

NAMBAS TENNIS CLUB INC – RULES AND GUIDELINES

DATE OF ADOPTION: 10. January 2012

TITLE OF POLICY: RULES AND GUIDELINES

PURPOSE:

To establish the rules and guidelines for members of the Nambas Tennis Club Inc (NTC) to understand and abide by, where not covered by another specific Nambas policy.

REFERENCES / RELATED DOCUMENTS:

Nambas Tennis Club Inc Constitution (2010)(a)

Nambas Tennis Club Inc Policies

All policies are displayed on the NTC website www.nambastennis.com as documents.

A copy of this policy document is to be attached to each New Membership Application form.

WHO MUST COMPLY WITH THIS POLICY:

All members and guests of the Nambas Tennis Club.

SCOPE OF POLICY:

The intent of this policy is to cover matters not dictated by the NTC Constitution or other specific policies.

POLICY:

Fees and Charges

- All fees are set at the AGM (usually held on the second Saturday in November) by membership ratification.
- The prescribed annual membership fees must be paid prior to the 1st of January following the AGM or a late payment fee will apply.
- Members with annual membership fees in arrears for one month or more beyond the due date will be considered to be of an unfinancial status and will only attract the privileges of a visitor with respect to fees and entitlements.

Membership Entitlements and Responsibilities

Organised Social Tennis

- The club hosts organised social tennis for members, guests and visitors.
- Social tennis sessions are advertised on the NTC website, and also on Notice Boards displayed at the Club tennis courts. Ask a committee member for details of days, commencement times and nature of session.
- Social tennis sessions are controlled by Board Monitors, usually committee members, who also open the clubhouse and courts, issue balls and arrange sets according to the Board Monitor Rules Policy.
- On arrival at Social tennis sessions, members are to pay their playing fee, ensure that their name is entered in the attendance book and place their Name Tag in the waiting area of the Board.

Fixtures

- Nambas representative Club teams are entered in Wednesday and Friday Ladies, Monday night mixed and Veterans monthly competitions.
- Members wishing to join or form a fixture team should advise the Secretary.
- See Fixture Rules Policy for more information.

Non-organised play.

- Members may use available courts when they are not required for fixtures, organised social tennis sessions, coaching, tournaments or public hire – see notice boards for applicable fees.
- Members may obtain a court key by contacting the Secretary and paying the set deposit fee. This key **must not** be lent or given to another person. Court keys remain the property of the Nambas Tennis Club and must be returned when no longer a member.

- Members must be considerate of others. Singles play is not appropriate unless there is a spare court. Members arriving when all courts are in use should be offered the opportunity of joining in or advised that a court will be available within a given time – no longer than one hour.
- Private play at night using the court lights must be approved by a committee member. An additional fee for light use applies – see fees notice.

Attire

- Tennis specific footwear must be worn on the courts at all times. Players' dress should be clean and tidy.

Etiquette

- All members should follow standard tennis etiquette at all tennis sessions, be they fixtures or social.
- The Tennis Australia **Code of Conduct and Tennis Etiquette** policy applies and is displayed on the NTC website as well as the club noticeboard.
- It is particularly important for fixture players to be conversant with the **Code of Conduct and Tennis Etiquette** document.

Injuries

- If it becomes apparent that a person has been injured on the land leased by the NTC, a NTC First Aid Report Form must be filled out and kept on file, even if a claim is not being made against the club.
- Report forms are kept in the cupboard above the fridge, and the report file in the filing cabinet in the clubrooms.

Property Damage

- If property belonging to the NTC is damaged, this damage must be reported to the committee, preferably by email to nambastennis@gmail.com, or by note to a committee member.

Clubhouse Keys

- A key register is kept by the Secretary. Only committee members, social session monitors and fixture team captains are entitled to hold a clubhouse key.
- Clubhouse keys must not be given or lent to any other person without prior approval of the Secretary.

Clubhouse Facilities

- Tea, coffee, milk and biscuits are provided for organised social tennis sessions.
- Tea, coffee and milk is provided for fixture players.
- The clubhouse is not available to members or their visitors at any other time without prior approval of the management committee.

Tennis Queensland Affiliation

- The club is affiliated with Tennis Queensland (TQ), therefore all members must pay an annual Tennis Queensland registration fee.
- The Tennis Queensland annual registration fee may be paid through NTC or another TQ affiliated club.

EVALUATION AND REVIEW:

This policy will be reviewed by the Nambas Tennis Club Inc Management Committee and recommendations for any changes will be made and actioned.