



**GLENFIELD TENNIS CLUB
INCORPORATED**

CLUB POLICY MANUAL

Last Updated April 2010

OVERVIEW

Welcome to the Glenfield Tennis Club Policy Manual!

This document is designed to help the Club by:

- 1) Reducing the amount of volunteer time the Committee needs to spend making decisions and “reinventing the wheel” when a precedent already exists;
- 2) Ensuring an open, transparent and non-political process to deal with issues which have occurred previously, as well as avoiding potential issues in the future;
- 3) Ensuring consistency between decisions made by the Committee from meeting to meeting and year to year;
- 4) Being a key reference point for Club members who have queries about the Club’s processes and procedures;
- 5) Ensuring the Committee is able to retain organisational knowledge when key members leave the Club;
- 6) Complying with Tennis Northern governance initiatives; and ultimately
- 7) Allowing people to spend less time running the Club and more time playing tennis!

The Committee has developed the following principles as guidelines for developing Club policy:

Values-based:	Policies should, where possible, reflect the Club’s written values and strategic plans.
Transparent:	Where the policy affects the wider membership, members should have a chance to have input into the development of any policy, and to make suggestions for necessary amendments or updates to the policies once approved. The Committee should take reasonable account of member feedback in the development of each policy.
Clear:	Policies should be written in plain English and be easily understood by the members.
Objective:	Policies should be fair and totally free from bias or wording that favours one member or group of members over another. Policies should clearly signpost the intended outcome and remove as much subjectivity, personal opinion or political judgement as possible, ensuring that the same outcome occurs in each similar situation.
Comprehensive:	Where possible, a policy should cover all possible circumstances relating to the policy area in question. This assists with the principle of objectivity and reduces the chances for subjective or political interpretation of a policy. Where a new circumstance is identified, the policy should be updated to provide for it.
Sovereign:	While policies can be amended, policies carry Constitutional weight and must be followed at all times. Therefore, policy should not be developed and implemented without careful consideration of all implications of that policy.
Stable:	Policies should generally remain stable over time. Some tough decisions may need to be made with each policy, and once made should only be revisited on the basis of changed need, not political pressure. Consideration to impacts on other policies or areas of the Club should be given before changes are made.
Necessary:	Policy should only be developed in response to an issue or realistic potential issue or risk facing the Club, or where it would be genuinely helpful to have documented guidelines.
Accessible:	Policies should be freely accessible to all members in both hard and soft copy formats.

The following section from the Glenfield Tennis Club Constitution (December 2006) outlines the “legal” basis on which this Policy Manual is founded:

14. CLUB POLICY MANUAL

- 14.1 *In addition to these Rules of the Club, the Committee shall maintain a Club Policy Manual that records official Club policy in areas that the Club considers important to achieving either the objects of the Club or the smooth and efficient functioning of the Club.*
- 14.2 *Policies contained within the Club Policy Manual shall be deemed to have full weight of these Club Rules, providing always that such Club policy shall not be permitted to breach, supersede, replace or distort the intention of these Rules. No decision made by any member, body or Committee shall be permitted to ignore, contravene or breach Club policy as set out within the Club Policy Manual.*

14.3 *Any properly constituted General Meeting of the Club may alter, add to, or rescind the policies contained within the Club Policy Manual, providing always that such alteration, amendment or rescindment does not breach, supersede, replace or distort the intention of these Rules. Any amendment made in such way cannot be altered, added to, or rescinded unless done so by another properly constituted General Meeting.*

14.4 *Subject to Rule 14.3 above, the Committee may alter, add to, or rescind the policies contained within the Club Policy Manual at any time by resolution of 75% of the Committee present at any Committee meeting, providing always that such alteration, amendment or rescindment does not breach, supersede, replace or distort the intention of these Rules.*

Each Officer and their respective subcommittee is responsible for overseeing policies relating to their area, while the Committee is responsible for interpretation of these policies or any matters not provided for in this Club Policy Manual.

Any member who has ideas for amendments to existing policy or new policy should contact the GTC President in the first instance.

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**Glen Oliver
GTC Club Captain
2008**

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GOVERNANCE / WHOLE COMMITTEE

CLUB STRUCTURE

Strategic Plan Links: KSA 6: Governance

Related Policies: Constitution, Finance

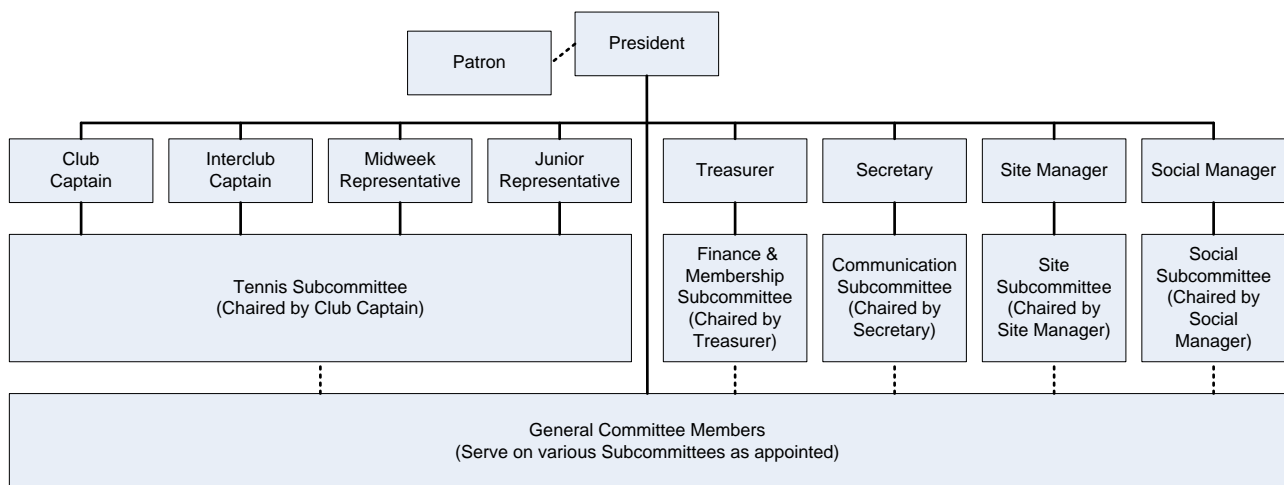
Constitutional Link:

4.1 The Officers of the Club shall consist of the following, details of which shall be kept in the Club Policy Manual as per Rule 14 below:

- a) 1 Patron
- b) 1 President
- c) 1 Club Captain
- d) 1 Interclub Captain
- e) 1 Midweek Representative
- f) 1 Junior Representative
- g) 1 Treasurer
- h) 1 Secretary
- i) 1 Site Manager
- j) 1 Social Manager

1. Overview

1.1 The Club Committee shall be structured as follows:



2. Subcommittees

- 2.1 The subcommittees shall be charged with the responsibility of co-ordinating and leading all activities relating to their area, using other Committee members, wider Club members and others as appropriate.
- 2.2 The Officers in charge of each subcommittee shall ensure that an annual action plan is developed for their respective subcommittee. Such plans must be approved by the Committee, taking into account the financial implications of the plans, before implementation.
- 2.3 The Club President, as the most senior Officer of the Club, shall be an ex officio member of each subcommittee.

JOB DESCRIPTIONS

Strategic Plan Links: KSA 1-6

Related Policies: Constitution, Club Structure

Constitutional Link:

4.2 *The Officers of the Club shall consist of the following, details of which shall be kept in the Club Policy Manual as per Rule 14 below:*

- a) 1 Patron
- b) 1 President
- c) 1 Club Captain
- d) 1 Interclub Captain
- e) 1 Midweek Representative
- f) 1 Junior Representative
- g) 1 Treasurer
- h) 1 Secretary
- i) 1 Site Manager
- j) 1 Social Manager

Note: Although each Officer is responsible for each section in their job description, this does not mean that they must themselves do all of these things! Officers are encouraged to use their subcommittee and wider Club members in achieving their strategic goals and doing other tasks during the year.

There are a number of resources to help with understanding the nature of each role. These include experienced Committee members and Club documents such as the Club Policy Manual and Operations Manual (a master list of all Club documents can be found on the "Club Documents" page of the website).

a) Patron

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To provide knowledge, experience, networks, advice, leadership and guidance to the Club.

KEY RESPONSIBILITIES

- Act as figurehead for the Club.
- Act as a sounding board to the President and Committee.
- Advise on Club strategy, operations and activities as needed.

OTHER RESPONSIBILITIES

- Attend and actively participate in Committee meetings (optional for Patron).
- Assist with the day to day running of the Club.

b) President

TERM

- Usually elected by Annual General Meeting, hold position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To provide overall leadership to ensure the Club reaches its agreed strategic goals.

KEY RESPONSIBILITIES

- Act as Chairperson of the Committee, Annual and Special General Meetings, attending and actively participating in Committee meetings and other discussions.
- Provide leadership in ensuring that the interests of the Club and its members are attended to.
- Assume overall responsibility for the Club's progress across all Key Strategic Areas (KSAs) in the strategic plan.
- Act as an ex-officio member of each Club sub-committee.

OTHER RESPONSIBILITIES

- Ensure the Constitution and Club structures are current and reflect and support the strategic direction of the Club.
- Ensure that the Club abides by all applicable legislation and rules at all times, including the Club Constitution and Policy Manual.
- Ensure the Club Policy Manual and Operations Manual relating to the "Governance" Key Strategic Area is kept current/updated as needed.
- Prepare an annual Action Plan for the "Governance" Key Strategic Area using the template provided
- Ensure the Club aligns with the strategic direction and initiatives of regional and national tennis bodies.
- Act as a delegate to Tennis North Harbour meetings.
- Act as the primary spokesperson for the club when dealing with outside parties.
- Represent the Club as official party to all Club contracts.
- Ensure the Club has access to a coach at all times.
- Prepare and present an Annual Report to each Annual General Meeting of the club.
- Ensure the Club aligns with Tennis North Harbour "ClubMark" governance initiatives where practicable.
- Ensure that club disciplinary matters are dealt with appropriately.
- Review this job description and ensure the next person taking over the role is prepared.

c) Club Captain

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 1) – To ensure the Club provides quality, accessible and enjoyable tennis for players of all levels and ages throughout the year.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Quality Tennis" Key Strategic Area.
- Prepare an annual Action Plan for the "Quality Tennis" Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as related to the "Quality Tennis" Key Strategic Area, and ensure it is kept current/ updated as needed.

- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure all members have access to a range of competitive and social tennis catering to their needs and ability.
- Ensure there is a programme of year-round tennis that offers value for money.
- Ensure access to quality coaching for all players in the Club.

OTHER RESPONSIBILITIES

- Have overall responsibility for managing all matters relating to matches and competitions by the Club (other than Interclub).
- Ensure tennis ball stocks meet demand throughout the year.
- Update of trophies/honours board.
- Look after and promote the Singles Ranking Ladder.
- Encourage entries into and run all Club tournaments.
- Organise Club Day roster (weekend and/or evenings).
- Organise court scheduling roster to allow for appropriate and efficient use of the courts, especially by club teams e.g. Interclub teams.
- Arrange special competitions – e.g. annual Kaipataki Cup (Beachhaven) and Friendly Shield (Birkenhead).
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

d) Interclub Captain

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To manage all matters relating to Senior Interclub tennis at the Club.

KEY RESPONSIBILITIES

- Act as chairperson of selectors for Senior Interclub teams, and take a lead role in selecting teams each year in accordance with the Senior Interclub Selection Policy.
- Liaise closely with Tennis North Harbour to ensure the Club follows all rules, regulations and processes relating to Interclub.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.

OTHER RESPONSIBILITIES

- Be familiar with the Club Policy Manual and Operations Manual as related to the Interclub aspect of the “Quality Tennis” Key Strategic Area, and ensure it is kept current/updated as needed.
- Ensure all Interclub team captains are aware of their roles and responsibilities.
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

Note: The Senior Interclub Team Captain Job Description/Instructions does not form part of this Policy Manual.

e. Midweek Representative

TERM

- Usually elected by Annual General Meeting on recommendation of midweek committee, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To act as a link between midweek tennis and the Club and help manage, develop and promote midweek tennis at the Club.

KEY RESPONSIBILITIES

- Ensure the Committee is kept up to date with activities and developments of the Midweek subcommittee, players and events.
- Feed back any current Committee issues or initiatives back to the Midweek subcommittee and players.
- Ensure all minutes, accounts and any other such documentation relating to Midweek activities are submitted to the Committee as early as practicable.

