

Mosman Lawn Tennis Club (founded 1901)



# Mosman Lawn Tennis Club

Members' Handbook - Edition 3 (June 2015)

By order of Committee

2015

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## 1. INTRODUCTION

In 1901, the Mosman Recreation Club was formed. One bowling green, four tennis courts, and two quoits pitches were built and officially opened in 1903 in Belmont Road. The tennis section of the Club soon gained 70 more members. In 1914 due to overcrowding of bowlers and tennis players, the tennis section accepted the Club's offer of £300 to buy the present site in Rosebery Street, which became dedicated to tennis and play began, after a lot of hard work, the following year 1915. This was the year The Mosman Tennis Co Ltd was formed. The club house was built in 1917.

In 1950 the Government bowed to community pressure and liberalised the liquor laws to allow sporting Clubs to have liquor licences. However, in order to obtain a licence, the Club had to bring its facilities up to a prescribed standard. This required extensive alterations and additions to the premises. The Club House was enlarged by removal of the original veranda, improved amenities were added, a bar installed and a new block in brick and concrete added to provide change rooms and showers. The cost of all this, £2000, was met with an interest free loan of £1000 from members and one of £1000 from the Bank of New South Wales.

In 1972 Government legislation required that henceforth a licensed Club had to be a Company, limited by guarantee, not by shareholding, so a new company had to be formed. The Mosman Lawn Tennis Club Ltd incorporated on 31 October 1972. Deemed fitting by the Committee, under President Sid Green, the word 'lawn' first appeared in the Club's title.

Two courts were converted to mod grass in 1980 after a very wet season and no tennis. In 1985 the mod grass courts were further improved with an asphalt base thought to be a bit softer underfoot than concrete. Having two courts with an all-weather surface has enabled the members to play all year round and has provided a much-needed income, from court hire, for the Club to support the retention of the four grass courts.

The Club's best known player is John Alexander who became Club Champion in his early teens, and at 17, represented Australia in the Davis Cup. He reached World Ranking in the top 10, won the Australian Men's Doubles in 1975 and 1982 and was runner-up in the 1977 Men's Doubles at Wimbledon. In 1980 John was invited to be Patron of MLTC.

In 2010 the Club took a major step when the Committee made the decision to lease the two mod grass courts, all times outside nominated Club play times, to a resident coach. This has resulted in a guaranteed income, a wider range of members, and better exposure for the Club at a local level.

In 2011 the Club celebrated its 110<sup>th</sup> Anniversary where some 200 members past and present and their guests attended the festivities.

## 2. IMPORTANT CONTACT INFORMATION

### MOSMAN LAWN TENNIS CLUB - CONTACT INFORMATION 2014

<b>Tennis Clubhouse</b>	<b>General Number</b>	02 9969 5839
<b>President</b>	<b>Luke Keller</b>	0412 993 320
<b>Vice-President</b>	<b>Diego Ascani</b>	0410 795 212
<b>Treasurer</b>	<b>Stephen Brown</b>	0419 400 535
<b>Honorary Secretary</b>	<b>David McCallum</b>	0488 002 986
<b>Captain/Bar Manager</b>	<b>David Hanson</b>	0408 409 054
<b>Membership Enquiries or via email social secretary</b>	<b>Pam Somerville</b>	0402 488 788
	<b>mosmanltc@gmail.com</b>	
<b>Seniors' Group</b>	<b>Max Benyon</b>	02 9953 5216
<b>Coaching</b>	<b>Paul McNamara (Paul's Tennis Academy)</b>	0404 896 778 info@paulstennis.com.au
<b>Court Hire</b>	<b>Paul McNamara (Paul's Tennis Academy)</b>	0404 896 778 info@paulstennis.com.au

## 3. COMMUNICATION WITH MEMBERS

Communications with members are made via email and, where relevant, attached to the club's notice boards.

