



MANNING  
TENNIS  
CLUB  
(INC.)

## **Manning Tennis Club (INC) By-Laws**

30 June 2019

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# 1. THE BY-LAWS

## 1.1 Status of the By-laws

These are the By-laws of the Manning Tennis Club (Inc). They form part of a suite of governance documents that provide for the operation and management of the Club. The full suite of governance documents in descending order of precedence is:

- *Associations Incorporation Act (2015)*;
- Constitution of the Manning Tennis Club (Inc.); and
- these By-laws; and

In the event there is any inconsistency between these By-laws and either the Act or the Constitution, the provisions of the Act and then the Constitution will have precedence over these By-Laws.

## 1.2 Availability to Members

An up-to-date copy of these By-Laws is to be kept on display in the clubhouse. A copy will also be made available to any member upon request.

## 1.3 Amendments to the By-laws

The committee may make, amend or revoke by-laws for the proper advancement, management and administration of the Association from time to time.

## 1.4 Definitions

**“Act”** means the *Associations Incorporation Act 2015*

**“Association”** means the Manning Tennis Club

**“By-laws”** are additional arrangements or processes adopted by members by Ordinary Resolution of the Association to supplement the Constitution. They do not form part of the Constitution and are not required to be lodged with the Commissioner.

**“Club”** means the Manning Tennis Club

**“Constitution”** means the Constitution of the Manning Tennis Club (Inc).

**“Commissioner”** means the person designated as the “Commissioner” from time to time under the Act;

**“Committee”** means the Management Committee referred to in clause 28 of the Constitution.

**“Committee Member”** means a member of the Committee referred to in clause 29 of the Constitution.

**“Visitors”** means a person that is not a member of the Manning Tennis Club.

## **2. MEMBERSHIP**

### **2.1 Honorary Life Membership**

Honorary Life Members may be appointed at the Club's General Meeting of on the recommendation of the Management Committee as recognition of services rendered to the Club and after such appointment, the Life Member shall be entitled to enjoy all the privileges of the Club without payment of the annual subscription.

### **2.2 Ordinary Classes of Membership and Fees**

Outlined below are the memberships and subsequent fees for the 2019 / 2020 season.

#### **2.2.1 Senior Membership - \$220**

A Senior Member is any person above the age of 18 who has paid the full amount of the annual membership fee. This membership affords the person access to participate in all tennis activities and competition Manning Tennis Club organises or participates in including Tennis West League competitions. A Senior Member is also able to utilise the court free of charge during the day, where available and hire the courts at night at a discounted rate. Senior members are eligible to vote at General Meeting.

#### **2.2.2 Tertiary Membership - \$170**

A Tertiary Member is any person between the age of 18 to 25 who has a valid student card from a recognised institution which must be produced to receive this rate. Same entitlements as Senior Membership.

#### **2.2.3 Junior Membership (11 to 18 years old) - \$120**

A Junior Member is any person between the age of 11 to 18 years of age. This membership affords the person access to participate in all tennis activities and competition Manning Tennis Club organises or participates in including Tennis West League competitions that is age appropriate. A Junior Member is also able to utilise the court free of charge during daylight at no charge. Junior members **do not** have voting rights. It comes with one complimentary Social Membership for person's parent / guardian.

#### **2.2.4 10 and under Membership - \$20**

This membership is for any person between 10 years and under. It offers the same entitlement as the Junior Membership. It also comes with one complimentary Social Membership for the person's parent / guardian.

#### **2.2.5 Social Membership - \$10**

This is a non-playing membership and allows the person to utilise the club's non-tennis facilities (i.e. the bar and clubhouse) and participate in any club sanctioned social events.

#### **2.2.6 Family Membership - \$420**

This membership is for four (4) family members who live in the same household. It can comprise of any four membership types with a maximum of two (2) Senior Membership – e.g. 4 x Junior Membership, 1 x Senior Membership and 3 x Junior Membership, etc.

## 2.2.7 Summary table of membership fees

Membership type	Fee
Senior Membership	\$220
Tertiary Membership	\$170
Junior Membership	\$120
10 and under membership	\$20
Social Membership	\$10
Family Membership	\$420

## 2.3 Membership Application Process

### 2.3.1 Notice of membership fees being due

Unless specifically requested for, the Club will not issue a manual invoice. Instead, following the Annual General Meeting, the club will make the latest membership categories and fees available at My Tennis – the online system ([link](#)).