OTHER RESPONSIBILITIES

- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

f) Junior Representative

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To act as a link between Junior tennis (including coaching) and the Club and help manage, develop and promote Junior tennis at the Club.

KEY RESPONSIBILITIES

- Ensure there is one primary contact person for all matter relating to Junior tennis, including Junior Interclub and Junior coaching.
- Ensure there is a chairperson of selectors for Junior Interclub teams, including being responsible for appointing Junior Interclub Team Managers.
- Liaise closely with Tennis North Harbour to ensure the Club follows all rules, regulations and processes relating to Junior Interclub.
- Ensure the Committee is kept up to date with activities and developments of the Junior committee, players and events.

OTHER RESPONSIBILITIES

- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Collect Junior enrolment forms and subscriptions at start of season, ensuring that an enrolment form accompanies all payments, and send to Secretary.
- Organise and promote opening day/closing day events and Junior club championships.
- Act as a delegate to and attend Tennis North Harbour Junior meetings.

- Feed back any current Committee issues or initiatives back to the Junior subcommittee and players.
- Ensure all minutes, accounts and any other such documentation relating to Junior activities are submitted to the Committee as early as practicable.
- Be familiar with the Club Policy Manual and Operations Manual as related to the Junior Interclub aspect of the “Quality Tennis” Key Strategic Area, and ensure it is kept current/updated as needed.
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

g) Treasurer

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club’s Strategic Plan (KSA 2) – To ensure the Club is financially viable and sustainable.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club’s progress in the “Finance and Membership” Key Strategic Area.
- Prepare an annual Action Plan for the “Finance and Membership” Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as relates to the “Finance and Membership” Key Strategic Area, and ensure it is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure that the Club has long term financial stability and sustainability.
- Ensure that the subscription structure balances financial needs of the Club with members’ needs.
- Ensure alternate revenue streams are developed in order to decrease the reliance on subscription funding from members.

OTHER RESPONSIBILITIES

- Prepare the annual budget for approval by the Committee and AGM.
- Prepare monthly accounts for presentation to Committee meetings.
- Monitor Club accounts and recommend any adjustments or improvements as necessary.
- Co-ordinate all bar activities, including purchases.
- Receive and bank money from various activities.
- Ensure payment of approved invoices and accounts.
- Recommend ways to increase revenue or decrease expenses.
- Develop recommendations for adjustments to annual subscriptions and Interclub fees.
- Liaise with banks and other organisations to gain additional funding, grants and sponsorship.
- Ensure that appropriate insurance policies are in place for the club and that these are regularly reviewed.
- Prepare and present an Annual Financial Report to each Annual General Meeting.
- Arrange for the annual accounts to be audited.
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

h) Secretary

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 3) – To ensure that all stakeholders receive timely, accurate and useful information regarding the activities of the Club.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Communications" Key Strategic Area.
- Prepare an annual Action Plan for the "Communications" Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as relates to the "Communications" Key Strategic Area, and ensure it is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure a regular programme of communicating with all members is developed.
- Ensure the Club website is an up to date, well known and effective key source of Club information.
- Ensure a marketing and communications strategy for attracting new members to the Club is developed.
- Ensure a Club information management system is developed that allows simple, efficient communication, record keeping and information management, and that it is up to date.

OTHER RESPONSIBILITIES

- Ensure minutes are taken of all Club meetings and distributed to relevant people prior to next meeting.
- Ensure that all enrolment forms are processed and accurately recorded.
- Co-ordinate the collation and printing of an annual membership booklet.
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

i) Site Manager

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 4) – To ensure the Club provides quality facilities that enable enjoyable year-round tennis.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Facilities" Key Strategic Area.
- Prepare an annual Action Plan for the "Facilities" Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as relates to the "Facilities" Key Strategic Area, and ensure it is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure that all courts and facilities are available for quality tennis at all times.
- Ensure that all Club assets are repaired or replaced in a timely manner.

- Ensure that the Club is secure, safe and healthy for all.

OTHER RESPONSIBILITIES

- Ensure the building and grounds comply with all applicable legal requirements.
- Prepare a long term plan for asset management and replacement.
- Prepare annual equipment inventory and maintenance schedule.
- Arrange any necessary Club maintenance, including organising and supervising working bees as needed.
- Ensure the Club's security needs are adequately met.
- Ensure court lighting meets approved specifications.
- Keep court surrounds (fences, gardens etc) in good, clean condition.
- Ensure the Club has a well stocked and accessible first aid kit.
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

j) Social Manager

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 5) – To ensure that the Club has a vibrant year round social programme and a sense of identity.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Club Spirit" Key Strategic Area.
- Prepare an annual Action Plan for the "Club Spirit" Key Strategic Area and subcommittee using the template provided.
- Ensure the Club Policy Manual and Operations Manual as relates to the "Club Spirit" Key Strategic Area is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- To grow the Club's reputation as "the Friendly Club" in the North Harbour area.
- Ensure the Club offers significant opportunities for both on and off court social interaction.
- Ensure the Club dress standard reflects well on the Club.

OTHER RESPONSIBILITIES

- To organise annual social club events on an ongoing basis.
- Act as a friendly contact for new members to approach and get to know the Club.
- Act as a contact point for members with ideas on Club social activities.
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

k) General Committee Member

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To assist Officers of the Club in their progress towards the Club's strategic goals.

KEY RESPONSIBILITIES

- Assist as a member of various subcommittees.
- Assist with the day-to-day running of the Club.
- Act as an additional link between the Committee and the wider Club membership.

OTHER RESPONSIBILITIES

- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Assist in ensuring the Club aligns with "ClubMark" initiatives where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

TENNIS SUBCOMMITTEE

SINGLES LADDER

Strategic Plan Links: KSA 1 – Quality Tennis

Related Policies: Club Championships, Interclub Selection, Code of Conduct, Subscriptions

1. Overview

- 1.1 There shall be a Senior Club singles ladder for both men and women to determine the order of merit of Club members.
- 1.2 There shall be up to 40 places on each of the men's and women's ladders.
- 1.3 Only members who are full financial Life, Senior, Superannuitant, Student or approved Junior members or potential members of the Club who need to be on the ladder in order to be eligible for a Senior singles team may participate in the ladder.

2. Initial Ladder Rankings

- 2.1 Members new to Interclub (or potential members of the Club who need to be on the ladder in order to be eligible for a Senior singles team) who wish to play in a singles team must challenge for a place on the ladder.
- 2.2 Members not ranked on the ladder (for any reason) who wish to gain a place on the ladder may challenge a member of a ranking determined at the discretion of the Club Captain (or the Interclub Captain for new members immediately prior to selection date).
- 2.3 If the unranked member wins that challenge, they shall assume the challenged member's position on the ladder. If they do not win, they shall remain unranked, unless there are vacant positions available at the bottom of the ladder, in which case they can choose to assume the highest vacant position.
- 2.4 Members not ranked on the ladder shall be assumed to be ranked at 41.

3. Ladder Challenges

- 3.1 By participating in the ladder or any ladder challenge, each member accepts and agrees to abide by this policy.
- 3.2 Matches that are not valid or in accordance with these rules shall not count toward ladder rankings.
- 3.3 Members may issue a ladder challenge to any other member above their position who is ranked up to and including three places above them. Members may not issue a challenge to members ranked below them.
- 3.4 Junior members who have played Senior Interclub at any time or have received Senior dispensation from Tennis North Harbour may participate freely in Senior ladder challenges.
- 3.5 Prior to each ladder challenge, both members must sign the appropriate form agreeing that the match shall be a ladder challenge.
- 3.6 Members are not required to accept more than one ladder challenge per week, but members may accept if they wish to.
- 3.7 Members may not issue more than one ladder challenge at a time.
- 3.8 Members are not required to accept ladder challenges in exempt periods between 30 April and 1 August (off season) or between 15 December and 15 January (Christmas), but members may accept if they wish to.
- 3.9 Members may not issue any challenges in exempt periods if they themselves have declined any challenges on the basis of exemption.
- 3.10 The loser of any challenge may not issue a challenge to the winner of that challenge within ten days of that challenge.
- 3.11 Members must accept a valid ladder challenge from another member, or accept a loss by default.
- 3.12 Members cannot issue a challenge to another member until they have played any challenge that has been issued against them. Any match played while there is a challenge outstanding shall be deemed invalid.
- 3.13 Club Championship singles matches shall not be considered ladder challenges under any circumstances.

4. Match Process & Rules

- 4.1 Members issuing challenges shall be responsible for contacting the challenged member directly.
- 4.2 A match must be completed within ten days of the challenge being issued, unless extenuating circumstances (as agreed by both members or by the Club Captain) prevent it. Any match not played within this period without agreement from both members or the Club Captain shall lapse.
- 4.3 The match shall be played at a time that is mutually agreeable to both members. If such time cannot be found, and no extenuating circumstances are agreed and no dispensation is given, then the match must be played on a Sunday afternoon or the member who cannot do so must accept a loss by default.
- 4.4 Any days which fall between the issuing of a challenge and the start of an exempt period shall be counted as part of the ten day rule above.
- 4.5 An injury sustained prior to the start of a match shall be considered extenuating circumstances, but if that member plays their next social game, training, Interclub match or Club Championship tournament without accepting the challenge issued, that member shall be deemed to have lost the challenge match.
- 4.6 If either member arrives at the match venue more than 30 minutes late without making reasonable efforts to contact the opposition, the late or non-attending member shall be deemed to have lost the match. A member who makes reasonable attempts to contact the other member in such circumstances shall have the right to claim extenuating circumstances and reschedule.
- 4.7 Challenges must be played at the Club unless both members agree otherwise.
- 4.8 The challenger is responsible for providing two brand new Tennis North Harbour-approved current season's tennis balls for the match at their own expense, unless both members agree otherwise.
- 4.9 There shall be no umpire or referee for ladder challenges. Members shall call their own lines, and shall play at all times within the spirit of tennis.
- 4.10 The method of scoring for all ladder challenges shall be the standard scoring, based on winning two of three sets, with a first-to-seven-point tiebreak (with a two point margin) at the end of any set that reaches a score of six games each.
- 4.11 If rain falls without a break at any intensity, either member may call for a break and shall be entitled not to resume until the rain has stopped, even if this means rescheduling the remainder of the match.
- 4.12 If a member gets injured and cannot continue the match, that member shall be deemed to have lost the match.
- 4.13 The Club Code of Conduct shall apply at all times during a ladder challenge.

5. Process and Interpretation

- 5.1 The winner of the match is responsible for reporting the results as soon as possible by contacting the Club Captain and submitting the appropriate form with the details of the match.
- 5.2 If the challenger wins, the challenger assumes the challenged member's position, and any members between the two positions move down one place. If the challenger loses, no change shall occur.
- 5.3 Any member who so wishes may request their removal from the ladder by writing to the Club Captain, but shall have to follow the same process as an unranked member should they wish to return.
- 5.4 Any member who is not a financial member of the Club at any time without receiving the appropriate dispensation from the Committee shall automatically lose their place on the ladder, and shall have to follow the same process as an unranked member should they wish to return.
- 5.5 Following any challenge, the ladder shall be updated as necessary as soon as practically possible by the Club Captain.
- 5.6 Any issues or matters not covered here shall be reported to the Club Captain for a decision or resolution. If the Club Captain or partner or immediate family is involved in the issues or matters, the President shall decide such issues.

SENIOR CLUB CHAMPIONSHIPS

Strategic Plan Links: KSA 1 - Quality Tennis

Related Policies: Singles Ladder, Interclub Selection, Code of Conduct, Discipline

Constitutional Link:

4.2 No person shall be permitted to represent the Club in any competition, including Interclub, midweek Interclub and Club championship events, unless that person is a member of the Club.