To help us keep you informed please make sure that the Membership Committee Member has an up to date email address for you.

Members' contact details are only given out with the permission of the member concerned although there is disclosure for those entering the NSW Badge Tournaments.

## 4. MEMBERSHIP FEES (CATEGORIES)

### MEMBERSHIP FEES 2015

Joining fee	\$ 70 (one off)
Full membership	\$ 510 Badge \$535
Juniors	\$ 290 Badge \$315
Student	\$ 290 Badge \$315
Social	\$ 50

Pro rata rates apply from May - please see notice board

## MLTC MEMBERSHIP CATEGORIES 2014

### FULL

Full members are entitled to the full amenities of the Club, including play in Club Championships, all other tournaments (e.g. Public Holiday Round Robins, and Badge Competition, if selected). Full members are entitled to vote for directors and committee and entitled to vote on motions at General Meetings.

### JUNIOR MEMBERSHIPS

Applies to members under 18 with same rights and privileges as a Full member for usage but no voting rights

### STUDENT

Applies to full time students 18 and over but under 22 with same rights and privileges as a Full member.

### SOCIAL

Non-playing members are entitled to attend Social Events and visit Club house.

**TRIALS For Prospective Members:** Saturdays/Sundays 2pm or by arrangement

NB: Playing standard applies to all categories.

## 5. COURT FACILITIES AND AVAILABILITY TIMES

Mosman Lawn Tennis Club has two (2) synthetic courts and four (4) grass courts. The synthetic courts are available to members during the allocated hours in the tables below. The grass courts are available to members (and their registered guests) only at the allocated hours on Tuesdays, Thursdays, Saturdays and Sundays. Grass courts may be open to non-members during open days and other special activity days as determined by the Committee.

**Court Availability Board.** In order to preserve and protect the grass courts so they remain playable for the full year, the groundsman indicates when certain grass courts need to be rested. This decision is made at the beginning of each week and if any courts are to be rested they will indicated with the sign 'closed' against their number. When the courts are closed, no play is allowed on them and play should be conducted on the remaining grass/synthetic courts indicated as open. This process is clearly independent of whether the courts are playable due to being wet. The grass courts are still not to be used on Mondays, Wednesdays, and Fridays (except in the case of special events, e.g. Public Holiday Round Robins etc.)

## Court Access Times for Members

### Court open times

<b>Tuesday</b>	9:00am	5:00pm <sup>1</sup>	<b>Full members</b>
<b>Thursday</b>	9:00am	5:00pm <sup>23</sup>	<b>Full members</b>
<b>Saturday</b>	12:00pm	5:00pm <sup>2</sup>	<b>Full members</b>
<b>Sunday</b>	12:00pm	5:00pm <sup>2</sup>	<b>Full members</b>

- 1- Synthetic until 3pm (assuming grass is available)
- 2- Synthetic until sunset or 7pm whichever is earlier
- 3- Paul's Tennis has access to one synthetic Thurs pm when grass available

Note: PTA will run 4x Hot Shots tournaments each year & will require courts on Sat/Sun 8am-12pm

Courts are available for members at the following times, subject to the priorities indicated.

