



North Ringwood Tennis Club

Guidelines

To be read in conjunction with the Rules of the North Ringwood Tennis Club
Incorporated

August 2013

INDEX

- 1. EXECUTIVE COMMITTEE**
- 2. DUTIES OF TENNIS CO-ORDINATORS & SUB-COMMITTEE**
- 3. SELECTION COMMITTEES**
- 4. DUTIES OF CONVENORS AND SUB-COMMITTEES FOR CLUB SERVICES**
- 5. TENNIS COACH**
- 6. CODE OF CONDUCT**
- 7. FINANCIAL BUDGET**
- 8. AUTHORISATION OF EXPENDITURE**
- 9. SPONSORSHIP**
- 10. HONORARIA**
- 11. CLUB CHAMPIONSHIPS**
- 12. MEMBERSHIP/COURT RATIO**
- 13. HIRE OF CLUBHOUSE**
- 14. LOAN OF CLUB EQUIPMENT**
- 15. WORKING BEES**
- 16. CLOSING TIMES FOR COMMITTEE MEETINGS**
- 17. GUIDELINES FOR CONVENORS/DIVISION CO-ORDINATORS**
- 18. CLASSES OF MEMBERSHIP**

1. EXECUTIVE COMMITTEE

1.1 The Executive Committee shall comprise the principal office bearers of President, Vice president, Secretary and Treasurer. The Executive together with a minimum of 7 and a maximum of 10 will comprise the Committee. A minimum of 3 members shall be elected at the Annual General Meeting, together with up to 7 other members, co-opted to the Committee or separately elected in a manner prescribed by the Committee. Such other members may be co-opted or elected as Convenor of a Subcommittee with responsibility for particular club services or activities, or as co-ordinators of particular divisions of tennis play within the Club. The activities and tennis divisions to be represented on the committee may vary from time to time and shall be determined by the Committee so as to form a separate functional unit capable of being administered by a co-ordinator or a subcommittee convened by a co-ordinator.

This may include the following:

<u>Services</u>	<u>Tennis Divisions</u>
Social	ERT Seniors
Maintenance	ERT Juniors
Planning & Development	VTA (Pennant)
Liquor Bar	Night Tennis
Midweek	Tournaments

1.2 At the discretion of the Committee, Tennis Co-ordinators may be elected at various times during the year and for terms of office to suit the tennis seasons, but the term of office shall not extend beyond the Annual General Meeting without re-election or reappointment.

2. DUTIES OF TENNIS CO-ORDINATORS & SUB-COMMITTEE:

The Tennis Subcommittees may operate as separate functional units within the Club with direct responsibility for the day to day administration and organisation of tennis competition within that Tennis division. On all matters the subcommittees and co-ordinators shall be responsible to the Committee for the proper administration of that Tennis Division, and shall operate within administrative guidelines, if any, and financial budget approved by the Committee

Duties may include the following:

- Entering teams in an association competition
- Selection of teams by a separate selection committee where appropriate
- Registration of players with the Association
- Arranging courts

Recording and reporting of competition results

Setting team fees

Receiving income

Incurring expenditure within the approved budget level

Preparation of financial budget

Reporting to the Executive Committee

3. SELECTION COMMITTEES

Selection committees may be established for any tennis division, and the need for such committees, their Constitution and method of selection shall be determined by the Committee. The Committee shall, as far as is practicable, arrange for senior selection committees to be elected by members registered for regular play in that tennis division. Selection committees shall be responsible to the Committee normally through the tennis division co-ordinator, for the selection of team members for competitive play.

Selection Committees shall comprise a minimum of 3 and a maximum of 7 persons.

As far as is practicable, Senior Selection Committees are to be elected by members registered as regular players of that tennis division. The Junior Selection Committee shall include the Junior Convenor, with other members being appointed generally in accordance with the wishes of senior members and parents involved with junior tennis competition.

4. DUTIES OF CONVENORS AND SUB-COMMITTEES FOR CLUB SERVICES

Duties are similar to that for tennis subcommittees. Appropriate to that club service, including all administrative and financial functions, and similarly the subcommittee acts on behalf of the Committee and is responsible to that body.

