

HENSMAN PARK TENNIS CLUB (INC.)

BY-LAWS

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INTRODUCTION

These By-Laws have been developed to assist in the management of the Club by the Board of Management as permitted by clause 12.6 of the Constitution. They are consistent with and complement the Club's Constitution. They are designed as a reference tool for use by Club Board Members, Club Staff, Club Contractors and Club Members.

Current versions of both the Constitution and By-Laws are available to Members upon request and are published on the Club's Website.

The Club's Board of Management has the power to amend and update these By-Laws, from time to time, by resolutions approved at Board meetings and recorded in Board meeting minutes.

The Club shall develop and maintain a Procedures Manual that will assist in the day to day operations of the club. This document will primarily be used by Club contractors and staff.

BY-LAWS

1. CLUB COLOURS AND LOGO (refer clause 2 Constitution)

The colours of the Club shall be royal blue and gold.

The Club Logo shall be as follows and shall be used on Club endorsed apparel, letterheads, other Club Communication products, social media and Website.



The Board have the power to change both the Club Colours and Club Logo but shall only do so after consultation with Members.

2. MEMBERSHIP (refer clause 5 Constitution)

2.1 Categories

The Club's membership is generally based on an annual membership and shall be divided into the following categories:

- a. Full Member
- b. Midweek Member
- c. Student Member
- d. Junior Member
- e. Country Member
- f. Social Member - non-playing
- g. Honorary Member
- h. Life Member – playing and non-playing

2.2 Member Category Description and Rights

a. Full Member

- Shall have the right to attend, speak and vote at all General Meetings.
- May play on the Club courts on all days when the courts are open for play.
- May participate in tournaments and Tennis League matches.
- May attend all entertainments and social functions.
- May bring visitors to the Club as hereinafter provided.

b. Midweek Member

- Shall have the right to attend, speak and vote at all General Meetings.
- May play on the Club courts on all days when the courts are open for play except on weekends.
- May participate in tournaments and Tennis League matches.
- May attend all entertainments and social functions.
- May bring visitors to the Club as hereinafter provided.

c. Student Member

- Shall be 19 years old or older as of 1 September of the current year.
- Shall be studying at a tertiary education institution or be an apprentice or trainee and not have full time employment.
- May play on the Club courts on all days when the courts are open for play.
- May participate in tournaments and Tennis League matches.
- Shall have the right to attend, speak and vote at all General Meetings.
- May attend all entertainments and social functions.
- May bring visitors to the Club as hereinafter provided.

d. Junior Member

- Shall be 18 years and under at the 31st day of August of the current year.
- Shall have the right to attend and speak but **NOT** vote at all General Meetings.
- May play on the Club courts on all days when the courts are open for play.
- May participate in tournaments and Tennis League matches.
- May attend all entertainments and social functions except those specifically arranged for Senior Members.
- May bring visitors to the Club as hereinafter provided.

e. Country Member

- Any person having their ordinary place of residence more than eighty kilometres from the Hensman Park Tennis Club is eligible to be elected as a country member.
- May play on the Club courts on all days when the courts are open for play.
- Shall have the right to attend, speak and vote at all General Meetings.
- May participate in tournaments and Tennis League matches.
- May attend all entertainments and social functions.
- May bring visitors to the Club as hereinafter provided.
- As a guide and subject to annual approval by the Board, the subscription fee for Midweek, Junior or Student "Country" shall be approximately 40% of the fee for a non-country member.

f. Social Member

- Shall have the right to attend, but **NOT** to speak or vote at all General Meetings.
- May attend all entertainments and social functions.
- Shall **NOT** enjoy playing rights at the Club except on a pay as you use basis.

g. Honorary Member

- no subscription fee is levied
- Shall have the right to attend, speak and vote at all General Meetings.
- May play on the Club courts on all days when the courts are open for play.