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
	Courts 1 & 2	Courts 3 to 6	Courts 1 & 2	Courts 3 to 6	Courts 1 & 2	Courts 3 to 6	Courts 1 & 2	Courts 3 to 6	Courts 1 & 2	Courts 3 to 6	Courts 1 & 2	Courts 3 to 6	Courts 1 & 2	Courts 3 to 6	
6:00 AM	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	6:00 AM
	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	Closed	Closed	
7:00 AM	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	7:00 AM
	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	
8:00 AM	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	8:00 AM
	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	
9:00 AM	PTA	Closed	MLTC	Closed	PTA	Closed	MLTC	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	9:00 AM
	PTA	Closed	MLTC	Closed	PTA	Closed	MLTC	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	
10:00 AM	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	PTA	Closed	MLTC	Closed	10:00 AM
	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	PTA	Closed	MLTC	Closed	
11:00 AM	Seniors	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	Seniors	Closed	PTA	Closed	MLTC	Closed	11:00 AM
	Seniors	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	Seniors	Closed	PTA	Closed	MLTC	Closed	
12:00 PM	Seniors	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	Seniors	Closed	PTA	Closed	MLTC	MLTC	12:00 PM
	Seniors	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	Seniors	Closed	PTA	Closed	MLTC	MLTC	
1:00 PM	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	1:00 PM
	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	
2:00 PM	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	2:00 PM
	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	
3:00 PM	PTA	Closed	PTA	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	3:00 PM
	PTA	Closed	PTA	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	
4:00 PM	PTA	Closed	PTA	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	4:00 PM
	PTA	Closed	PTA	MLTC	PTA	Closed	MLTC	MLTC	PTA	Closed	MLTC	MLTC	MLTC	MLTC	
5:00 PM	PTA	Closed	PTA	Summer	PTA	Closed	MLTC	Summer	PTA	Closed	MLTC	Summer	MLTC	Summer	5:00 PM
	PTA	Closed	PTA	Only	PTA	Closed	MLTC	Only	PTA	Closed	MLTC	Only	MLTC	Only	
6:00 PM	PTA	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	PTA	Closed	MLTC	Closed	MLTC	Closed	6:00 PM
	PTA	Closed	PTA	Closed	PTA	Closed	MLTC	Closed	PTA	Closed	MLTC	Closed	MLTC	Closed	
			Ladies: 9am-12pm Mens: 1-5pm				Ladies: 9am-12pm Social: 1-5pm				Social: 1pm-5pm		Social: 12pm-5pm		

- 1) MLTC Club Days are Tuesday, Thursday, Saturday and Sunday
- 2) Members should sign in on the Social Play Form prior to playing
- 3) On Club Days, MLTC events (as indicated in light blue above) such as Ladies Social Doubles **have priority for court usage** during the time bands indicated.
  - a) Members are entitled to use other available courts during this time for practice, organised sets or club championships.
  - b) Before using any courts at these scheduled times, the Member should check with the respective duty person/person-in-charge.
  - c) It is the duty person's call as to whether a court is available. (For example at 10am on Ladies Social there may a 'free' court but if the duty person knows that other Ladies are on their way, the duty person can prohibit use on that court.)
- 4) Members Use on Sunday mornings (in green above) runs from 7am to 12 noon.

- a) Members can book courts 1 & 2 online a week in advance
  - b) Bookings are hour and start on the hour e.g. 9am-10am. A member cannot book 2 adjacent timeslots E.g. 9am-10am & 10am -11am
  - c) Bookings can be for singles or doubles
  - d) Members are allowed to bring guests or relatives to play tennis during this time free of charge
  - e) If members book a court but play has not started by 10 minutes after the booked slot, they forfeit the slot to anyone waiting so long as those waiting have a pair for single or four for doubles ready. First in policy applies
  - f) You must bring your own balls as the clubhouse will not be open
  - g) Bring the email confirming your reservation
  - h) Court reservations are free of charge – it is part of your membership
  - i) To book go to [www.mosmanltc.com](http://www.mosmanltc.com) and then the Membership Area – Court Bookings
- 5) At other times above in light blue which are allocated to Members but which fall outside designated social tennis hours, Members can play on the courts on a 'first in basis' for practice, organised sets or club championships.
- 6) Summer only playing hours are available for Daylight Savings / Summer months i.e. they commence and end when daylight saving commences and ends

## 6. COURT BOOKING SYSTEM

Courts for play may be booked at an hourly rate from the Coach at Paul's Tennis Academy on 0404 896 778 or [info@paulstennis.com.au](mailto:info@paulstennis.com.au). Only the Synthetic courts are available for general hire. The Club does not hire the grass courts in order to maintain their condition for members throughout the season. Exceptions to the latter may be made at the discretion of the Committee for events that are beneficial to the promotion and financial welfare of the Club and in such cases would be restricted to no more than once a month.