12.1 The governance, management and control of the affairs of the Club shall be vested in the Committee, who may exercise all powers pertaining to all matters relating to Club objects or activities. Such powers include but are not limited to:

i) Disciplining, suspending and expelling members, including suspending or expelling players from representing the Club in any Interclub or Club championship competition;

1. Overview

- 1.1 There shall be men's and women's singles, men's and women's doubles, and mixed doubles Senior Club Championship events ("Tournaments") held in the first half of each calendar year to determine the best members in the Club (*note: this Policy does not cover handicap tournaments*).
- 1.2 Each Tournament shall be held over as many match days as needed until a Tournament winner, a Tournament runner up, a Plate winner and a Plate runner up (each where applicable) have been declared by the Tournament Controller.
- 1.3 Tournament match days shall be Sundays that do not clash with scheduled Interclub fixtures involving any Club team.
- 1.4 The scheduled first match day of mixed doubles shall be in February; the scheduled first match day of doubles shall be in March; and the scheduled first match day of singles shall be in April. In the case of singles and doubles, both men's and women's match days shall be held concurrently.

2. Tournament Controller

- 2.1 There shall be a member appointed as Tournament Controller by the Committee for each individual Tournament. That person is eligible to enter that Tournament if there is no other person available as Tournament Controller.
- 2.2 The Tournament Controller shall be responsible for matters such as entries, cut-off time, seedings, draw, scheduling of matches, determining the fitness of balls for play, ensuring health and safety and any other matters which relate to the Tournament. However, if that member could have a conflict of interest regarding these, any decision shall be delegated to the Club Captain or President as appropriate.
- 2.3 The Tournament Controller must be bound by any explicit Policy outlined here. They shall have the ability to seek clarification or input over this Policy, but shall have sole discretion over the interpretation of this Policy (including any Tournament matters not covered by this Policy).
- 2.4 If the Tournament Controller makes a decision that is in contravention of this Policy, they may reverse, alter or amend that decision at a later time as they see fit. However, if a member (or pair) who should have technically been defaulted or prevented from playing for being in breach of any part of this Policy begins a match sanctioned in genuine error by the Tournament Controller, the result of that match shall stand as if no breach had occurred.

3. Eligibility and Entry

- 3.1 By entering a Tournament, each member accepts and agrees to abide by this Policy.
- 3.2 Any financial Life, Superannuitant, Senior or Student member as of the draw date may enter a Tournament, irrespective of how long that member has been financial.
- 3.3 Any Junior member who has either played a Senior interclub match in the current season or has Senior dispensation from Tennis North Harbour may enter a Tournament.
- 3.4 There shall be no entry fee for any Tournament.
- 3.5 Members who wish to enter shall either write their names on the appropriate form or shall contact the Tournament Controller or their nominee.

- 3.6 The cut-off time for entries shall be decided by the Tournament Controller. The date for the cut-off time shall be five days before the scheduled first round of a Tournament. The draw for a Tournament shall be done where possible on the same day as the cut-off for entries.
- 3.7 Members who enter a Tournament must be available for the scheduled first round of that Tournament. A late start dispensation shall be given to any member who requests it on religious grounds.
- 3.8 If the scheduled first round of a Tournament is cancelled due to weather, the existing draw shall stand and the Tournament Controller shall make reasonable efforts to reschedule the matches on a day that suits each member (or pair).
- 3.9 For doubles and mixed doubles Tournaments, members shall select their own partners.
- 3.10 Members in doubles or mixed doubles Tournaments may substitute or change their partner after the draw has been done and before their first match only under exceptional circumstances (for the purposes of this Policy, "exceptional circumstances" shall include things such as injury, non-alcohol related illness, car accidents, work commitments not known at time of draw and family emergencies or deaths. Things such as sleeping in, hangovers, forgetfulness and changing of minds shall not be considered exceptional circumstances).
- 3.11 Members may not enter a singles Tournament after the draw has been done under any circumstances.
- 3.12 Individual members may only enter a doubles or mixed doubles Tournament after the draw has been done as a substitute for a member withdrawing under exceptional circumstances.
- 3.13 Any eligible member not already in the draw may be substituted into a pair, regardless of their ability. Only one member in a pair may be substituted or changed, and a pair may only make one substitution or change. If a member is substituted, that pair shall retain the same place in the draw, irrespective of the seeding of the original pair.
- 3.14 In a doubles or mixed doubles Tournament, members shall not be permitted to simply swap partners between pairs after the draw has been done under any circumstances.
- 3.15 Members who have withdrawn from a Tournament under any circumstances may not re-enter or take further part in that Tournament under any circumstances, irrespective of whether the Tournament is rescheduled.
- 3.16 After a member or pair has begun their first match in a doubles or mixed doubles Tournament, that member cannot change or substitute a partner under any circumstances for that entire Tournament, including Plate rounds, irrespective of injury or whether the Tournament is rescheduled.

4. Tournament Format, Seedings and Draw: 1-2 members (or pairs)

- 4.1 If there is only 1 member (or pair) entered by the draw date, that member (or pair) shall be declared the Tournament winner, and there shall be no runner up or Plate awarded.
- 4.2 If there are 2 members (or pairs) entered, a one match final shall be played. The winner shall be declared the Tournament winner, and the other member (or pair) shall be declared the Tournament runner up. There shall be no Plate awarded.

5. Tournament Format, Seedings and Draw: 3 members (or pairs)

- 5.1 If there are 3 members (or pairs) entered by the draw date, there shall be no seeds.
- 5.2 There shall be a round-robin Tournament where all members (or pairs) play each other. The more wins a member (or pair) has, the higher they shall finish.
- 5.3 Following the round robin, if there are ties for any position, finishing positions shall be decided firstly by the number of sets won over all matches, and secondly by the number of games won over all matches.
- 5.4 If there are still ties, each of the tied members (or pairs) shall play one round robin of 7 point tiebreaker games, with finishing positions decided by the number of points won across all tiebreakers. If there are still ties, this round robin tiebreaker process shall be repeated with the tied members (or pairs) until the positions are decided. Such tiebreakers shall not be considered new matches for the purposes of the two matches in a day option as outlined below.
- 5.5 The highest finisher shall be declared the Tournament winner, the second highest finisher shall be declared the Tournament runner up, and the third highest finisher shall be declared the Plate winner.

6. Tournament Format, Seedings and Draw: 4 members (or pairs)

- 6.1 If there are 4 members (or pairs) entered by the draw date, there shall be no seeds.
- 6.2 There shall be a round-robin Tournament where all members (or pairs) play each other. The more wins a member (or pair) has, the higher they shall finish.

- 6.3 Following the round robin, if there are ties for any position, finishing positions shall be decided firstly by the number of sets won over all matches, and secondly by the number of games won over all matches.
- 6.4 If there are still ties, each of the tied members (or pairs) shall play one round robin of 7 point tiebreaker games, with finishing positions decided by the number of points won across all tiebreakers. If there are still ties, this round robin tiebreaker process shall be repeated with the tied members (or pairs) until the positions are decided. Such tiebreakers shall not be considered new matches for the purposes of the two matches in a day option as outlined below.
- 6.5 The highest finisher shall be declared the Tournament winner, the second highest finisher shall be declared the Tournament runner up, the third highest finisher shall be declared the Plate winner, and the fourth highest finisher shall be declared the Plate runner up.

7. Tournament Format, Seedings and Draw: 5 or more members (or pairs)

- 7.1 The Championship rounds of the Tournament shall be single elimination format, where the winner of a match progresses to the next round and the loser is eliminated.
- 7.2 If a member (or pair) loses their first Championship match, they shall be entered into the standalone Plate rounds. No member (or pair) may progress to the Plate rounds without first having lost a Championship round match.
- 7.3 The Plate rounds of the Tournament shall be single elimination format, where the winner of a match progresses to the next round and the loser is eliminated. Advancing to the next Championship round due to opposition default shall not be considered a "win" for the purposes of eligibility for Plate rounds.
- 7.4 For all tournaments, if the member (or exact pair) who won a tournament in the previous year is playing in the same tournament in the current year, that member (or exact pair) shall be awarded the number one seeding.
- 7.5 For singles tournaments, the club's senior singles ladder rankings as of the draw date shall decide the seedings for all entries. If the incumbent champion is not on the ladder he/she shall still be the number one seed. (see 7.4 above). Those other entries not on the ladder shall be drawn at random.
- 7.6 If there are 5-8 pairs entered by the cut-off time, there shall be 2 seeds. If there are 9-16 pairs entered, there shall be 4 seeds. If there are 17-32 pairs entered, there shall be 8 seeds. If there are 33 or more pairs entered, there shall be 16 seeds.
- 7.7 For doubles and mixed doubles Tournament seedings, each member shall be assigned points based on their most recent Interclub team (from any year, for any club). If a member plays for more than one team, they shall be seeded based on the highest graded team (singles or doubles) they regularly play for. This shall be as follows:
 - Premier Reserve or higher - 0 points,
 - First grade - 1 point,
 - Second Grade - 2 points,
 - Third Grade - 3 points,
 - Fourth grade or lower or any member who has never played Interclub - 4 points.
- 7.8 The points of each pair shall be added together. Except where Rule 7.5 above applies, the first seeding shall be awarded to the entered pair with the lowest combined points total; the second seeding shall be awarded to the entered pair with the second lowest combined points total; and so forth.
- 7.9 If two pairs have the same combined points total, the pair with the best combined singles ladder rankings shall be awarded the better seeding (if a member is not on the ladder, they shall be assumed to be ranked at 41 as at that date for the purposes of this policy). If the pairs have the same combined singles ladder ranking, the pair with the member with the best individual ranking (or best individual men's ranking in the case of mixed doubles) shall have the better seeding. If none of the players concerned are ranked, a coin toss shall be conducted by the Tournament Controller at the time of the draw (the players concerned do not need to be present).
- 7.10 The draw shall be a standard seeded draw, where the top seed shall play the lowest seed, the second top seed shall play the second lowest seed, and so forth.
- 7.11 The appropriate number of seeds shall each be placed in the correct position in the draw. The next "seeded" position shall be drawn at random from the remaining entries and placed in the next available seeded position in the draw above (i.e. if there are 8 seeds, they are allocated the top 8 seeded positions. The first person drawn at random shall go in the 9th seed slot; the second person drawn at random shall go in the 10th seed slot, and so forth. This means that if there are uneven numbers, the 1st seed shall get the first bye, the 2nd seed shall get the second bye, and so forth).
- 7.12 A member (or pair) who has submitted a valid entry and has through some error been omitted from the completed draw shall be entered in the next free slot (i.e. if there are 16 members (or pairs) in the draw, the omitted member (or pair) shall be placed in the 17th seed slot, even if that member (or pair) should have received a seeded slot).

- 7.13 The draw, once done, shall not be amended or altered in any way whatsoever under any circumstances, except to remove members (or pairs) who have either withdrawn or changed partners in exceptional circumstances, or to add members (or pairs) who have been omitted in error.
- 7.14 The Plate draw shall be the same as for the Championship draw (i.e. In a 32 person draw, the loser of the match between seed 8 and "seed" 25 shall play the loser of the match between "seed" 9 and "seed" 24). This format cannot be altered under any circumstances.
- 7.15 The member (or pair) who wins the final round of the Championship shall be declared the Tournament winner, and the other member (or pair) shall be declared the Tournament runner up. The member (or pair) who wins the final round of the Plate shall be declared the Plate winner, while the other member (or pair) shall be declared the Plate runner up.

8. Tournament Rules

- 8.1 The most recent version of the Club Code of Conduct shall apply during all Tournaments, unless modified by any of the provisions outlined in this Policy. The most recent version of the International Tennis Federation Rules of Tennis shall be used for any rules which are not covered by this.
- 8.2 The method of scoring for all Tournament matches (including Plate rounds) shall be the standard scoring, based on winning two of three sets, with a first-to-seven-point tiebreak (with a two point margin) at the end of any set that reaches a score of six games each.
- 8.3 If the Tournament Controller has stipulated a time, date and place for a Tournament match, the members (or pairs) in that match may not alter the time, date or place of that match without the express permission of the Tournament Controller, and only in exceptional circumstances.
- 8.4 The starting time for play in each match is at the sole discretion of the Tournament Controller, and members are expected to play the first point at the starting time for each match.
- 8.5 If any member (or pair) is 30 minutes late for a match without reasonable excuse (at the discretion of the Tournament Controller), that member (or pair) shall default the match.
- 8.6 A member (or pair) who defaults or concedes any match for any reason shall not be permitted to take any further part in the Tournament, including Plate rounds.
- 8.7 Members are required to play two matches on each scheduled Tournament match day if requested by the Tournament Controller. In the interests of injury prevention, encouraging a wide range of members and stimulating quality tennis, members (or pairs) are not required to play more than two matches in any one day, including any finals day, unless they choose to.
- 8.8 Members (or pairs) are entitled to a break of 30 minutes between matches if they so choose.
- 8.9 Matches shall be played at the Club unless the Tournament Controller approves an alternate venue.
- 8.10 All matches shall be played with Tennis North Harbour-approved current season's tennis balls. Only one set of 2 balls shall be used for each match, unless balls are lost or damaged beyond playing condition, in which case the Tournament Controller shall replace the lost or damaged ball with one in a similar condition to the good ball.
- 8.11 The first match for each member (or pair) in a Tournament, as well as the final of both the Championship rounds and Plate rounds, shall be played with new balls. All other matches shall be played with balls from the same Tournament that are in a condition that is, at the Tournament Controllers' discretion, conducive to quality tennis.
- 8.12 Tournament matches shall not be considered valid singles ladder challenges under any circumstances.