- May participate in tournaments and Tennis League matches.
- May attend all entertainments and social functions.
- May bring visitors to the Club as hereinafter provided.
- The Board must approve all Honorary Membership nominations, and they must be re-approved at the Board meeting following the AGM.
- The Board may approve Honorary Memberships for State League Players, The Club Coach and 2 extra Coaching Staff, Non-playing Board Members, and persons who provide specialist expertise to the Board or Club.
- The maximum number of Honorary Members shall be 18.

h. Life Member

- no subscription fee is levied
- Shall have the right to attend, speak and vote at all General Meetings.
- May play on the Club courts on all days when the courts are open for play.
- May participate in tournaments and Tennis League matches.
- May attend all entertainments and social functions.
- May bring visitors to the Club as hereinafter provided.
- Shall be recorded as either playing or non-playing.

2.3 Membership Application and Approval Process (clause 6 Constitution)

- Up to date summary information for prospective New Members to be on Club's and Team Tennis websites, social media sites, brochures, and notice boards.
- Prospective new members apply either online or by hardcopy form.
- Club Administration Officer (CAO) checks Survey Monkey site, club email, Office in tray and letterbox for new applications, at least twice per week.
- CAO enters member application information into Club Spark for potential future marketing..
- To assess applicant's suitability for Provisional Membership, CAO sends copy of application to;
 - Club Social Play Chairperson – if intends to participate in Club Social Play
 - Men's Captain – if intends to play Men's TL
 - Women's Captain - if intends to play Women's TL
 - Junior Development Chairperson – if Junior
 - Club Development Officer – if only intends to be a court user.
- After checking with Referee(s) or applicant listed on the application form, if needed, the above reply back to CAO within 3 days, advising of applicant's suitability to become a Provisional Member – (No/Yes).
- If No, CAO advises applicant accordingly, with reasons why application rejected, and with information about what they may need to do before applying again for Membership.
- If Yes, CAO:
 - advises applicant that they are a Provisional Member until their application is ratified at the next monthly Club Board meeting;
 - sends applicant a new member information sheet;
 - sends Applicant a Code for the south Gate and info about Book-a-Court;
 - advises applicant what their Membership cost will be, and if any special conditions apply; and
 - advises applicant they have playing rights at the Club, but must continue to pay Club Play visitor fee until their membership is ratified by the Board.
- CAO prepares New Membership Application report and circulates to Board One (1) day prior to Board meeting.
- When and if Board has ratified the Membership application CAO advises member accordingly and sends invoice that is payable within 14 days – crediting any Club Play visitor fee if applicable.
- CAO updates membership database.

2.4 Qualifications for Membership

Membership is open to any natural person whose tennis playing ability is of a standard which in the opinion of the Board (or Board Delegates) is sufficient for membership within one of the categories of membership listed above.

2.5 Membership Limit

The number of playing members in any year shall not be more than 300.

2.6 Membership Special Arrangements

The Board may from time to time put in place special arrangements such as shorter term memberships, discount options, incentives and other such arrangements to attract new members and retain existing members.

3 VISITORS, MEMBERS GUESTS & COURT HIRERS.

3.1 Playing Visitors and Members Guests

A visitor to the Club (not invited by a member) may use the Club's courts and facilities under conditions and payment of visitor fees as set out in the Club Fees & Charges Sheet. Refer By-Law 7. If this is during organised Club play time (eg. Saturday afternoon), the fee should be paid to the organiser prior to play. If outside of organised Club play time, they should book and pay for an available court using the Club's on-line Book-a-Court system.

As an incentive to increase membership, subject to court availability, any playing member may invite guests to use the Club's playing facilities at any time for no charge but restricted to no more than three visits per guest in any one financial year. Thereafter, the usual visitor fee applies.

A visitor can only pay visitors fees a maximum of 6 times per year. Thereafter they must apply to become a member.

3.2 Non Playing Members Guests

A member may invite up to three guests on any one day to enjoy in the company of the member and the amenities of the Clubhouse without playing on the courts. No fee shall apply.

3.3 Court Hirers

Non Members wishing to hire a court must do so using the Club's on-line Book-a-Court system which allows for hiring of both grass and hard courts during the day and night at times set by the Board.

Members wishing to use a court during these times must book a court using the on-line Book-a-Court system at reduced rates.

