



Whites Lane Tennis Club Inc. (A0015875C)

By-Laws and Membership Information

2022/23 Financial Year



Whites Lane Tennis Club

5-24-2022



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INTRODUCTION AND BACKGROUND

Whites Lane Mulgrave Tennis Club is a small tennis club in Glen Waverley focused on competition tennis and junior development. It has 6 porous (en tout cas) courts with 4 courts under lights.

Our club features the highest junior and senior levels. A number of our members have national and international rankings and we encourage their development through participation in club and district competition, regional representative events and Australian Ranking tournaments.

The club facilities are leased from Monash City Council who specify the terms of the lease and expectations for the use, management and maintenance of the leased facilities.

Maintenance of the courts, club-house and grounds is undertaken by the volunteered services of the committee of management and the club members. All funds to cover the expenses associated with the use, management and maintenance of the club and its facilities are raised by the Club. Council does not make any contribution towards these costs.

The club is an incorporated Association and the purposes of this Association are:

- a) To promote and encourage participation in the sport of tennis
- b) To provide opportunities and pathways for the development and participation of tennis players of all ages and abilities
- c) To provide appropriate facilities for the playing of tennis at developmental, social and competitive levels

The Club is affiliated with Tennis Victoria and is a member of the Waverley District Tennis Association and other organisations considered necessary, or desirable, by the Committee to support the purpose of the club.

The rules and regulations of the club are provided in a Club Constitution, which is available to all members to view. The Constitution can only be changed by Special Resolution.

The Constitution is complemented by these By-Laws which are the regulations adopted by the General Management Committee of Whites Lane Mulgrave Tennis Club with regard the day to day running of the club, the expectations of members, and the use of the Club facilities.

COMPOSITION OF COMMITTEE

Refer WLMTC Constitution rules 44 and 53.

The WLMTC Committee consists of:

- a) A President; and
- b) A Vice-President; and
- c) A Secretary; and
- d) A Treasurer; and
- e) Ordinary members (if any) elected under rule 53 of the Club Constitution

Ordinary members typically include:

- A Membership Secretary
- A Senior Match Convener
- A Night Match Convener
- A Junior Convenor



- A Fundraising and Social Event Convenor
- A Mid-week Convener

The number of ordinary members is up to 8, and the number and any specific positions are confirmed at the AGM. A committee member may hold more than one position, other than President, Vice-President, Secretary or treasurer.

JOINING THE CLUB

If you want to play tennis at Whites Lane Mulgrave Tennis Club, you need to be a member of the club. You can join the club one of two ways:

- Join the club directly by completing a WLMTC membership application form. You will be invoiced for your membership fees
- Join Mulgrave Country Club and the Mulgrave Country Club Tennis Section by completing the Mulgrave Country club membership application form

Both WLMTC and Mulgrave Country Club membership gain you the same rights and privileges of membership, however, only members of the Mulgrave Country Club Tennis Section have access to the on-line court booking system, as this needs a Mulgrave Country Club membership log-in to use.

GENERAL EXPECTATIONS OF MEMBERS

The Club is a family-friendly club and encourages all members and visitors to enjoy their tennis while respecting the Clubs By-Laws and its Code of Conduct, which outlines the behaviours that are expected of every involved person, be they spectators, players, club members, officials, participants, administrators, coaches, parents or members of the community.

Any members in breach of the By-Laws or Codes of Conduct may trigger disciplinary proceedings according to the Clubs Constitution (Refer WLMTC Constitution Division 2—Disciplinary action, rule 14).

VOLUNTEERING

The Club cannot run without volunteers. All members and guests of WLMTC members are expected to contribute to the management and maintenance of the courts, grounds and club house facilities.

Contributions include taking part in scheduled Working Bees, assisting at fundraising events, joining the management committee. For parents of Junior, Student and Hot Shot Members, supervision of junior competition and transporting of junior tennis teams to away venue is rostered.

Members also contribute by initiating and leading specific projects that contribute to the achievement of the Clubs purpose.

MAINTAINING FACILITIES

All members have a responsibility to keep the club house courts and facilities clean and tidy, emptying bins, brushing the carpet, straightening chairs and keeping the kitchens and toilets clean and tidy, regardless of whether they are officially “on duty” or not. This includes switching off lights that are not being used and making sure that gates and doors to the courts and club-house are locked so that the premises are secure.



