

**THE BY-LAWS OF
H. E. PARKER RESERVE TENNIS
CLUB INCORPORATED**



**Revised & Accepted 23 March 2017
General update - Several changes**

HE PARKER RESERVE TENNIS CLUB INC - BY-LAWS

1 The By-laws

1.1 Availability to members

An up-to-date copy of these By-laws is kept on display on the noticeboard inside the Clubhouse. A copy will also be made available to any member who requests them.

1.2 Changes to By-laws

Additions, deletions and modifications to these By-laws may be made by the Management Committee at any time. All such changes are to be recorded in the Minutes as a motion and passed by the meeting.

2 General

2.1 Club premises

No person is entitled to enter, remain upon or utilise the premises of the Club and its facilities unless explicitly or implicitly authorised by the Management Committee.

2.2 Damage to property

Any person who wilfully causes damage to the facilities, courts or any property shall be liable to pay for repair or replacement.

2.3 Use of courts

Members may use the courts at any time, with the restriction that competition tennis takes precedence over social tennis. If social players wish to play while competition is in progress, permission should be sought from the competition players using the courts.

2.4 Code of Conduct

The Club has a Code of Conduct, which sets out what the Club expects of its members. Parents and players must sign this form as part of the membership process. A copy of the Code of Conduct is included as an attachment to these By-Laws.

2.5 Rules of tennis

The Rules of Tennis, as adopted by the governing body of tennis in Victoria, shall apply to all matches unless otherwise specified by the relevant association or match committee. This shall also apply to tennis etiquette, dress and code of conduct.

2.6 Footwear

All players must wear approved porous court tennis shoes. No cross trainer or jogging shoes allowed.

2.7 Tennis Attire

2.7.1 Competition: Attire as per the relevant Association Rules.

2.7.2 Social: Neat attire, including a top, must be worn at all times.

2.8 Dogs at the Club

Dogs are welcome at the Club, however, any dog within the confines of the Club, that is, within the fenced area, must be kept on a lead at all times.

3 Alcohol

3.1 Consumption of alcohol

Alcohol is permitted to be consumed on the Club premises in accordance with the Liquor Licensing Permit.

HE PARKER RESERVE TENNIS CLUB INC - BY-LAWS

3.2 Abuse of alcohol

If, in the opinion of any Management Committee member, a person is adversely affected by alcohol, the Management Committee member has the obligation and power to reprimand the person and ask the person to leave the premises and surrounds of the Club.

The event must be reported to and discussed at the next Management Committee meeting where a decision should be taken whether to overlook the event, to further reprimand the person if a member, in writing, to suspend the member or in the ultimate, to terminate the member's membership of the Club.

4 Courts

4.1 Watering and Bagging of courts

Our poly-clay courts do not need to be watered. Every player is responsible for ensuring the courts are bagged, from fence to fence, at the end of play.

4.2 Condition of courts

Any team captain or member of the Management Committee has the power to declare the courts unplayable if, in their opinion, the courts will be damaged if played upon.

5 Fees

5.1 Annual fees

5.1.1 All current membership renewals are due on 1 July each year, for a term of twelve (12) months.

5.1.2 Members who join during the year pay a pro-rata annual fee, as determined by the Management Committee, to take their membership to the end of the current or next financial year.

6 Keys

6.1 Financial members of the Club, who are categorised as "senior", are entitled to be issued with a key to the courts and surrounds (one key per family/couple). A register of key holders is maintained by the Management Committee. A key deposit of \$50 is payable prior to a key being issued.

6.2 Keys are not issued to non-playing members. If a playing member becomes a non-playing member, they are to ensure that their court key is returned to a member of the Management Committee.

6.3 Keys are not normally issued to junior members (see By-law 9.1). Under certain circumstances, a key may be issued to a non-member parent/guardian for use by a junior member. This requires a written application and approval of the Management Committee.

6.4 Keys to the Clubhouse and security system are issued to all Management Committee members and team captains who need access to the Clubhouse when a member of the Management Committee is not present.

6.5 Keys are not to be lent to non-members.

HE PARKER RESERVE TENNIS CLUB INC - BY-LAWS

6.6 Keys remain the property of H E Parker Reserve Tennis Club Inc and must be returned if membership is not renewed.

6.7 Replacements for lost keys are available from the Management Committee at the member's cost.

7 Visiting players

7.1 Visitors may only play at the invitation of, and together with, a Club member.

7.2 It is the Club members responsibility for the collection of fees, correct use of Club property and general behaviour of visitors. Visitors fees can be paid to any Management Committee member or placed in the visitors fee box inside the front gate.

7.3 Visitors will be asked to give way to Club members when all courts are in use.

7.4 Visiting players must join the Club after playing at the courts for six play sessions.

8 Competition tennis

8.1 Association Rules and By-laws

Competition tennis shall be played as specified by the Rules and By-laws of the relevant tennis association.

8.2 Balls

The Club will use balls in accordance with the rules laid down by the various governing bodies relating to competition tennis.

