



**WEST BRUNSWICK TENNIS CLUB INC**

# CLUB MANUAL

## 2023/24

ABN: 61 053 986 944

Reg No. A0038632U

## Contact details

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## Introduction

The West Brunswick Tennis Club Inc. (the "Club") was officially opened in mid-2002, having evolved from the old St Joseph's Tennis Club which was located on the corner of Hope Street and Melville Road, West Brunswick. The re-establishment of The Club was a huge project in conjunction with the Moreland City Council. The Club is now located on the former site of the West Brunswick Bowling Club, which was established approximately 90 years ago. Since 2002 The Club has grown to have some 300 members. There are eight mod grass tennis courts, all with lighting. The Club has since become one of the most successful tennis clubs in the region.

## Membership

Membership is open to all members of the public, who must complete an application for approval by the committee. The committee reserve the right to deny membership and club access.

Membership applies for a one-year basis and must be renewed annually. Membership carries the right to use the courts at reduced rates, to participate in team competition and attend club social functions. It also includes obligations regarding security, cleanliness and other responsibilities in the best interests of the Club.

The Club has four classes of members: Junior, Concessional, Adult and Family. Only Members 18 years of age and older have the right to vote at General Meetings.

Membership fees are determined annually by the Committee, and the current annual fees are set out in the Table below:

## Annual Fees Schedule

<b>Joining fee</b>	\$40 single; \$ 80 family
<b>Junior membership</b>	\$110
<b>Concessional membership (i.e. Youth, Pensioner)</b>	\$230 including competition \$140 court use only
<b>Adult membership</b>	\$255 including competition \$165 court use only
<b>Family membership (maximum of 5 people – see below)</b>	\$510 two adults playing competition \$365 one adult playing competition \$330 court use only

**Joining Fee:** Is payable once only if membership is continuous. If a membership lapses by more than 18 months then another Joining Fee is payable upon renewal of membership.

**Junior Membership:** Being less than 18 years of age as at 1 July of renewal year.

**Concessional Membership:** (photocopy of the current and relevant concession Card must accompany the application form)

**Youth:** Being 18 years of age and under age 25 and being a full time student.

**Pensioner:** Being a person in receipt of a current Pensioner Health Care Card or a Low Income Health Care Card.



**Adult Membership:** Being 18 years of age or older and not eligible for Concessional Membership.

**Family Membership:** Parents/Guardians or two 'partnered' adults including up to three Junior members and/or (Youth) Concessional members. A total maximum number of five people can be included in a Family Membership. If more than five people apply then another Membership must be levied.

## Legal Structure

The Club is an Incorporated Association, which is like an incorporated non-profit company, and which comes under the jurisdiction of Consumer Affairs Victoria. The Club is run by a Committee of Management of up to 16 members, with office bearers being President, Vice-President, Secretary and Treasurer. The Statement of Purposes and Rules are available for inspection or copying by all members. These govern the running of the Club, finances, meeting procedures, disputes, members' rights and many other matters.

The Club has an Annual General Meeting each year, and submits a Statement (including financial report) to Consumer Affairs Victoria as required by law. The Committee is elected at this Meeting, but may co-opt members to fill any vacancies during the year and generally has the power to run and manage the Club's affairs. The Committee meets monthly, takes minutes, and works very hard to ensure the smooth operation of the Club. Office bearers are selected by the Committee at its first meeting following the AGM.

## Rules, by-laws and codes

The Club is governed by two important legal documents. The "Statement of Purposes" sets out the objectives of the Club including promotion of the game of tennis, not to distribute profits to Members etc.

The Club also has a constitution, called the "Rules of the Association", which is another legal document that sets out the relationship of the Members to the Club and to each other, as well as providing for a democratic and fair means of running the Club. In addition, the Club has adopted a set of By-laws, which are authorised by the Committee, and which deal with such practical matters as care of the facility.

## Disputes and grievances

The Club has adopted various Codes, including its own Code of Conduct whilst playing or spectating. Both Tennis Australia and Tennis Victoria (with which our club is affiliated) have strong principles of sportsmanship and rules against misconduct. Tennis Victoria has a Member Protection By-Law which applies to players, spectators etc on and off-court and is part of the rules of this club. The Club is bound by these Member Protection By-laws. The codes of conduct as stipulated in attachments C, D, E, F and G of that By-law apply to members, officials, coaches, players and parents of juniors at WBTC. The terms of reference are very broad and impose broad sanctions - you can be called to answer for your actions and banned from this and any affiliated club in Victoria.