5. TENNIS COACH

The Committee may appoint an official Club Tennis coach to undertake professional tennis coaching at the Club courts. The appointment shall be made for a specified period and under conditions determined by the Committee.

6. CODE OF CONDUCT

The Committee may establish a Code of Conduct setting out unacceptable on-court behaviour. The Committee shall deal with serious breaches of the Code of Conduct by any or any combination of the following:

- a) issue of warnings
- b) issue of reprimands
- c) on-court penalties appropriate to the infringement

- d) suspension from play for a period
- e) imposition of fines
- f) suspension of membership
- g) expulsion from the Club

7. FINANCIAL BUDGET

The Treasurer shall be responsible for monitoring and recording all financial transactions of the Club in a professional manner and having the accounts of the Club audited each year in accordance with the requirements of the Department of Business Affairs under the Associations Incorporation Act. The treasurer shall also provide all financial information required by the Maroondah City Council, the ATO and any other authorities as necessary.

Actual income and expenditure is to be recorded against budgeted amounts and/or previous year's results as a means of monitoring and controlling expenditure, and a report of the position is to be presented at each Committee meeting. The report shall include the current balance sheet and an income and expenditure report as well as an "all transactions journal" showing all entries since the previous report.

For monitoring purposes separate accounts shall be set up to record activities as appropriate for managing the Club.

The audited accounts for each completed financial year shall be presented to the AGM by the Treasurer together with a financial report for the year.

The financial records of the Club shall be regularly backed up by the Treasurer and kept in a secure place.

8. AUTHORISATION OF EXPENDITURE

The Treasurer shall be authorised to make payment on receipt of an invoice, for expenditure for goods and services, either noted to the effect that the goods or services have been received and are satisfactory, or with a statement to that effect received from a Club Member authorised to make such expenditure on behalf of the Club. It should be noted that the Club Member, in presenting an invoice for payment is in principle confirming that payment should be made.

In addition, for major items of expenditure, specific prior authorisation must have been given by the Committee, and the Treasurer shall make payment providing the amount of the invoice is essentially in accordance with that authorisation. For minor items of expenditure, the Treasurer shall be required only to check that the amount appears reasonable for the nature of the goods or services involved.

9. SPONSORSHIP

The Committee may solicit from business institutions or traders, donations to the Club to be used in a manner decided by the Committee. Recognition of such sponsorship may be made in the Club Newsletter and on notices on Club premises.

10. HONORARIA

The Committee may, by resolution, determine an amount to be paid to one or more office bearers as an honorarium. This is not a payment for time, but rather a token payment in recognition for particularly valuable services to the Club.

11. CLUB CHAMPIONSHIPS

In each financial year a Club Championship tournament may be held to determine by an elimination series, the following Club Champions for that year.

- Open Men Singles Champion
- Open Women's Singles Champion
- Junior Boys Singles Champion
- Junior Girls singles Champion
- Other events covering men's, women, mixed doubles, and age limit events may also be held.

12. MEMBERSHIP/COURT RATIO

In determining the upper limit of membership numbers, the Committee shall consider the membership to court ratio. Experience indicates that taking into account the makeup of the membership, and for 11 courts, satisfactory court availability occurs with a maximum membership to court ratio of 80.

13. HIRE OF CLUBHOUSE

The clubhouse may be hired for private social functions or parties, provided suitable guarantees can be obtained that the level of noise and general behaviour would be such as to avoid unreasonable disturbance to nearby residents. The Treasurer shall be responsible for arranging hall hirer's public liability insurance as required by the Maroondah City Council whenever the Clubhouse is hired out for private functions.

14. LOAN OF CLUB EQUIPMENT

Members shall not borrow Club equipment for private use unless approved by the Committee.

15. WORKING BEES

The Committee may determine a programme to involve all senior members in working bees for the purpose of carrying out maintenance and other projects on Club premises. If the Committee declares such working bees to be compulsory, adequate notice of the requirement is to be given to members, and the Committee may impose monetary fines or other penalties for non-attendance.

