

BY-LAWS

Healesville Tennis Club Incorporated

The Healesville Tennis Club is bound by the By-Laws of the applicable Tennis Association to which the teams are registered with.

Amendments – The HTC Committee may change any item in the By-Laws to reflect changes as they occur.

1. Membership

a. Membership Structure / Categories

Visitors/non-Members may play 3 times as non-members, and then must become a member to continue to play for/at Healesville Tennis Club (excluding court hire players).

Members of the HTC Inc are all registered with Tennis Victoria and are divided into the following categories:

Senior: Full membership entitles persons to play in all competitions and to participate in Club Championships. To vote at the AGM and General Meetings. It also entitles individuals to hold a key to the courts for casual play on payment of a \$30 key deposit.

Student: Student membership is for full time students only. Students 18 years and over are entitled to vote at the AGM and General Meetings. Full time students are also entitled to hold a key to the courts for casual play and on payment of a \$30 key deposit.

Junior: Under 18 years old. Entitles persons to play in all competitions and to participate in Club Championships. Junior members are entitled to hold a key under the supervision of a parent and on payment of a \$30 key deposit. A Junior member over the age of 15 years, is entitled to vote at the AGM and General Meetings.

Pensioner: Full membership for those who hold a pensioner card (e.g. aged/disability/veteran). Entitles persons to play in all competitions and to participate in Club Championships. To vote at the AGM and General Meetings. It also entitles individuals to hold a key to the courts for casual play on payment of a \$30 key deposit.

Family: Entitles families a discounted rate to benefits of the Adult and Junior Membership Packages. Families are considered as three or more persons within the same family e.g. 1 adult and 2 or more children / 2 adults and 1 or more children.

Life Membership: Life Membership may be awarded to a member for more than ten years of dedicated service to HTC Inc. All nominations are to be vetted by the HTC Committee and if approved, shall be voted on at the AGM. Life Membership entitles the recipient to full membership rights and entitlements as a financial member for life without payment of subscriptions.

Honorary Membership: The HTC Committee can nominate, for vote at an AGM, any non-financial person that has rendered services to HTC Inc for Honorary Membership. Honorary Membership shall entitle such member the same entitlements as full members for one year from AGM to AGM.

Social: A Social Membership entitles members to participate in Healesville Tennis Club Inc inter-club activities only. A social membership does not permit full membership entitlements.

Friends of Healesville Tennis Club: Perfect for casual users, parents/guardians and friends who wish to have a social connection with the Club and receive relevant communication. Covers players with player accident insurance for casual court hire. Court hire remains at the standard non-member fee.

2. COMMITTEE

Duties and responsibilities of office holders:

- a. **President.** To chair meetings and represent and express the policies of the HTC, delegate and communicate as required to all HTC members and external agencies.
- b. **Vice President.** As for President, stands in for President during his/her absence.
- c. **Secretary.** The Secretary under the Incorporated Act is responsible for lodging documents of the Association with the Registrar. Shall keep and maintain a register of members' personal details. Shall keep minutes, resolutions and proceedings of meetings and attend to all correspondence that is required. Spokesperson for the HTC, as initial enquiries come to you. The Secretary has custody of records, books, documents and securities of the HTC.
- d. **Treasurer.** Shall send out invoices for ball money and court hire and lighting fees, collect and receive all monies due to the club and make all authorised payments, keep correct amounts and books showing the true financial affairs of the HTC. Present statements at Committee meetings, arrange independent financial audit of books for AGM, control all keys to the HTC and keep a list of financial members and key holders. Present at the AGM a full financial report on HTC including fundraising activities for the year. The Treasurer may accept assistance from other Committee members as required.
 - i. **Membership Officer.** Manage the membership list of the HTC through the Tennis Vic online membership management portal.
- e. **Ordinary Members-** such members are requested to take on a position of responsibility.
- f. **Senior Convenor.** Shall ascertain those members that wish to play competition in the coming season, usually February and August. Grade nominations into teams with assistance of selection committee. Liaise with Treasurer to check team lists and ensure all team members are and will be HTC members for the duration of the competition. Submit teams to the relevant Authority, with a cheque to cover total monies issued by the Treasurer. Submit results of home matches to E R T online.