9. Breaks

- 9.1 Once started, a match must finish where possible at that time with no interruptions, subject to the Policy below. The Tournament Controller shall be the sole judge of whether a match may stop (either briefly or for the entire day) due to inclement weather.
- 9.2 If weather prevents a match or round from being completed on a particular day, the Tournament Controller shall set a new date and time in consultation with the affected members, but such date cannot clash with scheduled Interclub matches.
- 9.3 If a member cannot continue a match due to a medical condition or injury, that member shall be deemed to have conceded the match.
- 9.4 Matches scheduled may be postponed within reason due to a medical condition or injury if either both members or teams or the Tournament Controller agree. The Tournament Controller shall be the sole judge of what length of postponement is considered reasonable, and shall make a decision that allows for the Tournament to be completed in a reasonable timeframe.

10. Match Officials

- 10.1 All matches other than a Championship round final shall be self-umpired and scored by the members involved in that match, unless Rule 10.5 below applies.
- 10.2 There shall be a referee appointed by the Tournament Controller for all Championship round finals. The referee does not have to be of the same gender as the members in the final of the singles or the doubles, and may be a person who has competed earlier in that Tournament. There shall be no linespeople for any match.
- 10.3 The referee shall have the power to call foot faults and determine matters of score, on court time and conduct (including making appropriate point penalties), but may only overrule a member's call when requested to make a ruling by the opposition member (or pair).
- 10.4 The referee shall have the ability to consult with the Tournament Controller, the Club Code of Conduct and the International Tennis Federation Rules of Tennis if necessary on points of tennis law, but shall be the sole judge of fact while the match is in progress. Non playing people shall have no input into these issues under any circumstances.
- 10.5 During any other match in a Tournament, any member (or pair) involved in a match may make a request to the Tournament Controller for a referee, including prior to the start of that match. Such request shall be granted, and such referee shall have the same powers as outlined above.

CODE OF CONDUCT

Strategic Plan Links: KSA 1 – Quality Tennis, KSA 5 – Club and Social Spirit

Related Policies: Club Championships, Singles Ladder, Discipline

1 GENERAL PRINCIPLES

The Code of Conduct is based on the principle that the best tennis is a product of concentration, discipline and enjoyment. The public is entitled to see the game of tennis played according to uniform rules and to a high standard and players are entitled to respect from opponents and protection from irresponsible behaviour. This code is designed to provide information for players, parents and coaches on the standards of conduct expected.

2 APPLICABILITY

This modified version of the Tennis New Zealand Player Code of Conduct applies to all Tournaments and competitions sanctioned by the Club. All players entered in such Tournaments or competitions shall, at all times, be subject to this Code. However, for Club Tournaments it is the clear intention of the Club that this code will ONLY be enforced to the letter of the code if an on court issue or dispute arises, including where a referee or the Tournament Controller has been called upon.

The provisions of this Code (especially as relates to on court behaviour) apply to any member representing the Club in any other competition, including Interclub.

3 ENTRY REGULATIONS

Entry regulations for Tournaments shall be as set out in the Club Championships Policy or other directives as may be issued from time to time.

4 ON-COURT BEHAVIOUR

Players shall at all times conduct themselves in a sportsmanlike manner, abide by the rules of tennis and give due regard to the authority of officials and the rights of opponents and spectators.

(a) Commencement of play / reporting times

Matches shall follow the scheduled order of play, which may be changed only by the referee or Tournament Controller. Players not ready to commence within thirty (30) minutes after their match is called may be defaulted.

(b) Warm up period

Players shall commence play after the prescribed warm-up period (which shall not exceed 5 minutes) has been completed. The toss shall be made before the warm-up commences.

(c) Pace of the Match

A maximum of twenty (20) seconds shall elapse from the moment the ball goes out of play until the server tosses the ball for the first serve of the next point. In matches played without ball persons the time shall begin from the moment the balls have been retrieved. The receiver shall play to the reasonable pace of the server.

(d) End change – rest period

There is no rest period at the end change after the first game of each set or after each six points in a tiebreak. At all other changes players shall take no longer than ninety (90) seconds from the moment the ball goes out of play at the end of the game until the server tosses the ball in the act of serving the first serve of the next game.

(e) Set break

At the end of each set players are permitted a rest period not exceeding (2) two minutes. Players do not need to remain on court. After the break players return to the same end unless the set was made up of an odd number of games or was a tie-break.

(f) Toilet / Attire Breaks

A player is permitted to request and receive a suspension of play and permission to leave the court for a reasonable time for a toilet or change of attire break, as often as is needed. Toilet breaks can be taken at any change of ends or at the end of a set. Change of attire breaks may be taken at any change of ends or on a set break. Additional breaks will be authorised, but will be penalised in accordance with the point penalty schedule if the player is not ready to play within the allotted time. No player is to receive coaching during a break.

(g) Medical Time Outs

In the event that a player sustains a medical condition during the match or warm-up or believes that medical diagnosis and treatment are required for a medical condition, the player may request a medical time out from the referee or Tournament Controller. The referee or Tournament Controller may authorise a one-time three (3) minute medical time-out for that condition to be treated. The player may make this request at any time during a match or warm up. A player will be allowed only one medical time-out per match for any and all cramping conditions. Heat related physical conditions may only be treated at the discretion of the referee or Tournament Controller.

Players may not receive any treatment during the match for: (i) any illness or condition that cannot be appropriately treated or will not be improved by medical treatment; (ii) any pre-existing condition not aggravated during play or; (iii) general player fatigue.

If the medical time out is taken at a changeover or set-break, then the allotted time for the time-out remains three (3) minutes but this is only taken once the changeover or set break is completed. In such cases a player may therefore be treated for four (4) minutes or four and one half (4½) minutes respectively. As a guideline, further medical treatment following a medical time out should not exceed two changeovers.

(h) Withdrawals and Retirements

Members who have withdrawn from a Tournament under any circumstances may not re-enter or take further part in that Tournament under any circumstances, irrespective of whether the Tournament is rescheduled.

(i) Umpiring/Referee

In matches that have a referee, the referee shall be the final authority for matters of fact. In matches that are self umpired the Tennis NZ Self Umpiring Code shall apply.

(j) Coaching

Except where special provision is made for an event, players shall not receive coaching or advice from any person while a match is in progress.

5 OFF-COURT BEHAVIOUR

When in the tournament complex or environment players shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of other players, spectators and the public. Inappropriate behaviour may in the first instance be liable to an official warning by the referee or Tournament Controller and subsequent violations may lead to default from all events in the tournament and reporting to the Committee.

Damage to property or equipment or, physical or verbal abuse of persons in the tournament environs, may lead to immediate default from all events in the tournament. Such default will be decided by the referee and Tournament Controller together, whose decision shall be final.

6 DRESS CODE

All players shall dress and present themselves in an appropriate manner for tennis. Clean and customarily acceptable tennis attire shall be worn including during the warm-up.

a) Unacceptable attire

Unaccepted attire includes any attire deemed inappropriate by the referee or Tournament Controller. Players' footwear must have a sole designed for tennis and be of a type permitted on the court surface being used.

b) Commercial Identification

Deleted – this section is not applicable to the Club.

c) Warm-up clothing

Warm-up clothing (including tracksuits) may be worn during warm-up but not during a match unless the referee or Tournament Controller gives permission. Removal of warm-up clothing is to take place during the prescribed warm-up time to the match.

7 ON COURT BEHAVIOUR – OFFENCES AND PENALTIES

a) Offences

There are TEN code violation offences punishable by the full point penalty schedule:

- (1) Physical abuse
- (2) Verbal abuse
- (3) Audible obscenity
- (4) Visible obscenity
- (5) Abuse of balls
- (6) Abuse of racquets/equipment
- (7) Unreasonable delay
- (8) Coaching
- (9) Not putting forth best effort
- (10) Unsportsmanlike conduct

and THREE offences by particular parts of the schedule:

- (11) Time Violations
- (12) Dress Code
- (13) Leaving the court

b) Definitions of Offences

Below are the definitions of the TEN code violation offences punishable by the full point penalty schedule (see below):

1) Physical Abuse

Physical abuse is the unauthorised touching of an official, opponent, and spectator or other person.

2) Verbal Abuse

Verbal abuse is a statement directed at an official, opponent, spectator or other person that implies dishonesty or is derogatory, insulting or otherwise abusive.

3) Audible Obscenity

Audible obscenity is the use of words commonly known and understood to be profane and uttered clearly and loudly enough to be heard by the referee or Tournament Controller, spectators, lines persons or ball persons.

4) Visible Obscenity

Visible obscenity is the making of signs by a player with his/her hands and/or racquet or obscene gestures that commonly have an obscene meaning or import to reasonable people.

5) Abuse of Balls

Abuse of balls is intentionally hitting a ball out of the enclosure of the court, hitting a ball dangerously or recklessly within the court or hitting a ball with negligent disregard of the consequences.

6) Abuse of Racquets and Equipment

Players violently or with anger hit, kick or throw a racquet or other equipment within the precincts of the tournament site. Abuse of racquets or equipment is intentionally and violently destroying or damaging racquets, equipment or intentionally and violently hitting the net, court, umpire's chair or other fixtures during a match out of anger and/or frustration.

7) Unreasonable Delay

Play shall be continuous and a player shall not unreasonably delay the match for any cause. If a delay in excess of the times outlined in rule 4 (b) to (g) is the result of a medical condition or

refusal to play after being ordered by the referee or Tournament Controller, a penalty shall be assessed in accordance with the point penalty schedule.

8) Coaching

Instruction or advice given verbally or visually by any person who is not a player in the match in question. The penalty is given against the player who is the recipient of the coaching.

9) Not putting forth best efforts

A player shall always use best efforts to win a match. The referee or Tournament Controller will be the sole judge of best effort.

10) Unsportsmanlike Conduct

Players shall at all times act in a sportsmanlike manner and respect officials, spectators and others. Unsportsmanlike conduct is defined as misconduct that is clearly detrimental to the game, which may not fall within any of the offences, listed above.

Penalties

If a player commits any of the offences numbered 1 to 10 above, the offending player receives the following point penalties.

Number of offences per match	Description
First Offence	Warning
Second Offence	Loss of point
Third Offence	Loss of a game
Fourth and Subsequent Offences	Loss of a game or default as determined by the Referee or Tournament Controller

Below are the four code violation offences punishable by particular parts of the schedule:

11) Time Violations

Time violations on court during a match (violations of rule 4 (b) to (g)) shall be subject to a warning on the first offence and a point penalty on the second and subsequent offences. Players cannot, however, receive two time violations 'back to back'. If a player receives a time violation and is still not ready to play within another twenty seconds an unreasonable delay offence shall be assessed.

Number of offences per match	Description
First Offence	Warning
Second Offence & Subsequent Offences	Loss of point

12) Dress Code

Players who wear attire that does not comply with the dress code will first be subject to a warning by the referee or Tournament Controller and a request to change into appropriate attire. If a player is unable to change the referee or Tournament Controller may issue a code violation that will be considered the player's first offence for the match. The referee or Tournament Controller may default a player for flagrant breaches of the dress code or, after a first offence, for subsequent offences either in that match or following matches during the tournament. The referee or Tournament Controller's decision on acceptable tennis attire shall be final and cannot be appealed.