8.3 Eligibility for competition tennis

All competition players must be financial members of the Club. An exception is where an emergency player is not a member. In this case the following will apply: Emergency players for competition who are non-members are entitled to play in up to five (5) matches after which they will be required to become financial members prior to competing in their sixth match.

8.4 Selection of teams

Teams for competition tennis shall be determined by the appropriate selection committee. All selection committees may directly approach potential team members if there are not enough names entered on lists to field a team in the appropriate section.

8.5 Team fines

Teams incurring fines may, at the discretion and direction of the Management Committee, be responsible for paying those fines. Fines incurred by individual players for breaches of the Association Rules, such as not meeting the dress code, are liable to pay the fine.

8.6 Teams for finals

Where a team is made up of rotating players and no agreement can be reached regarding team players for finals, the players with the best personal scores throughout the season shall play. If any team member has any further objections, the final decision rests with the appropriate selection committee.

HE PARKER RESERVE TENNIS CLUB INC - BY-LAWS

8.7 Association delegates

When a delegate is elected on to the executive of an association, a new delegate may need to be elected to represent the Club on that association.

9 Juniors

9.1 Because of the isolation of the courts, juniors are not permitted to play at the courts without adult supervision.

9.2 For organised social play, junior members of a senior standard are welcome to join in under the direction and discretion of the appropriate Friday or Saturday Social Representative.

10 Social tennis

During social play periods, when all courts are in use and other members are waiting, play will be restricted to one set on a rotating basis. Singles tennis is not to be played under these conditions.

11 Life members

11.1 Life members have full playing and voting rights.

11.2 Nominations for life membership must be made in writing and forwarded to the Secretary. The Management Committee must approve the nomination, which is then voted on by the members at the next Annual General Meeting.

11.3 There are no specific criteria to meet to be nominated for, or awarded, life membership. Each individual nomination is treated on its own merits.

12 Management Committee

12.1 Honoraria

Honoraria will be paid to members as decided and directed by the Management Committee.

12.2 Petty cash

Petty cash advances may be granted to the Secretary and any other Officer as required. The amount advanced can only be changed with the sanction and consent of the Management Committee.

12.3 Phone Calls

Members who are required to make phone calls on Club business, are entitled to be reimbursed for the calls made. Records must be kept and provided at the time of reimbursement.

Attachment 1

HE Parker Tennis Club Codes of Conduct

EXPECTATIONS OF ALL MEMBERS

Remember that children play tennis for fun. To ensure a safe and enjoyable environment, all players, parents/guardians and spectators are expected to follow these guidelines:

- Encourage all players to participate. Play for the “fun of it”.
- Respect the rights and dignity of every person regardless of their gender, ability, cultural background or religion.
- Co-operate, support and encourage your teammates. Your team's performance will benefit; so will you.
- Remember that players learn best from example. Applaud good play and effort by both teams.
- Encourage players to always participate according to the rules and to respect decisions.
- Demonstrate appropriate social behavior. Harassment, verbal abuse or use of foul language to any person, including yourself, **will not be tolerated**.
- Recognise the value and importance of coaches and conveners. The convener's role is to help organize and oversee the running of all matches. The convener or coach can also help if you have rule or score questions, or need extra support. If you disagree with a decision, raise the issue through the appropriate channel.
- Equipment and the court are to be treated respectfully. Take care to not throw your racquet, damage the playing surface, the net or fences. Remember to bag courts after use, and to leave courts neat and tidy.
- Respect tennis matches on other courts. Take care to not interrupt play or distract players.

Commitment to Child Safety

- HE Parker Reserve Tennis club is committed to child safety and the welfare of all children at the club is our priority. This includes both members, visitors and siblings.
- Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect.
- The Club encourages children to express their views about their safety.
- All members of the club have a role and responsibility in ensuring the safety of all children attending the club. This can be achieved by:
 - Acting in a manner that enhances the safety of all children
 - Appropriately act on any concerns raised
 - Understand and follow all applicable laws (including reporting and management of child safety)
- Any concerns can be directed to any member of the tennis committee for further attention.

HE PARKER RESERVE TENNIS CLUB INC - BY-LAWS

Parents and players must sign this form below as part of HE Parker Reserve Tennis Club's membership process. Your failure to adhere to the Codes of Conduct may result in the withdrawal or suspension of your membership to play with the Tennis Club. We thank all members for their assistance in providing a safe and enjoyable atmosphere for our children.

I/We have read and understood the HE Parker Reserve Tennis Club's Codes of Conduct. I have also discussed with my son/daughter where applicable. I/We are both aware of our obligations and will actively promote the Codes of Conduct at all times.

Player 1 name:.....Parent / Guardian name:.....

Player 1 signature:..... Parent / Guardian signature:.....

Player 2 name:..... Parent / Guardian name:.....

Player 2 signature:.....Parent / Guardian signature:.....

Player 3 name:.....

Player 3 signature:.....

Player 4 name:.....

Player 4 signature:.....