The Committee generally makes every effort to avoid disputes between Members but such differences are sometimes unavoidable. The Club Rules provide a very clear procedure for resolving disputes in a formal manner if necessary. The Club is proud of its reputation as "The Friendly Club" and in practice most disputes or grievances are resolved quickly and in a quite informal manner. The Club has an appointed Member Protection Officer - please report all incidents to the officer in writing via the Committee.



## **Annual general meeting**

This is the most important Meeting of the year. The Club Rules clearly set out the requirements and procedures for this Meeting, including written notice and agenda to all Members at least 14 days before the Meeting. All Members are invited and encouraged to attend, and elect the new Committee for the coming year. Annual Reports are presented by the President, Secretary and Treasurer, and a full set of financial statements is presented for the preceding financial year (ending 30<sup>th</sup> June).

## **Register of members**

Both the Club Rules and the governing law (Associations Incorporation Act 1981, Victoria) provide for a Register of Members to be maintained, which all Members have the right to inspect at any time. This includes basic information such as name, address and telephone number. The club usually collects more information than this for operational purposes.

All information collected by the Club is subject to the Club's Privacy Statement, adopted in December 2003, and which is available from the Club. This Statement essentially provides that information will not be used by the Club for any purpose other than the business or operations of the Club, so that your personal information is protected and not freely distributed to third parties such as advertisers. Some third parties, such as the Municipal Council or insurance companies, may be interested in this information although no such request has ever been received by the Committee.

## **Coaching facility**

Like most tennis clubs, this Club has a highly qualified professional head coach and coaching staff available for tennis lessons at very reasonable rates. The coach is also able to provide limited facilities such as equipment sale, restringing of racquets, racquet repairs and so on. Coaching is mainly for Junior Members, although adult lessons are also available. Lessons are mostly conducted between the hours of 4.00 p.m. and 7.00 p.m. Monday to Friday, with these hours sometimes being extended according to demand.

Contact details for the present coach are provided at the front of this manual.

## **Cars and parking**

For safety reasons no parking is allowed on the premises of WBTC. Exceptions to this rule can be authorised by the Management Committee, for example when trade vehicles need to be on

premises. Parking is available behind the clubrooms or on Victoria Street. Entrance to the rear car park is via Pearson St. Keys obtained from a Committee Member will open all gates if access to the facility is via this method. Members and visitors are of course advised to take necessary precautions regarding security and safety of their vehicles.

## **Consumption of liquor**

Every year The Club holds a BYO Permit from Consumer Affairs Victoria. This permit authorises liquor to be consumed, possessed or controlled on the premises during the hours specified in the BYO Permit document.

By law the BYO Permit must be (and is) on display in the premises. The hours of consumption must be strictly adhered to without exception. Members are advised and cautioned to exercise great responsibility when consuming liquor, including responsible behaviour, compliance with drink driving laws, and attention to any minors present.



## Team competitions

The Club proudly supports competitions at all levels in the northern suburbs. It is affiliated with the following organisations:

- Tennis Victoria
- Tennis Australia
- North Suburban Junior Tennis Association
- North Suburban Tennis Association
- North Suburban Night Tennis Association
- North Suburban Ladies Tennis Assoc

Adult teams play in two seasons per year and in many different grades. The most popular competition is the Night Tennis competition which is played during the autumn and spring seasons over a 16 week period including finals.

Ladies' teams play on Tuesday nights, mixed teams play on Wednesday nights and men's teams play on Thursday nights, all commencing at 7.00 p.m. and concluding by approximately 9.30 p.m. (depending on court availability, weather and court allocation).

The Club strongly encourages all members to participate in competition, a small fee for which is charged (in addition to normal membership fees) in accordance here:

- Juniors (Friday Night and Saturday morning) - **No charge**
- Daytime competition – Thursday and Saturday - **\$20 per player to a max of \$120 per team**
- Mid-week Night competition - **No charge**

Team fees are due at the commencement of each competition season and are to be paid to designated Committee personnel. The home team will provide a short supper for after the match, and will be responsible for such matters as court security, turning off lightsleaving the kitchen clean and other duties as attached on our notice board. Balls from adult competition are retained by the club for use in junior competition.

## Team registration

The Club appoints delegates to communicate and liaise with each of the above affiliated bodies.

