

# **ALEXANDER PARK TENNIS CLUB – BY-LAWS**

These are the by-laws of the Alexander Park Tennis Club (Inc). made by the Board of Directors for Alexander Park Tennis Club (**Club**) pursuant to clause 35.0(1) of the constitution.

They form part of a suite of governance documents that provide for the operation and management of the club. The full suite of governance documents in descending order of precedence is:

- Associations Incorporation Act (2015);
- Constitution of the Alexander Park Tennis Club (Inc.);
- These by-laws; and
- Policies and Procedures

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

An up-to-date copy of these by-laws is to be made available at the clubhouse and be accessible on the Club's website.

The Club may amend the by-laws by resolution carried by a majority of members present and entitled to vote at a General Meeting of the Club. Full particulars shall be given of any proposed amendment in the notice convening the meeting. (Subject to Clause 7.3i). Any amendment approved shall take effect immediately.

Consistent with the constitution and the by-laws the Board of Directors may make, amend, promulgate and enforce policies and procedures from time to time at its discretion. These policies and procedures are to be collated into a manual that is to be made available to members on request.

**33. ADOPTION OF TENNIS AUSTRALIA NATIONAL POLICIES** 33.1 By virtue of its membership with Tennis Australia, the Association agrees to adopt and abide by the national by-laws and policies of Tennis Australia, as implemented and amended from time to time, including the Member Protection Policy, the Anti-Doping Policy, the Disciplinary Policy, the Code of Behaviour Tournaments and Weekly Competitions and such other national by-laws and policies of Tennis Australia adopted by Tennis Australia from time to time. The Association, its members and its officers and employees will be bound by each of these policies. Each member of the Association agrees that its members are also bound by each of these policies.

## **1 MEMBERSHIP**

A person desiring to become a member of the Club shall apply to the Secretary or Club Manager on a form as prescribed by the Board of Directors. An application for membership is not valid until it has been approved by the Board of Directors.

All applications for membership are to be accompanied by the requisite fees as prescribed by the Board of Directors.

The period for membership runs from 1 October – 30 September each year.

A new member who wishes to join the Club for the first time after 1st January shall pay a pro-rata portion, calculated on a quarterly basis, of the relevant fee as prescribed by the Board of Directors.

A playing member may apply in writing to the Board of Directors for one year's leave of absence without payment of fees. Should the member wish to continue to receive notices and/or use the Club's facilities, a social membership fee shall be paid.

A member is considered financial if no membership fees are outstanding.

## 2 MEMBERSHIP CATEGORIES

In accordance with the constitution (6.1) there are four classes of membership:

- (a) Ordinary Members;
- (b) Life Members;
- (c) Corporate Members; and
- (d) Associate Members.

**2.1 Ordinary Members** - Ordinary Members, who have voting rights as defined in rule 6.1(5) of the constitution, and consist of the following categories:

**2.1.1 Adult Full Members** - Use of the facilities when they are open and available. Entry into Club Championship (Entry fees apply) Entry to intra club weekend competitions and sponsor days. Opportunity to represent the club in league teams.

**2.1.2 Family Membership** – Two co-habiting adults with or without any children under 18 years at 1 October. Adults have same benefits as Full Adult Member.

**2.1.3 Family Plus** - Children of Family Members aged between 18 - 25 years at 1 October. Same benefits as Full Adult Member

**2.1.4 Midweek Members** –Use of the facilities when they are open except Saturday and Sunday. Entry into Intra Club weekend competitions at additional fee. Opportunity to represent the Club in mid-week league teams only. Entry into Club Championship. (Entry fees apply)

**2.1.5 FIFO Members** – Any person able to provide written evidence of fly in, fly out employment that must be provided annually and have the same rights as Full Adult Members.

**2.1.6 Country Members** – Any person having their ordinary place of residence more than 80 kilometres from the General Post Office Perth and have the same rights as Full Adult Members

**2.1.7 Youth** - Over 18 years and under 21 years at 1 October 2025. Same benefits as Full Adult Member.

**2.1.8 Tertiary Student** - Full or part time tertiary student over 21 years as at 1 October. Same benefits as Full Adult Member. Proof of student status is required.

**2.1.9 Adult Coaching Pathway Membership** - Over 18 years. The player must be NEW to tennis or returning after ten years of absence. This membership is not available to players who have held a Playing Membership at any club within the last ten years or players who have competitive experience. The offer is limited to the first year of a Playing Membership at APTC.

**2.2 Life Members** – Elected in accordance with rule 6.2 of the Constitution and have same rights as Full Adult Members. No membership fee payable

**2.3 Corporate Members** – Bodies which have been elected as Corporate Members by the Board of Directors in accordance with rule 6.3 of the Constitution

**2.4 Associate Members** - Associate Members do not have voting rights as defined in rule 6.1(6) of the Constitution and consist of the following categories:

**2.4.1 Social Adult Members (non-playing)** – Invitation to Club social events. Attendance at Club meetings is permitted but voting is not allowed.

