



# Membership Guide

## 2024-25





# We're here to help

OVER

800

MEMBER ASSOCIATIONS,  
CLUBS, & CENTRES

MORE THAN

474,300

PARTICIPANTS

A DEDICATED

Team

SERVICING METROPOLITAN  
AND COUNTRY REGIONS



## TENNIS VICTORIA SUPPORT



PARTICIPATION



VENUE  
DEVELOPMENT



COACH  
DEVELOPMENT



MARKETING  
AND PROMOTION



LEAGUES  
AND EVENTS

# We're here to help you

*Ace your delivery of tennis*

Whether it is off the court or on it, we have you covered with a range of resources, support and benefits.

As a member of Tennis Victoria, our dedicated team are here to assist you with access to a range of products and services, and provide support and advice where required to help grow and promote our sport.

## Support & Development

- Coverage under [Tennis Australia National Insurance Program](#)
- [Dedicated region-based staff](#) to support each member association, club and centre
- Access to [Learn & Serve](#) - resources which have been designed to assist in your delivery and development of tennis in Victoria
- Opportunity to attend [exclusive workshops & forums](#)
- Access to [Bounce](#) - Tennis Australia's online learning platform
- Operational Health Checks & Action Plans
- [Court & Gate Access Solutions](#) - including Book A Court and Igloohome Bluetooth Locks
- Funding and grant writing support
- Eligible for state and national funding programs
- Support relationship with Local Government, including lease arrangements
- Access to [ClubSpark](#) - venue management and website platform
- Volunteers and committee members eligible to participate in [Tennis Leadership Programs](#) - Future Leaders, Women Leaders in Tennis

## Competitive Play & Participation Programs

- Eligible to participate in [Tennis Victoria Leagues and Events](#)
- Host Tennis Australia and Tennis Victoria endorsed Leagues and Events
- Access to Tournament Planner and League Manager
- Eligible to deliver licensed programs including:
  - [Hot Shots Tennis Community Play](#)
  - [Tennis 4 Teens](#)
- Specialised support for inclusion and diversity programs

## Promotion & Marketing

- Be part of national tennis marketing campaigns to drive participation
- [Promote your upcoming event](#) on our 'What's On' Community Noticeboard webpage
- Access to exclusive partner offers, including Grand Slam pre-sales and ballots
- [Subscribe to our monthly newsletters](#) which provides all the latest news, tips & resources to assist in your delivery of tennis
- [Local Area Marketing resources](#)

# Getting in touch

## Association Enquiries

For all queries regarding Associations contact

✉ [vicassociations@tennis.com.au](mailto:vicassociations@tennis.com.au)

## Club & Centre Enquiries

Please refer to the next page to find your local Tennis Development Officer

## ClubSpark Enquiries

✉ [support.tennis.com.au](mailto:support.tennis.com.au)

- Court & Gate Access - Venue Automation System (previously Book A Court)

## Event & Recognition Enquiries

✉ [vicawards@tennis.com.au](mailto:vicawards@tennis.com.au)

- Victorian Community Tennis Awards
- Tennis Service Awards

## Membership Enquiries

✉ [vicaffiliation@tennis.com.au](mailto:vicaffiliation@tennis.com.au)

- Renewing your membership
- Tennis Australia National Insurance Program

## Member Protection Enquiries

✉ [vicmpio@tennis.com.au](mailto:vicmpio@tennis.com.au)

- Safeguarding
- Tennis Australia National Policies
- Tennis Australia Code of Behaviour

## League Enquiries

✉ [leaguesvic@tennis.com.au](mailto:leaguesvic@tennis.com.au)

- Tennis Victoria Pennant
- Tennis Victoria Premier League
- League Manager system and support

## Tennis Australia National Insurance Program Enquiries

We encourage all members to contact insurance provider, Howden, directly at:

☎ 1300 219 461

✉ [tennis.aus@howdengroup.com](mailto:tennis.aus@howdengroup.com)

🌐 [www.howdengroup.com/au-en/tennis-australia](http://www.howdengroup.com/au-en/tennis-australia)