Failure to comply with the dress code	Description
First Offence	Warning
Subsequent Offences	Default

13) Leaving the Court

A player may not leave the court area during a match without the permission of the referee or Tournament Controller. A player who violates this section may be defaulted by the referee or Tournament Controller.

c) Defaults

The referee or Tournament Controller may declare a default for a single flagrant violation of this Code or continuous violations after the first offence. In all cases of default, the decision of the referee or Tournament Controller shall be final and cannot be appealed. The referee or Tournament Controller

may default a player for any flagrant violation of this Code and such decision cannot be appealed. In addition, any player who is defaulted as herein provided may be defaulted from all other events, if any, in that tournament, except when the offending incident involves only a violation of the Punctuality, Dress and Equipment, loss of physical condition or injury provisions set out in this Code. The referee will not declare a default without consultation with the Tournament Controller.

d) Disciplinary Committees

Any player that commits any offence outlined in the Code of Conduct may be subject to further penalty as decided by the Committee in accordance with Club Discipline Policy. The Committee may penalise players for gross breaches of the Code of Conduct regardless of whether or not a formal code violation was issued in respect of that offence.

8 SUSPENSION POINTS

Deleted – this section is not applicable to the Club. The Committee, in accordance with the Club Discipline Policy, shall decide any punishment beyond the full point penalty schedule outlined above.

9 NOTIFICATION OF CODE VIOLATION

On Court Code Violation

If a player commits an offence the referee or Tournament Controller is to approach the player as soon as practicable (at the end of a point or game) and notify the player of the code violation.

Report

The referee or Tournament Controller shall then complete a Report to the Committee for every offence resulting in a default.

10 APPEALS

Deleted – this section is not applicable to the Club. Any code violation (up to and including a default) notified during a match shall stand.

11 IMPLEMENTATION OF THIS CODE

All tournaments will have an appointed referee or Tournament Controller to ensure proper conduct and smooth management of the tournament. Such referee or Tournament Controller has the power to implement the Code of Conduct. Only the referee or Tournament Controller has the power to decide on a default. In tournaments where a referee is officiating, the referee will have the power to implement the Code of Conduct.

SENIOR INTERCLUB SELECTION

Strategic Plan Links: *KSA 1 – Quality Tennis*

Related Policies: *Singles Ladder, Subscriptions*

Constitutional Link:

- 4.3 *No person shall be permitted to represent the Club in any competition, including Interclub, midweek Interclub and Club championship events, unless that person is a member of the Club.*
- 10.7 *Any Officer of the Club may be removed from office by resolution of the Committee or by resolution of any properly constituted General Meeting.*
- 12.1 *The governance, management and control of the affairs of the Club shall be vested in the Committee, who may exercise all powers pertaining to all matters relating to Club objects or activities. Such powers include but are not limited to:*
- i) *Disciplining, suspending and expelling members, including suspending or expelling players from representing the Club in any Interclub or Club championship competition;*

1. Selectors

- 1.1 Club Senior Interclub teams shall be selected by the Senior Committee members on the Tennis Subcommittee (i.e. not including the Midweek or Junior Representatives [unless they also play Senior Interclub] or non-Committee members), except where Rule 1.2 or 1.3 below excludes a member. Other Senior Club members can be seconded as selectors by vote of the existing selectors only when there are less than 5 selectors available from the Committee.
- 1.2 Only members who do not intend to play Senior Interclub for another club in the season in question may be selectors.
- 1.3 Only members who have been members during the past two Interclub seasons and have played Interclub for the Club at some time within that period may be selectors.
- 1.4 The Interclub Captain shall be the chair of selectors and shall be responsible for co-ordinating Interclub team selection in accordance with this policy. If the Interclub Captain position is vacant, the Club Captain shall be the chair.
- 1.5 Selections shall primarily be made on the basis of consensus decisions in accordance with the guidelines set out in this Policy. In any case where consensus agreement cannot be reached, a vote shall be held, where each selector shall have one deliberative vote. In the case of ties, the Interclub Captain shall have a casting vote.
- 1.6 Selectors may have input into the team either themselves or a family member (parent, sibling or partner) are playing in, including voting.
- 1.7 Other than the Interclub Captain (where constitutional process applies), a selector may be removed from being a selector by majority vote of all selectors. Such vote must be conducted by secret ballot.

2. Team Entries

- 2.1 After making an assessment of the current regulations, potential player numbers and player intentions, the selectors shall be responsible for deciding the number of teams that shall be entered, the grades in which those teams shall be entered, and the number of players in each team. Such decisions shall be made in consultation with the senior members.
- 2.2 Any member who is eligible to represent the Club in a Senior Interclub team and who wants to play and, in the opinion of the selectors is capable of playing in a grade in which the Club has a team, shall be placed in a team.
- 2.3 Members shall have the opportunity to have input into the teams and levels they would prefer to play in. Where possible, and where this does not conflict with selection decisions based on merit, efforts shall be made to accommodate this input.
- 2.4 If a member who wants to play both singles and doubles and is not eligible to do so (via either Tennis Northern or the merit selection policies preventing this), that member must choose which they want to be considered for first.

- 2.5 Members shall only have rights to request a reconsideration of any selection decision where there is evidence that a decision clearly breaches this policy. Such requests must be made in writing to the Interclub Captain, who shall take any necessary remedial action in consultation with the selectors.
- 2.6 Once the teams have been announced and any requests for reconsideration dealt with, the selectors' decision shall be final and no rights of appeal shall exist.
- 2.7 Under no circumstances will the selectors take into consideration any instance where a member threatens to resign or take any other similar action over selection decisions made.

3. Selection Criteria – Singles Teams

- 3.1 The criteria for deciding the order of singles players (and thus teams) shall be the order of merit of those members on the Club's Singles Ranking Ladder, as at one week prior to the date those final teams must be notified to Tennis Northern. Where possible, members shall be notified of the exact date in advance. Current Top Dog points will also be considered, especially when the challenge ladder is not being utilised.
- 3.2 If any change in the order of merit on the Singles Ladder occurs during the season, members may ask their team captain to play in the new order within their team (if Tennis Northern regulations permit this), but members may not change teams due to ladder changes.

4. Selection Criteria – Doubles & Mixed Doubles Teams

- 4.1 Trials can be called by selection committee if needed after 1st August each year. Members must attend such trials if requested unless there are exceptional circumstances (as decided by the Interclub Captain). The trial format, which shall be decided by the selectors, shall be fair and at a reasonable time.
- 4.2 The Singles Ranking Ladder shall not be considered at all in the doubles selection process.
- 4.3 Last year's results (played for any Club), current Top Dog points and trials (where held) shall be the key criteria used to select teams, and shall be given approximately equal weighting.
- 4.4 Where a team who won a grade in the previous season wishes to remain substantially together, efforts will be made where possible to accommodate this request.
- 4.5 The Club shall endeavour to select the strongest possible team as the top team in each grade with the single goal of promotion to a higher grade for the subsequent season.

5. Captains and Playing Order

- 5.1 If Tennis Northern has not set out rules to the contrary, initial ranking / placing within each team shall be decided by the selection committee, and shall be decided primarily on merit. Team captains shall have the freedom to amend the playing order from that given only in special circumstances (such as to accommodate proven combinations, where a member or pair's merit has clearly changed, or to "sacrifice" a low ranked player or pair against a higher ranked player or pair).
- 5.2 Once the teams have been chosen, players shall not be able to regrade within a team or change teams unless approved by both the Interclub Captain upon consultation with the selectors and Tennis Northern regulations.
- 5.3 The selectors shall choose a team captain for each team only after the team has been selected. Such decision shall be based on who the selectors think will best fulfil the leadership duties of a captain as set out in the team captain job description / instructions.

6. Interclub Regulations

- 6.1 The Club shall always, in good faith, endeavour to comply with any regulations or guidelines set forth for Interclub.
- 6.2 Any regulations or guidelines set forth by Tennis Northern that clash with any elements of this policy shall take precedence over this policy.

COURT ALLOCATION

Strategic Plan Links: KSA 1 – Quality Tennis

Related Policies: Membership Categories, Subscriptions, Council Bylaws

Constitutional Link: N/A

1. Court Priority

- 1.1 Members are welcome to use the Club courts when they are free (subject to this Policy) at times permitted by their membership category.
- 1.2 The Club will at times schedule tennis activities that clash with members wanting to use the courts, and in such cases the Club's schedule or calendar shall take priority.
- 1.3 The Club shall publish calendars or court schedules as needed to give people a reasonable indication of the availability of the courts.
- 1.4 Between the hours of 9am and 3pm weekdays, midweek members shall have priority over all courts.
- 1.5 Between the hours of 3pm and 6pm weekdays and between 8am and 11am Saturdays, junior members shall have priority over all courts.
- 1.6 The Club floodlights must be switched off in accordance with Council requirements during the year.
- 1.7 If there are any conflicts over court usage outside these times, the order of priority shall be:
 - a) Senior Interclub
 - b) Junior Interclub
 - c) Club Tournaments
 - d) Club Days
 - e) Interclub practices
 - f) Scheduled member coaching with Club coach
 - g) Ladder challenges
 - h) Social games between members
 - i) Private coaching with Club coach
 - j) Social games with visitors/potential members.

FINANCE SUBCOMMITTEE

MEMBERSHIP CATEGORIES

Strategic Plan Links: KSA 6 – Club Governance

Related Policies: Life Membership, Subscriptions, Club Keys, Visitors, Court Allocation

Constitutional Link:

4.3 Membership shall consist only of the following categories, details of which shall be kept in the Club Policy Manual as per Rule 14 below:

- a) Life Member
- b) Senior Member
- c) Superannuitant Member
- d) Midweek Member
- e) Student Member
- f) Junior Member

9.1 Only Life, Senior, Superannuitant, Midweek and Student members shall be considered eligible voting members at the Annual General Meeting or at any Special General Meeting of the Club, although any person, whether a Club member or not, may attend such meetings.

12.1 Only Life, Senior, Superannuitant, Midweek and Student members shall be eligible for election as an Officer of the Club.

11.1 Only Life, Senior, Superannuitant, Midweek and Student members shall be eligible for election as a member of the Committee.

1. Overview

1.1 The details of the membership categories are as follows:

Type	Definition	General Conditions
Life Member	Full Club member who has been made a formal Life Member of the Club at the time of their subscription.	Full rights of membership. Exempt from all annual subscriptions.
Senior Member	Full Club member who does not fit into any other category.	Full rights of membership.
Superannuitant Member	Full Club member who has reached the age of eligibility for NZ superannuation at the time of their subscription.	Full rights of membership.
Midweek Member	Restricted Club member who wishes to play during the day on weekdays only.	Restricted membership - court access from Monday to Friday until 3pm.
Student Member	Full Club member who is 18 or over and is enrolled fulltime (0.8 Equivalent Full Time Student or greater) in a recognised tertiary education programme at the time of their subscription.	Full rights of membership.
Junior Member	Restricted Club member either enrolled in a school (or equivalent) or is under the age of 18 as at 31st December of the current year.	Restricted membership - court access weekdays from 3-6pm and Saturdays until 1:30 pm and at other times pursuant to court availability.

2. Membership Category Entitlements

2.1 Members shall only belong to one category at a time.

- 2.2 "Full rights of membership" shall mean access to the Club courts, lights and clubhouse at all times (in accordance with other policies in force), General Meeting voting rights, eligibility to be elected to the Committee, and unrestricted participation in any and all other Club activities.
- 2.3 Any Life, Senior, Superannuitant or Student member shall also be entitled to play Midweek, with no restrictions, at no additional cost, Midweek Interclub fees excluded.
- 2.4 Any Junior member may be invited to play Senior tennis by the Committee. This invite shall not incur any additional cost to that Junior, except where such Junior member is selected for a Senior Interclub team, in which case they shall pay the difference in Interclub fees between the Junior and Senior rate.
- 2.5 Any Junior who gains such dispensation or invite from the Club must gain any required dispensation from Tennis North Harbour (or equivalent body) and satisfy any other condition imposed before they may play Senior Interclub.
- 2.6 Junior members shall not be permitted to participate in Midweek tennis unless permitted by the Midweek Representative or Midweek duty person.
- 2.7 Midweek members shall be eligible to play Senior Interclub, but only as reserves of last resort to avoid defaulting.
- 2.8 Any Club coach may become a member of the Club upon payment of the appropriate subscription, and shall have full rights as per their membership category.

