

**IT IS IMPORTANT TO READ CAREFULLY THE FOLLOWING  
CLUB INFORMATION.**

**Correct tennis shoes are very important when playing on  
red porous courts, such as ours.**

Shoe soles must not have a raised pattern of any kind.  
Any indented pattern variation must not exceed 4 mm.  
Soles must be flat (no raised heel) with soft/rounded edges.

Herringbone pattern is the best sole to provide good grip on our courts.  
Most well known brands stock them.

**NOT PERMITTED**



“Dunlop Volley” is an inexpensive shoe  
with an ideal herringbone sole.

Although these shoes have a defined heel, the  
overall sole is still flat and the edges rounded.  
The herringbone pattern is less than 4 mm deep.



**NOT PERMITTED**



The Club access card provides access to the courts and clubhouse between the hours of **7am** and **6pm** daily; extended to **8pm** during daylight saving, for all members 15 years old and over. Younger junior members will have access to the courts only. A parent must act as guarantor if a child is to have clubhouse access. A written (email is acceptable) application may be made to Committee accordingly.

Membership is non-transferrable and cards must not be loaned out. Your card is not indestructible and must be treated with care. Do not bend or leave it in the sun. If you decide to not renew your membership at any time, it would be appreciated if your card was returned via mail (see page 1) or dropped into the clubhouse safe.

The Club asks for your assistance in keeping the premises secure.

We need you to allow the gate to lock after passing through. If you are with someone else, by all means hold the gate open for them. However, still record each card, please, for management purposes. **Do not leave locks open for people who are not with you**; it is their responsibility to use their card for access.

*Use of your card will be recorded. If you allow other people to enter behind you, without recording their card(s), you will be held responsible for those people.*

The same applies to the clubhouse, except the doorlock can be snibbed open if in frequent use. If you are on court for any length of time, for your own security, keep the door locked, and make sure it is locked when you leave. Be aware that both locks will not allow access out of hours, so **don't leave your access card in a locked situation.**

The front gate may not be locked on occasions, e.g. while coaching is in progress, but will still be in a closed position; just push to open. Never tie or block the gate in an open position. It is preferable for each member to record their card as they enter, regardless of whether the gate is locked.

Internal gates are not locked, which is why it's important to keep the entrance gate locked whenever practicable. Please, make sure these gates are kept closed at all times, particularly when you vacate the courts.

Juniors using a family card must have parental authority to do so.

**Do not write the name of the Club on your card.**

It is okay to add your own name or a phone number to allow for the easy return of a lost card. However, your card can be identified by the Club by its number.

**NB:** The clubhouse phone number is 9898 8897. This is an unmanned phone that will only be answered if someone happens to be in the clubhouse.

**Members must familiarise themselves with the Club's Child Safe Policy  
see page 8.**

**VISITORS:** Members may invite any number of visitors but must accompany them and ensure that correct footwear for our porous courts is worn. There are visitor (that is non-member) fees of \$5 adults and \$2.50 juniors (under 18 and over 10 years). Visitor fees are an important contribution towards court maintenance costs.

**You, as the host member, are responsible for such fees being paid. Membership privileges may be withdrawn if visitor fees are not paid.**

There is a holder with pen and envelopes near the safe on the kitchen wall.

Payment is to be put in an envelope with your name and the date and placed in the safe before the start of play.

If you are a JUNIOR who doesn't have access to the clubhouse, visitor fees may be paid any following day that the clubhouse is open, e.g. during coaching.

**Any visitor who plays more than a few times in a year will be encouraged to become a member.**

If you wish to use the court lights after clubhouse access hours (6pm, other than during daylight saving, which is 8pm), contact a committee member; list on clubhouse board and on the Club's webpage.

Cost is \$10 per hour per court. Payment is to be placed in an envelope with your name and the date and placed in the kitchen safe, before the start of play.

Any number of visitors may play but must be wearing correct footwear and be accompanied by a Club member. Standard visitor rules and fees apply (see above).

Always make sure the clubhouse and gate are locked when leaving the grounds.

Lost or misplaced cards can be deactivated and replaced, but a replacement card will cost \$15, refundable if the original is found.

If you are interested in playing competitive tennis, seniors contact Charles Philactides, 0413 998 385; juniors contact Ian Peter-Budge 0411611. Contact Pam Tankey for mid-week ladies and open social play Monday mornings on 9898 2514.

Access cards of night team members provide access to the Club until 10.30 pm on the nights their team plays.

Coaching is with the Club's excellent professional coach, **Ian Peter-Budge**, on 9733 1711 or 0411 039 611. Ian also manages the Club's junior teams.

**Please make sure that correct footwear is worn.** Some shoes that are sold for tennis are NOT suitable for our red porous surface.

Although current watering restrictions have been relaxed, the care of porous courts remains important. **Please take careful note of page 6.** Equally important is that you observe any signage around the courts, as changes may occur without notice.

**The Club Rules and By-Laws** can be downloaded from the Club's website at [www.nbhtc.org.au](http://www.nbhtc.org.au). You should familiarise yourself with these rules.