## Tennis Australia National Policies

The [National Policies](#) outline the rules and standards of behaviour expected of the tennis community in order to support our vision that tennis should be safe, welcoming and inclusive for all. The role of the Tennis Australia Integrity and Compliance Unit is to manage and administer the National Policies. If you wish to make a report you may contact them via:

☎ 1800 11 SAFE (1800 117 233)

✉ [integrity@tennis.com.au](mailto:integrity@tennis.com.au)

🌐 [online reporting form](#)

## Tournament & Event Enquiries

✉ [tournamentsvic@tennis.com.au](mailto:tournamentsvic@tennis.com.au)

- Community Endorsed Events
- Tournament Planner

## Team Event Enquiries

✉ [teameventsvic@tennis.com.au](mailto:teameventsvic@tennis.com.au)

- Regional Teams Events



# Your local Tennis contacts

We are committed to supporting our volunteers, coaches, councils, players, schools and other major stakeholders in growing tennis participation across the state of Victoria.

Our member associations, clubs, and centres are allocated to a region, grouped via council areas. There are 10 regions across the state – five country and five metropolitan regions.

Each with a dedicated Associations Liaison and Tennis Development Officer, they are your first point of contact to access specialised support, services, and programs to assist the delivery and development of tennis in local communities.

## Associations

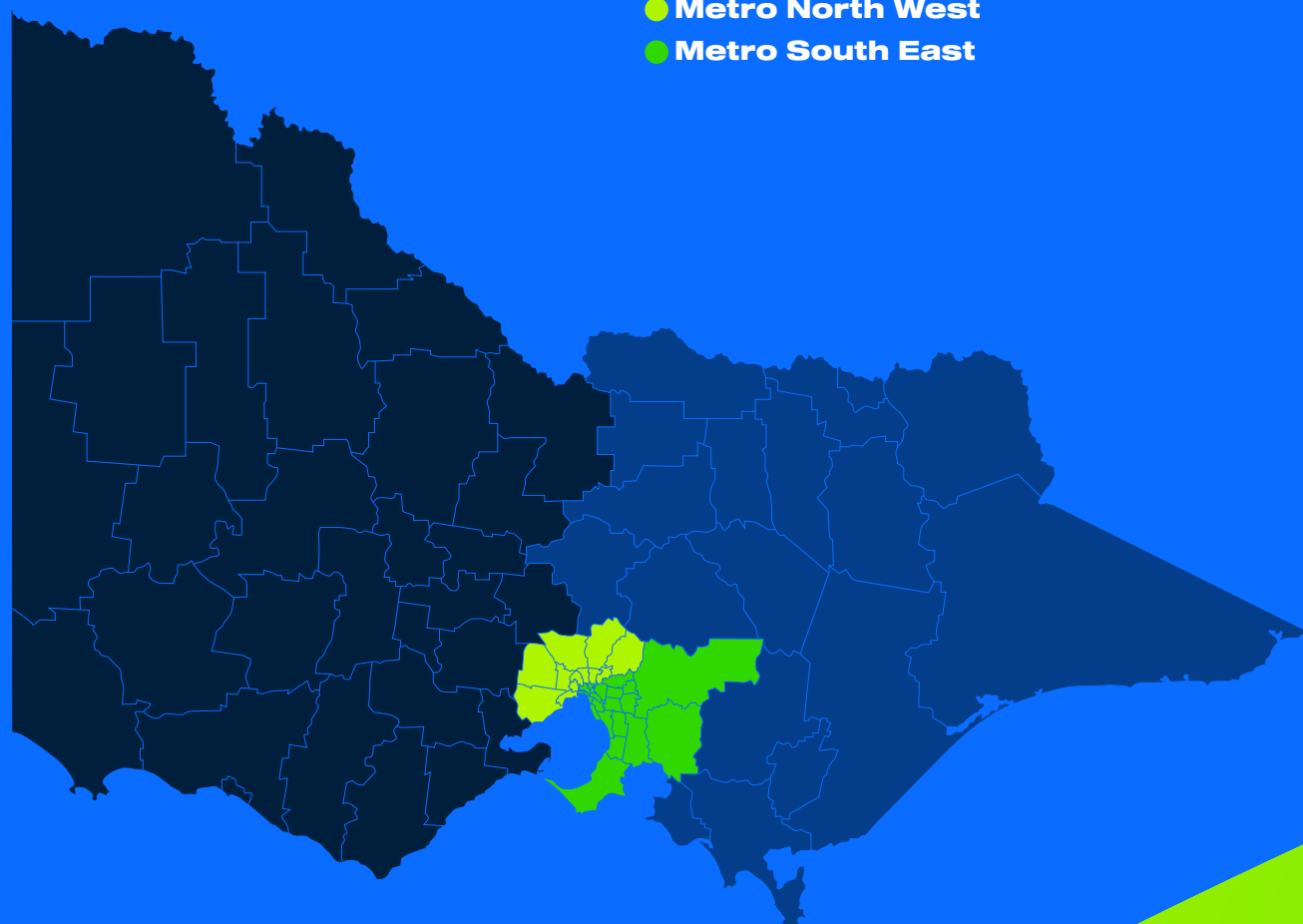
With our association boundaries crossing numerous council areas, your Associations Liaison currently operates state-wide.