The Club's Delegates are the only personnel authorised by The Club to communicate with the relevant bodies.

The Delegates also attend to registration of teams prior to the start of each season. For example, for Night Tennis: the co-ordinator will contact existing and prospective players generally during May for the coming Spring season (which commences in August) and during November for the following Autumn season (which commences in February).

Player lists in all competitions will be compiled by grade from a pool of names and submitted to the respective associations by the appointed delegate. It is a requirement of all associations that only financial members are permitted to be registered for play in any competition. Grading of players is an important task, and all players at all levels are encouraged to co-operate in meeting the association's requirements and assisting the Delegate where required and necessary.

Each team will also have an appointed team captain who has the responsibility for preparing season playing rosters and organising team play. The expectation is that the team captain will promote fairness within the team in terms of games played and other matters concerning competition, including team selection for finals.



## Court rules

1. No eating, drinking (except water), chewing gum or smoking on court;
2. Under no circumstances are animals or bicycles permitted on the court surface;
3. Proper tennis footwear, with current shoe-tag, NO black soles to be worn;
4. Regulation attire must be worn for competition – NO SINGLETs;
5. Casual attire outside of competition – NO SINGLETs and NO BARE CHESTS;
6. Only umpires and players allowed on court during play;
7. No offensive behaviour (swearing, tantrums, abuse etc);
8. Children must only play under adult supervision;
9. Non-competition play must be preceded by an authorised court booking; and,
10. LOCK GATES AND TURN LIGHTS OFF WHEN LEAVING COURTS!!!!

## Hire of courts

The eight courts currently used by the Club are available for hire to both members and nonmembers.

The procedure is simple but must be followed in fairness to all other members.

The courts are hired through the “Book a Court” system at [play.tennis.com.au/WestBrunswickTennisClub](http://play.tennis.com.au/WestBrunswickTennisClub) whereby the following charges apply:

- Member – day hire per court per hour No charge
- Member – night hire per court per hour \$8
- Non-Member – day hire per court per hour \$15
- Non-Member – night hire per court per hour \$23

When a player registers with Book a Court for the first time they will be allocated a personal PIN.

This PIN provides access to the booked courts at the time of each booking.

All users must book a court via the online system. The PIN will work from 15 minutes before the booking start time until 15 minutes after the booking end time.

Users must play on their booked court and wait until their booking start time if there is a booking in the prior time slot. They should then respectfully and politely announce their booking and enter the court area at the booking start time.

If the booking is on any of courts 1-6, the PIN must be entered into either the Gillon precinct carpark gate or the Victoria Street entrance gate to gain entry to the club facility. The PIN must also be entered on the block of courts for which the booking applies to gain access to the particular booked court. The pinpad at the block of courts to which the booking applies controls the lights and it is therefore very important that every player playing at night enter their code into the appropriate court block pinpad to trigger the lights to operate as expected.

Use of the courts without authorisation (including member use without an appropriate court booking) may be subject to disciplinary action by the committee. In particular, unauthorised access, such as by scaling fences, is considered a serious offence and may lead to suspension of membership or banning from court hire.

## Keys

A Committee member is delegated the responsibility of keeping a register of keys. Sub-keys to the facility are held by all Committee members and other Club officials and assistants. There are also six master keys allocated to individuals with responsibilities for opening the club for competition and other relevant responsibilities. All keys, both sub-and master keys must be accounted for – if you have a key and lose it please tell the Committee immediately.

A fee of \$50 will be levied on the report of a lost key to cover replacement costs.



## **Social events**

The Committee generally appoints a Social Sub-committee every year, subject to sufficient interest among members, which arranges such social events as presentation nights, round-robin tournaments and special functions. All members are encouraged to participate in both the running and enjoyment of events, the purpose of which is generally to both raise funds and facilitate social contact amongst members. These functions are well attended and are usually advertised well in advance in the Club Newsletter.

## **Club newsletter**

The Club endeavours to publish a Newsletter 3-4 times per year. This contains important news for competition players and members generally. All members will receive a copy by e-mail and it will be posted on the club website. Members are encouraged to participate in making both contributions and comments. The Newsletter is the prime means of communication between the Committee and Club members, and is a vital part of the Club's operations.

## **Advertising and sponsors**

The Club has some minor sponsors and always encourages sponsorship as a means of raising funds, attracting discounts and promoting the Club generally. Please tell the Committee about any potential sponsor you recommend or any that may be interested.

