2017 TENNIS QUEENSLAND AFFILIATE HANDBOOK

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A SNAP SHOT

TENNIS QUEENSLAND BY THE NUMBERS

45,118
No. of Tennis Qld Registered Players in 2015

248
Clubs/centres/ associations affiliated with Tennis Quensland

226
No. of new & upgraded tennis courts built in 2015-16

32, 889
ANZ Tennis Hot Shots & Cardio Tennis participants

362
Schools in the National Schools Partnership Program

$9.1M
Amount invested in improving & growing local tennis courts

7,014
Players registered to play in tennis competitions

450
No. of coach members delivering tennis

222
Sanctioned tournaments were offered for aspiring athletes

19
Queensland players received scholarships to develop their game

ATP WTA

12
Players ranked inside the Top 500 of the ATP/ WTA rankings

271,860
Web users visited Tennis Queensland's websites

4,173
Followers connected to tennis via social media

WELCOME!

On behalf of Tennis Queensland, I would like to thank you and your club volunteers for your continued efforts in providing welcoming facilities and programs for people of all ages and abilities. We look forward to working with you in 2017 to continue to raise the profile of tennis and boost participation across our state.

As a Tennis Queensland affiliate, you will access a host of annual benefits - starting with the contents of this Affiliate Handbook, where you will find information on your insurance, funding and grant opportunities available throughout the year, software and equipment available for access. Also included is information around the different resources and benefits you can provide your registered players through your affiliation with Tennis.

This handbook makes up part of your 2017 Welcome Pack that also includes tournament calendars, your Certificate of Currency and tennis resources to assist you throughout the year. The contents of this pack will also be available online and a link to this will be emailed to you.

Please remember your local Participation Leader (PL) is available to you for support and to answer any questions you may have regarding your affiliation with Tennis Queensland. Refer to the contact details listed at the end of this handbook or on the Tennis Queensland website to get in touch.

We look forward to again having you as part of the tennis family and sharing the best of tennis with you in 2017.

Kind Regards,

Geoff Quinlan
CEO
Tennis Queensland

WELCOME

AFFILIATION BENEFITS

Your affiliation with Tennis Queensland assists with reinvestment and continued growth of grassroots tennis in Queensland. As well as this, affiliation gives you access to a range of great benefits, from human resources to financial assistance and everything in between. Read on to find out more...

INSURANCE

In 2017 Tennis Queensland will provide affiliates with Public Liability Insurance (including participation), Directors & Officers Insurance and Professional Indemnity Insurance.

Our insurer can also provide you with a custom quote for your additional insurance needs. Ask us for more details on how to arrange this.

Affiliated bodies are covered up to the following amounts:

- $20 million Public Liability Insurance
- $10 million Professional Indemnity Insurance
- $5 million Directors and Officers Insurance

Full details, including terms and conditions are available on our website at **www.tennis.com.au/qld**

BALL DISCOUNTS

Tennis Queensland offers affiliates a huge saving on Wilson tennis balls. These balls are ideal for tournaments, competitions, ANZ Tennis Hot Shots programs and club coaching.

HOST SANCTIONED TOURNAMENTS AND EVENTS

The opportunity to organise a Tennis Queensland sanctioned event is open to all affiliated bodies. Sanctioned tournaments are held throughout the year on weekends and in school holidays. Each sanctioned event is listed in the Tennis Queensland tournament calendar (promoted online and via printed calendars) and is recommended to registered players.

TECHNICAL ADVICE

Tennis Queensland's Court Tech service aims to assist affiliates to improve facilities and ultimately promote tennis participation. Court Tech offers a range of services from free advice on technical queries through to site inspections, site reports and full project management services at significantly discounted rates.

Court Tech can offer advice on:

- Court bases and playing surfaces (condition assessments, maintenance and recommendations)
- Lighting systems (light level reports, maintenance and recommendations)
- Clubhouse design and site master planning
- Selecting suitably qualified, experienced and reputable contractors and suppliers of tennis equipment and accessories
- Preparation of tender documents and reviewing quotes received
- Advice on working with local and state governments or other authorities in relation to tennis facilities

CLUB HEALTH CHECKS

Club Health Checks benchmark data from similar facilities to determine your strengths, weaknesses, threats and opportunities. In addition, affiliates receive Facility Upgrade and New Development (FUND) checks and an insurance review.