Contact your Associations Liaison at  
✉ [vicassociations@tennis.com.au](mailto:vicassociations@tennis.com.au)

## Clubs and Centres

To find your region and local Tennis Development Officer check out the breakdown of regions by council area on the next page.

- **Country West**
- **Country East**
- **Metro North West**
- **Metro South East**



## ● Country West

### Country North West

✉ [viccountrynorthwest@tennis.com.au](mailto:viccountrynorthwest@tennis.com.au)

Mildura, Swan Hill, Gannawarra, Central Goldfields, Loddon, Mount Alexander, Greater Bendigo, Macedon Ranges, Campaspe

### Country Central West

✉ [viccountrycentralwest@tennis.com.au](mailto:viccountrycentralwest@tennis.com.au)

West Wimmera, Hindmarsh, Horsham, Yarriambiack, Northern Grampians, Buloke, Ararat, Pyrenees, Ballarat, Hepburn, Moorabool

### Country South West

✉ [viccountrysouthwest@tennis.com.au](mailto:viccountrysouthwest@tennis.com.au)

Glenelg, Southern Grampians, Moyne, Warrnambool, Corangamite, Colac Otway, Golden Plains, Surf Coast, Greater Geelong, Queenscliffe

## ● Country East

### Country North East

✉ [viccountrynortheast@tennis.com.au](mailto:viccountrynortheast@tennis.com.au)

Mitchell, Strathbogie, Greater Shepparton, Murrindindi, Moira, Benalla, Mansfield, Wangaratta, Indigo, Wodonga, Alpine, Towong

### Country South East

✉ [viccountrysoutheast@tennis.com.au](mailto:viccountrysoutheast@tennis.com.au)

Bass Coast, South Gippsland, Baw Baw, Latrobe, Wellington, East Gippsland

## ● Metro North West

### Metro Inner North West

✉ [vicmetroinnernorthwest@tennis.com.au](mailto:vicmetroinnernorthwest@tennis.com.au)

Hobsons Bay, Maribyrnong, Moonee Valley, Merri-bek, Darebin, Banyule, Melbourne, Yarra

### Metro Outer North West

✉ [vicmetroouternorthwest@tennis.com.au](mailto:vicmetroouternorthwest@tennis.com.au)

Wyndham, Melton, Brimbank, Hume, Whittlesea, Nillumbik

## ● Metro South East

### Metro South

✉ [vicmetrosouth@tennis.com.au](mailto:vicmetrosouth@tennis.com.au)

Mornington Peninsula, Kingston, Frankston, Greater Dandenong, Casey, Cardinia

### Metro Inner East

✉ [vicmetroinnereast@tennis.com.au](mailto:vicmetroinnereast@tennis.com.au)

Port Phillip, Bayside, Stonnington, Glen Eira, Boroondara

### Metro East

✉ [vicmetroeast@tennis.com.au](mailto:vicmetroeast@tennis.com.au)

Monash, Whitehorse, Manningham, Knox, Maroondah, Yarra Ranges



# Safeguarding Children

Tennis Victoria has a zero-tolerance approach to any form of child abuse and is committed to ensuring the sport of tennis is a safe and friendly environment for children and young people.

