



# Kilbirnie Tennis Club

Members'  
Handbook  
2016/17

# Kilbirnie Tennis Club

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# Membership

## **Membership year**

The Club's membership year begins on 1 September and ends on 31 August.

## **Membership categories**

Life members

Senior (19 years and over)

Junior 12-18 years

Junior under 12 years

SIULI

## **Membership fees**

1. Membership subscriptions and any additional fees payable by members are set each year by the AGM on the recommendation of the Committee.
2. Membership subscriptions include the cost of fees payable by the Club to Tennis Central on behalf of each member, except life members: affiliation fee, development levy, and Tennis New Zealand fee.
3. A levy to pay for team entry fees is payable by members who play in interclub tennis competitions.
4. Junior membership includes free group coaching during term 4 (October to December) and term one (February to April).
5. A 15% discount is applicable to family memberships with a minimum of three family members.
6. The due date for payment of membership subscriptions is 31 October. Members whose subscriptions are overdue for payment will be sent a reminder.
7. Reduced membership subscriptions are payable by new members who join after 1 January for the remainder of the membership year, and on a pro rata basis by members and visitors who are living in Wellington for part of the membership year.
8. The Club's fundraising activities and maintenance of the clubhouse and grounds by club members help to keep down membership subscriptions. All members are expected to do their bit by taking part in these activities. Some members choose to make donations to the club in lieu of contributing their time and labour.

Membership fees for 2016/17 are:

<b>Membership subscriptions</b>	
Seniors	<b>180</b>
Tertiary students and Gold Card holders	<b>160</b>
Juniors 12-18	<b>120</b>
Juniors under 12	<b>100</b>
SIULI ( <u>See if you like it</u> )	<b>40/30/20</b>
<b>Interclub levies</b>	
Premier and Tecnifibre interclub	<b>50</b>
Senior weekday interclub	<b>20</b>
Senior winter interclub	<b>20</b>
Junior interclub	<b>20</b>
<b>Family discount</b>	
15% reduction on membership subscriptions for a minimum of three family members.	

### **SIULI membership**

1. SIULI (“See if you like it”) membership is a low-cost introductory arrangement for prospective members who are 18 years of age or older and have not previously been members of the Kilbirnie Tennis Club.
2. The term of SIULI membership is from 1 September to 31 December. The fees are \$40 from 1 September, \$30 from 1 October, and \$20 from 1 November. SIULI members may become full members of the Club for the remainder of the membership year by paying the balance of the annual membership subscription.
3. SIULI members are not eligible to play in the Interclub competitions or Club tournaments, or to hold access cards, but otherwise have the same membership rights and privileges as full members.

### **Coaching**

Coaching at the Kilbirnie Tennis Club for junior and senior players is provided by Club Coach Troy Leamy and Andy Wheeler (Director) of the Capital Coaching Tennis Academy.

For current information about available coaching services, please see the club’s website.

### **Membership records**

1. Membership records for each member of the Club are kept in the Club’s Promato membership database. The information recorded includes: name, gender, postal and email address, email options, telephone number(s), birth date (Junior members only), membership category, payments of membership subscriptions and interclub levies, names of family members, and swipe card/key numbers.
2. Members are asked to advise the Membership Secretary of any changes to their contact details.

### **Keys and access cards**

1. Master keys giving access to the clubhouse, honesty box and shop are available to Committee members or members approved by the Committee.
2. Any senior member, except a SIULI member, may obtain from the Membership Secretary a security ('swipe') card giving access to the clubhouse, on payment of a \$20 deposit.

### **Code of Conduct: Play Enjoy Respect**

The Kilbirnie Tennis Club is proud of its reputation as a community-based, social, family-friendly club which caters for players at all levels. To maintain and enhance our standing in the community, we have a code of conduct to promote fair play and respect for others as the cornerstones for enjoying the great game of tennis.

1. All Kilbirnie Tennis Club members will take personal responsibility for their actions which will be based on respect for other people, the court facilities, equipment and clubrooms.
2. Members will be courteous to others at the Club at all times, and to opposing players when representing the Kilbirnie Tennis Club.
3. Bad language, temper tantrums, physical and personal abuse (by players or spectators) will not be tolerated.
4. On court, players will do their best to make fair calls.
5. Players must dress appropriately for tennis. Tennis shoes are mandatory.
6. Inappropriate behaviour should be reported to the Kilbirnie Tennis Club Committee. The Committee will decide on any action to be taken against the offending member.

### **Club rules**

The club's rules are available on the website. They set out procedures for application for membership, election of life members, procedures for dealing with complaints, and termination of membership.

The Rules require a quorum of 10 members to be present at a General Meeting. You can help to ensure that the Annual General Meeting can go ahead on the scheduled date in August by attending it.

