

North Box Hill Tennis Club

Information for New Members



Enjoy your Tennis!

Welcome to the Club

The Committee welcomes you to the North Box Hill Tennis Club and hopes you enjoy playing tennis at the Club for many years to come.

This information booklet provides information on how the Club operates and the many opportunities for you to play tennis.

We want you to enjoy your “tennis experience” at the Club and welcome any feedback as to how this may be improved for you and the other members.

Remember the overall success of the Club depends on the voluntary contribution of the Members to support the activities and operations of the Club.

The Club is always looking for Members who want to help the Club grow and provide even better experiences for its Members. So, if you would like to contribute or have a special skill that may be beneficial to the Club, please let us know.

Committee

The Committee for 2023 – 2024 comprises:

President	Dallas Newton	0401 990 013	dallas_newton@hotmail.com
Vice President	John Dykes	0499 980 140	john.dykes@bigpond.com
Secretary	Mark Langdon	0419 560 506	markelangdon@bigpond.com
Treasurer	Andy He	0413 765 356	hqj.andy@gmail.com
Committee	Andrew O’Connell	0409 944 220	bigocca@gmail.com
Committee	Barbara Lee	9858 2834	robertelee@optusnet.com.au
Committee	Garry Cayzer	0404 008 169	garry.cayzer70@gmail.com
Committee	Christian Doblin	0428 607 423	Christian.Doblin@csiro.au
Committee	Judy Harrison	0409 524 006	judyhar@netspace.net.au

Should you have any queries please do not hesitate to contact any of the Committee Members.

The Club's Mission, Values and Vision

Over the last few years, the Club has developed its Mission, Values and Vision as part of its 5 Year Strategic Plan. These are listed below.

MISSION

- To be the best and friendliest place to play tennis.
- To curate a World Grand slam winner.

VALUES

- **RESPECTFUL:** To respect every person and organisation that we interact with and in turn, to earn the respect of others for all that we do as individuals and as a club.
- **INCLUSIVE:** To be welcoming & understanding to participants, volunteers & stakeholders from diverse backgrounds. We collaborate throughout our club.
- **PROUD:** To recognise and celebrate our history and to behave in a manner that reflects pride in our club and ourselves.
- **PROFESSIONAL:** To be a professional organisation adhering to high standards reflected by our appearance, actions and attitude. We constantly strive for improvement and aspire to be innovative and successful while always working within the rules.
- **ENJOYMENT:** To enjoy our time together, be positive in what we do and provide a family friendly and safe environment in which to celebrate our success with all stakeholders.

VISION

- To increase the membership and cash reserve.
- To provide premium tennis playing and coaching facilities to attract and retain tennis players of all standards, from within the local community, by providing a range of social and competition tennis opportunities.
- To have a membership which generally reflects the demography of our local community.

A copy of the Club's Strategic Plan is displayed on the noticeboard in the Clubhouse.

General

Club's Constitution and By Laws

The Club's Constitution, By-Laws and Policies can be viewed on the Club's website:

[ClubSpark / North Box Hill Tennis Club / North Box Hill Tennis Club - North Box Hill | Tennis Australia](#)

You should familiarise yourself with these documents, especially the Child Safe Code of Conduct.

AGM

The Annual General Meeting is held within 5 months of the end of the Club's financial year. It is usually held on a Sunday at 12.30 pm and members enjoy social tennis before and after the meeting. A barbecue lunch and refreshments are provided.

The Committee for the next financial year is elected at this meeting. If you are interested in joining the Committee, please advise the Club Secretary at: secretary.nbhtc@gmail.com.

No Smoking Policy

Smoking or vaping is not permitted on the Club grounds or in the Clubhouse.

Pets

It is a condition of the Club's lease with the Whitehorse city Council that pets are not permitted on the Club's grounds.

Membership Cards

Membership is non-transferrable and cards **must not** be loaned out.

If you decide to not renew your membership at any time, it would be appreciated if your card is returned via mail (PO Box 2003, Box Hill North 3129) or dropped into the clubhouse safe.

Please do not write the name of the Club on your card.

You may write your own name and phone number to allow for the easy return of a lost card. Should you lose your card another one can be purchased from the Club for the cost of \$5.

Correspondence

All newsletters with information about special events such as working bees and fundraising activities are sent to members by email. AGM notices and annual subscription invoices will be sent by email, or by post to those who request it, or are without email addresses.

Please ensure that we have your current email address (or postal address) and remember to update any changes.

Court Usage

Court Access

The Club access card provides access to the courts and clubhouse between the hours of 7 am and 11 pm, Monday to Friday, and 7 am and 10 pm on Saturday and Sunday, for all members 15 years old and over.

The Club asks for your assistance in keeping the premises secure.

Please ensure the front gate locks after entering. If you are with someone else, by all means hold the gate open for them. However, it is the responsibility of all members to record their entry to the Club using their own access card.