Arrange emergency lists. Organise date and timings for the HTC Championships to be held in October – November each year.

- g. **Junior Convenor.** Shall ascertain those members that wish to play competition in the coming season, usually February and August. Grade nominations into teams. Liaise with Treasurer to check team lists and ensure all team members are and will be HTC members for the duration of the competition. Arrange emergency lists. Submit teams to the relevant Authority, with a cheque to cover total monies issued by the Treasurer. Compilation of rosters for teams and supervisors (for home games only) for Saturday mornings. Submit results of home matches to E R T online. Organise date and timings for the HTC Championships to be held in October – November each year. The Junior Convenor is the club's nominated Child Safety Officer.
- h. **Mid-week Convenor.** Is responsible for liaison of all Mid-week Ladies Club activities to the HTC Committee. To hold 3 meetings per year, inclusive of AGM.
- i. **Night Tennis Convenor.** To organise and run night tennis competitions as per By-Law No 6. To hold Night tennis AGM annually.
- j. **Committee Member.** - Minimum of five.

Convenors may utilise any number of HTC members to assist them their duties, as they deem appropriate to conduct their duties in a fair and timely manner. Parents of financial junior members may be co-opted to Junior Selection Committee. A list of members is to be presented to the Committee.

3. ANNUAL GENERAL MEETING

Office holders of the Committee – nominations of candidates for election as Office holders shall be made in writing, signed by two members of HTC and accompanied by written consent of the candidate received seven days before the meeting being declared open by the President.

4. COMPETITION TENNIS STRUCTURE

Player eligibility

- a. Financial members of HTC can apply for selection with any team, or as an emergency.
- b. Social and Non-members can:
 - i. apply for team selection but must become a financial member before competition starts.
 - ii. apply for an emergency position but can only play three (3) games before becoming a financial member of HTC.

TEAM SELECTION

For each Association Competition in which HTC normally enters teams as an affiliated Club, a Selection Committee of 3 plus the Convenor shall be elected at the AGM. The duties of these sub-committees for their respective sections shall:

- a. Ascertain players wishing to take part in competitive matches by use of notice boards, etc and take appropriate steps to prepare a recommendation to the Committee as to the number of teams, which members wish to form in that competition and the grade it is proposing to enter.
- b. Liaise with the Treasurer, that the players are and will be financial members of HTC for the duration of the competition.
- c. Have the power to allocate players into teams representing HTC.
- d. Nominate Captains for teams.
- e. Supply a copy of Captains' Responsibilities to each Captain at the start of each season.
- f. All players have the right to make any special request to the appropriate Convenor for consideration.

TEAM CAPTAINS

- a. Captains shall determine players for matches.
- b. Ensure Captains' responsibilities are fulfilled before, during and after all matches.

5. CLUB CHAMPIONSHIPS

- a. Only full financial members at the time of Club Championships may enter HTC Club Championship competitions.
- b. Players who enter HTC Championships must be available to play at times and dates stipulated by the Senior Convenor.
- c. The age criteria for HTC Junior Championships are to be the same as set by Eastern Region Tennis.
- d. The Junior and Senior Convenor are responsible for the organising of Club Championships.
- e. Club Championships will be held October – November annually.

6. NIGHT TENNIS

The objectives of HTC are to provide an appropriate level of competitive tennis for all participants, and to advance the game of tennis. All players must be registered with Tennis Victoria. The HTC Committee is the controlling body of all night tennis competitions; represented by the Night Tennis Convenor.

- a. The Night Tennis Convenor is responsible for, the selection of teams and documenting names of players, preparation of fixtures, collection of fees payable, approval of emergency players, cancellation of matches in the event of inclement weather, and scheduling of finals matches.
- b. The format of teams where possible will consist of two men and two ladies. An emergency player where possible should be no stronger than the player being replaced, and may be nominated to play at the approval of the Convenor.
- c. To be eligible to play in finals, a player must have played in three commenced matches in the current competition.