An email will then be issued to members requesting they go online to pay their fees in order to automatically generate an invoice and ensure membership details are up-to-date and entered into the system as required by Tennis Australia.

### 2.3.2 Membership Application form requirements – online and paper

The Club has a strong preference that members utilise the My Tennis online membership system ([link](#)) when renewing or signing up for membership to improve efficiency.

However, on occasional circumstances where this is not possible or easily doable (e.g. Family Membership), the person must complete a membership application form and submit to [manningtennis@westnet.com.au](mailto:manningtennis@westnet.com.au) unless advised otherwise by a Club committee member.

## 2.4 Payment Date for Membership Fees

Fee shall be payable on the 31<sup>st</sup> of July each year.

### **3 CLUB MANAGEMENT**

#### **3.1 Management Committee**

The Management Committee will consist of the following positions:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Director of Competitive Play / Club Captain
- f. Director of Junior Play
- g. Director of Marketing and Sponsorship
- h. Director of Facilities and Maintenance
- i. Social Director

#### **3.2 Non-management committee roles**

The Club will also comprise of the following positions:

- a. Bar and Refreshment Manager
- b. SSTA Delegate
- c. Mid-week Tennis Competition Coordinators

### **4 FINANCIAL MANAGEMENT**

#### **4.1 Reimbursement of Expenses**

Members who incur expenses on Club business, are entitled to be reimbursed. Appropriate records or receipts must be kept and provided at the time of reimbursement.

#### **4.2 Petty Cash**

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

### **5 COURT USE AND AVAILABILITY**

#### **5.1 Tennis Attire**

All persons using the Club courts shall be appropriately attired for the game of tennis. A Player who is not properly attired may be refused access to the courts by any member of the Committee or a person authorised by the Committee.

## **5.2 Tennis Footwear**

At all times players shall wear suitable tennis shoes that do not damage the courts. Shoes with non-marking soles must be worn on the hard courts.

## **5.3 Court Use and Priority**

- a. Courts may be used by members and their visitors for individually organised play, except during organised social and competition play, or where courts are allocated for use for the benefit of the Club's Coach.
- b. Non-members may hire courts when not required by Members.

## **5.4 Coaching**

Courts are allocated for use by the Club's Coach in accordance with the schedule detailed in the Contract between the Club and the Club's Coach.

## **5.5 Closure of Courts due to Surface Condition**

In the absence of the Club Captain, 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 or there is the potential for a player to be injured if they are played upon.

## **5.6 Closure of Courts for Maintenance/Repair**

From time to time courts may be closed for maintenance and/or repair.

## **5.7 Visiting Players**

- a. Visitors may hire courts, when available, or play at the invitation of, and together with, a Member.
- b. Members bringing visitors to the Club for other than organised social play are responsible for their behaviour and for the payment of any fees for court hire on behalf of their visitors.
- c. Court hire fees payable by visitors shall be as determined from time to time by the Management Committee.
- d. The mode of payment of court hire fees shall be as determined by the Management Committee.
- e. Visitors will be asked to give way to Club Members when all courts are in use

# **6 CLUBHOUSE USE AND AVAILABILITY**

## **6.1 Clubhouse hire**

The Management Committee reserves the right to rent out the clubhouse facilities on occasions when it is not being used for a club function. Applications to rent the clubhouse facilities will be considered on a case-by-case basis and will need to be approved by the Management Committee.

## **7 PETS**

### **7.1 Restriction on bringing pets onto club premises**

As a matter of courtesy to other patrons, members must obtain permission from a member of the Management Committee prior to bringing a pet onto club premises. On the occasion where permission has been granted, the pet must be restrained at all times (e.g. on a leash). The Management Committee reserves the right to request the removal of the pet in instances where it is disruptive.

## **8 SERVING OF ALCOHOL**

### **8.1 Liquor licensing**

As per clause 77 in the Constitution, the Club is obligated to fulfil all the requirements under the Liquor Act.

### **8.1 Sale of Alcohol**

The Club will only serve alcohol to members of the club, their bona fide invited guests and visitors.

Visitors refers to a person, other than a member, who:

- Is at least 40km from their usual place of residence; and
- Is visiting the club while travelling in the course of a holiday, leisure or business; and
- Is required to pay a fee to the club.