## 7. ORGANISED MATCH PLAY - BADGE, SOCIALS, CLUB CHAMPIONSHIPS

**As well as arranging matches on an informal basis, members have various other ways to play tennis, both social and competitive.**

### Badge Competition Tennis

Mosman Lawn Tennis Club competes in the Autumn and Spring Competitions of New South Wales - Sydney Badge Tennis. Depending on format each team comprises a squad of 6-8 players. The squads are selected by the club's Badge Committee and the divisions for each squad are determined at the annual meeting of grading committee. Both men's and ladies' badge teams are selected subject to sufficient interest and availability.



## Social Tennis (Doubles)

The club operates several sessions for people to turn up and play with other members.

The Saturday and Sunday afternoon sessions are the most popular with a good range of players. The session times are outlined in Section 5.

The order of play is determined by the Duty Officer

## Club Championships

Each year the Club runs the following match categories as part of the Club Championship Tournament.

1. Open Men's Singles - Open to all members
2. Special Men's Singles - Open to all members except those who have competed in the Mosman first Badge team or similar/higher grade elsewhere.
3. Open Ladies' Singles - Open to all members
4. Open Men's Doubles - Open to all members
5. Special Men's Doubles - Open to all members except those who have played in the Mosman first Badge team or similar/higher grade elsewhere
6. Open Ladies' Doubles - Open to all members
7. Open Mixed Doubles - Open to all members
8. Special Mixed Doubles - Open to all members except those who have played in the Mosman first Badge team or similar/higher grade elsewhere

The Club Captain determines the seedings and the draws. In general a knock out system is used but depending on numbers a round robin may be instituted in the pre-final rounds.

## 8. COURT ETIQUETTE

In order to help maintain all the courts in good condition and maximize their useful life the following rules apply:-

- no chewing gum on court
- no glass bottles or other breakable drinking utensils on court (this includes the wall on which the railings stand beside court 1)
- no mobiles phones on or near courts (please hold conversations in the Club house)
- no dogs on court (if dogs are brought into the Club they must be well behaved, keep quiet and not soil the premises. Owners whose dogs bark continuously or otherwise misbehave will be asked to remove their pets)
- appropriate footwear must be worn and if tennis shoes are not used you must check if the footwear is appropriate with the Duty Officer

### Respect Others

Please show respect to all members and guests at all times. In particular we would ask that **you are especially welcoming of new members**, as they will probably be still getting to know about the club and its participants. Also, new members will be less familiar with others' style of play in their early days so please be accommodating to this situation.

Any matters that concern any member should be handled appropriately. Often the best way of raising a concern is to discuss the matter with a Committee Member.

### Footwear

Non-marking footwear must be worn on the courts. General trainers are not acceptable. If in doubt ask the Duty Officer, a Committee Member or Coach.

### Dress Code

Members must adhere to the following dress code.

- No one shall be allowed to play on the courts unless suitably attired in approved tennis clothing and regulation tennis shoes.
- Clothing must be clean, neat and in good repair.
- Tennis shorts or skirts are to be worn at all times on court.
- A tracksuit, bike pants or leggings may be worn in conjunction; tracksuit pants preferably only while warming up.

**Unacceptable** clothing for tennis includes but may not be limited to:

- Any item with large advertising motifs or other printing (other than a small manufacturer's logo).
- Bonds, tank or surf style T-shirts.
- Singlets for men.
- Jogging, training or board shorts; or stubbies.
- Cargo Pants or Golfing Shorts
- Running shoes, cross training shoes or any other shoes that may damage court surfaces.