The same applies to the clubhouse, except the door lock can be snibbed open if in frequent use. If you are on court for any length of time, for your own security, keep the door locked, and make sure it is locked when you leave. Be aware that both locks will not allow access out of hours, so do not leave your access card in a locked situation.

The front gate may not be locked on occasions, e.g. while coaching or competitions are in progress, but will still be in a closed position; just push to open. Never tie or block the gate in an open position.

Internal gates are not locked, which is why it is important to keep the entrance gate locked whenever practical. Please, make sure these gates are kept closed at all times, particularly when you vacate the courts.

If you are the last person to leave the clubhouse and/or courts, please make sure all the lights and the air conditioner are switched off, and the clubhouse door and front gate are locked.

Court Allocation

A schedule of the court locations can be found on the noticeboard in the Clubhouse. Please note the following order of precedence applies:

- Competition Tennis
- Coaching
- Social Tennis

Social doubles shall have precedence over social singles. Courtesy must be extended to waiting players if courts are all occupied – please use common sense if there are insufficient courts available.

If you are playing with friends or practising, then be mindful of other members waiting for a court for their use. Play one set with your friends and then ask waiting members (if all courts

are full), to join or use the courts for their next set. It is not acceptable to play more than 1 set if other members are waiting for a hit. This is also a great way to introduce yourself to newer members and perhaps find new members to form a competition team.

At this stage, there are many courts available midweek and weekends, for practise and social play.

Court Etiquette

A guide to proper court etiquette is displayed on the notice board in the Clubhouse.

Correct Footwear

Correct tennis shoes are very important when playing on en tout cas courts, such as ours. The court surface is easily damage by wrong shoes.

- Shoe soles must not have a raised pattern of any kind.
- Any indented pattern variation must not exceed 4 mm.
- Soles must be flat (no raised heel) with soft/rounded edges.
- Herringbone pattern is the best sole to provide good grip on our courts - most well-known brands stock them.

NOT PERMITTED



NOT PERMITTED



NOT PERMITTED



PERMITTED



Also, note that some shoes marketed as tennis shoes may be designed for hard-courts and may not be suitable for en tout cas courts.

You will be asked to stop play if you are not wearing the correct footwear.

Balls

For those members wanting a for a social hit, there are recently used competition balls available for your use. They are in the kitchen cupboard beside the oven. All members may use them.

Facilities Management

Court Maintenance

Whilst all court surfaces require some degree of maintenance, en tout cas surfaces generally require a higher level of maintenance.

The courts are exceptionally vulnerable in dry windy conditions.

These conditions have in the past led to complete loss of the court surface. Replacement of the surface is an expensive process for the club and is preventable if members co-operate by ensuring that the courts are thoroughly watered fence-to-fence before and after play. It is not enough to just give the courts a light sprinkle between the lines. So, to help us look after our courts please do the following:

Water the courts when necessary

The amount of watering required depends on the weather; in periods of warmer weather courts should be watered before, during play (between sets or after 30 minutes) and at the conclusion of play. Playing on dry courts may cause severe damage as the top layers of the court can disintegrate. Please remember to water the area behind the baselines. Water the courts evenly all over, holding the hose horizontal to the ground. Do not spray water up into the air (wasteful) or direct it down onto the surface (potential for damage). Apply water with slow and steady sideways sweeps of your arm.

Bagging the Courts

- I. Bagging the courts involves pulling the drag mats over the court surface to erase all footmarks and provide an even spread of surface particles.
- II. Courts must be bagged before and after play and between sets as a minimum.
- III. Please remember to bag the entire court including the area behind the baselines.
- IV. Court maintenance is an expensive process, and the costs will increase even more, for all members, if courts are played on that are too dry or too wet.

Dewatering the Courts

- I. Do not play on courts that have a wet shine or pools of water. Remove the water from the courts with the rollers, located on Courts 2 and 3 or sponges and buckets, located under the veranda next to the storage shed.
- II. Please place the green shade cloth material (located next to the sponges under the veranda) beneath the roller or sponge to reduce the loss of the en tout cas material.

- III. When using the roller, it is essential to walk very, very slowly. To empty the roller tip it forward into one of the drainage pits located along the southern and northern perimeters of the courts.
- IV. When finished, please make sure all items are returned to their correct storage location.

Clubhouse Maintenance

The Club has a professional cleaner to clean the clubhouse once every week.

However, it is important that the Members maintain the cleanliness of the clubhouse after using the facilities, especially after consuming food.

Should you use the Clubhouse facilities please:

- I. Place all rubbish in the appropriate recyclable and non-recyclable bins in the kitchen,
- II. Sweep the kitchen floor and main clubhouse floor with a broom or carpet sweeper located in the cupboard in the kitchen. Remember to empty the carpet sweeper after use.
- III. Clean all table and kitchen surfaces.
- IV. Wash and dry all crockery, utensils and glassware used and place these in the appropriate drawers.
- V. Make sure all appliances are turned off.

