



# CLUB POLICIES & GUIDELINES

Onslow Park Tennis Club (Inc) is a not-for-profit organisation providing tennis and recreation services to individuals of all ages.

Onslow Park Tennis Club (OPTC) is also a Tennis Australia (TA) affiliated Club (termed as Australian Tennis Organisations or ATOs). As a TA affiliated club, OPTC and its members, employees and contractors, tennis coaches (collectively, Personnel) are bound by the national policy [Member Protection Policy](#).

The Club Policies and Guidelines (“Code of Conduct”) outline the behaviours and responsibilities that OPTC and its members and personnel are expected to observe as a condition of membership or contract, to improve the club operations and environment in the community.

The Policies covered in the Club Policies and Guidelines fall into three categories:

1. **Member Protection Policy;**
2. **Healthy Club Policies** (Alcohol and Other Drugs, Tobacco-free, Food and Catering, Sun Protection); and
3. **Behaviour Policy** (Codes of Conducts/in-court Etiquette, Committee Member Codes of Conduct, Conflict and Spectators, Complaints).

Some Policies and Guidelines are adopted from TA Policies and Guidelines, provided at the following link: [Policies and Guidelines | Club Support | Clubs | Tennis Australia](#).

The OPTC Club Policies and Guidelines are continually reviewed and for this reason the Club Policies will be reviewed annually at the AGM and updated as necessary.

## 1. MEMBER PROTECTION POLICY

OPTC adopts and complies with the TA [Member Protection Policy](#) (this link provides a pdf of the national policy).

OPTC will not tolerate any form of abuse, neglect, harassment, unlawful discrimination, vilification, victimisation, indecency or violence against any adult or child by personnel, and such conduct is a breach of this Policy. A list of offences under this Policy is detailed in TA [Member Protection Policy](#).

If any member considers that the Policy has been breached, they may make a complaint to the Club President or Captains in the first instance, or to a Committee Member, following the processes described in Part IV of the TA [Member Protection Policy](#) – Complaint Handling Procedure.

OPTC takes seriously its responsibility and commitment to provide a safe environment for those participating in the activities of the Club, particularly individuals at a disadvantage and children/young people. OPTC has a zero-tolerance approach to child abuse and is committed to ensuring children are safe when participating in tennis activities, and ensuring that services are delivered in the best interest of the Club’s young participants.



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OPTC recognises that robust screening processes are critical to reduce the risk of, and prevent, child abuse and other forms of improper conduct towards children and others. OPTC adopts TA robust screening of appointees (i.e., Club Committee, Employee/Contractors to a role involving unsupervised contact with children), which includes Checking referees, Interviewing the person, a Working with Children Check, and Member Protection Declarations.

## 2. HEALTHY CLUB POLICIES and GUIDELINES

### 2.1. Alcohol and Other Drugs Guideline

OPTC will actively seek to promote, encourage and support strategies to minimise the harmful effects of alcohol and drug use in the interest of health and safety of our members, volunteers and spectators.

The OPTC Alcohol & Other Drugs Guideline details information on the following areas:

1. Alcohol Management
2. Other Drugs
3. All Drugs

#### 2.1.1. Alcohol Management

At all Club facilities and functions, lower strength and non-alcoholic beverages will be available. Drinks will be served in standard size drink portions in every possible situation. Safe transport options for all Club members will be encouraged and promoted at all times.

Irresponsible promotions will be discouraged at all times including happy hours and drinking competitions. The irresponsible use of alcohol will not be glamourised or promoted at OPTC functions or events through raffles, prizes or awards.

Food will be offered at all times when alcohol is being consumed. When young people are involved in an event, competition or training session, alcohol consumption by parents, coaches or other influential personnel will be discouraged. Active promotion of responsible alcohol consumption by all members and associations will be encouraged at all times.

Tap water will be available and free at the Club at all times.

#### 2.1.2. Other Drugs

The use of illicit and performance enhancing drugs will not be allowed, glamourised or promoted at any competition, training or event under the control of the Club. For further and more in-depth information please review the Tennis Australia Anti-Doping Policy.

The current Tennis Australia Anti-Doping Policy is available at this link:

<https://www.tennis.com.au/wp-content/uploads/2020/08/TA-Anti-Doping-Policy-2020-effective-10-August-2020.pdf>



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## 2.1.3. All Drugs

All OPTC members and personnel known to be intoxicated due to alcohol and/or other drugs will not be permitted to participate or perform in any Club training, competition or events whilst in this physical state.

## 2.2. Tobacco-free Policy

OPTC recognises that tobacco-free environments protect non-smokers from the harmful effects of environmental tobacco smoke (ETS) and contribute to reducing tobacco consumption levels.