## Language/Noise

We ask that members are considerate to those on courts around them and to be especially aware of children on the site. Please keep noise to a reasonable minimum to avoid disturbing other players and don't use bad language on court, however frustrating your game is. In particular as you will often be playing with someone, allocated by the Duty Officer who is not a regular playing partner, please appreciate that they may not be familiar with your playing style. This being the case, please make every effort to maintain a civil attitude during points.

Please avoid excessive shouting for the ball - a single 'Mine' or 'Yours' is sufficient.

Parents and coaches must ensure that their children do not disturb playing members through excessive noise and running around.

We ask that spectators do not coach or hold conversations with players when play is in process as this distracts the other players. Nor should spectators make line calls, this is solely the duty of those on court.

## Movement around courts

When moving around the club, please be aware that players on court are concentrating on their game. Therefore wait until a point has ended before walking behind courts.

When accessing courts via another court all players in your party should walk on and off together to minimize disruption to those already playing.

**Never walk onto a court or interrupt a game except to call time or in very exceptional circumstances.**

## 9. DUTIES OFFICER RESPONSIBILITIES

**HOURS:** (note the Duty Officer is expected 30 minutes before play to set up Club, nets, select balls etc.)

Saturdays – 1pm to close (12 noon outside Badge Season)

Sundays – 12 noon to close/ or return at end of day to ensure all duties are completed.

### SUMMARY OF DUTIES:

1. Run board for social play.
2. Welcome and look after visitors or trial players. Ensure visitor's fees are collected and the visitor's book is signed.
3. Tend bar, except on Badge Saturdays if bar staff are employed.
4. On SUNDAYS, please restock fridge at end of day.
5. Make sure clubhouse is swept and tidy and tables are wiped at end of the day.
6. Make sure all bar trays have been rinsed clean and bar wiped over.
7. Turn off dishwasher at the bar and zip boil in kitchen before departure.
8. Put away all dishes in the kitchen.
9. Ensure day sheet is filled in correctly. Take money to be banked or give to the treasurer...do not leave a large amount of money in the club. A float of \$100 should always be left.
10. Ensure cage is locked and cash tin is put away before departing.
11. Collect all rubbish and recycling and place in large bins by water tank. Paul's Tennis staff will place the bins outside on a Tuesday evening.

**NB:** Ensure **BAR CLOSED** sign is hung over the bar when you leave

## 12. GUESTS

Anyone who is not a member can play provided they are signed in by a member. Individual guests are limited to a maximum of 6 visits per year, irrespective of status e.g. immediate family who are non-members, relatives from overseas, business associates, etc.

Envelopes for payment of the guest fee and the registration book for visitors are on the table inside the clubhouse door.

The member who has brought the guest to the club **MUST ENSURE THAT THE GUEST FEE IS PAID BEFORE GOING ON COURT** and that the GUEST IS SIGNED IN. There are no exceptions to this. Not signing in guests endangers the Club's ability to hold a liquor licence. If for any reason the clubhouse is locked, the member must make sure that as soon as the clubhouse

is opened, the guest fee is paid. If any member has not paid before playing, then the guest fee will be charged at double the usual rate.

**VISITORS FEE:** \$20 per visit limited to 6 visits. All visitors must sign in and be countersigned by a member.

### **13. THE COACHING TEAM**

Paul McNamara is the Club's head coach. Paul's Tennis Coaching Academy is running all Tennis Australia programs including MLC Tennis Hot Shots and Cardio Tennis. They also run the MLC Tennis Hot Shots Schools' programs. Paul's Tennis Academy has 10 staff and runs programs from 8 locations over Sydney.

Paul's team provides all lessons, Private, semi-private, group etc. plus coaching for children starting from 3yrs of age. They also re-string racquets and sell accessories i.e. grips, racquets, hats, bags etc. Please contact Paul on 0404 896 778 or [info@paulstennis.com.au](mailto:info@paulstennis.com.au).

