

 Officer Tennis Club Membership Policy		Approval Date:	
		Review Date:	
		Version No:	1
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Treasurer:	Sign: <i>JR</i>	Name:	Jacque Rice

PURPOSE

It is recognised that the Committee of Management will be involved in making and implementing decisions relating to membership fees and court usage. The Officer Tennis Club’s primary aim is to deliver successful club administration.

POLICY

This policy outlines a range of key areas when making decisions about Club memberships, including membership packages, membership fee structure, upgrading of membership, court usage for members and non-members, and court hire fees. Attention to all these areas will support the Committee in providing timely, transparent, and consistent information and advice to members and potential members of the Club.

PROCEDURES

Membership Packages and Fee Structure

1. The membership year runs from 1st October to 30th September. Half yearly memberships run from 1st October – 31st March (summer season) and 1st April to 30 September (winter season). Membership fees are due by 31st October and 30th April each year.
2. Only adult (over the age of 18) financial members hold voting rights and are eligible to vote at the Annual General Meeting (AGM).
3. Membership fees are set at the beginning of each membership year and are subject to review. Changes to membership fees are generally announced and voted on at the AGM or at the discretion of the Committee leading up to the new membership year.
4. Pro-rata fees apply to social memberships only.
5. Affiliation fees associated with insurance (Tennis Vic) and any association competitions are absorbed in the membership fee. The team entry and ball fees is compulsory for all competition players and is included in the fee structure for memberships associated with competition. All membership types are non-refundable.
6. It is a requirement to be a financial member prior to playing competition tennis at Officer Tennis Club. The Committee has the right stop a person from playing competition tennis if a person is not a member or does not renew their membership. If a person plays 7 or more matches with the Club in a fill-in capacity for a competition (junior, senior or midweek) they must make an appropriate financial contribution to cover membership.
7. Club polo shirts are compulsory for all juniors playing competition for the Club.
8. Should a member experience a mid-season injury that prevents him/her from playing for the remainder of the season, he/she can request a partial refund of their fees. This request must be made in writing to the Club Treasurer outlining the reason for the request. The refund is at the discretion of the Committee.
9. If a player is a financial member at the Club; they may play social night competition as a member of Officer. Weekly fee applies for night social competition: Members \$5.00 and Non-Members \$10.00, pay as you play.

Membership Fee Packages and Fee Structure:

Membership Package	Fee	Entitlement
SENIOR	\$170 per year	<p>Annual Senior membership eligible to play in competition/s entered by the Club all year round. Includes team entry and ball fees. Has access to the Club courts free of charge during daylight hours (subject to availability).</p> <p>Adult has voting rights and can hold positions on the Committee and other designated Sub- Committees.</p>
SENIOR SEASONAL	\$105 per season	<p>Seasonal Senior membership eligible to play in any competition entered by the Club for one season only [e.g., Summer, Winter, Midweek (Spring/Autumn), Pennant (Winter)]. Includes team entry and ball fees. Has access to the Club courts free of charge during daylight hours for one season only (subject to availability).</p> <p>Adult has voting rights and can hold positions on the Committee and other designated Sub- Committees.</p>
JUNIOR	\$125 per year	<p>Annual Junior membership. A Junior is a person 18 or under for the duration of the season.</p> <p>Eligible to play in Junior competition all year round and at the Committee's discretion, play tournaments and senior competition. Includes team entry and balls fees. Has access to the Club courts free of charge during daylight hours (subject to availability).</p> <p>Parents have voting rights and can hold positions on the Committee.</p>
JUNIOR SEASONAL	\$75 per season	<p>Seasonal Junior membership. A Junior is a person 18 or under for the duration of the season.</p> <p>Eligible to play in any competition entered by the Club for one season only (e.g., Summer, Winter). Includes team entry and balls fees. Has access to the Club courts free of charge during daylight hours for one season only (subject to availability).</p> <p>Parents have voting rights and can hold positions on the Committee.</p>
FAMILY	\$400 per year	<p>Annual Family membership - 2 adults, plus unlimited children of the same immediate family with one or two parents/guardians and any number of their children who play competition entered by the Club. Includes insurance and competition fees. Has access to the Club courts free of charge during daylight hours (subject to availability).</p> <p>Adult has voting rights and can hold positions on the Committee and other designated Sub-Committees.</p>
SOCIAL	\$95 (pro rata)	<p>Annual Social membership eligible to use Club facilities but not play competition for the Club. Has access to the Club courts free of charge during daylight hours (subject to availability).</p> <p>Social members can play social night competition at a member rate of \$5.00 (pay as you go).</p> <p>Adult has voting rights and can hold positions on the Committee and other designated Sub- Committees.</p> <p>Pro rata fees are calculated on the number of whole months from the date membership is purchased to 30th September of that year.</p>
CONCESSION	\$145 per year	<p>Annual membership for members over the age of 18 undertaking full time study or apprenticeship training and for Pensioners.</p> <p>Eligible to play in any competition entered by the Club all year round. Includes insurance and competition fees. Has access to the Club courts free of charge during daylight hours (subject to availability). ID required e.g., Student Card, Pension/Seniors Card.</p> <p>Adult has voting rights and can hold positions on the Committee and other designated Sub- Committees.</p>