CLUB HANDBOOKS AND RESOURCES

Tennis Queensland creates multiple resources to assist you to build tennis at your club/centre/association. Ask your PL for a list of available resources & templates.

MARKETING COLLATERAL

Tennis Queensland has developed a suite of marketing and communications templates for your club's use. Each one is Tennis branded and completely editable so that you can personalise your message and target specific audiences.

If it doesn't exist, let us know what you need and we'll create it for you!

As an affiliate you can also hire or purchase tennis signage and equipment for events and tournaments.

FREE CLUB WEBSITE

Get found by more potential players by taking up our FREE website offer. Enjoy all the benefits of being online, minus the set up and hosting fees.

Contact your local
Participation Leader
for assistance with any of our programs and services

BENEFITS

FUNDING AND GRANTS

TENNIS QUEENSLAND CLUB GRANTS

To help you improve your facilities, club membership and engagement, Tennis Queensland will be giving away $10,000 of club grants (split into three grants) during Brisbane International 2017.

Tennis Queensland Club Grant - $4,000 & 2 x $3000

- This will be awarded at random to a Tennis Queensland affiliate who has shown an increase in registration numbers from the 2016 to 2017 calendar year
- The successful affiliate will be able to put their grant towards facility development, club membership or competitions and promotions.

HERITAGE BANK COMMUNITY TENNIS GRANTS

Funds are made available to Tennis Queensland affiliated bodies through the Heritage Bank Community Tennis Grant Program. These can be used towards club development projects that aim to improve the tennis experience for your members. More information around the Heritage Bank Community Tennis Grant Program will be distributed during the year.

GOVERNMENT GRANTS

Several grant programs are available to tennis clubs who are affiliated to the state body, assisting with club development in areas such as facilities, administration, coaching and planning. Tennis Queensland can provide advice in the preparation of these grant applications, show evidence of your affiliation and provide letters of support for projects.

NATIONAL COURT REBATE SCHEME

Are you looking to develop new tennis courts or upgrade old courts and associated infrastructure? Tennis Queensland affiliates are eligible to apply for funding under the National Court Rebate Scheme.

This funding is payable as a rebate on the satisfactory completion of your project and is available for base construction works, surfacing or resurfacing works (for ITF classified products) and ancillary items such as fencing, lighting and water saving initiatives, as well as developing Hot Shots mini courts.

Funding is also available for the construction of new clubhouse buildings or major refurbishments of existing clubhouse buildings, plus planning works for major projects.

For more information and to obtain an application form, please contact ***Michael Blomer, Tennis Queensland Facilities Development Manager on 3120 7900***

REGISTERED PLAYER BENEFITS

Tennis Queensland provides a variety of benefits available on a state level to registered players. Members of affiliated clubs can access these benefits, so remember to use and promote these in your membership packages and increase the value of joining your club!

PERSONAL ACCIDENT INSURANCE

Rest easy knowing your players are covered for injuries sustained whilst performing tennis related activities. Full information can be accessed by calling Marsh Pty Ltd on 1300 308 702.

TOURNAMENTS

Tennis Queensland is the central coordinator of Queensland's tournament circuit. Tennis Queensland sanctioned tournaments are open to all registered persons and are conducted to the highest standard.

BRISBANE INTERNATIONAL PRORITY TICKETING

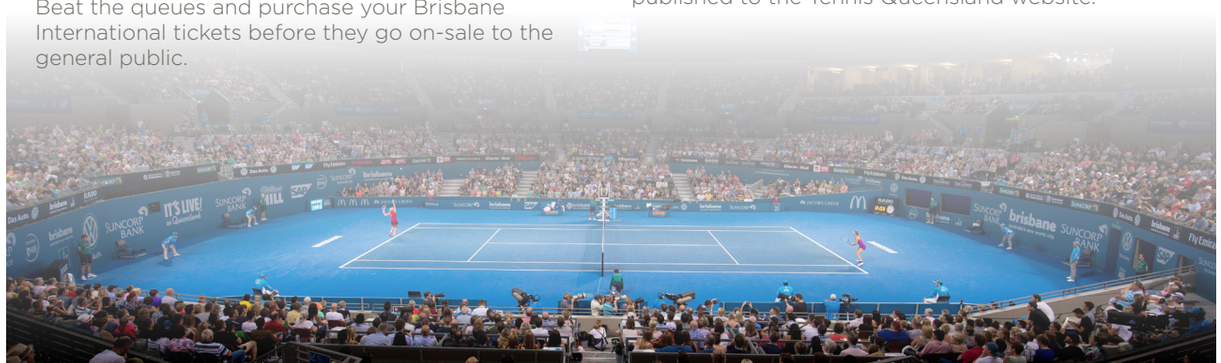
Beat the queues and purchase your Brisbane International tickets before they go on-sale to the general public.