### **14. CLUBHOUSE - RULES, BAR/ RSA, FACILITIES, SIGNING IN ETC**

Generally the clubhouse is open when coaches or Committee Members are on site. The clubhouse gate and changing rooms are fitted with combination locks that allow members to enter if the club has no coach or committee members on site. However on those occasions, the Clubhouse itself will be locked. The combination lock number will be announced to all members and changed every 3 months. When entering through the gate enter the 4 numbers and push the lock up. With the change rooms enter the 4 numbers and turn the knob anti clockwise. To lock up just close the change room doors and with the gate lock push the lock together and turn the numbers around to clear the combination number.

#### **Bar**

The bar is run on a voluntary basis and is opened during the social sessions on Tuesday, Thursday, Saturday and Sunday afternoons but at other ad hoc times as well (e.g. public holiday when a club tournament is held, open days etc.) Only those who hold a current RSA (Responsible Serving of Alcohol) certificate can serve alcohol (beer, wine, spirits, sake) to members and guests.

#### **Kitchen**

The kitchen is available for use by all members

Milk, tea and coffee are provided for members in the kitchen at \$1.00 for a cup and biscuit. A Nespresso machine is also available at a charge of \$2 per capsule.

You must clean up after yourself and wash your crockery up after you've used it.

## **Clubhouse Hire**

The clubhouse (and bar) is available for hire by members for private functions. Please contact the Committee for further details.

## **15. SOCIAL EVENTS**

The club holds various social events for members to attend including quiz nights, bank holiday tournaments, parties and barbeques. Please contact the Social Secretary if you want to organize a social event. Please note if you do want to organise an event, you must ensure that you have RSA registered individuals to serve alcoholic drinks.

## **16. COMMITTEE/GETTING INVOLVED**

The club's day-to-day administration is run by a Committee made up of members with an elected President, Secretary and various other roles. Committee members are elected each year at the AGM and any member can present themselves for a role on the Committee if seconded by another member.

Running the club takes a great deal of (mostly enjoyable) work and if you would like to get involved, please don't hesitate to contact the President. Currently all roles are voluntary.

## **17. LIFETIME GIFTS AND BEQUESTS**

If any member wishes to make a donation to the Club, either during their lifetime or as a bequest, please contact the Treasurer.

## **18. SPONSORSHIP**

Any member who is interested in advertising their business in the club grounds or sponsoring the club on a more general basis should contact the President.

## **19. COMPLAINTS**

Any member who has a complaint which cannot reasonably be resolved on an informal basis should refer to the President, Vice-President or Secretary for the correct procedure. They will then advise on the procedure or refer to the Committee if immediate resolution is not appropriate.

## APPENDIX I - Duty Officer Roles part 1

DUTY OFFICER ROLES	COMMENTS
<b>Setting Up</b>	
Arrive at designated time (Saturday 130pm during badge, 1230pm otherwise, Sunday 1230pm - Public Holidays as designated if play available)	If not able to make it call other 'keyed' member to ensure early attendees can enter
Open Club House, Kitchen, Dressing Rooms	Turn on Hot water in the kitchen
Open Bar	
Set out Play Lists	
Saturday - Get New Balls	
Sunday - Select 'best' balls	
Open Windows	
Check Till for float money	
Check Water Bottles	Fill if necessary with Filtered Water
Check No. and range of Drinks in Chilled Cabinet	Re-stock from cage where necessary (report low stock levels to Bar Manager)
Check the condition of the courts to determine if playable	If not playable put out the signs
Put up first grass court net	