SUBSCRIPTIONS

Strategic Plan Links: KSA 2 – Finance & Membership, KSA 6 – Club Governance

Related Policies: Club Championships, Singles Ladder Rankings, Membership Categories, Interclub Selection, Visitors, Discipline

Constitutional Link:

- 4.2 *Any person (subject to Rule 4.4 below) who completes the prescribed form and pays the appropriate subscription (including any outstanding subscription) shall become a member of the Club, be added to the Register of Members, and may take full part in Club tennis activities.*
- 4.2 *No person shall be permitted to represent the Club in any competition, including Interclub, midweek Interclub and Club championship events, unless that person is a member of the Club.*
- 5.1 *Any Club member shall cease to be a Club member and shall be removed from the Register of Members if:*
- a) *That member has not paid the appropriate subscription for the current Tennis Year (as set out in Rule 15 below) as of 1 September each year (1 October for Junior members) and has not received an exemption as per Rule 6.2 below; or*
 - b) *That member resigns from the Club by giving notice in writing to the Secretary, although such member shall be liable for any subscription due and unpaid at the date of their resignation; or*
 - c) *That member is expelled from the Club. To expel a member from the Club, a letter shall be sent to the President, signed by no less than five (5) members, acquainting the President with the circumstances that gave rise to such letter. The President shall call a meeting of the Committee who shall be empowered to consider the letter. The member shall be given the opportunity to be present at such meeting and present their case. If a majority of the Committee present vote for the member's expulsion, the member shall be expelled.*
- 6.1 *Annual Club subscriptions for each membership category shall be set by Annual General Meeting of the Club, and shall cover one Tennis Year (as set out in Rule 15 below).*
- 6.2 *The Committee may, by resolution and at its absolute discretion, discount, reduce, waive or extend the due date of any person's subscription upon application to the Committee.*
- 12.1 *The governance, management and control of the affairs of the Club shall be vested in the Committee, who may exercise all powers pertaining to all matters relating to Club objects or activities. Such powers include but are not limited to:*
- f) *Closing the list of members, or any category thereof, for such time and subject to such conditions as it may consider fit;*
 - g) *Discounting, reducing, waiving or extending the due date of any person's subscription;*
- 15.1 *The tennis year (for the purposes of Club subscriptions and tennis activities) shall be deemed to commence on 1 September and end on 31 August each year.*

1. Overview

- 1.1 *The Committee shall, immediately prior to the Annual General Meeting, examine and carefully consider the Club's finances, develop recommendations for annual subscriptions for each membership category, and present these for consideration at the Annual General Meeting.*
- 1.2 *Once the Annual General Meeting has set subscriptions, people shall only be considered members of the Club after 31 August upon full payment to the Club accounts of their subscription due. A person must be a member in order to use Club courts and facilities (unless they are using them under the Visitors Policy), or participate in Club Tournaments, the Singles Ranking Ladder or Interclub.*
- 1.3 *A member's subscription shall (depending on their membership category) cover in principle all normal budgeted operating expenses, without members being levied a surcharge for additional items. Such*

expenses include TNH levy, court access, court lighting, entry to all Club tournaments (including winter league), balls, scheduled Junior coaching and keys. Such subscription does not cover Interclub fees (including Senior, Midweek and Junior), uniforms, fundraising/social events or non-Junior coaching.

2. Subscription Discounts – General Members

- 2.1 The only discounts that members shall be eligible for are those set out in these Rules, unless the Committee approves a reduction, waiver or extension of the due date as per Section 7 below. The only limit to discounts shall be that a member's subscription cannot go below \$0.
- 2.2 Members shall be eligible for an "early payment" discount of 10% off the headline full subscription for their membership category, provided the member:
- Pays in full (not including Interclub fees) before 1 September (1 October for Juniors); and
 - Pays any outstanding subscriptions, dues, fees or similar in full before 1 September.
- 2.3 Members shall be eligible for a "family" discount of 10% off the headline full subscription if another member of their family (spouse, de facto partner or dependent children - a mother, father, or non-dependent brother or sister is not considered family for the purposes of this Policy) joins as a Club member, provided that:
- All members of the nominated family pay in full (not including Interclub fees) (does not need to be before 1 September); and
 - All members of the nominated family pay any outstanding subscriptions, dues, fees or similar in full.
- 2.4 Where two or more dependent Junior or Student members belong to the same family, they shall be eligible for the "family" discount, irrespective of whether their parents or legal guardians are members of the Club.
- 2.5 Subject to 2.1 above, members shall be eligible for an "introduction" discount of \$20 off their headline full subscription for each and every new (i.e. has never been a Club member) Senior member they introduce who joins at the same time, provided that each member:
- Pays in full (not including Interclub fees) before 1 September; and
 - Pays any outstanding subscriptions, dues, fees or similar in full before 1 September.
- 2.6 Members shall be eligible for an introduction discount of \$10 off their headline full subscription for each and every new (i.e. has never been a Club member) Superannuitant, Midweek, Student or Junior member they introduce who joins at the same time, provided that each member:
- Pays in full (not including Interclub fees) before 1 September (1 October for Juniors); and
 - Pays any outstanding subscriptions, dues, fees or similar in full before 1 September.
- Members' own children shall be eligible under this Policy.
- 2.7 Members who join and pay after 31 August shall be eligible for the following discounts off the headline full subscription for their membership category:
- From 1 September to 31 January 0% discount.
 - From 1 February to 30 April 50% discount
 - From 1 May to 31 July 75% discount
 - From 1 August to 31 August 100% discount if the person is genuinely intending to join as a member for the next tennis year (Visitors Policy to apply for those who are not intending to join).
- 2.8 Members who have paid a discounted or no subscription due to discounts (including Life members) shall be considered full financial members.
- 2.9 Under no circumstances shall the Club pay a person's membership, discount a person's membership or provide any other incentive not available to other Club members with the intent of attracting elite players to the Club.

3. Subscription Discounts – Committee Members

- 3.1 Club Office Holders (as defined in the Constitution) shall be eligible for a "Committee" discount off the subscription they would otherwise pay, based on their length of service, as follows:
- 1st year of service: 25%
 - 2nd year of service: 50%
 - 3rd year of service: 75%
 - 4th or more year of service: 100%
- 3.2 Club General Committee members (all non-Office Holders) shall be eligible for a "Committee" discount off the subscription they would otherwise pay, based on their length of service, as follows:
- 1st year of service: 10%
 - 2nd year of service: 20%
 - 3rd year of service: 30%

- d) 4th year of service: 40%
- e) 5th or more year of service: 50%

- 3.3 The discounts shall apply irrespective of category, e.g. a first year Office Holder who has done two previous full years as a Committee member shall be eligible for the third year Office Holder discount, and vice versa.
- 3.4 The number of years of service shall be cumulative, based on the number of whole, complete years served only (in any capacity) prior to the year in question. This shall apply irrespective of whether they were served consecutively or at different times.
- 3.5 Committee discounts shall be available to anyone who joins the Committee on or before the date of the first Committee meeting held after the Annual General Meeting.
- 3.6 Only "active" Committee members shall be eligible, not members who delegate the bulk of the role to another person. A member's own discretion shall be used in determining their own eligibility for any discount.
- 3.7 Committee discounts shall be automatic, do not need a Committee vote, and are available irrespective of performance in previous years.
- 3.8 If a Committee member leaves the Committee for any reason, they shall be required to pay a pro-rata portion of the remaining full year subscription they would have otherwise paid within two weeks of their leaving date (as determined by the date of their resignation letter/expulsion vote).

4. Interclub

- 4.1 Any Interclub fees (includes social grades but does not include Midweek) set by Tennis North Harbour (or equivalent body) shall be on-charged directly to Club members who wish to play Interclub on an approximate cost recovery basis, separately from Club subscriptions.
- 4.2 If a member is competing in multiple Interclub teams (including members playing both Juniors and Seniors), only one Interclub fee shall be payable. In the case of a difference in cost, the higher fee shall be payable.
- 4.3 Any member who is only an Interclub reserve (not named as a player in a team) shall not have to pay Interclub fees.
- 4.4 Members only joining for half an Interclub season are entitled to pay half the appropriate Interclub fee, so long as this does not breach the intent of Rule 3.1 above.
- 4.5 Life members who wish to play Interclub must pay any Interclub fees set.
- 4.6 Members must have paid both their subscription and their Interclub fee in full before they are eligible to represent the Club, unless an exemption has been granted under Section 5 of this Policy.

5. Transfer of Membership

- 5.1 Any member may transfer their membership at any time to any eligible person who is not a member of the Club, but only upon completing the enrolment forms and providing written notice of the transfer to the Committee.
- 5.2 The value of the existing membership may be transferred to any membership category, but any shortfall in subscriptions must be paid by the new member. Under no circumstances will refunds of the difference or transfers to any other members be allowed if the existing subscription is worth more than the new subscription.

6. Refunds

- 6.1 If a member resigns from, leaves or is expelled from the Club for any reason, they shall not be entitled to a refund of any part of their subscription or for consideration for a reduced subscription in future years.
- 6.2 If a member is injured or absent and is unable to play for any part of the season, they shall not be entitled to a refund of any part of their subscription. Such member may apply to the Committee for a commensurate reduction in the level of their subscription for the following season.
- 6.3 Any member who has paid their Interclub fee and subsequently decides not to play Interclub shall be entitled to a full refund of that fee without Committee approval if they ask the Interclub Captain or Treasurer for such refund before the first match of Interclub for that season is played.
- 6.4 Any member who has paid their Interclub fee but is not selected to play Interclub shall be entitled to a full refund of that fee at any time without Committee approval.

7. Application to Committee

- 7.1 Any member (including Midweek and Junior members) who wishes to be considered for any amendment to their subscription (reduction, waiver or extension of the due date) must apply in writing to the Committee, clearly setting out the reasons for such application. The Committee shall consider the matter at their next meeting and respond to the member. If the application is granted, the date of the letter shall be considered the date of the decision for the purposes of membership start date and eligibility for discounts.
- 7.2 The Committee may only exercise its power to discount, reduce, waive or extend the due date of subscriptions in circumstances which they consider exceptional and in circumstances that does not breach the intent of the rest of this Policy.

FINANCE

Strategic Plan Links: KSA 6 – Club Governance

Related Policies:

Constitutional Link:

- 7.2 *This [AGM] meeting shall be for the purpose of presenting and approving annual audited financial statements, approving budgets and annual Club subscriptions, electing Officers of the Club and Committee members, appointing the Auditor, and transacting any other matters as may be required.*
- 12.1 *The governance, management and control of the affairs of the Club shall be vested in the Committee, who may exercise all powers pertaining to all matters relating to Club objects or activities. Such powers include but are not limited to:*
- a) *Engaging, controlling and dismissing Club servants (which shall include labourers, tradespersons, coaches, club managers, bar managers or similar);*
 - b) *Appointing any other sub-committee which it may consider necessary, provided that no such sub-committee shall have any control over the expenditure of the money of the Club and shall account to the Treasurer for all money received by the Club;*
 - c) *Purchasing, acquiring, constructing, altering or maintaining such courts, buildings, fences, machinery and other works as it considers necessary or advisable for the objects of the Club;*
 - d) *Borrowing such sum or sums of money as may be required to achieve the objects of the Club, and giving security therefore by the issue of, or upon bonds, debentures, or their obligations or securities, or by mortgage or charge upon all or any part of the lands or other property vested in the Club;*
 - e) *Investing the funds of the Club in any securities and in such manner that shall be at no less than current market rates;*
 - h) *Opening such bank accounts in the name of the Club as it deems fit;*
- 12.2 *Other than a properly constituted General Meeting of the Club, no body other than the Committee shall have these powers unless expressly delegated by resolution of the Committee.*
- 16.1 *Any four Committee members shall be empowered to operate banking accounts of the Club, at least two of whom must be the President, Secretary, or Treasurer. Any two of these may endorse on behalf of the Club. Such persons shall be nominated to fulfil this role as the Committee sees fit.*
- 17.1 *There shall be an Auditor who shall audit the accounts of the Club in time for the Annual General Meeting of the Club. The Auditor, who shall not be a Committee member, shall have power to call for the production of all books, papers, accounts and documents relating to the affairs of the Club.*
- 17.2 *The Auditor shall be elected in the manner and hold office for the term provided for in the case of the Officers of the Club.*
- 22.1 *Nothing expressed or implied in this constitution shall permit the activities of the Club to be carried on for the personal pecuniary profit of any member, individual or organisation.*
- 22.2 *No distribution, whether by way of money, property or otherwise shall be made to any member, individual or organisation, and no member, individual or organisation associated with a member of the Club shall derive any income, benefit or advantage from the Club where they can materially influence the payment of such income, benefit or advantage, except where that distribution, income, benefit or advantage is derived from:*
- a) *Professional services rendered to the Club in the course of business, charged at no greater than current market rates; or*
 - b) *Interest on money lent to the Club at no greater than current market rates.*
- 22.3 *Any members who may be financially interested or concerned directly or indirectly in any matter related to Club activities shall immediately disclose the nature and extent of their interest to the Committee, and where practicable shall take no part whatsoever in any related matter before the Committee.*

1. Overview

- 1.1 The Committee shall have control over the financial affairs of the Club except where Rule 4.15 applies.
- 1.2 All amounts referred to in this policy are GST inclusive.
- 1.3 All expenditure over \$250 must be approved by motion of the Committee prior to being committed, except in the case of urgent expenditure where reasonable efforts must be made to contact the entire committee via email for approval.
- 1.4 In the case of such urgent expenditure, a minimum of 3 approvals are required, 2 of which must be the President, Treasurer, or Secretary. Urgent expenditure for the purposes of this clause is defined as expenditure which cannot wait until the next scheduled Committee Meeting for approval and is considered necessary to ensure clubhouse security, fix a health and safety hazard, or deemed essential to enable quality tennis to be played.

