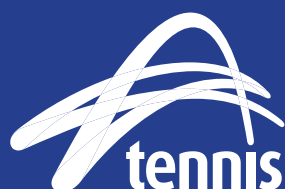




TENNIS SA AFFILIATION PROGRAM 2019 - 2020

Affiliation between 1 September 2019 to 31 August 2020



AFFILIATION CATEGORIES - DEFINITIONS

Association

An Association is a body that has met the criteria within the Tennis SA Constitution as being an Association. Associations that do not have eligible clubs under its affiliation, or are conducting itself in a similar manner as a club, will be considered a Club and charged as per the most appropriate category based on its location and number of courts it requires for insurance.

School Fee

(applies to junior school teams only)

The school fee covers schools that affiliate to Tennis SA and participate in Tennis SA affiliated competitions. The school fee does not cover Old Collegians clubs who will be required to pay the appropriate club fee that reflects their facility (court) size. A Certificate of Currency providing Public Liability cover for at least \$30 million must be submitted annually.

Small City and Hills Club

A Small City & Hills Club is a body that has met the criteria within the Tennis SA Constitution as being a Club and are affiliated or located within the boundaries of any of the city based associations, including the Hills Tennis Association. This category is for those clubs that require the use of 0-4 courts for their insurance coverage.

Small Rural Club

A Small Rural Club is a body that has met the criteria within the Tennis SA Constitution as being a Club and are affiliated or located outside the boundaries of any of the city based associations, including the Hills Tennis Association. This category is for those clubs that require the use of 0-4 courts for their insurance coverage.

Medium City and Hills Club

A Medium City & Hills Club is a body that has met the criteria within the Tennis SA Constitution as being a Club and are affiliated or located within the boundaries of any of the city based associations, including the Hills Tennis Association. This category is for those clubs that require the use of 5-9 courts for their insurance coverage.

Medium Rural Club

A Medium Rural Club is a body that has met the criteria within the Tennis SA Constitution as being a Club and are affiliated or located outside the boundaries of any of the city based associations, including the Hills Tennis Association. This category is for those clubs that require the use of 5-9 courts for their insurance coverage.

Large City and Hills Club

A Large City & Hills Club is a body that has met the criteria within the Tennis SA Constitution as being a Club and are affiliated or located within the boundaries of any of the city based associations, including the Hills Tennis Association. This category is for those clubs that require the use of 10 or more courts for their insurance coverage.

Large Rural Club

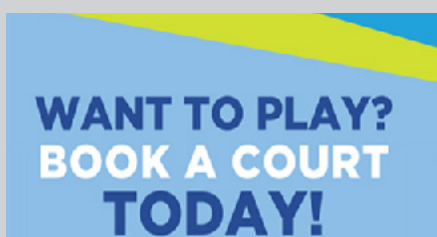
A Large Rural Club is a body that has met the criteria within the Tennis SA Constitution as being a Club and are affiliated or located outside the boundaries of any of the city based associations, including the Hills Tennis Association. This category is for those clubs that require the use of 10 or more courts for their insurance coverage.

Small Sporting Complex

The small sporting complex category is for venues that have an existing and shared insurance scheme for all of the participating tenants. Sole tennis clubs cannot access a proof of insurance fee and must pay the appropriate club size (courts) fee. This category is for those venues that have 7 or less courts at their tennis club. A Certificate of Currency providing Public Liability cover for at least \$30 million must be submitted annually.

Large Sporting Complex

The large sporting complex category is for venues that have an existing and shared insurance scheme for all of the participating tenants. Sole tennis clubs cannot access a proof of insurance fee and must pay the appropriate club size (courts) fee. This category is for those venues that have 8 or more courts at their tennis club. A Certificate of Currency providing Public Liability cover for at least \$30 million must be submitted annually.



Book a Court is an online court booking and payment platform for affiliated tennis clubs. It's easy to use for both players and club administrators, which means more time on court for everyone!

Benefits of Book a Court

- Make it easy to access tennis
- Revenue growth for tennis clubs
- Free up volunteers and operators
- Meet modern consumer expectations

Apply for a \$6,000 installation grant from Tennis Australia to get started. Contact 1800 752 983 or email play@tennis.com.au



Free Tennis Days are all about opening up your club to the local community and encouraging people of all ages and abilities to pick up a racquet and have a hit.