- d. In the event of adverse weather, the Night Convenor will contact the Captains/players of all teams playing. The Night Convenor's decision is final.
- e. Scoring – All sets are played first to six. Match scores shall be determined on sets first. If sets are equal, then by games won. If games won are equal, the match is a draw. Scoring for the match will be: one (1) point for each set won, and two (2) points for the match win.
- f. Any protests or complaints are to be submitted in writing to the Convenor no later than two days after the incident, and will be ruled upon by the Committee at the next Committee meeting.
- g. Fees – Night tennis fees will be dictated by the Committee and can be increased to meet any insurance rises or increases in electricity fees as required. All players have to pay a nightly lighting fee.

7. SOCIAL TENNIS

The HTC Committee is the controlling body of social tennis competitions; represented by the Social Tennis Convenor. The following conditions apply for persons organizing and running Social tennis programs.

- a. Everyone who participates should have the opportunity to play against players of comparable standard.
- b. The Convenor should keep a list of names of all players participating.
- c. Players who play more than 3 times are expected to become Full or Social members of the Healesville Tennis Club.
- d. Fees to cover the cost of balls and lighting need to be paid at each day/night session.
- e. The cost is \$2 for full members and \$4 for social members and players who have played less than 3 matches. The club will supply second hand balls. Money collected to be passed on to the Treasurer.
- f. The Convenor is responsible for calling a washout, and informing the regular players if possible.
- g. The Convenor needs to be a Full member of the Club and will be given an Executive key to open the courts etc.
- h. At the conclusion of play all lights need to be turned off, and all gates and doors locked. The Club rooms should be left in a clean state.

8. KEYS - CONDITIONS

A) Keys

- i) A key is available to members, excluding Social Players and Friends of Healesville Tennis Club, for a fee of \$30. Junior members are entitled to hold a key under the supervision of a parent and on payment of a \$30 key deposit
- ii) The key allows members to access the Tennis Club courts at both Queen's Park and Don Road when they are not being used for Club Competitions or social matches.
- iii) Keys are not transferable and are not to be lent to anyone.

- iv) Members may invite a non-member to play tennis at HTC Courts three times, thereafter; the invited guest must become a member of the tennis club. The key holder is responsible for conduct of the invited guest.
- v) Courts must be maintained when using the key to access courts for personal use.
- vi) On surrendering of membership, key must be returned to the Treasurer and a \$10 refund will be paid. Loss of a key must be reported immediately to the Treasurer. This will incur a loss of refund and \$30 for a replacement key.
- vii) Ensure courts are locked at the end of play.

B) Executive Keys

Executive keys are for the use of Committee Members, Senior Team Captains and identified External Personal (e.g. Club Coach). The control of these keys is to be limited to those persons identified by the Committee as required.

9. COACHING

Only the contracted Coach is to conduct coaching sessions on the Healesville Tennis Club courts, unless prior approval is obtained from the Healesville Tennis Club Committee.

10. USE OF HTC CLUBROOMS FOR PRIVATE FUNCTIONS

- a. An application in writing is to be made well in advance to the Committee (addressed to the Secretary). This is to allow for time lag in posting and meeting times and allow for a reply from the Committee to reach the intended user.
- b. The Committee has the right to accept or refuse any application for use of the Clubrooms/Tennis Courts.
- c. Present and Past members, not Student members, may request use of the Clubrooms.
- d. Any damages to the property incurred during the usage of clubroom/courts are the responsibility of the Hirer. The Hirer is responsible and liable for any costs incurred.
- e. The property must be left in a clean acceptable condition. All rubbish is to be removed.
- f. It is compulsory for the Hirer to comply with all State and Local Council laws in relation to alcohol consumption.
- g. The hirer requesting the use of the Clubrooms will be responsible for all guests and ensure court etiquette, court rules and court maintenance is adhered to.
- h. HTC accepts no responsibility for any actions or offences committed during the usage of the Clubrooms.
- i. The hire fee of the Clubrooms/Tennis Courts as per the invoice/contract is to be given to the Treasurer.
- j. Hire Fee:
 - i. \$75 for the first three hours, \$100 over three hours.
 - ii. \$50 fee for Committee members.

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