DUTY OFFICER ROLES	COMMENTS
<b>Clearing Up</b>	
Ensure all glasses and plastic cups are washed and then removed from the washer	Turn the glass washer on 20 minutes before you need it to heat up the water.
Ensure the washer is turned off before closing up	
Put all chairs and tables back in place in the club house	
Put all chairs and tables back in place on the upper deck	
Ensure the kitchen is clean, the sink empty, and crockery etc. washed and left on draining counter	
Put away any miscellaneous items - e.g. table clothes, cutlery etc.	
Collect the balls, separate those for future play from those to be set aside	
<b>Shut Windows</b>	
Retracting the deck shade and blind outside kitchen if deployed	Close same if the wind gets up
Check the Day Sheet has been completed	Detail and List monies/cheques received (attach cheques to sheet, put cash in till.) Provide receipt (remember to reposition the carbon). Detail any disbursements for expenses taken from till. Disbursements should have receipt attached
Clear Till of high denomination notes and store in cash box	Remove all \$50 notes from till. Remove other denominations from highest until \$100 or thereabouts is left as float.
Close up Shutters around the bar	
Lock up Club House, Kitchen, Changing Rooms and Front Gate	If you need to leave before end of play, ensure another member, issued with key, is delegated to lock up. If not, lock Kitchen & Club and delegate one of the remaining players to close changing rooms and gate.

DUTY OFFICER ROLES	COMMENTS
<b>Other Duties</b>	
Ensure only RSA registered members can serve alcoholic drinks	
Check that guests have been signed in and paid for	
Look after Visitors who are considering membership - i.e. those who phoned in to enquire and drop-ins.	Outline the nature of the Club, Rules of Membership, Systems of Play. Try to ascertain overall tennis level, recency of play, experience of grass etc. and then allocate to doubles sets. Objective is to get a feel of the potential member's ability, whilst at the same time letting them get the feel of 'typical' MLTC players
Take Details of Potential Member and Provide with Application Form.	Complete the form while still at the club so members can fill in the back part of the form as to acceptability
Find a replacement Duty Officer if not available on assigned date	When each new roster comes out please arrange a swap with other duty officer if not available on ascribed day and write changes on the sheet on Club noticeboard. Same applies if you become unavailable during span of roster. Please don't just 'not turn up'.
DUTY OFFICER ROLES	COMMENTS
<b>Organising Play</b>	
First 4 arrivals make up first set	
From second set onwards :-	
Allocate 4 based on time of arrival, first arrived having priority in principle	
As 4's are rotated try to ensure that	
a) no more than 2 players play in consecutive fours (unless numbers are too few to allow)	
b) no players appear together 3 sets in a row	
c) there is a reasonable, alternating, mix of men's, women's and mixed doubles (again numbers permitting)	

<b>FOR MEMBERS' ATTENTION</b>
The Duty Officer's decision is final on a) The composition of each set b) The fitness and playing condition of the courts
All Weekend Social sets are 8 games with a tie-break if 4-4
Players should not request specific partners as this undermines and disrupts the allocation system
Players who wish to 'sit out' should remove their name and re-enter, as last priority, when they wish to resume (at the Duty Officer's discretion)
Register all guests (Inc. adult children/other family who are non-members) and pay \$20 per person to duty officer (it's the member's obligation to pay not the Duty Officer's role to ask)
In the case of a there being no waiting players the duty officer may allow a full set to be played and finished. However if additional players turn up, the play will revert back to 8 games only
On Busy Days the Duty Officer can call that tie-breaks at 4-4 are suspended

## The Art of Running the Board!

Running the play sheet at tennis is a combination of following a set format and using your common sense.

The basic principles are:

1. Those arriving first get first preference for their next sets over those arriving later.
2. Players are “mixed” *as far as possible* by taking 2 players from each previous se, and combining them with 2 players from the next group. Sometimes people may end up playing 2 or more sets with one other member, but this is to do with factors out of the control of the duty person: arrival time, request to sit off a set, numbers of players and numbers of courts. This also means that sometimes a player may need to wait slightly longer for their next set.
3. “Grading” of sets does **not** occur, but the duty person should be aware that the sets should be able to be relatively balanced. E.g. not three weak players and one strong, or three strong and one weak. This is where the ‘art’ comes in, and it is not always possible.
4. Should there be a situation where a player has arrived an hour or more after an earlier player, they cannot catch up in the number of sets. E.g. A player arriving one hour later cannot have their 3<sup>rd</sup> set before the earlier player gets their 4<sup>th</sup> set, to “catch up the balance”.
5. If a player requests to sit out, for any reason, they lose their preference, and can be counted as having played that set when looking at the preferences.