**2.4.2 Junior Members** – must be enrolled in school or under 18 years, at 1<sup>st</sup> of October of the current year. May play on the courts at times decided upon by the Board of Directors and may play in all tournaments and competitions and attend functions. (Juniors may be invited to participate in senior social tennis.)

**2.4.3 Parent Associate** - One parent of a Full Junior Member. The parent can hit with their child except when an adult member requires the court

**2.4.4 Team membership** - Members of another Tennis West affiliated Club who wish to be part of an APTC team must prove current membership of a Tennis West affiliated club. Fee exclusive of TW League Nomination fee/Internal Comp fee. Membership ends with the last team game of the respective season. Players can play matches (including warm up) and attend a maximum of two team training sessions per week, commencing no earlier than four weeks prior to the start of the season, but must discontinue once the team's participation in the relevant season has concluded. Players cannot hit up or play at other times on grass courts, although hard courts can be hired at non-member rates. Players cannot play for another team at their own club in the same-day competition. Players cannot bring visitors to the Club for a hit or match and may not take part in Club Championships.

### **3 COURT MANAGEMENT AND AVAILABILITY**

#### **3.1 Tennis Attire**

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

#### **3.2 Tennis Footwear**

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

#### **3.3 Court Use and Priority**

a) Courts may be used by members and their visitors for individually organised play, except during organised social and competition play, or when courts are allocated for use by the Club coach. During social and competition play periods, members are expected to participate in social play, however, after 3.30pm on Saturdays, members may play in their own groups providing courts are available.

b) At all times, other than for competition play, singles players must give way to doubles unless adequate courts are available.

c) Junior members must relinquish courts to senior members, if required, after 5.00pm on weekdays.

d) Non-members may hire the hard courts when not required by members.

#### **3.4 Coaching**

Courts are allocated for use by the Club coach in accordance with the schedule detailed in the contract between the Club and the Club coach.

#### **3.5 Weekend Play**

On Saturday and Sunday mornings, junior league members and group coaching have priority court usage and social play will share priority over available courts. If there are spare courts available after meeting the needs of both league and social play, courts may be used by members and /or guests.

On Sunday's members are asked to lower the grass court nets at the conclusion of play and roll them up.

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

In the absence of the Club Captain and the Groundsman, any social play duty captain or Board Director has the power to declare the courts unplayable if, in their opinion, the courts will be damaged or there is the potential for a player to be injured if they are played upon.

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

Grass court bays will be closed in line with the Club's grass courts management plan to ensure that grass court playing quality is maintained at a level suitable. Additionally, high-use courts may be rested from time to time. During such times, members shall not use the bays/courts that are being rested. From time-to-time hard courts may be closed for maintenance and/or repair. During such time, members shall not use the courts.

### **3.8 Closure of Courts due to Extreme Weather**

In recognition of the risks associated with extreme weather, the club has adopted in full the Tennis Australia Extreme Weather Policy.

In the absence of the Club Captain, the social play duty captain or Board Director has the power to declare all of the courts unsafe for play and close them to all players.

### **3.9 Alcohol**

Alcohol may only be consumed within the club's licensed area, clubrooms and adjacent patio area. Alcohol must not be taken on to or consumed on the courts.

## **4 ADULT LEAGUE TEAMS SELECTION AND MANAGEMENT**

Members may apply to represent the Club in league competitions. Players representing the Club in league competition must be full financial members prior to the commencement of the first round of matches. League players will pay a fee each season as determined by the Board of Directors.

League players are encouraged to wear a Club uniform while playing in league competition.

The procedure for adult team selection is detailed in the policy document approved by the Board: "Guidelines for Adult Team Selection and Management". The Selection Committee is comprised of:

- The Club Captain(s)
- Two other members invited to sit on the Selection Committee by the Club Captain(s) with suitable experience and knowledge of the selection process.

## **5 GUESTS TO THE CLUB**

Members are entitled to bring guests in their company to the Club. Members are not permitted to bring and play with more than three guests at a time. No guest shall be entitled to use the Club courts more than three times in any one season.

Members bringing a guest shall pay a fee as prescribed by the Board of Directors.

A visitor can only participate in social tennis on no more than six occasions. Thereafter, the visitor must apply for membership to the Club. A visitor fee must be paid.

## **6. HIRING OF THE CLUB PREMISES**

The following general conditions apply for the hiring of the Club's premises:

- The provisions of the Liquor Licensing Act 1988 (WA) must be strictly adhered to.

- A financial adult Club member or a non-member must apply in writing to the Club Manager in order to hire the Club's premises for a private function.
- The applicant must attend the function and take full responsibility for their guests and the property of the Club.
- A fee is payable as determined by the Board of Directors.
- The Club will provide bar staff but all liquor consumed at the function must be purchased from the Club.
- Hiring of the Club's premises should not encroach excessively into member's prime playing or social time or restrict members reasonable access to Club facilities during these times.

## **7. HIRING OF THE COURTS**

### General Conditions

- The grass courts shall operate on a 'first in, first served' basis and cannot be booked for play.
- The hard courts can be booked by any persons and the Board of Directors.
- During daylight hours, members may use the hard courts free of charge providing they have not been booked by either the Club Coach, another member or a non-member.
- Usage of the hard courts at night by members is subject to normal booking arrangements and the payment of the fee to the Club as prescribed by the Board of Directors.