We commit to ensuring the sport of tennis is a safe environment for all children and young people, including Indigenous children, those from culturally and racially marginalised backgrounds and all abilities.

## Safeguarding Children Requirements

Tennis Victoria must comply with, and ensure compliance with the Tennis Australia National Policies, including but not limited to, the Member Protection Policy and Safeguarding Children Code of Conduct. Tennis Victoria member associations, clubs, and centres in turn should ensure compliance of their members.

### Appoint a Member Protection Information Officer

Every affiliate is required to nominate a Member Protection Information Officer (MPIO), who is the dedicated person who serves as the first point of contact for any concerns or issues in relation to children and young people participating in tennis at their venue or within their competition and activities.

The role is also responsible for providing information and support to persons with concerns and complaints and providing advice on policies and procedures, including the Tennis Australia National Policies and the Tennis Australia Integrity Hotline.

### Formally adopt Tennis Australia National Policies

Affiliates of Tennis Victoria are bound by, and must comply with, the Tennis Australia National Policies, including but not limited to the Member Protection Policy and Safeguarding Children Code of Conduct.

### Ensure all committee members, coaches, and volunteers have a valid Working with Children's Check and maintain a register of Checks

The Working with Children Check (Check) enforces a mandatory minimum checking standard for people who work with children in either a paid or volunteer capacity, and it is a legal obligation for anyone over the age of 18 that is planning to do child-related work and are in direct contact with children to obtain a Check, unless exempt.

Tennis Victoria strongly encourages everyone involved with delivering tennis in Victoria to abide by the legal obligations as individuals, and as sporting organisations.

### Utilise Safeguarding Children Resource Kit - A Safer Game Plan

Tennis Australia's national education and awareness campaign, A Safer Game Plan, aims to provide resources to help promote and support the tennis community with their responsibilities for safeguarding children on and off the court.

Tennis Victoria affiliates are expected to be familiar with the Safeguarding Children Resource Kit as part of A Safer Game Plan, which has been developed to assist volunteers and administrators create safe, friendly environments for all children and young people. Head to [tennis.com.au/childsafes](https://tennis.com.au/childsafes) to find out more.



**Click to download the Safeguarding Children Toolkit**

- includes posters, templates, working with children check registers & more





# National Insurance Program

Member associations, clubs, and centres of Tennis Victoria will enjoy coverage under the Tennis Australia National Insurance Program. The coverage includes:

1

## Public Liability Insurance

This insurance can help protect your club against the financial risk of being found liable to a third party for death or injury, loss of or damage to property or 'pure economic' loss resulting from negligence.

2

## Management Liability

This insurance can help cover a range of financial risks for your club's directors and officers including some of the costs associated with any fraudulent activity.

3

## Personal Injury Insurance

This insurance is designed to help offer some peace of mind to members, participants, volunteers etc. of your club by having protection against costs related to an injury sustained whilst involved in a tennis match.

Records of all registered players must be kept. In the event of an injury claim, Tennis Victoria are required to verify claimant membership to Howden. We recommend ensuring all participants are registered in ClubSpark each year to streamline this process.