The OPTC Tobacco-Free Policy details information on the following areas:

1. Tobacco Free Environments
2. Tobacco Sales
3. Organisation Responsibilities

### 2.2.1. Tobacco-free Environments

The Club Tobacco-free Environments Policy aims to protect people from tobacco smoke in public places around the Clubhouse.

To achieve this, the following areas of the Club will be tobacco-free at all times:

- All indoor areas
- All playing courts
- Veranda and outdoor seated areas
- All external areas within the perimeter fence

Consequently, all official functions, including dinners, presentations, fund-raising, meetings and social occasions will be 100% smoke free.

### 2.2.2. Tobacco Sales

OPTC aims to ensure that its members are not subjected to the influences of tobacco product advertising, promotion and sponsorship. Consequently, tobacco products will not be sold by the Club at any time.

### 2.2.3. Organisation Responsibilities

Any person employed or representing the Club in any capacity will refrain from smoking whilst acting in an official capacity. The Club will be clearly signed with 'No Smoking' signage to make members aware of the smoke free environment.

Social norms and behaviours that support people to be tobacco-free are promoted by the Club.



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## 2.3. Food & Catering Guideline

OPTC understands and recognises the importance of good nutrition and the role it plays in maintaining and improving health. OPTC will promote the effect that healthy eating has on all members in achieving optimal performance.

### 2.3.1. Training for Food Management

Every endeavour will be made to provide training in the handling and preparation of food to paid staff and volunteers who prepare food at events and competitions. OPTC will give preference to food companies/caterers who provide healthy alternatives. OPTC will endeavour not to provide members with prizes that encourage unhealthy eating.

## 2.4. Sun Protection Guideline

OPTC recognises that exposure to ultraviolet (UV) radiation from the sun is the main cause of skin cancer, therefore the Club will introduce measures to minimise exposure. Due to tennis being played mainly outdoors, OPTC is extremely conscious of providing adequate information, education and facilities and strongly recommends and supports sun safe practices for all participants involved in tennis throughout the Club. Measures are constantly being introduced to minimise exposure to the harmful effects of the sun that participants may incur.

The OPTC Sun Protection Guideline provides advice to reduce UV exposure to skin damage due to sun and skin cancer, by applying the combination of the following measures:

1. Appropriate Protection (clothing, hat, sunscreen)
2. Provision of Shaded Areas
3. Heat Rule

### 2.4.1. Appropriate Protection (clothing, hat, sunscreen)

Members are encouraged to take responsibility for sensible measures and to hydrate, wear hats, sunglasses, and apply sunscreen regularly.

Broad spectrum (SPF 30+) sunscreen will be made available to participants and spectators, and where this is not possible the above mentioned parties will be encouraged to bring their own.

During the Club Junior programs (particularly in summer daytime during peak UV radiation) a 'no hat, no play' policy will be employed by our Tennis Coaches and sunscreen and drinking water will be available to all students and teachers at all times. This will encourage young people to learn and adopt sun protection measures at an early age.

Club coaches will be responsible for incorporating the SunSmart message and the harmful effects of UV radiation when visiting primary schools for Tennis coaching and clinics.



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## 2.4.2. Provision of Shaded Areas

Where available natural shade will be utilised to protect participants and spectators from UV radiation.

Where natural shade is not available, the organisation, club or association conducting the event will supply and erect portable shade structures to the best of their ability.

## 2.4.3. Heat Rule Policy:

Consult EXTREME WEATHER POLICY (Tennis Australia): <https://www.tennis.com.au/wp-content/uploads/2019/11/Extreme-Weather-Policy-Effective-25-November-2019-1.pdf>

## 3. BEHAVIOUR POLICY

### 3.1. Code of Conducts: On-Court Etiquette

Of all sports, tennis is famous for its etiquette. While sticking to a bunch of rules about how to behave on a tennis court might sound stuffy and old-fashioned, tennis etiquette actually makes the sport more enjoyable. Good tennis etiquette won't give you a bigger serve or a more accurate backhand but it will make you more fun to share a court with.

OPTC has adopted both the TA Code of Conduct and an Etiquette Policy, for the benefit of all OPTC members.