NOTIFYING ANY ISSUES

Members are expected to notify Committee Members of any issues, faults or repairs in a timely way so they can be addressed as quickly as possible. Signage in the club house provides necessary contact information.

RESPONSIBLE ALCOHOL CONSUMPTION

The Club is the holder of a Restricted Club License. This license authorizes the Club to supply liquor on the premises to a member of the Club or a guest of a Club Member. Members and guests from other tennis clubs playing against WLMTC are deemed to be Honorary Members of the Club for the purposes of the license.

All members, visitors and guests are required to abide by the statutory and regulatory framework of the license, (the conditions of which are displayed in the Clubrooms) and the WLMTC Alcohol Management Policy (which is available on the WLMTC web-site - <http://www.tennis.com.au/whiteslanemulgrave/>).

ADVERTISING MATERIAL

The placement of advertising material on notice boards in the club house is subject to approval by the WLMTC committee. Members wishing to advertise their business/services in the club house should email the Secretary outlining the nature of the product/business/service they wish to advertise, the period of time they wish to advertise and the expected benefits to the club and/or members. Such requests will be considered at the next available committee meeting. Members should be aware that all requests may not be met, due to limited noticeboard space and that notices should not be removed to make space.

MEMBERSHIP CATEGORIES

Members of Whites Lane Mulgrave Tennis Club are direct members of the club that have applied directly to the club and paid membership fees. Members also include any member of the Mulgrave Country Club that is a member of the Mulgrave Country Club and has paid the fees of their Tennis Section. This arrangement is in accordance with a Memorandum of Understanding entered into with the Mulgrave Country Club in August 2017.

For the purposes of voting rights at WLMTC, and in alignment with WLMTC's Constitution, there are two categories of member:

1. Members - a member of the club over the age of 15 - full voting rights
2. Associate Members – a member of the club under the age of 15 - no voting rights

APPLICATION FOR MEMBERSHIP

Refer WLMTC Constitution rules 9, 10 and 11

New members to the Club are required to provide personal information and submit payment for membership. The membership information required includes (but is not limited to):

- Collection of necessary information about the member to support club reporting to competition leagues that the club enters and Monash City Council, including personal details such as date of birth and address
- Contact details to enable communications from the club
- Past playing history to facilitate allocation to appropriately graded tennis teams
- Confirmation that the applicant will abide by the WLMTC Constitution, By-Laws and Codes of Conduct.



ANNUAL SUBSCRIPTION FEES

Refer WLMTC Constitution rule 12

Annual subscription fees are agreed and set annually and come into effect from April 1st, which is the beginning of the club's financial year. Pro rata membership fees are not offered.

Payment of the Tennis Section fees entitles members Tennis Victoria personal injury insurance and a number of other benefits from Tennis Victoria. Refer to <http://www.tennis.com.au/clubs/my-tennis> for more information.

GENERAL RIGHTS OF MEMBERS

Refer WLMTC Constitution rule 13

GENERAL RIGHTS OF ASSOCIATE MEMBERS

Refer WLMTC Constitution rule 14

LIFE MEMBERSHIP

Life membership can be awarded to club members that have provided outstanding services to the club over an extended period of time that has made a significant contribution to the growth, development and/or sustainability of the club, its activities and purpose.

Nominations for life membership of WLMTC can be made to the Club Committee throughout the year and will be considered by the committee at the next scheduled committee meeting. Unanimous support for a nomination is required by the three Officers of the club (President, Secretary and Treasurer) for the award of Life Membership, which is made at the next club AGM. Life Members have their contribution recognized by having their name on the Honour Boards in the clubrooms.

Any person appointed as a life member of the club shall be deemed a senior member of the club and shall have all rights and privileges attaching to such membership and shall not be required to pay any membership fees.

HONORARY MEMBERSHIP

The committee may grant Honorary membership to any person during a financial year and no fees shall be payable in respect of that membership year. The granting of honorary membership shall be on a yearly basis only.

Honorary members are not entitled to use court booking systems and are not provided with key fob access to the venue.

COMPETITION TEAMS

Members that wish to play competition tennis (junior and/or senior) are required to complete an application form for each season that they wish to play (i.e. it is not assumed that because someone has played competition tennis in a team in a season prior that they wish to commit to playing in a team the following season). Members that are in teams will be given plenty of notice and application forms to submit their intention to be in a team each season, either directly and/or notice via club newsletters.