Benefits of hosting a Free Tennis Day

- Receive prizes you can give away on the day
- Attract new members to your club
- Receive resources to help run a successful event

Register your Free Tennis Day here:
<http://hostafreetennisday.tennis.com.au>

AFFILIATION CATEGORIES, BENEFITS AND FEES

Affiliate Benefits	Association	All Clubs	All Sporting Complexes	School
Insurance - Public Liability & Professional Indemnity	✓	✓		
Insurance - Management Liability	✓	✓		
Insurance - Cyber Risk	✓	✓		
Insurance - Personal Accident	✓	✓	✓	✓
Volunteer Recognition Program	✓	✓	✓	✓
My Tennis	✓	✓	✓	✓
League Manager and Match Centre	✓	✓	✓	✓
ANZ Tennis HotShots*	✓	✓	✓	✓
FAST4 Tennis*	✓	✓	✓	✓
Cardio Tennis*	✓	✓	✓	✓
National Schools Partnership Program	✓	✓	✓	✓
Professional Development Series	✓	✓	✓	✓
Tennis SA Club Development Conference	✓	✓	✓	✓
Personalised Website	✓	✓	✓	✓
Community Activations and Promotions (Eg. Free Tennis Day)	✓	✓	✓	✓
Monthly 'Club Ambassador' e-news	✓	✓	✓	✓
Access to Club Development Officers	✓	✓	✓	✓
Access to Customer Service Helpdesk	✓	✓	✓	✓
Membership on the Tennis SA Council	✓			
Grants & Funding (E.g National Court Rebate and Community Grants)	✓	✓	✓	✓
Pre-Sale tickets for Australian Open Series events**	✓	✓	✓	✓
Access to ticket ballot for Australian, French, US Open and Wimbledon**	✓	✓	✓	✓
Entry into Tournaments and Competitions	✓	✓	✓	✓
*Additional costs may apply				
**Eligible members of Affiliates registered on My Tennis				

Affiliate Category	2019/2020 Fee	2018/2019 Fee
Association Fee	\$31	\$31
School Fee (applies to junior school teams only)	\$519	\$519
Small City and Hills Club (0-4 courts)	\$1,148	\$1,148
Small Rural Club (0-4 courts)	\$519	\$519
Medium City and Hills Club (5-9 courts)	\$2,636	\$2,636
Medium Rural Club (5-9 courts)	\$1,435	\$1,435
Large City and Hills Club (10+ courts)	\$4,014	\$4,014
Large Rural Club (10+ courts)	\$3,156	\$3,156
Small Sporting Complex (0-7 courts)	\$519	\$519
Large Sporting Complex (8+ courts)	\$1,038	\$1,038

AFFILIATION BENEFITS

As an affiliate, you will enjoy the benefits of being part of a famous Australian sporting brand. You will receive comprehensive support and assistance in club operations, membership management, competition management, and participation program delivery.

In addition you will receive ongoing support from the Tennis Australia national marketing program that has a commitment to not only traditional forms of advertising but innovative digital marketing strategies. You will also receive online systems support from our IT department that is committed to sourcing the best products, most of which the costs are all included in the affiliation fee.

Club Development Officers

With the support of Tennis Australia, you have two metro and two regional South Australian based Club Development Officers (CDOs) who are employed to work collaboratively with you to improve access to clubs, courts and the sport as well as innovate in the delivery of tennis wherever possible.

CDOs can assist you directly or point you in the right direction with:

- Tennis Connect - My Tennis software, membership and affiliation
- Club Operations - Free Tennis Days, Book a Court and Gate Access, governance, training and support
- Competitions - ANZ Tennis Hot Shots Match Play, FAST4 Tennis, Social Tennis, Junior and Adult Leagues, and League Manager & Match Centre software
- Programs - ANZ Tennis Hot Shots, Cardio Tennis, inclusion and diversity programs
- Schools - National School Partnership Program, Schools Competitions and Sporting Schools
- Coaching - recruitment, relationships and development
- Venue Development – planning, funding, design, construction and operations

Tennis SA Awards Celebrations

The annual Tennis SA awards celebrate the tennis community by recognising the success of our elite athletes, as well as the invaluable contribution that our associations, clubs, schools, volunteers and coaches provide in South Australia.