If balls go into a neighbour's property, they must be considered lost.

Further information about the Club follows.

Finally, make sure that you care for your courts and surrounds and be considerate of fellow members and neighbours. This will ensure that you enjoy your tennis, too.

## MAINTENANCE LEVY

Built into the annual subscription is a maintenance levy of \$20.00 per Senior member, \$10.00 per Junior/Student member, and \$30.00 per Family membership.

A member's Maintenance Levy may be waived for one year if: -

- The member is serving on the Management Committee
- The member provides substantial assistance during the year with maintenance works
- The member contributes substantially to promoting the Club

## COURT ROSTER      Courts are available for social play at all other times

DAY	GROUP	COURT Nos.	TIME
Monday	Midweek Social	Four courts	10 am - 3 pm
	Coaching	5 & 6	2 pm - 7 pm
	Coaching	4	7 pm - 10 pm
	Night Tennis Competition **	5 & 6	7 pm – 11 pm
Tuesday	Night Tennis Competition	3, 4, 5 & 6	7 pm - 11 pm
Wednesday	Midweek Ladies Competition **	Two courts	9:30 am - 3 pm
	Night Tennis Competition **	3, 4, 5 & 6	7 pm - 11 pm
Thursday	Coaching	5 & 6	3:30 pm - 6 pm
	Coaching	4	6 pm – 9.30 pm
	Night Tennis Competition **	5 & 6	7 pm - 11 pm
Friday	Coaching	5 & 6	4 pm – 7 pm
	Coaching	5	7 pm – 8:30 pm
Saturday	Junior Competition	All courts	8 am – noon
	Senior Competition **	3, 4, 5, 6	1 pm - 5 pm
Sunday	Senior Competition **	5 & 6	1 pm – 5 pm
	Junior Competition **	3 & 4	8 am - noon

\*\* Depending on team entries and fixtures      **Coaching may apply at other times**

**NB:** Courts may be let out to other clubs for junior competition on weekend mornings during school terms. There is no competition during school holidays, senior or junior. Juniors have priority Saturday mornings, but on Sunday mornings there must be two courts left available for members. Other courts may be available but not guaranteed.

Although court 6 is shown as vacant while coaching continues on court 5, this court is only to be used if all other courts are unavailable and at the discretion of the coach.

**NIGHT TENNIS** is limited to **11pm** weeknights and **10pm** weekends.

## SOCIAL PLAY

Courts are available for social play each day as detailed in the court roster. On weekends, courts not being used for competition or coaching may be used for social play. At least one court will remain available at any time during daylight hours, **other than between 8am and noon Saturdays, when juniors have priority over all courts during school terms.**

Currently, there are social tennis groups that play at 10 am Mondays, 1 pm Saturdays (between competition seasons only) and 7 pm Wednesdays, if matches are not scheduled. Each is open to all players. There is no competition during school holidays. Enquiries for Monday mornings – Pam Tankey 9898 2514, or Chris Simpson 9890 9040; Wednesday nights and Saturdays – Charles Philactides 9848 7912 or 0413 998 385.

## COMPETITION

The Club attempts to enter teams in various competitions as detailed below. Lists are put up on the notice board well in advance of the commencement of the competition inviting members to nominate for a team. Teams of various standards are then arranged, apart from night teams, which are mostly organised by team members.

Members of any team should note that they are expected to give a strong commitment to their team throughout the season. **Non-member emergencies playing in home matches incur a Visitor Fee for which the team is liable.**

Members playing in a team must contribute to the cost of tennis balls/lights used in competition. The ball money is determined at the start of each season and is levied per team for district teams, and per player for night teams.

## COMPETITION TIMES

Junior	Matches are played on Saturday or Sunday mornings in the Eastern Region Tennis Association (except school holidays).
Senior	District matches are played on Saturday and Sunday afternoons (except school holidays). Tennis Victoria Pennant matches may be played morning or afternoon, both Saturday and Sunday, during winter only.
Midweek Ladies	Competition tennis is played on Wednesdays (except school holidays)
Night Tennis	Competition is played on Monday, Tuesday, Wednesday & Thursday nights between 7 pm & 11 pm. (except school holidays)

## NIGHT FEES

Courts 3, 4, 5 & 6 are equipped with lights and may be used by members and their visitors (visitor fees apply) upon payment of a fee of **\$10.00 per court per hour**. Payment is to be placed in the clubhouse safe located in the kitchen before starting play.

**To access the lights** contact any Committee member (list available on webpage and Club notice board). Availability may be limited due to competition or coaching use. It is advisable to give as much advance notice as possible if wishing to book a court.

**Usage on weekends is limited to 10 pm.**

## GENERAL INFORMATION

### Annual General Meeting

The Annual General Meeting must be held within 5 months of the end of the Club's financial year (31<sup>st</sup> May). Currently the meetings are held on a Sunday at 12.30 pm and members enjoy social tennis before and after the meeting. A barbecue lunch and refreshments are provided.