4 BOARD OF MANAGEMENT (clause 11 Constitution)

4.1 Board Titles

1. President
2. Vice-President
3. Club Administrator
4. Finance
5. Men's Captain
6. Ladies Captain
7. Club Play
8. Social
9. Grounds & Hall

10. Junior Development
11. Sponsorship & Promotions.

4.2 Board Member Responsibilities and Duties

The Board should review the following list of responsibilities and duties at either the first or second Board Meeting following the AGM and potentially make changes to take account of:

- Any vacant Board positions
- the skills and experience of individual Board Members
- Some Board Members being prepared to take on, or assist with other Board Members' duties.

President:

- shall be the official head of the Club.
- shall be entitled to preside at all meetings and functions of the club.
- where immediate action is required in any matter affecting the interests of the Club and it is impracticable to refer the matter to the Board, the President shall seek the advice of as many members of the Board as may be practicable and shall act in such manner as the majority of such members approve.
- shall be responsible for proper Governance of the Club.
- shall represent the Club in dealings with Tennis West and other Tennis Clubs
- shall oversee the Club's Website and Social Media sites
- shall manage the Club Coach contract
- shall chair the State League Committee (SLC)
- shall supervise and manage the Club Development Officer (CDO) and Club Administration Officer (CAO).
- shall manage the "Human Resource Functions" for Club employees, including the approval of timesheets and wages.
- shall oversee the development of a Club Events Calendar in conjunction with the Club Coach and other members of the Board

Vice President:

- shall deputise for the President whenever the President is unavailable.
- shall assist with the President's responsibilities and duties and by agreement may be delegated some of those responsibilities or duties

Club Administrator:

- prepare minutes of all Board and General meetings of the Club, including a list of Actions resultant from that meeting
- In consultation with the President prepare detailed agendas for Board meetings, including a list of outstanding and completed Actions.
- oversee all communications to members, general correspondence and other administrative tasks as determined by the President and/or the Board.
- oversee the Club's membership function that the CAO administers on a day to day basis including maintenance of the membership register.
- make recommendations to the Board re: applications for new members, changes to membership categories and optimum overall levels of membership at the Club.
- shall oversee the reception and introduction of new members by others and shall oversee the general welfare of existing and new members.

Finance:

- ensure all moneys received by the club are properly receipted.
- ensure all payments made are properly authorised for payment in accordance with approval protocols.
- report to the Board of Management at regular meetings on all receipts and payments made for the previous calendar month. The report shall include a list of items that the Board may need

to be aware of, or take action on, with appropriate recommendations for action.

- prepare an annual and rolling five year budget for approval by the Board and report current position against the annual budget at each regular monthly Board meeting.
- For all outstanding accounts (either credits or debits), produce same and tender recommendations as to finalisation of payments thereof.
- keep correct accounts and books showing the financial affairs and particulars of the Club, usually shown in books of account of a like nature and shall prepare the annual financial statements and arrange for the audit thereof.
- coordinate application for grants from Tennis Australia, State, Local and Federal Govt for funding as opportunities arise

Mens Captain and Ladies Captain:

- shall be the Club's official representatives in all matters in relation to competitive tennis and shall facilitate play on the courts when competitions are being played.
- the selection and supervision of Tennis League and other teams to play in any match in which the Club nominates a team.
- the organisation and conduct of tournaments.
- deal with any issues relating to player rankings.
- assist in the development and publication of a Club Events Calendar and update as necessary.

Club Play:

- arranging social play on the Club courts.
- organise special social play events / competitions on an ad hoc basis
- assist in the development of a Club Events Calendar

Social:

- organising and conducting of entertainment and social functions. Including the organisation of kitchen activities and bar and refreshment facilities to support those functions.
- Oversee the Management of the Bar and associated bar licence and represent the Bar Manager at Board meetings.
- Make recommendations to the Board about improvements to all Club Facilities (hall, outdoors, kitchen and bar) to better support entertainment and social activities.

Grounds & Hall:

- the care, management, cleaning and maintenance of the courts, gardens and green-keeping equipment, together with Club buildings, furniture and fittings and hall hire.
- Oversee the Club's Book-a-Court system - daily managed by CDO.
- Oversee use and allocation of court usage by Members, Coach, Wesley College and Court hirers.
- Manage the contracts or agreements for Groundsman and Handyman.
- Manage City of South Perth lease and be Club's main contact person.
- Make recommendations to Board about capital and maintenance improvements to all Club Facilities, especially Tennis playing facilities. Ensure improvement items are included in the Club's rolling 5 year Budget.