SENIOR TEAMS

A number of competitions and times are available for senior competitions. WLMTC mainly enter competitions organized by the Waverley District Association, but from time to time has entered teams in other district run competitions. Any new players should contact the relevant Match Convener to discuss competitions available at various times/days and any places in current teams or the entry of a completely new team for their standard of play.

The relevant Match Convener for the competition will liaise with any senior members to organise teams and team entries.

Most senior players have sufficient playing experience to self-grade. However, if needed, time will be scheduled to evaluate the player's standard to support appropriate team membership/grading.

JUNIOR TEAMS

The Junior Competition Coordinator and Head Coach will meet as required during the season for the purpose of selecting teams to play in the WDTA competition. Team placement will take into account:

- Competition experience and player ability
- The social fit of team members

Players who have previous competition experience will be asked to provide details of prior grades and results. They also may be asked to attend at the club for player evaluation. Position in a team is generally determined by pre-season club organized competitions (such as the junior Club Championships).

The aim of placing juniors in teams is to provide sufficient challenge for them to learn and develop their tennis skills during the competition season. Putting players in a grade that is too low or too high does not help players develop their tennis and achieve a win/loss balance that keeps them engaged in playing tennis.

TEAM RESPONSIBILITIES

Commitment to playing in a team is commitment to play as rostered for the full season. If any team members is unable to play due to planned holidays, school camps etc..., sufficient notice must be given to the relevant convenor. WLMTC pays team entry fees for every team to the relevant competition league manager. When teams do not play scheduled competition matches the Club is fined.

All players have a responsibility to disclose any relevant information about their availability for the whole season when submitting their application to be part of a team so that arrangements to cover any absences can be managed. Unavailability for long periods of time is not necessarily a problem if the club is aware and a team is entered that can cover for player absences. Players that fail to do this may be liable to pay the fines levied on the club for forfeiting matches.

And of course, sometimes situations arise that cannot be prevented, such as broken limbs, that make it impossible to play. The Club will always work with players and their team members to make alternative arrangements to ensure teams do not have to withdraw.

There are a number of requirements that alternative players must meet, so any proposed changes to teams should always be checked and confirmed with the relevant Convener.



SENIOR TEAMS

Team Captains are appointed for Senior Teams; they are the key point of contact between the competition convener and the team in case of washouts, changes to playing venue, the need to find additional players from time to time and ensuring match results are provided/entered.

All team members are responsible for letting their team captain know if there are any issues with fielding a team as far in advance as possible, so that other club members can be asked to help out. The Team Captain is responsible for liaising with the Senior Convener to arrange substitute players if they are unable to do so themselves.

JUNIOR TEAMS

Team Managers are nominated for junior teams; they are the key point of contact between the Junior Convener and the other team members. A roster of season fixtures is provided to all junior teams outlining parent duties for club supervision at home matches and transporting teams to away venues. If for any reason parents cannot fulfill their rostered duty, they should liaise with their team manager to swap duties with other parents on their team.

All team members are responsible for letting their team manager know if there are any issues with fielding a team as far in advance as possible, so that the Junior Convener can try and make alternative arrangements.

SPECIFIC RESPONSIBILITIES OF JUNIOR PARENTS

The role of Junior Convener is a voluntary position which entails a great deal of work and time. To support a strong junior development program and competition teams, parents of junior members playing Saturday and Sunday morning competition are required to:

- Supervise as part of a duty roster during the competition season. This involves opening up the clubhouse and managing the teams, scorecards, balls, locking up and so on. More experienced parents are rostered on duty early on in the season to give new parents a chance to learn what is involved. The Junior Convener provides all necessary information and instructions and other more experienced parents will also assist on the day if needed. Generally, parents are only required to do this duty once in a season.
- Take other members of their child's team to away competition venues and back to the Club (or the child's home) on a roster during the competition season. This spreads the work and means parents don't have to attend every match (unless they specifically want to).

Parents are also expected to adhere to the Clubs Code of Conduct and make sure that they support and encourage good sportsmanship and behavior from all players.

Additional information is provided to parents of Junior and student members by the Junior Convener.

SOCIAL PLAYING GROUPS

Members who wish to form a regular Social Playing Group may do so by applying to the WLMTTC Committee. General conditions regarding the operation of a Social Playing Group with associated priority court and clubhouse privileges at Whites Lane Tennis Club are as follows:

- Minimum number of regularly participating Financial Club Members: Eight (8)
- Playing Groups are required to play at set start and finish times (normally 1 to 3-hour time blocks)
- The Playing Group is required to have a Group Representative appointed for Committee liaison and collection of any participant fees that may apply.