WIN BRISBANE INTERNATIONAL EXPERIENCES

Registered players are given multiple opportunities throughout the year to win tickets to the Brisbane International. Keep your eye on the Tennis Queensland Down the Line monthly e-newsletter for upcoming draws. Subscribe to Down the Line on the Tennis Queensland website under news & events.

MONTHLY MEMBER PRIZE DRAWS

Each month a registered player is drawn to win a tennis equipment prize pack valued at $100. Winners are announced in the Down the Line and published to the Tennis Queensland website.



MORE BENEFITS

LEAGUES

HOT SHOTS MATCH PLAY

ATTRACT AND RETAIN PLAYERS
- Time and family friendly format
- Provide kids a first competitve experience
- Next step from Hot Shots coaching or community play

NEW FLEXIBILE DELIVERY
- Use modified Hot Shots equipment
- Any structured or unstructured match play for juniors is applicable
- Competition doesnt need to be on a league manager
- No weekly commitment for players required!

IMPROVE CLUB HEALTH
- Court development - funding through the court rebate scheme
- Attract parents to play and be involved

CLAIM FREE BENEFITS
- Receive free starter pack with balls, shirts, drop down lines
- Receive free templates and communication assets
- Marketing and promotional assistance

Contact our Leagues Coordinator Marc Wittmann mwittmann@tennis.com.au to learn more or sign up!

FAST4 TENNIS

IT'S FAST, FUN & SOCIAL

EXPERIENCE HIGH ENERGY
- Enjoy music and exciting atmosphere
- Be creative - Colourful dress code
- Competition for all skill-levels

SAVE TIME
- Time efficient 90-minute format
- Easy rules and quick games
- Easy online access to courts bookings and competitions

ATTRACT AND RETAIN PLAYERS
- High energy fun experience
- Save time with a 90 minute format
- Engage through modern technolgy (social media, app, rating)

IMPROVE CLUB HEALTH
- Direct cash through additional player verifications
- Improved utilization of courts
- Commercial and sponsorship opportunities

You can now register for FREE! If you register for free you will still receive marketing and online support and be placed on the website and promoted via fast4.com. If you choose to pay $149 you will receive a great FAST4 Tennis Deliverer pack valued $399.

THE RALLY KIT

The Rally Kit is your online set of tools, steps and resources geared to helping your club grow, prosper and put on a successful league. It's easy to use and is designed to ensure the best take-up by time-poor volunteers and club representatives from affiliates of all sizes and regions.

Whether you are a commercial centre with over 10 courts or a volunteer run 2 court club in regional Queensland, the Rally Kit can provide you with new ideas, templates, checklists and supporting documents for the organization of your competitions.

Get in touch with your Participation Leader to register your interest and learn more about the Rally Kit.

RALLY KIT REWARDS

We are keen to build for the future with you. That's why in 2017 we will launch a Rally Kit Reward Program. You'll be able to collect points for successfully completing steps in the Rally Kit and running buzzing competitions at your club. Points can then be redeemed for rewards like tickets to the Brisbane International, iPads, Boom Boxes, design of a new logo and many other choices.

Get in touch with your Participation Leader to register your interest and learn more about the Rally Kit and the Rally Kit Reward Program

SOFTWARE

Your affiliation gives you free access to specialised software and resources for managing club memberships and also for planning, managing and running tournaments or competitions.

JOIN TENNIS

Join Tennis is your gateway to the exciting world of Tennis including access to your recent Tennis activity, news updates, exclusive access to tickets, offers and promotions. It makes it easy to enjoy different elements of the sport by giving you everything tennis at your fingertips! To find out more about Join Tennis visit the Systems Support Centre at support.tennis.com.au or call 1800 PLAY TENNIS.

