitable roster set up and knowledge of reserve players available to fill in if required;
- Ensure all relevant teams are aware of special events e.g. wet or hot weather rules, start times including changes for finals, playing formats e.g. fast 4, 2 sets, venue changes including liaising with opposing clubs, road closures etc;
- Ensure all teams have entered and confirmed the results online appropriately to ensure the club is not fined for not meeting required timeframes;
- Encourage players to attend organised social tennis, pennant team training, coaching, club functions, presentations and events and participate in appropriate tournaments and competitions;
- Deal with any team, player or parents issues or conflict, and if necessary the club committee and president;
- Raises any pennant related issues with the management committee for resolution;
- Reports to the management committee monthly on the progress of the various pennant teams.
- 5.3.4 Coordinates the annual Junior Club Championships.



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- 5.3.5 Participate in Club Championships and any appropriate Pennant Teams.
- 5.3.6 Assist in the assessment of:
 - standard of play relevant to new member applications;
 - member ratings;
 - pennant teams; and
 - upgrading juniors to the senior club.
- 5.3.7 Bring forward to the Committee recommendations for competition and other promotional activities.

6. COMPETITION TENNIS

- 6.1 Club Rules and By-laws
 - 6.1.1 Competition tennis shall be played as specified by the Rules and By-laws of the relevant tennis association.
 - 6.1.2 Balls. The Club will use balls in accordance with the rules laid down by the various governing bodies relating to competition tennis.
- 6.2 Eligibility for competition tennis
 - 6.2.1 All competition players must be financial members of the Club.
 - 6.2.2 Any member wishing only to play one season of competition per year must pay full yearly membership.
- 6.3 Selection of teams
 - 6.3.1 Teams for competition tennis shall be determined by the appropriate selection committee.
 - 6.3.2 Juniors. A Selection panel consisting of the Co-ordinator of Junior Competition and the Team Manager of each team shall meet at the end of the current season to assist with the selecting of teams for the forthcoming season.
 - 6.3.3 Seniors. A financial member from each team, who has nominated to play in the relevant competition for the forthcoming season, shall communicate with the relevant competition Co-ordinator at the end of the current season to assist with selecting teams for the forthcoming season.
 - 6.3.4 All selection committees may directly approach potential team members if there are not enough names entered on lists to field a team in the appropriate section.
- 6.4 Emergencies. The following procedures shall apply to any team who require an Emergency during a season:
 - 6.4.1 All competitions



- contact a member from a lower graded team in the same competition; OR
- contact a club member at or below a similar standard.
- If no club member is available only then may a non-club player be approached to be an emergency provided they understand that they play at their own risk.
- 6.4.2 Any non-club player upon playing four (4) matches for the club in any one season is required to become a financial member of the club.
- 6.4.3 If no emergency can be obtained the captain/team manager can elect to:
 - play without a full listed team; OR
 - forfeit that match.
 - All senior teams shall be responsible for the payment of any fines the club receives from the relevant association.
- 6.5 Team fines
 - 6.5.1 Teams incurring fines may, at the discretion and direction of the Committee of Management, be responsible for paying those fines. Fines incurred by individual players for breaches of the relevant association rules, such as not meeting the dress code, are liable to pay the fine.
- 6.6 Teams for finals
 - 6.6.1 Where a team is made up of rotating players and no agreement can be reached regarding team players for finals, the players with the best personal scores throughout the season shall play. If any team member has any further objections, the final decision rests with the appropriate selection committee.
- 6.7 Club Tournament Conditions
 - 6.7.1 Tournaments are to be conducted under the rules of Tennis West with the Tournament Sub-Committee having entire control and management of the Tournament.
 - 6.7.2 Tournaments are to be open to all financial members of the Club.
 - 6.7.3 The Tournament will be played on the Club Courts.
 - 6.7.4 The Tournament Sub-Committee reserves the right to use other selected venues for matches if necessary.
 - 6.7.5 The Tournament Sub-Committee reserves the right to reject any entry and shall not be required to give reasons for such rejection.
 - 6.7.6 Entrants in Junior Events must state their exact date of birth on the entry form. Junior Competitors must be under the specified ages on July 1. The Tournament Sub-Committee reserves the right to sight evidence of the competitor's age.



- 6.7.7 Players attire as outlined in By-law 3.
- 6.7.8 The Tournament Sub-Committee reserves the right to cancel any event in which there are insufficient entries.
- 6.7.9 In Championship events the draw shall be seeded.
- 6.7.10 Commencing times for the Tournaments will be at the discretion of the Tournament Sub-Committee.
- 6.7.11 Play will commence punctually as notified each day. Competitors must report to the Tournament Sub-Committee at least fifteen (15) minutes prior to the time scheduled for their matches. All competitors must be ready to play at the time appointed, irrespective of weather conditions and any competitor not ready to play when called by the Referee or Tournament Sub-Committee may be defaulted. In the event of all competitors not reporting in accordance with this Rule, the Tournament Sub-Committee shall resolve the situation
- 6.7.12 Players are responsible to check the draw to ascertain their scheduled time of play. For this purpose the draw will be displayed at advertised places as well as being available from the Club Secretary.
- 6.7.13 No one is allowed to advise players engaged in a tournament match, except during an official break when players are off the court.
- 6.7.14 All competitors must know how to score.
- 6.7.15 No person is allowed to umpire a match without first obtaining permission from the Referee or is requested to do so by the Tournament Sub-Committee.
- 6.7.16 Competitors may be required to umpire if called upon.
- 6.7.17 The maximum number of events that a Competitor may enter is at the discretion of the Tournament Sub-Committee.
- 6.7.18 Any disputes are to be referred to the Referee whose decision will be final.
- 6.7.19 The Tournament Sub-Committee reserves the right to disqualify any competitor whose conduct during the tournament is, in their opinion, deserving of censure.
- 6.7.20 Exemptions may be given to players whose work commitments prevent them playing at certain times and/or are involved in other official tennis events (e.g. pennants, school competitions, etc.) The Tournament Sub-Committee has the right to refuse any exemptions. Only those exemption claims on the nomination form will be considered by the Tournament Sub-Committee.
- 6.7.21 All entries are to be accompanied by the required fees. Entries may be online, posted or handed to either the Club Secretary or the Captain



- 6.7.22 The Tournament Sub-Committee will determine when unfinished matches (i.e. due to bad weather, lack of light etc) shall be resumed.
- 6.7.23 Both semi-finals in any Tournament event should be played on the same day.
- 6.7.24 The Tournament Sub-Committee reserves the right to restrict the number of events any competitor remains in on the final day to a maximum of three.
- 6.7.25 In Handicap events the Tournament Sub-Committee reserves the right to adjust any handicaps up to and including the Quarter Finals