- It is the Group's Representative's responsibility to ensure that the By-Laws of the Club are observed by all participants of the playing group.
- Social Playing Groups are to be inclusive and advertised and available to all Club Financial Members who wish to attend.
- Each Playing Group's method of operation can be tailored to suit the particular requirements of the participating members and club facilities used e.g. Court Floodlighting / Barbecue Access/Tennis Balls Self or Club Supplied
- At the time of application, the Group Representative is required to provide details surrounding the proposal which should be forwarded to the General Committee for consideration. Assistance in the preparation of the application will be available from a member of the Executive Committee as required.

Proposal details should include the following items:

- Day/Time of Proposed Group Play; Names of participating Club Financial Members; Member Fees (if applicable); Court Allocations Required; Visitor Rules; Floodlighting Requirements; Tennis Balls; Food /Refreshment Arrangements

SOCIAL PLAYING GROUPS TERMS AND CONDITIONS

- Specific Court Use priority will be provided to the approved Social Groups
- Senior and Junior competition tennis has court priority rights over social group play.
- Special Open Days/Club Championships will have court priority rights over social group play.
- Social Play Groups should have at least one representative in attendance to Club Fundraising Events.
- Social Play Groups should have at least one representative in attendance to Club Working Bees.
- Social Play Groups should have at least one representative in attendance at the Club's Annual General Meeting.
- It is preferred that each Social Group will have at least one representative serving on the Club's General Committee.
- Where weekly member participation regularly declines below eight (8) Financial Club Members the Committee may, at its discretion, revoke 'both Court and Clubhouse priority use rights to the group and reschedule the time to 'General Play' where equal playing and clubhouse rights apply to all members as detailed.

KEY FOBS

To facilitate venue access by members, a gate with key fob entry has been installed. Financial members are provided with a key fob as part of their membership, noting the following:

- Replacement fobs are charged at a fee to members
- Lost fobs are cancelled so that they cannot be used
- Full members have access to the clubrooms via the side door
- Associate members do not have clubroom access for reasons of insurance
- Key fobs are deactivated if a member becomes unfinancial or access to the grounds/clubs has to be restricted in any way for any reason
- When the venue is supervised (e.g. coaching or competition is in progress), the gate will be unlocked to facilitate visitor access

COURT USE, CARE AND AVAILABILITY

Courts are available only for the use of members and their guests (as outlined in these By-Laws). All players using the courts must be one of the following:



- A paid Member
- A guest of a paid member (that has paid a visitor's fees)
- An Associate Member undertaking coaching or competition
- A visitor from another club playing competition tennis at WLMTC

Parents of junior members (if they are not part of a Family Membership) have to either pay a guest fee or join as a social member.

COURT BOOKINGS

- All courts are available to book through the Mulgrave Country Club court booking system. This is accessed from <http://www.mulgravecc.com.au/>. When you log-in using your membership number and password you can book a court. <http://bookings.mulgravecc.com.au/>. A separate document that steps through the booking process is available on request for members that require further assistance.

CLOTHING AND FOOTWEAR

- Appropriate tennis clothing and flat sole tennis shoes are required to be worn at all times by members and guests using the courts. Junior members are required to wear the Club Uniform for competition matches.
- Runners/trainers with a ripple sole or heel are not permitted as they damage the court surface.

COURT CARE

- Watering: Courts should be well watered to the fence line prior to the commencement of play and every set thereafter.
- Bagging: courts should be bagged from end to end after play to ensure that the en tout cas is evenly spread, which protects the lines.
- Sweeping: Courts are required to be swept prior to the start of play following watering and every set after.

GENERAL

- In general food should not be consumed on the courts. However, energy food such as fruit/energy bars may be consumed during competition play ensuring that all rubbish is removed from courts.
- Current members should ensure that shoe-tags can be produced (either on their tennis shoes or on key rings, for example).
- No member or guest of a Member shall bring any animal into the Clubhouse or allow them onto the tennis courts, unless they are a Assistance/Service Dog accompanied by their owner.

FLOODLIGHTS

- Courts 1, 2,3 and 4 floodlighting is available at no additional cost for use by members who have booked courts. Lights are activated via switches on the western outer clubhouse wall. An adult supervising member is required at all times to accompany juniors playing tennis at night.
- Court lights must not be used after 11 pm and lights have been set to automatically switch off after this time.