Check out the Tennis SA website 'Awards & Recognition' section in February for when nominations open, plus event details for the Junior Award Presentations (in March) and the Tennis SA Awards Dinner (in April).



PROGRAMS AND PRODUCTS



Club Development Conference

The Club Development Conference is an annual event for our affiliate members where you have the opportunity to offer feedback on a range of issues and areas and held in July/August. Our conferences highlight popular areas of Club Development, such as STARCLUB Club Governance, Media Technology, Vibrant and Sustainable Venues, Participation Programs, Volunteer and Member Recruitment and Retention, and League Manager software system launch.

Courses and Workshops

Tennis SA hosts a variety of courses and workshops during the year across South Australia to develop, launch and train all key people within tennis. Check the Tennis SA website and 'Club Ambassador' eNewsletter for more details on courses and workshops, including coaching and officiating accreditation courses, coaching and teachers' PD sessions, My Tennis trainings, competition forums and club development workshops.



ANZ Tennis Hot Shots

With smaller courts, racquets and modified tennis balls, ANZ Tennis Hot Shots makes it easier for kids to pick up basic tennis skills from their first session. Talk to your Club Development Officer on how your club can start delivering ANZ Tennis Hot Shots.

School Partnership Program

SA currently have over 300 tennis partner schools that implement tennis in their Health & Physical Education curriculum. Each of these schools have a direct link to local clubs and coaches. This relationship creates a pathway to transition students that want to play tennis on a regular basis directly in to your programs. Don't miss out on a partnership with your local school – contact your Club Development Officer for more details.

Marketing and Promotional Support

Affiliates have free access to create their own online website, posters, brochures and flyers. These free resources can assist in customising your message to your members and local community. In addition to this, you can also benefit from the national promotional campaigns such as Book a Court, ANZ Hot Shots and Free Tennis Days.

Club Management Software

My Tennis is the custom built online software tool that allows you to manage and communicate to your members easily. The My Tennis upgrade allows new and returning players to join your Club online, reducing paperwork and administration. Competition administrators can create draws, check ladders and manage competitions and tournaments through League Manager and Match Centre programs.

Customer and Technical Support

Either through the Tennis SA Club Development Officers and staff, or from the dedicated Customer Service team in Melbourne, we are here to help our affiliates perform at their best. We provide you with reliable and expert helpdesk support to help you solve a range of issues. Our customer support team is available during extended hours (including weekends) to ensure you receive the help you need, when you need it!

Pre-Sale Ticket Offers

Have fun on and off the court with exclusive member pre-sale opportunities for Australian Open Series events and the Australian Open. All Tennis SA registered members will have the opportunity to secure tickets to any of Australia's Summer of Tennis events, including the Adelaide International and the Australian Open, before the general public. Registered players are also able to enter Tennis Australia's exclusive French Open, Wimbledon and US Open ticket ballots.

Volunteer and Club Recognition

Tennis SA is fortunate to have the support of countless volunteers who make our tennis clubs successful. Tennis SA would like to officially thank our Volunteers and Clubs for achieving important milestones or making a significant contribution to tennis. More information on Tennis SA's Volunteer Recognition Program is available on our website, or contact your Club Development Officer directly.

TERMS AND CONDITIONS OF AFFILIATION

As per the Tennis SA Constitution, annual membership of associations, bodies and clubs to Tennis SA is enabled through these Affiliation Terms and Conditions.

Affiliates will agree to:

1. Be bound by the Constitution, Membership Guidelines, Member Protection Policy, By-Laws and Regulations of Tennis Australia and Tennis SA.
2. Declare that the information given in the application is true and accurate.
3. Certify that it is an Incorporated Body and is being run in accordance with its rules and all obligations associated with this status.
4. Pay the prescribed fee.
5. Complete all information relating to the club, club facilities and club members and volunteers (Member Registration – see below) into the Tennis SA member database (i.e. MyTennis).
6. Provide a copy of their schedule of programs, competitions and tournaments.
7. Provide a copy of their most recent Annual Report, including Financial Report.
8. Accept the Privacy Statement (below).

Affiliates that apply through the “**Sporting Complex**” categories must provide proof of the following minimum insurance requirements to enable their application to be accepted.