6. It is best not to make up sets too far ahead, as players leave and arrive at various times and this can muck things up.
7. A player arriving late, cannot expect to walk straight on to the court if they happen to arrive at a changeover time, especially if a set has already been made up.
8. A player must not put their name on the sheet, until they are ready to go on the court, and similarly, they must cross their names off when they wish to stop playing.

The duty person should have their name in the space at the top of the sheet.  
Players should fill in their arrival time in the space provided beside their name.

### **Golden Rules:**

Members DO NOT interfere with the duty person's decision making! It makes it extremely hard if you are getting advice and suggestions, and stated preferences especially when there are lots of people, and only 2 courts.

Committee people can be asked for assistance, if required, or the duty person may ask someone to make the next set up for them, if they are on the court, otherwise no-one else should touch the play sheet.

## Appendix II - Tennis Etiquette & Rules for Non-Umpired Matches

### 1. Rules for non-umpired matches

1. Each player is responsible for all decisions in his/her half of the court. He/she should be completely honest on all “calls” but, if in doubt, he/she should give his/her opponent the benefit of the doubt and play the ball as good. **You should not play a let if you are not sure on your call, the point goes to the opposition.**
2. It is your obligation to call all balls on your side, to help your opponent make calls when the opponent requests it, and to call against yourself (with the exception of a first service) any ball that you clearly see out on your opponent’s side of the net.
3. Any “out”, “let” or “fault” call must be made immediately (i.e. Made before either an opponent has hit the return or the return has gone out of play); otherwise the ball continues in play. “Calls” must be verbal and clearly audible to the opponent, followed by a signal if necessary. “Let” may be called by any of the participating players.
4. If a player incorrectly calls a ball “out” and then realises that the ball was good, the point should be replayed on the first occasion (involuntary hindrance) and the point lost on each subsequent occasion (deliberate hindrance). In the case of a point winning shot, a let would not be played.
5. In doubles, when returning service, the partner of the receiver should generally call the service line for him/her. The receiver should generally call the centre and side service lines.
6. If players cannot agree on the score, they should calmly discuss the points/games that are the areas of disagreement. If they cannot reach agreement they should replay only the points or games in question. All points or games which the players agree on stand e.g. Two players cannot agree on whether the score is 40-15 or 30-30, but agree on the winner of the first, second and fourth points. Therefore only the third point needs to be replayed.
7. Where a ball interrupts play, either by rolling/bouncing onto the court, and/or creating a visible interruption behind the court a let should be played.
8. If a player hinders his/her opponent it can be ruled involuntary or deliberate.
  - a. When a player has created an involuntary hindrance (ball falling out of pocket, hat falling off etc.), the first time a “let: should be called and the player should be told that any such hindrance thereafter will be ruled deliberate.
  - b. Any hindrance caused by a player that is ruled deliberate will result in the loss of a point.

## 2. Etiquette

1. When ball persons are not available, all balls on your side of the net are your responsibility, to pick up and, where appropriate, return directly to the server.
2. The receiver should not return the first service if it is an obvious fault – let it go by or ground it.
3. Do not enlist the aid of spectators, including parents, coaches etc., in making line calls, or attempting to determine other on-court matters.
4. To avoid controversy over the score, the server should announce the game score before starting a game and the point score prior to serving for each point.
5. Wait until a point is over before walking behind a court where a match is in progress.
6. To retrieve a ball from another court or to return a ball to another court, wait until the players have completed a point.
7. Do not stall, sulk, complain nor practice gamesmanship.