Playing Opportunities

Competition Tennis

The Club has teams in several different competitions.

Blackburn District Nighty Tennis Association

Monday, Tuesday, Wednesday and Thursday nights.

Eastern Region Tennis

Seniors – Saturday afternoons

Juniors – Saturday and Sunday mornings

Eastern District Women's Tennis Association

Seniors – Wednesday mornings/afternoons

If you would like to play in a competition, please contact Dallas Newton on 0401 990 013 or dallas_newton@hotmail.com

Social Tennis

Courts are available for social play each day as detailed in the court roster. On weekends, those courts, not being used for competition or coaching, may be used for social play. At least one court will remain available at any time during daylight hours, other than between 8 am and noon Saturdays, when juniors have priority over all courts during school terms.

Currently, there are regular social tennis groups that play:

- I. 10 am on Mondays,
- II. 2 pm on Fridays
- III. 7 pm on Wednesdays, between competition seasons.

Information regarding these sessions can be obtained from Mark Langdon on 0419 560 506 or secretary.nbhtc@gmail.com

Social tennis is also available on some Sunday morning depending upon the number of interested Members.

The Club has established a Group on WhatsApp (NBH Social Tennis) to provide members "real time" information regarding the above social tennis events (especially Sunday mornings) as well as providing members the means for members to arrange informal social tennis opportunities outside the above times.

So, if you feel like having "a hit" at any time just send out a message via the WhatsApp Group to see who else may be interested.

If you would like to join the NBH Social Tennis Group, please ensure you have downloaded "WhatsApp" onto your phone then please send an SMS to Garry Cayzer (0404 008 169) who will then send you the appropriate link.

Visitors

Members may invite any number of visitors but must accompany them and ensure that correct footwear is worn. There is a Visitor (that is non-member) Fee of \$5 per adults and \$2.50 per juniors (under 18 and over 10 years). Visitor fees are an important contribution towards court maintenance costs.

You, as the host member, are responsible for such fees being paid.

There is a holder with pen and envelopes near the safe on the kitchen wall.

Payment is to be put in an envelope with your name and the date and placed in the safe or paid by EFT before the start of play. Please mark the envelope "Visitor Payment"

EFT payments should be made to the Club's Bank account:

- BSB 013 148
- Account Number 293613272

Court Lights

Should you wish to play at night and use the court lights there is a Light Fee of \$10 per hour per court.

Payment is to be put in an envelope with your name and the date and placed in the safe or paid by EFT before the start of play. Please mark the envelope "Lights Payment"

EFT payments should be made to the Club's Bank account:

- BSB 013 148
- Account Number 293613272

Coaching

Coaching is available with the Club's professional coach, Ian Peter-Budge, on 9733 1711 or 0411 039 611.

Safety

First Aid

There is a first aid kit in the kitchen for minor injuries. Please record details of the injury in the “Injury Register” book.

Accidents

Major injuries, requiring medical attention, at the time of the injury, or later, must also be recorded in the Injury Register” book and the Club Secretary advised as soon as possible if the Member wishes to make a claim under the Tennis Victoria insurance policy.

Safety Hazards

Should you become aware of any potential safety hazard please record the details in the “Maintenance Register” book. If such a hazard requires immediate action, please contact one of the Committee Members as soon as possible.

Defibrillator

The Club has a defibrillator located on the wall adjacent to the doorway leading into the kitchen.

When do I need to use an AED?

AEDs are used to revive someone from a sudden cardiac arrest. This is when the heart suddenly stops beating properly. While not the only cause of cardiac arrest, a common is a disruption in the heart’s electrical rhythm that causes a rapid and irregular heartbeat (ventricular fibrillation) or a dangerously fast heartbeat (ventricular tachycardia). When this occurs, the heart cannot pump blood effectively. An AED or defibrillator is required to restart the heart or shock it back into its normal rhythm.

Remember, a defibrillator must only be used on a person who is unresponsive and not breathing normally.

Steps for using a Defibrillator

If defibrillation is required (as the person is unresponsive or not breathing normally), follow these simple steps:

- I. As soon as an AED is available, turn it on and follow the instructions – the defibrillator will “talk you through” what to do.
- II. Remove all clothing from patient’s chest; anything containing metal should be removed from the area, including underwire bras.

- III. Correctly place defib pads on bare chest.
- IV. The defibrillator analyses heart rhythm.
- V. Listen to the defibrillator instructions.
- VI. If the defibrillator prompts to give shock, stay clear of the patient.
- VII. After the AED delivers the shock, continue CPR with compressions until the person responds, or normal breathing returns, or the paramedics take over.
- VIII. Continue to listen to any instructions from the AED. Sometimes it may be necessary to shock the patient more than once.

It's vital to remember that an AED does not replace CPR, it is used in addition to CPR. Do not delay CPR while waiting for someone to get a defibrillator.