- \$30 million – Public & Products Liability
- \$10 million – Professional Indemnity
- \$5 million – Directors & Officers

Note: Affiliates wishing to apply for the Sporting Complex categories that are unable to supply these requirements will be required to pay the appropriate court based club category.

Privacy Statement

To assist Tennis SA in the provision of products and services, we need to collect personal information about you. When you provide personal information you agree that this will be used by Tennis Australia and Tennis SA under the terms of this statement, and the tennis privacy policy located at www.tennis.com.au/privacy, which contains information about how you may access and seek correction of your personal information or complain about a breach of your privacy, and how we will deal with that complaint. If you do not agree, you must not provide your personal information, you may be unsuccessful in receiving membership and may be unable to access all of our products and services.

Tennis Australia and Tennis SA may disclose your personal information to other parties, including our related companies, other Australian Tennis Organisations, and third parties who provide us services. From time to time, these third parties may be located (and therefore your personal information may be disclosed) overseas, including to the USA and the Netherlands and as otherwise specified in the tennis privacy policy. Tennis Australia and other Australian Tennis Organisations may use and disclose your personal information for direct marketing purposes regarding the products and services you are signing up to receive, unless you opt-out (which you can do at any time in accordance with the tennis privacy policy).

Member Registration

For the 2019/20 Affiliation Year there will be no individual player registration fee. All player participants and volunteers that are updated or entered into My Tennis will be covered for Personal Accident Insurance by the entity fee which is paid by the Affiliate upon their affiliation with Tennis SA.

All player participants and volunteers that are updated and registered on My Tennis for the 2019/20 Affiliation Year, will automatically be covered for Personal Accident insurance and will have access to all Tennis SA member benefits for the 2019/20 Affiliation Year.

Our aim is to significantly increase the number of people who are associated with the game and accurately report on the data. Entering all Affiliates' members into My Tennis, enables every Affiliate to maintain one database, making access and communication to all Affiliates' members simpler.

Affiliates can contact their Club Development Officer for more information about My Tennis, including training and using all of the system's features.

Blacklist

The Tennis SA Blacklist encompasses the names of members which have played in competition tennis at club and have become unfinancial. Once a member has been deemed unfinancial they are unable to participate in competitions, tournaments and events. They are also unable to move clubs and play in different competitions until their debts have been paid at their previous club.

The procedures a club needs to take to add someone to the Blacklist is:

- In writing to Tennis SA, state the reason for the nominated player to be added to the blacklist, including full contact details and which club is nominating them. Tennis SA will add this person to the Blacklist
- Tennis SA will inform the player, club and association, in writing, of this person's inclusion to the Blacklist.

For the person to be removed from the Blacklist:

- Tennis SA must be informed by the club, in writing, that the nominated player has paid their fee in full and therefore seeks to remove the player from the Blacklist.
- Upon receipt of the notice from the club, Tennis SA will remove the player and will inform the player, club and association, in writing.

The Blacklist is not publicly available.

To access the Tennis SA Blacklist, please email sareception@tennis.com.au with your request.

Affiliation Method

1. All applications will be ratified by the Board of Tennis SA. Only applications that include payment and either a correctly completed form or have updated their affiliation through MyTennis, will be assessed by the Board.
2. As of 31 December any renewing affiliate that has not completed the fill requirements will be disaffiliated and therefore uninsured.
3. All new applications for Affiliation will be considered uninsured until a correctly completed form and payment has been received by Tennis SA.
4. The Affiliation invoice will be provided by Tennis SA. No additional player registration fees are associated with affiliation. The due date for payment as indicated on the invoice is the date in which Tennis SA will act upon late payment notices. The invoice may request payment prior to 31 December.
5. Payment of the Affiliation fee can be made via Cash, Cheque, Money Order, Electronic Payment, or in person at the Tennis SA office.

Affiliation Application Checklist

- ☐ 1 - Incorporated Body (or registered School) Registration Number
- ☐ 2 - Affiliation Fee
- ☐ 3 - Club and Facility Information and Details
- ☐ 4 - Annual Report
- ☐ 5 - Schedule of Programs and Competitions
- ☐ 6 - List of Clubs, Club Office Bearer Details and Club Venues (**This applies to Association category only**), and
- ☐ 7 - Certificate of Currency (**This applies to School and Sporting Complex categories only**)