### Correspondence

All newsletters with information about special events such as working bees and fundraising activities are sent to members by email. AGM notices and annual subscription invoices will be sent by email, or by post to those who request it or are without email addresses.

Please ensure that we have your current email address and remember to update it if it changes.

### CORRECT TENNIS ATTIRE

Correct tennis attire is preferred at all times. Shoes with a raised pattern sole or heel are not permitted. **Many shoes marketed as tennis shoes are not suitable for our porous courts.** The ideal sole pattern is herringbone; it is best for the court surface while providing you with good grip. Most well known brands stock them.

### SMOKING BAN ON CLUB PREMISES

A total smoking ban on Club premises applies on Saturday and Sunday mornings from 8 am to noon during school terms. Smoking in the clubhouse is not permitted at any time.

### WATERING

Keeping the playing surface damp at all times benefits both the court surface and your grip on it. Refer to next page.

### AS A MEMBER, YOU ALSO ENJOY MEMBERSHIP OF TENNIS VICTORIA

Go to <http://www.tennis.com.au/vic/players/registration> for further information.

### FURTHER INFORMATION

If you require additional information, please do not hesitate to contact me on 9848 4757 (weekdays before 7 pm, not weekends, please), send an email to [top\\_draw@bigpond.com](mailto:top_draw@bigpond.com) or visit the Club's website at [www.nbhtc.org.au](http://www.nbhtc.org.au).

The North Box Hill Tennis Club offers you a warm welcome,



Lynn Heath  
**PRESIDENT**

BEWARE: During summer, the courts can be very dry and subject to wind damage. It is very important to water the whole court area well and not allow the surface to become dusty.

## **IMPORTANT!**

### **WATER CONSERVATION PLAN FOR OUR CLUB**

Although water restrictions have been eased, it is still important to conserve water. However, if the surface is dry at any time of year, the **entire court surface to the fence line** should be watered adequately before play, between sets or after 30 minutes of play.

Moisture is retained more efficiently if the whole surface is watered thoroughly.

**It is also essential to drag-mat the courts regularly over the entire surface during and at the end of play. Mats should be used before watering.**

The Club trusts that you will assist in efforts to minimise water usage, while still keeping the courts in good order.

Water the courts evenly all over, holding the hose horizontal to the ground. Do not spray water up into the air (wasteful) or direct it down onto the surface (potential for damage). Apply water with slow and steady sideways sweeps of your arm.

Court maintenance is an expensive process, and the costs will increase even more, for all members, if courts are played on that are **too dry** or **too wet**.

#### **DO NOT PLAY ON COURTS THAT ARE DUSTY;**

*THOROUGHLY WATER DRY COURTS, FENCE TO FENCE.*

#### **DO NOT PLAY ON COURTS THAT HAVE A WET SHINE OR POOLS OF WATER;**

*REMOVE WATER FROM COURTS WITH ROLLERS OR SPONGES.*

*ALLOW TIME FOR THE SURFACE TO DRY.*

#### **SPREAD GREEN MESH OVER POOLS BEFORE USING ROLLERS OR SPONGES** (stored under verandah with sponges and buckets).

*THE SPONGES ARE MORE EFFICIENT THAN THE ROLLERS.*

#### **WHEN USING A ROLLER, IT IS ESSENTIAL TO WALK VERY, VERY SLOWLY.**

*TO EMPTY A ROLLER, TIP IT FORWARD, NOT ON ITS SIDE.*

#### **MAKE SURE ALL ITEMS ARE RETURNED TO THEIR CORRECT STORAGE.**

#### **COURTS MUST HAVE DRAGMATS APPLIED AT THE END OF PLAY AND AFTER EACH SET, OR ABOUT 30 MINUTES OF SOCIAL PLAY.**

*MATS MUST BE DRAGGED FROM FENCELINE TO FENCELINE.*

*ALTERNATING DIRECTION OF DRAGGING IS BENEFICIAL.*

*THIS IS ESSENTIAL FOR GOOD MAINTENANCE OF THE COURT SURFACE.*

# NORTH BOX HILL TENNIS CLUB

## Child Safe Code of Conduct



This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in North Box Hill Tennis Club's activities, including coaches, officials, volunteers, members and parents of junior members.

All North Box Hill Tennis Club's members, volunteers and parents/carers of junior members are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to this Code of Conduct and other policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

North Box Hill Tennis Club's members, volunteers and parents/carers of junior members must be aware that they **MUST NOT**:

- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children, unless part of Club programs and with direct parental agreement
- Have unauthorised contact with children and young people online or by phone

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to any member of North Box Hill Tennis Club's Management Committee or to the Member Protection Information Officer, listed on the Club notice board and website – [www.nbhtc.org.au](http://www.nbhtc.org.au)

Note also Tennis Australia's Member Protection Policy, available at <http://www.tennis.com.au/childsafepolicy>

This Code of Conduct will be reviewed by North Box Hill Tennis Club's Management Committee annually.