CLUB HOUSE ACCESS, USE, CARE AND AVAILABILITY

The Club House is for the use of Club members and guests at times of club coaching and competition. Several senior club members have club house access keys, and when they are present at the club, the club-house facilities may also be open and available.

The club house is generally not open and/or available to members outside these occasions for security and insurance reasons.

Any member or associate member accessing the clubhouse during competition or coaching is expected to keep the facilities clean and tidy. All rubbish should be put in bins and bins should be emptied if required. Table tops and surfaces should be wiped down, chairs put away tidily and the carpet brushed to remove any en tout cas from the courts.

Tea, coffee and milk are provided for the benefit of members and visitors to the club.

Any crockery and cutlery used in the kitchen should be washed, dried and put away and benchtops wiped.

USE OF THE BBQ

The BBQ is also available for member use and is often used when several senior teams are scheduled to play at home on Saturday afternoons. If the BBQ is used, all utensils and crockery used should be washed, dried and put away, and the BBQ surface should be wiped clean ready for use by others.

Junior members are not permitted to use the BBQ without a responsible adult supervising.

PRIVATE COURT/CLUBHOUSE FUNCTIONS

- Private court/clubhouse bookings are possible at low use times by both members and visitors.
- There is always good availability during periods of school holidays.
- A reasonable fee for the private use of the facilities is charged, all of which is used for the maintenance of the Club facilities.
- Use of the facilities has to be in line with the terms of the lease the Club has with Monash City Council (e.g. all activities completed by mid-night) and is subject to a signed agreement with the hirer and payment of a refundable deposit in the case of any damage.
- Enquiries should be directed to the Club Secretary. Generally, a minimum of 4 weeks' notice period will apply for private bookings to allow for Committee approval.

COACHING

Whites Lane Mulgrave Tennis Club has a contract with a coach to provide exclusive coaching services to Members and Associate Members at Whites Lane Mulgrave Tennis Club. No other coaching services can be delivered at the club.



ATTACHMENTS

WHITES LANE TENNIS CLUB CODE OF CONDUCT

PURPOSE

To ensure that all players, members, spectators, officials and volunteers have a very clear understanding of the behavior that is expected from everyone and to make it clearly understood that breaches of these codes will result in disciplinary action (Refer WLMTTC Constitution Division 2—Disciplinary action, rule 14).

PLAYERS are required to:

- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Play by the rules and respect the decisions of tennis officials
- Display good sporting behavior at all times
- Never use offensive language or behavior towards anyone or engage in sledging or bullying of any person
- Co-operate with the club coach
- Adhere to club policies, Monash City Council policies and liquor licensing requirements
- Never behave in a manner that would damage the reputation of the club either on or off the field

VOLUNTEERS and SPECTATORS are required to:

- Act as good role models and ambassadors for the club at all times
- Always welcome opposition players, spectators, officials etc to the club
- Never use offensive language or behavior
- Treat everyone including the opposition with respect regardless of their gender, ability, cultural background or religion
- Display consistently high standards of good sporting behavior including respecting the official's decisions
- Adhere to the smoke-free policies of the club as a smoke free venue
- Not to consume alcohol in any place other than where the club's license allows
- To consume alcohol responsibly at all times at the club
- Adhere to and support the Club policies
- Be trustworthy

I have read and agree to abide by the Codes of Conduct and understand that if I breach any of the Codes, disciplinary action will result.

Name	Date	Signature
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Parent signature to accompany where the participant is under 18

Name	Date	Signature
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WHITES LANE TENNIS CLUB COMMITTEE MEMBER CODES OF CONDUCT

PURPOSE

The purpose of this document is to set out the standards of behaviour expected of Committee Members. In agreeing to be part of the Committee, each member must also agree to adhere to these codes at all times.

CODES

Committee Members must:

- Be diligent in their role
- Attend Committee meetings or forward their apology prior to the meeting
- Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Always consider the welfare of the Club's members above field success
- Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good sporting behavior
- Refrain from excessive use of alcohol at the Club
- Adhere to the policies and procedures established by the Club
- Adhere to the legislative requirements of the Club
- Respect the equipment and resources of the Club and only use these in Club related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the Club operations and Committee functions
- Always represent the Club in a professional manner
- Not speak to the media about any aspect of the Club that could damage the Club or its reputation

WHITES LANE MULGRAVE TENNIS CLUB
BY-LAWS AND MEMBERSHIP INFORMATION MAY 2022