2. Annual Budget

- 2.1 The Committee shall, immediately prior to the Annual General Meeting, examine and carefully consider the Club's finances, develop recommendations for a Club budget, and present this for approval at the Annual General Meeting. Special mention must be made of any individual expenditure items over \$5,000.
- 2.2 Such budget must, at all times, show a greater operating income than operating expenditure (i.e. expenditure excludes capital works and depreciation) unless a General Meeting has approved the spending of reserves.

3. Financial Planning

- 3.1 The Club must retain accessible cash reserves greater than 25% of its most recent audited annual operating expenditure at all times.
- 3.2 The Club must remain solvent at all times (i.e. be able to pay debts as they fall due and maintain assets greater than liabilities).

4. Spending Authority and Limits

- 4.1 Eligible reimbursement for expenses incurred in this section on behalf of the Club shall occur only upon presentation of a completed approved reimbursement form with receipts matching the transaction. Under no circumstances shall reimbursement occur without such receipt.
- 4.2 Under no circumstances shall credit be extended to any member for any purpose at any time, unless it relates to subscription amendments approved by the Committee.

Club Member

- 4.3 Non-Committee members (including people who are not Club members) shall have no spending authority (i.e. no power to use Club funds directly or use their own funds with the intention of being reimbursed from Club funds) unless expressly approved in writing by a member of the Committee for expenditure up to \$250, or by motion of the Committee for expenditure over \$250.
- 4.4 Any motion to grant a delegated spending authority must contain sufficient detail regarding the amount and frequency of the spending limit.
- 4.5 Non-Committee members shall have no right whatsoever of reimbursement for any non-Committee approved expenses incurred on behalf of the Club unless that spending was necessitated by emergency or other circumstances which made gaining approval impossible.
- 4.6 All motions to grant non-Committee members delegated spending authority shall automatically lapse at the following Annual General Meeting.
- 4.7 The Club shall maintain an up to date list of delegated authority limits.

Committee Member

- 4.8 Committee members shall have spending authority delegation to incur up to \$250 of expenses per calendar month on behalf of the Club without prior Committee approval.

Whole Committee

- 4.9 All expenditure over \$250 must be approved by motion of the Committee prior to being committed except in accordance with Rules 1.3 and 1.4 above.
- 4.10 Where possible, at least two separate written quotes must be presented to the Committee before expenditure over \$250 can be approved. The Committee shall not be bound to accept the lowest quote.
- 4.11 All expenditure shall be tabled at each Committee Meeting for approval regardless of amount. A detailed list of payees and amounts approved for payment must be included in the Committee minutes.
- 4.12 Any expenditure incurred within a Committee member's delegated spending authority shall be retrospectively approved. However, should the Committee deem a particular expenditure item to have been unnecessary or unwarranted, it shall be duly noted and the relevant Committee member advised as such.
- 4.13 The Committee may approve any recurring periodic expenditure to be paid via Direct Debit. A Direct Debit form must be signed by 2 bank signatories and tabled at a Committee Meeting.

Annual General Meeting or Special General Meeting of the Club

- 4.14 A General Meeting, as the highest decision making authority in the Club, shall have the power to spend funds as it sees fit within the limits of the Constitution.
- 4.15 A General Meeting must approve unbudgeted expenditure above \$5,000.
- 4.16 A General Meeting must approve any interest bearing loan, debenture, mortgage or similar draw down with a value above \$5,000.
- 4.17 A General Meeting must approve expenditure on activities that run counter to the core activities or objects of the Club as set out in the Constitution.

5. Banking

- 5.1 The Committee shall nominate any four Committee members as bank account signatories, at least two of whom must be the President, Secretary, or Treasurer.
- 5.2 Two signatories are required on all cheques.
- 5.3 The Committee may implement an on-line electronic banking system provided that the system requires two account signatories to authorise all payments.
- 5.4 Electronic payments must be authorised by two account signatories and be accompanied by the following:
 - a) Committee approved invoices/receipts, and
 - b) Proof of payee bank account details in the form of a deposit slip or as detailed in writing on the invoice. Hand written bank account details shall not be acceptable.
- 5.5 Cheques may only be written, or electronic payments processed, for expenditure authorised in accordance with Section 4 of this Policy.

6. Contracts

- 6.1 All contracts for either revenue or expenditure must be approved by the Committee and signed by the Club President before commencement. The contract presented to the Committee for approval must be the final version, and once approved, no changes can be made to it without approval by motion of the Committee.

7. Investments

- 7.1 Only the Treasurer is empowered to make term deposit investment decisions with the Club's current banker without Committee approval. Such term deposits must be able to be broken at any time to cover unexpected expenditure.
- 7.2 Investing in any financial instrument other than standard bank accounts and term deposits must be approved by a General Meeting after receiving professional advice.

VISITORS

Strategic Plan Links: *KSA 2 – Finance & Membership*

Related Policies: *Membership Categories, Subscriptions, Constitution, Discipline, Court Allocation*

Constitutional Link:

4.2 *No person shall be permitted to represent the Club in any competition, including Interclub, midweek Interclub and Club championship events, unless that person is a member of the Club.*

1. Overview

1.1 Any person who is not a member of the Club shall be entitled to play on the Club courts as a visitor three times at no cost, provided that:

- a) That person is under the watch of a member of the Club entitled to court access at that time; and
- b) That person has not been a member of the Club within the past year; and
- c) That person is genuinely considering joining the Club.

1.2 Any person, subject to the exceptions listed in Rules 1.3 and 1.4 below, who:

- a) Is not a member of the Club; or
- b) Is not the parent or legal guardian of a Junior member playing with that Junior; or
- c) Is not a member under a Club category that allows use of the courts at the time in question (e.g. Midweek playing during a weekend); or
- d) Is not genuinely intending to join the Club; or
- e) Is part of a group hire visit; or
- f) Has already used their three free visits,

shall be entitled to play as a visitor on Club courts, provided that:

- a) That person pays a visitors fee of \$5 per time;
- b) That person is accompanied by a member of the Club entitled to court access at that time;

1.3 Any person who is the parent or legal guardian of a Junior member shall be entitled to play without charge on the Club courts as long as they are playing with that Junior.

1.4 Any person who is representing another Club, either in an Interclub match or as part of a Club sanctioned event, shall be exempt from any visitor's fee. However, members from other Clubs participating in any winter league shall be liable for the visitor's fee.

1.5 If a visitor is accompanied by a member, that member shall be responsible for ensuring any fee due is paid and passed on to a member of the Committee. If that visitor does not pay, the member concerned shall be liable for the visitor fee.

1.6 Any person who has been a member of a Club membership category within the past year, but who has not paid their subscription in full for the tennis year in question, shall be considered a visitor for the purposes of this policy. However, that person shall not be eligible for any free visits, and shall not be entitled to put their visitor's fee towards their annual subscription.

COMMUNICATIONS SUBCOMMITTEE

SITE SUBCOMMITTEE

CLUB KEYS

Strategic Plan Links: KSA 4 - Site

Related Policies: Subscriptions, Clubhouse Hire, Discipline

Constitutional Link: N/A

1. Key Types & Allocation

- 1.1 All full financial members shall be entitled to a key that allows them to access areas of the Club as per the remainder of this Policy.
- 1.2 There shall be no charge for a member's first key or changing to a new key category (as long as the original key is returned). A replacement fee of \$10 shall apply for all lost keys.
- 1.3 There shall be three different types of keys used to access various parts of the Club and grounds, and they shall be allocated as follows:
 - a) "A" Key (Access to gates, clubhouse, lights, Committee room, visitor's honesty box and back room) – Playing life members, Committee members and senior/midweek Interclub team captains.
 - b) "B" Key (Access to gates, clubhouse and lights) – All other Senior, Superannuitant, Midweek & student members.
 - c) "C" Key (Access to gates only) – Parents/guardians of Junior members.
- 1.4 Members who are entitled to have either an "A" or "B" key shall be given the code to the Club alarm. Members must not at any time write this code down or give this code to a non-Club member.
- 1.5 Members must ensure that that all windows, doors and gates are securely locked, lights (internal and external) are off and that the alarm has been set if they are the last to leave the Club.
- 1.6 Members must return their key or swap to the correct category when they are no longer:
 - a) A playing member of the Club;
 - b) A senior/midweek Interclub Team Captain; or
 - c) A Committee member.

SMOKEFREE POLICY

Strategic Plan Links: KSA 4 - Facilities

Related Policies: Club Hire, Discipline

1. Overview

- 1.1 The Club shall take steps, so far as is reasonably practicable, to protect those who do not smoke or do not wish to smoke from tobacco smoke while on the Club's premises.
- 1.2 The Club shall not sell, promote or endorse tobacco or tobacco related products at any time.

2. Non-smoking Areas

- 2.1 Under no circumstances shall smoking be permitted anywhere inside the area bordered by the Club fences, including inside the Club buildings, the courts or the outside decking, at any time.
- 2.2 This policy shall apply at all times to any visitors to the Club. Any member who observes a visitor to the Club smoking in breach of this policy must take immediate steps to stop this happening.
- 2.3 The Club coach shall not smoke anywhere inside the Club grounds or in any area where they can be observed by a Junior member.
- 2.4 The Club shall take reasonable steps to promote this policy (including through signage) around the Club and to its members.
- 2.5 Any person or party hiring the Club for an approved function must abide by this policy at all times.

HEALTH & SAFETY

Strategic Plan Links: KSA 4 - Facilities

Related Policies: Job Descriptions, Discipline

1. Overview

- 1.1 The Club shall realise its obligation under the Health and Safety Amendment Act of 2002 to take reasonable steps to ensure the safety of members, visitors and any contractors hired by the club.
- 1.2 The Health and Safety co-ordinator shall be the Site Manager, who shall be responsible (as per the Club Operations Manual) for hazard management and safety checklists.
- 1.3 No club member shall undertake potentially hazardous repairs e.g. (bulb replacement of the floodlights) unless they are professionally qualified to do so.

SOCIAL SUBCOMMITTEE

CLUBHOUSE HIRE

Strategic Plan Links: *KSA 4 – Facilities; KSA 5 – Club Spirit*

Related Policies: *Visitors, Finance, Discipline, Host Responsibility, Club Keys, Smokefree, Club insurance policies*

1. Overview

- 1.1 The Clubhouse shall be available to be hired for private functions, only by members of the Club and only in accordance with the remainder of this policy. Such hire must not interfere with member's reasonable rights to use the Clubhouse.
- 1.2 Any member who wishes to hire the Clubhouse must make application to the Club by completing the appropriate form and submitting it to the Club. Approval shall be given at the discretion of either the Social Manger or President, either of whom may either decline to hire the Clubhouse out or attach any conditions as they see fit.
- 1.3 If a Club member brings guests who play tennis on the courts after each paying the appropriate visitors fee, those people shall be entitled to use the Clubhouse that day at no extra charge, so long as that Club member remains at the Clubhouse.