### Booking Fees

The Board of Directors will prescribe day time and night time booking fees for the courts.

## **8. LIQUOR LICENCE**

8.1 The Club is authorised to sell liquor at the Club's premises only in accordance with the Liquor Control Act (1988).

8.2 The sale of packaged liquor off the premises is to authorised to members only.

8.3 The Club shall only be open for the sale of liquor during such hours (within the hours permitted under the Liquor Control Act 1988) or as the Board of Directors shall, from time to time, determine.

## **9 ABUSES OF ALCOHOL**

If, in the opinion of any Board Director or a duly authorised bar staff person, a person is adversely affected by alcohol, the Board Director has the obligation and power to reprimand the person and ask the person to leave the premises and surrounds of the Club.

This incident must be reported and discussed at the next Board of Directors meeting where a decision should be taken on whether to overlook the event, to further reprimand the person in writing if that person is a member, to suspend the member or to terminate membership of the Club.

## **10. NO SMOKING**

The Club maintains a 'Smoke Free' policy. Tobacco products will not be sold at the Club.

## **11. SUN PROTECTION**

In the interests of members and supporters the Club will actively seek to support and promote the following sun protection policy.

- 11.1 Schedule activities as far as possible outside the hours of 10.30am to 2.30pm.
- 11.2 Provide an SPF15+ or higher broad-spectrum water-resistant sunscreen for members and make available for use to spectators
- 11.3 Encourage members and supporters to wear a hat that complies with the Cancer Foundation of WA recommendations while participating in club activities.
- 11.4 Make maximum use of existing shade facilities.
- 11.5 Promote sun safety through posters, newsletters, brochures, the Internet and over public address systems at competitions and during social play
- 11.6 Encourage coaches, grounds staff and officials in prominent positions, to be SunSmart role models.
- 11.7 Encourage members and spectators to be aware of skin cancer and its associated risk.

## **12. PERPETUAL AWARDS**

The Board of Directors, or any authorised members, may present awards or honours to any persons on behalf of the Club, and perform any reasonable incidental acts to give effect to such, as authorised by the Board of Directors from time to time.

### **12.1 Andy Fanowrios Scholarship**

- This award is made annually and presented on the season opening day. It is made to a junior member who has been recognised by the Club for their skills and application, attitude and sportsmanship in the game of tennis.
- The junior member is nominated by the coach and ratified by the Board of Directors.
- The recipient receives a payment of \$250 to assist with their tennis attire and equipment and personal tennis coaching to the value of \$250 as well as one year's free membership of the Club.
- The recipient's name is added to the Andy Fanowrios honour board.

## **13. SOCIAL MEDIA POLICY**

Pursuant to clause 45.0 of the Constitution, the Club adopts the Tennis Australia Social Media Policy, as amended from time to time.

## **14 DOG POLICY**

- APTC recognizes that members and visitors may wish to bring their dogs to the Club, however this has the potential to cause concern, and possible injury to other members and guests. The undermentioned policy provides guidance regarding dogs at the Club.
- Dogs on the Club grounds must be kept under the direct control of a responsible adult at all times.
- At no time are dogs allowed in the children's playground or on tennis courts.
- Club officials retain the right to request the removal of any dog at any time.

## **15. BOARD OF DIRECTORS**

Pursuant to clause 15.2 of the Constitution the composition of Board of Directors will be.

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Not less than 5 Other Directors to serve in portfolios as nominated by the Board.

### **BOARD PROCUREMENT POLICY**

- \$0 to \$500 approved by Club Manager or President with single quote.
- \$500 to \$2,500 approved by Club Manager or President with two quotes (where reasonable).
- \$2,500 to \$10,000 approved by President, Treasurer and one other Director with three quotes (where reasonable), with the prior notification of all Board members before commitment.
- \$10,000 to \$50,000 approved by simple majority of the Board.
- \$50,000 and over (capital works) approved by Members either by online vote or at AGM or SGM.
- All new suppliers to the Club must be vetted and approved by majority of the Board.
- Standing orders (bar) which are business as usual are excluded from this policy.
- Reimbursement requests are not excluded from this policy.

Any emergency expenses below \$5,000 can be approved by the President or the Vice President. Any emergency expenses above \$5,000 must be approved by the President, the Vice President and the Treasurer. In such cases, the details of the expense, along with the rationale for the emergency expenditure and all relevant evidence, must be presented to the Board of Directors at the earliest subsequent Board meeting.

### **REIMBURSEMENT POLICY**

Members who incur costs and expenses in the course of carrying out the business of the Club or on behalf of the Club may request reimbursement from the Club, with such requests to be considered and determined by the Board of Directors at Board meetings.

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Scott Macdonald  
President  
Alexander Park Tennis Club

Date:

Date	Additions / Amendments
April 2025	Updated by the Board on 15 <sup>th</sup> April 2025