This summary of provides an outline of the insurance policy arranged on your behalf. To find full terms, conditions, limitations, exclusions, and benefits please visit: [www.howdengroup.com/au-en/tennis-australia](http://www.howdengroup.com/au-en/tennis-australia)

All queries regarding the insurance cover, including obtaining a copy of your Certificate of Currency, should be directed to our broker:

### Howden

1300 219 461

[tennis.aus@howdengroup.com](mailto:tennis.aus@howdengroup.com)

[www.howdengroup.com/au-en/tennis-australia](http://www.howdengroup.com/au-en/tennis-australia)





# Membership Categories

## Association

An incorporated body comprised of three or more association member clubs for the purpose of competitions.<sup>^</sup>

### Country Tennis Association

Means a Tennis Body which is an aggregation of 3 or more Country Tennis Clubs.

- Small Country Association (3-29 member clubs)
- Large Country Association (30+ member clubs)

### Metropolitan Tennis Association

Means a Tennis Body which is an aggregation of 3 or more Metropolitan Tennis Clubs.

- Small Metropolitan Association (3-29 member clubs)
- Large Metropolitan Association (30+ member clubs)

<sup>^</sup>Where an Association has tenure over a venue, they will be categorised and charged according to the Club definitions i.e. based on their location and the number of courts at their venue.

## Club

An incorporated body comprised of club members.

### Country Tennis Club

Means a Tennis Body which is a tennis club situated within the State of Victoria and located within a regional Victoria local government area as recognised by the State Government from time to time, including the Mornington Peninsula Shire.

- Country 1-4 Courts
- Country 5-9 Courts
- Country 10-19 Courts
- Country 20+ Courts

### Metropolitan Tennis Club

Means a Tennis Body which is a tennis club situated within the State of Victoria and located within a metropolitan local government area as recognised by the State Government from time to time, excluding the Mornington Peninsula Shire.

- Metropolitan 1-4 Courts
- Metropolitan 5-9 Courts
- Metropolitan 10+ Courts

## Commercial Centre

Professionally administered tennis business/venue with formal business registration. For the purpose of membership, commercial centres will be categorised per the Club definition (see above).

## Restricted Associate

Any unincorporated Tennis Body under the authority of a larger organisation (e.g. an unincorporated church-based club under the authority of the Melbourne Catholic Archdiocese), that does not meet the definition of an Association, Specialist Body, Club or Commercial Centre and within the Constitution. Restricted Associate Affiliates do not have voting rights and are not covered under the Tennis Australia National Insurance Program but are eligible to access all other benefits and services unless otherwise specified in By-Laws.

## Professional Club Business

A tennis club with a recurring average annual operating revenue over the preceding three financial years in excess of \$1,000,000 and with 3,000 or more members and 20 courts or more, in the previous financial year.

## Associate

Schools, and any other Tennis Bodies that do not meet the definition of Association, Specialist Body, Club or Commercial Centre as contained above and within the Constitution. Associate Affiliates do not have voting rights but are eligible to access all other benefits and services of affiliates unless otherwise specified in By-Laws.

## Specialist Body

Tennis Officials Australia - Victoria, Tennis Coaches Association - Victoria, and Tennis Seniors Victoria.

# Securing your membership



## Collect

Ensure you have applicable legal status evidence (i.e. incorporated association certificate or ABN) and accurate contact details for three representatives (i.e. President, Secretary, Treasurer).



## Ensure

Ensure you have records of members/participants prior to taking to the court for insurance purposes and safeguarding children requirements are being met.



## Submit

Membership renewals open from June and close August 31 2024. Renewing members will be sent a membership renewal link directly.



## Payment

Pay your membership fees in full by the due date of August 31 2024. Invoices will be distributed from July 1 2024, once your membership renewal application form is received.

Non-compliance with any of the above or the payment due date, may result in players being uninsured and your membership ineligible. Any association, club, or centre with outstanding membership fees\* at August 31 2024 will no longer receive access to membership benefits, including ClubSpark, and your eligibility to participate in Tennis Victoria Leagues and Events, will cease.

A Certificate of Currency will not be issued without full payment\* of invoice and completion of the membership renewal.

Should you encounter difficulty in paying your invoice, please contact your Associations Liaison or Tennis Development Officer. Only members who register to pay by direct debit will have the option to pay in instalments or be considered for payment plans.

\*Members paying by direct debit will be considered a paid member at August 31 2024.











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