The Code of Conduct can be found at [www.tennis.com.au/learn/rules-and-scoring/etiquette](http://www.tennis.com.au/learn/rules-and-scoring/etiquette)

The following principles of on-court etiquette are published to ensure that the experience of playing tennis at OPTC is enjoyable for all:

- Once a set has been organized, it is the responsibility of the players drawn for a set to make their way as quickly as possible to the allocated court.
- When ball persons are not available, all balls on your side of the net are your responsibility to collect and return directly to the server. Preferably, this should be done by returning the balls along the ground to the server.
- The receiver should not return or otherwise hit a first service if it is an obvious fault. Let the ball go by, or ground it.
- If a ball other than the ball in play encroaches on your court, play should stop immediately, and the point be replayed.
- When retrieving a ball from another court, or returning a ball to another court, wait until the point in progress on that court has been completed.
- Wait until a point is complete before walking behind a court where a match is in progress.
- Do not enlist the assistance of others, such as spectators, in determining line calls, scores or other on-court matters. These are the responsibility of the players on the court.



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- The server should announce in a clear voice the game score before starting a game, and the point score before each serve.
- Line calling is the responsibility of the players in the half of the court in which a ball lands. For service calls, the receiver should call the centre and side service lines, and the receiver's partner the service line. It is not appropriate to dispute a line call once made.
- Gamesmanship of any description is discouraged, as is loud or intrusive behaviour likely to interfere with play on other courts.
- Celebrations should be restrained. Offensive or bullying conduct is unsportsmanlike conduct and will not be tolerated.
- In organised social play, once the bell sounds you should finish the game as soon as possible including playing a short deuce if necessary and leave the court. Protracted deuce points, or continuing to play until the end of a current game, may delay the start of the next scheduled match.
- All players in a match should thank each other at the conclusion of the match. Where health protocols are in place, acknowledgement of participation is effected by all players touching racquets, rather than shaking hands.
- Be aware of the standard of the players with you in a social match. The sets are drawn to give all players the opportunity to play with and against players of differing standards, and it is appropriate to modify your play to reflect the standard of each player
- If you have a concern about the standard of sets in which you are drawn on a consistent or continuing basis, raise that concern with the duty captain on the day. Do not raise those concerns with the set coordinators as it is unfair to them and it is not their job to make changes.

OPTC Pennant Players are advised to consult the current WA TENNIS LEAGUE RULES & REGULATIONS OF COMPETITION which covers player behaviour, roles and responsibilities, and rules for non-umpired matches at: <https://www.tennis.com.au/wa/files/2020/10/AA-TW-League-Rules-2019-20-ver1231020.pdf>.

## 3.2. Committee Members Codes of Conduct

The purpose of this guideline is to set out the standards of behaviour expected of Committee Members in agreeing to be part of the Committee, each member must also agree to adhere to these codes at all times.

The following Codes of Conduct are encouraged to all Committee Members:

- Be diligent in their role.
- Attend Committee meetings or forward their apology prior to the meeting.
- Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect.
- Always consider the welfare of the Club's members.
- Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain.
- Not take advantage of their position on the Committee in any way.



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- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the Club.
- Be open to feedback from members and respond appropriately.
- Be honest at all times.
- Act as a positive role model with respect to good sporting behaviour.
- Refrain from smoking and excessive use of alcohol at the Club.
- Adhere to legislative requirements of the Club.
- Respect the equipment and resources of the Club and only use these in Club-related business.
- Not receive gifts that result in personal financial benefit.
- Always look for opportunities for improved performance of the Club operations and Committee functions.
- Always represent the Club in a professional manner.
- Not speak to public or media about any aspect of the Club that could damage the Club or its reputation.

### 3.3. Complaints

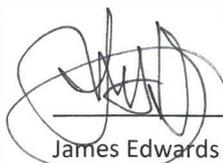
If any member considers that the Members Protection Policy has been breached, they may make a complaint in writing to the Club President or Club Captain within 14 days – see Section 1. Members Protection Policy.

If a complaint is being made against the principles of On-Court Etiquette (Section 3.1), the member may make a complaint (either verbal or in writing) to the Club Captain.

OPTC aims to resolve all complains in a fair, timely and effective manner. However, depending on their complexity, the process and timelines involved in resolving a complaint may vary from time to time.

All members may request the involvement of Tennis West officials for independent advice and mediation.

#### SIGNATURES:

Signed:   
James Edwards

Position: President

Date: 8 September 2021

Signed:   
Sri Adiyanti

Position: Secretary

Date: 6 September 2021



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## ENQUIRIES REGARDING OUR POLICIES AND GUIDELINES:

Contact: James Edwards (Club President)

Phone: 0408 100 304

Email: [info@onslowparktennisclub.com](mailto:info@onslowparktennisclub.com)

## Onslow Park Tennis Club Inc

PO Box 7080, SHENTON PARK WA 6008

85 ONSLOW ROAD, SHENTON PARK WA 6008

Email: [info@onslowparktennisclub.com](mailto:info@onslowparktennisclub.com)

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