2. Hire Fees, Bonds and Damage

- 2.1 A non-refundable fee of \$100 (GST inclusive) shall be paid to the Club each time the Clubhouse is hired, except for Committee members, who shall be entitled to free hire. Such fee must be paid before the hire can be approved.
- 2.2 A bond of \$250 (Committee members included) must be paid to the Club before the member hiring is given access to the Clubhouse.
- 2.3 The hirer must be present on site and contactable for the duration of the function, and shall be fully responsible for the conduct of all guests at all times. Junior members wishing to hire must have their parent or guardian act as guarantors and signatories for the hire.
- 2.4 The hirer must leave the Club in a very tidy condition and return any keys to the Club or nominated contact person no later than 8am the following day, unless otherwise arranged with the Club.
- 2.5 The hirer shall be personally liable for any damage to the Club or grounds costing less than or equal to \$500 during the function, as Club insurance shall not be used to cover these amounts. The hirer must pay any insurance excess on any damage-related insurance claim where the value of the total claim is greater than \$500.
- 2.6 The bond may be withheld at the sole discretion of the Club or put towards any insurance excess if the hirer or any person attending that function has:
 - a) Breached any terms and/or conditions set out either in this Policy or in approving the hire;
 - b) Breached the Club's Host Responsibility or Smokefree policies;
 - c) Damaged the Club or grounds; or
 - d) Failed to leave the Club and grounds in a very tidy condition.

3. Alcohol and Smoking

- 3.1 The hirer must ensure that the Club's Host Responsibility Policy is adhered to at all times. In particular, the hirer must apply for and be granted a special liquor license in order to have alcohol on the premises during a function. Under no circumstances will the Clubhouse be hired out to any person or party where alcohol will be present without such license.
- 3.2 The hirer must ensure that the Club's Smokefree Policy is adhered to at all times.

HOST RESPONSIBILITY

Strategic Plan Links: KSA 5 – Club Spirit

Related Policies: Clubhouse Hire, Discipline

Constitutional Link:

12.1 *The governance, management and control of the affairs of the Club shall be vested in the Committee, who may exercise all powers pertaining to all matters relating to Club objects or activities. Such powers include but are not limited to:*

- a) Engaging, controlling and dismissing Club servants (which shall include labourers, tradespersons, coaches, club managers, bar managers or similar);*

1. Overview

The committee believes that we have a responsibility to provide an environment that is not only comfortable and welcoming but also where alcohol is served responsibly. Because of this the following Host Responsibility Policy has been implemented.

- 1.1 We will provide and actively promote a range of non alcoholic drinks, including (fruit juices, soft drinks, tea, coffee and water) and also low alcohol beer .We will provide a good range of food at functions.
- 1.2 It is against the law to serve minors. If we are in doubt as to your age, we will ask for identification.
- 1.3 Patrons who are visibly intoxicated may be asked to leave the premises and be encouraged to take advantage of safe transport options. We will promote these options.
- 1.4 We will make sure all these services are well promoted and will display signage required under the Sale of Liquor Act.
- 1.5 Hireage of these premises requires a special liquor licence and we will ensure this will happen under the club hireage policy.
- 1.6 Host responsibility makes sure that everyone has a good time, and leaves in safe shape for the journey home.

DISCIPLINE

Strategic Plan Links: KSA 5 – Club Spirit

Related Policies: Code of Conduct, Club Championships, Visitors

Constitutional Link:

5.2 Any Club member shall cease to be a Club member and shall be removed from the Register of Members if:

- c) That member is expelled from the Club. To expel a member from the Club, a letter shall be sent to the President, signed by no less than five (5) members, acquainting the President with the circumstances that gave rise to such letter. The President shall call a meeting of the Committee who shall be empowered to consider the letter. The member shall be given the opportunity to be present at such meeting and present their case. If a majority of the Committee present vote for the member's expulsion, the member shall be expelled.

12.2 The governance, management and control of the affairs of the Club shall be vested in the Committee, who may exercise all powers pertaining to all matters relating to Club objects or activities. Such powers include but are not limited to:

- i) Disciplining, suspending and expelling members, including suspending or expelling players from representing the Club in any Interclub or Club championship competition

22.4 Any members who may be financially interested or concerned directly or indirectly in any matter related to Club activities shall immediately disclose the nature and extent of their interest to the Committee, and where practicable shall take no part whatsoever in any related matter before the Committee.

1. Overview

- 1.1 The Club, through the President (or the Club Captain if the President is involved) shall attempt to deal with any potential disciplinary incidents or issues in a discreet and informal manner and by using common sense, unless it is a recurring or serious incident or issue.
- 1.2 The Committee shall have the power to invoke the formal disciplinary process outlined below at its discretion for incidents or issues including but not limited to:
 - a) Criminal acts committed while in a Club capacity;
 - b) Serious or repeated Code of Conduct violations;
 - c) Any deliberate or careless violation of the Constitution, Policy Manual or previous notification that a member's actions are in breach of either;
 - d) Bringing the Club into disrepute;
 - e) Breaches of Club security.
- 1.3 Members' external activities outside the Club which occur in a non-Club capacity shall not be subject to this disciplinary process under any circumstances.

2. Disciplinary Process

- 2.1 Any person can bring a potential disciplinary incident or issue to the attention of any Committee member, who shall refer the issue or incident to the President for action. If the President is involved or has a conflict of interest, the incident or issue shall be referred to the Club Captain, and then if necessary to the Committee.
- 2.2 If the President (or Club Captain) or the Committee (by vote) considers the incident or issue to be repeated or serious, it shall be referred to the Committee for consideration. All disciplinary action shall be considered by the Committee only.
- 2.3 The Committee shall have the power to investigate the alleged incident or issue. The principles of natural justice shall apply at all times during these investigations, and special care must be made to ensure they are conducted fairly.

3. Powers of Disciplinary Process

- 3.1 The Committee shall have powers to impose sanctions or penalties for breaches of acceptable conduct, including but not limited to:
 - a) Expelling a member from the Club for any period of time (so long as the Constitutional process has been followed), including rescinding a person's life membership;
 - b) Suspending a member from representing the Club at Interclub, Club tournaments or any other event for any period of time;
 - c) Attaching reasonable conditions to a person's continuing membership as it sees fit.
- 3.2 Such sanctions or penalties must be reasonable and fair in the circumstances, taking into account all relevant factors, including any sanctions or penalties imposed in similar situations in the past.
- 3.3 The Committee shall not have the power to levy fines or other monetary penalty, other than collecting subscriptions, Interclub fees or visitor fee arrears.

SPECIAL CLUB AWARDS

Strategic Plan Links: KSA 1 – Quality Tennis; KSA 5 – Club Spirit

Related Policies: Subscriptions

Constitutional Link:

22.5 *Any members who may be financially interested or concerned directly or indirectly in any matter related to Club activities shall immediately disclose the nature and extent of their interest to the Committee, and where practicable shall take no part whatsoever in any related matter before the Committee.*

1. Overview

- 1.1 There shall be special Club awards presented at the Annual General Meeting each year for unique or outstanding contributions to the Club during the preceding year.
- 1.2 The Maybelline Trophy (Most Improved Player) shall be awarded for an outstanding improvement in a member's tennis ability during the preceding year.
- 1.3 The Donald Dickson Trophy (Sportsmanship) shall be awarded for an outstanding contribution to the Club or to the game of tennis within the Club during the preceding year.
- 1.4 Such awards shall be accompanied by the appropriate cup or trophy, but shall not carry any financial reward or subscription reduction.

2. Eligibility & Nominations

- 2.1 Any financial Life, Superannuitant, Senior or Student member of the Club (including a Committee member) is eligible to either nominate or be nominated for a special Club award.
- 2.2 A seconder is not required for any nomination.
- 2.3 Nominations must be made in writing on the approved form, together with supporting explanations or evidence, and given to the Secretary prior to the final Committee meeting before the Annual General Meeting each year.
- 2.4 Nominees do not need to sign or confirm their own nomination, but may withdraw themselves from contention by giving such notice to the Secretary.
- 2.5 Members are not permitted to nominate themselves, their partners or immediate family.

3. Voting & Process

- 3.1 The Committee shall decide the recipients of the awards at the final Committee meeting immediately prior to the Annual General Meeting or prizegiving, and their decision shall be final.
- 3.2 If any Committee member or their partner or immediate family are nominated for an award, that Committee member shall not be permitted to be present for either the deliberations or the vote for that award.
- 3.3 The Committee shall discuss the nominations as a part of a normal Committee meeting, and shall have the power to invite further input or seek further clarification on any point as needed.
- 3.4 Where there is more than one nominee, the final decision on award recipients shall be conducted by secret ballot in all circumstances. Such secret ballot shall be conducted and scrutinised in an appropriate and neutral way, taking into account that a Committee member may be nominated.
- 3.5 Members shall be eligible to receive more than one special Club award per year.
- 3.6 The names of all members who have been nominated for each award shall be included in the agenda for the Annual General Meeting, and such members shall be invited to attend.
- 3.7 The names of the winners, once confirmed by the appropriate scrutineers, shall be kept secret (including from the rest of the Committee) and shall only be announced at the Annual General Meeting.

4. Award Criteria – Maybelline Trophy (Most Improved Player)

- 4.1 The key criterion for the Maybelline Trophy is an outstanding improvement in a member's tennis ability or results during the preceding year. Other criteria and guidelines for this award include:
- a) Has been a financial member for at least six months at the time of the Annual General Meeting;
 - b) Does not have to be someone who has played Interclub or Club Championships during the preceding year, but objective results should be taken into account where possible;
 - c) Can be a member at any level of ability or length of membership, and should take into account the relative improvements that are possible at each level or grade.

5. Award Criteria – Donalda Dickson Trophy (Sportsmanship)

- 5.1 The key criterion for the Donalda Dickson Trophy is an outstanding contribution to the Club or to the game of tennis within the Club during the preceding year. Other criteria and guidelines for this award include:
- a) Has been a financial member for at least six months at the time of the Annual General Meeting;
 - b) Has demonstrated a contribution "above and beyond" the expectations of their position in the Club.
 - c) Has demonstrated exemplary conduct or sportsmanship or actively demonstrated the Club's core values, either on or off the court;
 - d) Has demonstrated particular leadership in a key area of the Club's strategy or operations;
 - e) Where a Committee member is nominated, then outstanding results, service above and beyond their job description or taking on extra duties or responsibility is expected;
 - f) Can be a member who has demonstrated these qualities over a period of more than one year, but must be for "above and beyond" contribution, not just length of service or making a financial contribution to the Club.

6. New & Amended Awards

- 6.1 Any member may suggest, sponsor or arrange a new annual special Club award.
- 6.2 Any new award must be considered and approved by the Committee at its absolute discretion. No award shall be considered an official Club award without the express approval of the Committee.
- 6.3 Any new award must be open to be won by any eligible financial member of the Club as per the policy outlined above; shall include clear criteria and guidelines; and shall follow the same nomination and voting processes as other awards.
- 6.4 The Committee may, if compelling reasons exist, add to, amend, withdraw or change the criteria for any award, either for one year or on a permanent basis.

LIFE MEMBERSHIP

Strategic Plan Links: KSA 5 Club Spirit

Related Policies: Special awards, Discipline

Constitutional Link:

4.2 *Membership shall consist only of the following categories, details of which shall be kept in the Club Policy Manual as per Rule 14 below:*

g) *Life Member*

1. Overview

1.1 There shall be provision for a life membership to be conferred at the Annual General Meeting for unique or outstanding contributions to the Club.

2. Eligibility & Nominations

2.1 Any Life, or financial Superannuitant, Senior, Midweek or Student member of the club is eligible to either nominate or be nominated for life membership.

2.2 A seconder is not required for nomination.

2.3 Nominees do not need to sign or confirm their own nomination.

2.4 Nominations must be made in writing on the approved form, together with supporting explanations or evidence, and given to the Secretary or President prior to the final committee meeting before the Annual General Meeting.

2.5 Members are not permitted to nominate themselves, their partners or immediate family.

3. Voting & Process

3.1 A sub- committee consisting of at least 2 active life members and 3 current committee members shall consider the nomination in the context of previous recipients to ensure consistency and integrity is maintained.

3.2 The sub- committee will decide if the nomination should be supported and included for ratification at the Annual General Meeting. A representative from that committee will talk to the nomination at the AGM.

4. Award criteria

4.1 The key criteria for life membership include:

- a) Has demonstrated an outstanding involvement in any of the Senior, Midweek or Junior committees in which they have made significant unpaid contributions.
- b) Has demonstrated a track record of actively developing and making a contribution to the club outside of the committee.