Junior Development:

- management and development of junior members of the Club.
- liaise with the Club Coach on coaching programs and activities for introducing tennis to more juniors within the District.
- assist in development of Club Events Calendar.
- the organisation of Club match or social activities for juniors
- the selection and supervision of Junior Tennis League and other teams to play in any match in which the Club has nominated a team.
- the organisation and conduct of junior tournaments.
- shall ensure that all Tennis League Matches are adequately supervised, as per Tennis West

Guidelines. Develop and manage rosters as required.

Sponsorship & Promotions:

- recruitment and relationship management for all Club sponsors.
- sponsorship agreements and procedures – eg sponsor types and benefits.
- oversee the publication of a Club newsletter at least 4 times per year, and other articles on the Club website and social media
- publicity and promotion of the Club together with targeted fund-raising activities and sponsorships.
- Oversee and assist with special sponsorship / fundraising for State League teams?

5 CLUB EMPLOYEES, CONTRACTORS AND AGREEMENTS (Clause 12.1 Constitution)

All employees and contractors shall have signed agreements or contracts that specify employment or contract conditions, duties to be undertaken and reporting arrangements. All documents relating to Club employees and contractors shall be kept in both electronic and hardcopy files.

5.1 Employees / Contractors

The Club shall have signed employment contracts or agreements with:

- Club Development Officer (CDO) and Club Administration Officer (CAO) – who report to the President. These officers carry out administrative, communication, development, promotional, marketing, and other duties as directed by the Board. Both officers shall be engaged on a casual basis, have a contract, position description and a list of duties that shall be periodically reviewed by the Board.
- Club Coach
- Club Cleaner
- Club Groundsman
- Club Handyman

5.2 Agreements

The Club shall have signed agreements with:

- Wesley College – for hire and use of courts
- Sponsors
- City of South Perth – Club Lease
- Hall Hirers – “Terms of Use” to be provided and agreed to by each.
- State League players

6 CODE OF CONDUCT

The Board of Management shall document a Code of Conduct for Members.

The Code shall be displayed on Club Notice Boards and be available on the Club’s Website.

7 STATE LEAGUE TEAMS

- The Board shall establish a State League Committee (SLC) of up to four (4) Club members, two (2) of whom shall be Board members, to manage the Club’s Mens and Womens State League teams(which is to be chaired by the president).
- The SLC shall prepare an annual SL team budget and obtain Board approval for a maximum net amount that will be committed from general Club funds for the support of SL teams.
- Specific sponsorship and/or fund raising activities may be undertaken to help support SL teams.
- The SLC shall establish and have signed individual SL player contracts each season that will specify obligations for both the Club and the Player.

- The Contracts shall specify the conditions under which a player becomes eligible to receive a match payment, a guaranteed minimum player match payment, for that player, as per the approved budget and specify conditions under which additional payments may be made.
- The SLC shall be responsible for recommending to the Board how any prize monies or extra SL income is distributed to players or kept by the Club.
- Match payments to players shall be paid at least three times per year.
- The maximum number of Honorary Members, each year, for State League shall be 6 Men and 6 Women.

8 CLUB FEES AND CHARGES

All Club fees and charges, including membership subscriptions, shall be reviewed at least annually and no later than at the August board meeting by the Board, and shall be documented on a sheet, published on the Club's Website, and displayed on the Club's Noticeboards.

9 COURT AVAILABILITY

In conjunction with the CDO, the Grounds and Hall Chairperson shall develop (and update as required) a schedule of court availability for Members, Club Coach, Wesley College and Court hirers for Board approval in April, August and December of each year.

The schedule shall be provided to the Club Coach and Wesley College and made available to Members on the Club notice boards and Website. The CDO shall enter the court availability schedule into the Club's Book-a-Court system.

10 CLUB FILING SYSTEM AND ARCHIVES

The Club shall use a combination of electronic (cloud and hard drive) and paper hardcopy methods for the filing and archiving of Club Records, including correspondence and emails. Wherever possible the Club should progress towards paperless procedures and systems. Backup electronic copies shall be kept in a different location.