MY TENNIS

My Tennis is the Club Membership system included in your affiliation. Through My Tennis, you can track your players & memberships, organise online registration & payments, communicate to your members, report on numbers and more.

To learn more about My Tennis or get started with the system today, contact your local PL or visit the Systems Support Centre at support.tennis.com.au

LEAGUES MANAGER

Leagues Manager Software Allows You to Save Time!

- Remove the competition admin burden
- Season roll-over functionality
- Single data input (All players available from My Tennis)

Connect to Players

- Easy communication to players through Match Centre and communication tools
- Players can view results of all their competitions through Player App
- Players have personalized dashboard with their upcoming matches, latest scores and statistics

Easy and Central Online Portal

- Automatic generation of fixtures, ladders and scoresheets
- Grading made easy through nationwide player ratings
- Receive one-on-one training and set-up support from Tennis Queensland

TENNIS MATCH CENTRE (APP FOR PLAYERS)

LAUNCHING IN 2017!

Players Manage Their Results

- Players enter their own results into the system freeing up your administrators time.
- Instant online access to players' results
- Easily track results, ladders and fixtures from all competitions

Find Their Rating

- Players can find others with the same skill-level
- Players receive a rating after their first official match
- Players can compare ratings with opponents and friends

Connect with the Tennis Family

- Players can share results and ratings on social media
- Opt-in for news and offers from your club and Tennis Queensland
- Players can also organise their memberships through one central online portal

SOFTWARE

WHAT YOUR DELEGATE/S NEED TO KNOW

The following is an extract from the Regional Assembly Delegates Manual designed to give you an overview of your rights as a Tennis Queensland affiliate. The full document can be found online at: tennis.com.au/qld/about/governance-policies

The control of Tennis Queensland is entirely in the hands of the Affiliated Bodies through the election of their delegates to successive levels of governance (Regional Assemblies, Company Members and Tennis Queensland Board of Directors).

WHAT IS A REGIONAL ASSEMBLY?

Regional Assemblies are the link between Tennis Queensland and its Affiliated Bodies and are a forum for the clubs and associations in each region to organise tennis at a regional level. Responsibility for each region is undertaken by a Regional Assembly made up of Delegates elected or appointed by the Affiliated Bodies in the region.

WHAT DOES A REGIONAL ASSEMBLY DO?

The prime responsibility of every Regional Assembly is to coordinate everything that happens in the region (e.g. development programs, assistance of the Community Tennis Officer and the dates for local tournament circuits).

Regional Assemblies and Regional Members, in particular, have a key role in the communication network. Tennis Queensland staff and Directors are kept informed about regional issues and local news & events by these delegates, whilst new information about Tennis programs or decisions made by the Board and Company Members is communicated back and explained to clubs & associations.

HOW ARE REGIONAL ASSEMBLY DELEGATES ELECTED?

Each body affiliated with Tennis Queensland in an affiliation year is entitled to elect or appoint a Delegate from their organisation to represent them on the Regional Assembly. Due to recent constitutional changes in 2016, all clubs will be allowed only 1 delegate each for the Regional Assembly.

REGIONAL ASSEMBLY VOTING RIGHTS (AFFILIATES)

Also new to 2017 following additional constitutional changes, voting rights for each club at their Regional Assembly meetings are now based on your affiliation size and number of courts.

REGIONAL ASSEMBLY VOTING ALLOCATION:

Association/ affiliate with no courts: 1 vote
Small affiliation (1-4 courts): 2 votes
Medium affiliation (5-9 courts): 3 votes
Large affiliation (10+ courts): 4 votes

To find out more about the Regional Assembly, please refer to the Regional Assembly Delegates Manual found online at: tennis.com.au/qld/about/governance-policies

YOUR PARTICIPATION TEAM

Tennis Queensland Participation Leaders (PLs) are based in your local area to help clubs with building tennis participation. Contact your local PL for on-the-ground support, advice and any questions you have regarding information contained in this handbook.

CONTACT

METRO:

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NORTH

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FAR NORTH

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CLUB UPDATE

Each month a Club Update is sent out to all Tennis Queensland affiliates containing important affiliation notices, current benefits and opportunities as well as key information about tennis in Queensland.

To ensure you receive the Club Update, make sure your club's contact details are up to date on My Tennis including your club executive team. If you're unsure how to do this please get in contact with your PL.

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