From time to time the Club may advertise itself to attract new members or just to maintain its profile in the community. Advertisements may be placed in local newspapers and we may participate as a Club in Municipal activities such as the annual Brunswick Street Party on Sydney Road (each February). We work closely with Moreland City Council which has a policy of actively promoting sport and devotes significant resources to it.

## **Cleaning**

Although we have contracted out the cleaning of the Clubhouse on a fortnightly basis the cleaning of kitchen, toilets, the clubrooms and courts are also the responsibility of each and every member and those who hire the facility.

Cleaning duties may be assigned to duty parents in junior competition. Cleanliness is a major issue, and all members must play their part in keeping the premises clean and tidy for the benefit of other members.

**ALL RUBBISH MUST BE PLACED IN OUTSIDE BINS BEFORE LEAVING PREMISES.**

## **Maintenance generally**

The Club occupies a very large area and a very large Clubhouse. Constant maintenance is required, especially as parts of this facility are very old, and every assistance is required from members. The Club employs a gardener to take care of lawns and major garden work. Council has very limited responsibility for maintenance of the clubrooms, so the Club has to bear the major cost of the many repairs and maintenance jobs required.

Members are therefore urged to contribute whenever and wherever possible to the maintenance of the facility. Members are particularly required to minimise any loss or damage to the premises by taking care, acting sensibly and supervising minors.

## **Utilities**

The Club is connected to the following services: Electricity, gas, water and telephone. Members are asked to be careful and sparing in their use of the utilities in order to keep costs down. The telephone is only available for local calls and may often be locked.





## Lease of premises

The entire facility is owned by the Moreland City Council. The Club has a ten year lease agreement with Council for a modest rental. The terms of this Lease are very complex and a full copy of the agreement is available for inspection by members. Generally the Lease gives responsibility to Council for major capital works, and clearly lists other maintenance issues for which the Club will be responsible. Every member should be aware of the Club's responsibilities under the Lease as the Club, through the Committee, is ultimately answerable to Council and liable for any losses or damage. A notice in the Club rooms lists some of Council's more important rules, eg no smoking within 5 metres of the building or courts at any time. These common sense rules MUST BE OBSERVED.

## Security

A sophisticated electronic alarm system with combined smoke detectors is installed in the clubhouse. The facility is monitored 24 hours per day. Only people who have master keys to the facility have security codes for this alarm. The alarm auto-arms at 11.20 p.m. every night and members must be off the premises by this time (or at least tell the Committee).

Members must take all security issues very seriously, at all times, without exception.

The Clubrooms, courts and gates must be securely locked after use – NO EXCUSES!

## Insurance

Moreland City Council insures the premises against fire and destruction of property. The Club is responsible for public liability insurance and insurance to cover the contents of the Clubrooms.

Each individual member is now covered for personal accident insurance in the compulsory levy payable by all members to Tennis Victoria. This insurance provides protection for certain costs related to an injury sustained whilst playing tennis in a sanctioned event, particularly Loss of Income and Non Medicare Medical Expenses. Refer to Tennis Victoria web site for further information [www.tennisvic.com.au](http://www.tennisvic.com.au).

**THE CLUB AND THE COMMITTEE WILL NOT BE LIABLE AND HEREBY DISCLAIM ALL LIABILITY FOR ANY LOSS OR DAMAGE TO PERSON OR PROPERTY WHILST ON THE PREMISES AT ANY TIME AND FOR ANY REASON.**

## First aid

A first aid kit is located in the kitchen, with supplies to deal with minor injuries only. It is the responsibility of injured players, (or their parents when they are junior players) to seek professional medical attention as soon as possible after sustaining injury.

## Canteen facility

The Club has a great kitchen facility which is available for use by all Club members. The kitchen must be kept clean and tidy at all times especially on leaving the premises. A canteen facility is available for Junior tennis on Saturday mornings, where the canteen sells a variety of foods including hot dogs, soft drinks and confectionary. Tea and coffee are freely available to members.





## Club accounts

Full books of account are maintained by the Club Treasurer, usually in conjunction with an assistant treasurer. All cheques must be signed by two Committee members and accompanied by a cheque requisition form. The books of account are maintained up to date and a financial report is presented at each committee meeting. An annual financial report is presented to the AGM and lodged with Consumer Affairs. The books are not generally audited but may be if required by the members or the law.