## Use of the Club's Courts

### Scheduled club activities

1. Regular tennis sessions for senior members are held at set times during the week: Tuesday and Thursday mornings 9.30 to 11.30am; Wednesdays from 5.30pm during daylight saving; and Sundays from 2.00pm.
2. The purpose of these sessions is to involve all members who come to play in a mix of games (usually doubles). Each game lasts about 20 to 30 minutes before groups are rearranged. Players are included in the next round of games after their arrival.
3. Junior coaching sessions are run on Sunday mornings for younger members and on Friday afternoons for teenagers during terms one and four.
4. Interclub matches in which KTC teams are participating may be played on the club's courts on Saturday morning, Saturday afternoon, and Monday morning.
5. Courts are reserved for all scheduled club activities, and for the use of the club's coaches at scheduled times.

### Availability of courts for casual play

1. Outside of the times when scheduled club activities and coaching sessions take place, and subject to other bookings, the courts are available for members to use, generally on a "first come first served" basis.
2. Please be flexible and considerate towards other members.
3. The top courts are kept unlocked and are available for non-members to use on payment of \$5 per person per hour by putting the money in the honesty box. Members are welcome to bring friends along to play provided they pay the casual fee for court use.

### Booking courts

1. Courts may be booked for regular interclub team practices and one-off events.
2. To book courts, first check the court booking calendar (use the link on the club's website or use <https://www.google.com/calendar/embed?src=ktccourtbooking@gmail.com&ctz=Pacific/Auckland&gsessionid=OK> then email [ktccourtbooking@gmail.com](mailto:ktccourtbooking@gmail.com)

## Club tournaments and fixtures

### Club Championships

The annual Club Championships held in April are organised by the Match Committee.

Any senior member of the club and any junior member who is playing senior interclub is eligible to enter.

The matches include men's and women's singles, men's and women's doubles and mixed doubles. For the doubles, players can arrange a partner themselves or can let the Match Committee know if they need a partner.

Members who wish to enter should provide the Match Committee with the following details:

- Full name
- Event(s) the member wishes to enter
- Member's partner's name(s) or request for a partner
- Any times the member is unavailable to play

### Handicap tournament

An annual handicap tournament is usually held over a weekend in December.

### Fun Doubles

*Fun Doubles* is a social team competition catering for all levels of ability played on Saturday or Sunday afternoons.

Participating in *Fun Doubles* is a great way to meet other Club members and get some competitive games without the pressure of interclub!

### Fixtures with other clubs

The Club has annual fixtures with the Havelock North and Muritai tennis clubs (played at home one year and away the next).



## Interclub Tennis

The club enters teams in Tennis Central's Interclub competitions for seniors and juniors.

The senior Interclub competitions include Premier, Technifibre, Midweek, and Frampton Winter Interclub

For details of these competitions, including the start dates, rules, ranking lists, draws and results, go to [www.tenniscentral.co.nz](http://www.tenniscentral.co.nz)

The interclub year consists of three seasons: Pre Christmas, Post Christmas, and Winter.

### **Eligibility to participate**

1. Only current, paid-up members of affiliated clubs are eligible to play in the interclub competitions.
2. Any member who is selected as a regular member of an interclub team must pay the interclub levy, in addition to their membership subscription, before they may play in an Interclub match.
3. A person who is named as a reserve may play up to three matches without payment of the interclub levy. To be eligible to play in a fourth or subsequent interclub match the interclub levy must be paid.
4. Members of other affiliated clubs may be selected to play as regular members of Kilbirnie or combined club interclub teams, or appointed as reserves.
5. Junior members are eligible for selection in club teams entered in Tennis Central's Junior interclub competition, run on Sunday mornings during terms four and one.

### **Team selection**

1. At the start of each season an email will be sent to all club members asking for those interested in playing interclub as a regular team member or as a reserve to forward their name to the interclub convenor
2. Interclub teams are selected on merit.
3. Regular team members have priority in team selection.
4. Members who join the club part way through a season may be selected to play interclub if a vacancy is available, or may be registered as a reserve for an interclub team.

### **Etiquette**

1. If you are unable to play a match, please let your team captain know as soon as possible so that they can arrange for another player to take your place.
2. When playing interclub, we represent our Club
3. As players umpire their own games, calling balls out should be seen as fair – if you can't call it out with confidence, the ball is in. The player nearest the ball has the call.
4. Please read the rules for the Interclub competitions on Tennis Central's website. If you have played three games for a higher-grade team in a season, you cannot then play for a lower grade team.
5. Please wear a club shirt when playing interclub if you can. Shirts are available for sale at the clubhouse.