Emergency Player Fee Structure

Membership Package	Fee	Entitlement
EMERGENCY PLAYER (Seasonal)	7 games charged 50% of full seasonal membership fee. 7 games or more and play finals upgrade to full seasonal membership.	Non-members (Juniors, Seniors and Midweek) are welcome to fill in for any Officer Tennis Club competition team for up to and including seven matches. After the seventh match played, they must make a financial contribution to the club and pay the appropriate membership fee. Has access to the Club courts free of charge during daylight hours (subject to availability) for the duration of membership. Adult has voting rights and can hold positions on the Committee and other designated Sub- Committees.

Upgrading Membership Package

1. Members can change membership package and upgrade by paying the difference between fee levels. This may apply in circumstances where a social member decides to play senior or midweek competition. A junior player 18 years and below that wishes to play both junior and senior competition is only required to pay junior membership fee. A pro rata rate may be considered and is at the discretion of the Committee.
2. The Club Treasurer must be notified in writing of any change to membership package for an existing member to ensure payment of fees and membership package is updated for the member.

Court Hire and Court Usage – Members

1. The Club Secretary will maintain the booking calendar and court schedules via Tennis' Clubspark system to ensure court bookings are up to date.
2. Coaches must liaise with Club Secretary to ensure courts have been allocated for coaching and notify the Club Secretary of any changes to requirements.
3. Only financial members with court access as part of their membership can use a court for themselves. If two adults from the same family planning to use the courts regularly both need to be financial members of the Club. Family members under 18 years old and residing at same address are considered a guest and can hit with a financial member for free. If hitting in the evenings under lights, financial members are required to pay \$5.00 per court booking or if an organised Club sanctioned hitting session, they can hit for free or choose to give a gold coin donation.
4. Adult guest/s 18 years and over hitting at the courts more than 4 times per year with a financial member must become a member of the Club.
5. Each booking should have at least 2 names, of which one must be a member.
6. Courts may be booked for singles or doubles.
7. Members may book two consecutive sessions only. One (1) session is 30 minutes. Courts can only be booked for a maximum of 1 hour per day.
8. Tennis Attire: Appropriate tennis attire and footwear is expected for all play.

Court Hire and Court Usage – Members (cont.)

9. Except during reserved times such as competitions, coaching and special events the tennis courts will be open during the following hours:

Monday: 8:00am – 9:00pm (last booking at 8:00pm, during school Terms)
Tuesdays: 8:00am – 9:00pm (last booking at 8:00pm, during school Terms)
Wednesdays: 8:00am – 9:00pm (last booking time 8:00pm, during school Terms)
Thursdays: 8:00am – 9:00pm (last booking at 8:00pm)
Fridays: 8:00am – 7:00pm (last booking time 6:00pm)
Saturdays: 8:00am – 6:00pm (last booking time 5:00pm)
Sundays: 8:00am – 6:00pm (last booking time 5:00pm).
10. During daylight savings the court opening hours will be extended. Weather and court condition will dictate the hours of play. Court opening is at the discretion of the Committee. Where possible the Club Secretary will advise members when courts are closed for competitions, coaching, special events, and weather and maintenance. Members must respect decisions by the Committee and stay off the courts when closed.

Court Hire and Court Usage – Non-Members

1. A non-member is a person that is not a financial member of the Club and is using the courts with at least one other person that is not a member of the Club.
2. The Club Secretary will maintain the booking calendar and court schedules via Tennis' Clubspark system to ensure court bookings are up to date.
3. MUST book a court in accordance with the court booking procedures (online via Clubspark).
4. Courts may be booked for singles or doubles and can be booked for a maximum of 1 hour.
5. Court Hire fees (during the day) are: \$15.00 per court per hour.
6. Court Hire fees (evening under lights) are: \$20.00 per court per hour.
7. In the event that a non-member wishes to participate in a sanctioned hitting session organised by the Club they will be required to pay \$5.00 per person (evenings only).
8. Except during reserved times such as competitions, coaching and special events the tennis courts will be open during the following hours:

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Tuesdays: 8:00am – 9:00pm (last booking at 8:00pm, during school Terms)
Wednesdays: 8:00am – 9:00pm (last booking time 8:00pm, during school Terms)
Thursdays: 8:00am – 9:00pm (last booking at 8:00pm)
Fridays: 8:00am – 7:00pm (last booking time 6:00pm)
Saturdays: 8:00am – 6:00pm (last booking time 5:00pm)
Sundays: 8:00am – 6:00pm (last booking time 5:00pm).
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