16. CLOSING TIMES FOR COMMITTEE MEETINGS

In the interests of avoiding late Committee Meetings, no new business shall be commenced after 10.30pm

17. GUIDELINES FOR CONVENORS/DIVISION CO-ORDINATORS

In the event of Divisions operating within the Club (By-Law 3.1), the following guidelines will apply.

17.1 Divisional Finances

Convenors of a club service Subcommittee or Co-ordinator of a Tennis Club Division, if so approved by the Executive Committee, shall be responsible to that committee for administration of all finances directly associated with that club service or tennis division, including keeping up to date books of account of all financial transactions. When required by the Committee, such Convenors / Co-ordinators shall compile a financial budget projecting all income and expenditure for the year.

17.2 Authority for Expenditure

Convenor/Co-ordinators shall be authorised on behalf of the Committee to make payment for all expenditure, which is within the approved budget, levels for that service/division.

17.3 Bank Account

When authorised by the Committee, a separate bank account may be operated by the Convenor/co-ordinator for funds of the relevant division. The Convenor/co-ordinator and one other member authorised by the Committee shall be required to sign all cheques or approve of all expenditure from such an account. The balance of the account shall be regularly reported to the Club Treasurer at intervals determined by the Committee.

17.5 Petty Cash

The Convenor/Co-ordinator may, with approval of the Committee, operate a petty cash system under the same conditions as set out in paragraph 17.3 above.

17.6 Team Fees

Team fees to be paid by each member participating in competition with the Club, shall be set to meet the direct costs involved. Fees are to be collected in a manner determined by the Tennis Co-ordinator. Members failing to pay the team fees in the time and manner set down, shall not be eligible for

competition play. The Executive Committee shall approve proposed team fees before being implemented.

17.7 Reporting to Committee

Convenor/Co-Ordinators shall report regularly to the Committee covering the following:

- Report on problems and matters, which require resolution by the Committee
- Brief comment on progress and matters which are of general interest
- Financial report to be made against the approved budget for that division.

17.8 Handling of Correspondence

Convenor/Co-ordinator shall receive and initiate correspondence on behalf of the Committee or matters directly affecting that division. Copies of all significant incoming and outgoing correspondence shall be retained on a file.

17.9 Selected Player unavailable

If a selected player becomes unavailable for a substantial portion of the playing season, without good and sufficient reason, the selection committee shall as penalty, refrain from selecting that person for competitive play for the duration of the following two playing seasons. This penalty shall only be applied with prior approval of the Executive Committee.

17.10 Decisions on matters of administration of a tennis division may be made by resolution of a representative meeting of players of that division, providing such resolutions are within guidelines approved by the Committee. A record shall be kept of any rules so determined.

18. CLASSES OF MEMBERSHIP

The following classes of membership shall be available:

- a) Family Membership, available to the Parents and children of the one family, the children being under the age of 18 years at the 1st July prior to the start of the financial year, and not in full time employment. This Class of membership has voting rights for the Adults only.
- b) Adult Membership, available to persons at or over the age of 19 years at 1st of July. This Class of membership has voting rights.
- c) Concession Membership, available to any person who is entitled to a concession on presentation of a Concession, Student, Pension or Veterans Card. This Class of membership has voting rights.
- d) Junior Membership, available to children aged 18 years and under as at 31st December. This Class of membership does NOT have voting rights.
- e) Non-playing membership is available to those who wish to become or remain a member of the Club to have access to the Clubrooms, newsletters and social facilities of the Club, but in a non-playing capacity. This Class of membership has voting rights.
- f) Restricted Membership is available for people to play at a time set by the committee. The current time is *Friday morning only*. This Class of membership has voting rights.

- g) Night Membership is available for members playing Night Competition only. This Class of membership does NOT have voting rights.
- h) Pennant Membership is available for members of other Clubs who wish to play Tennis Victoria Pennant Competition at North Ringwood. Access to Courts is from April to September ONLY. This Class of membership does NOT have voting rights.
- i) Veterans Membership is available for members of other Clubs who wish to play Veterans Competition on Thursday afternoon ONLY. This Class of membership does NOT have voting rights.