

Collecting Member Information



When collecting members' personal details, it is important you receive their agreement to the appropriate privacy policy and communication settings prior to registering them in My Tennis.

The simplest way to do this is to include the appropriate wording on the membership application/renewal form. Alternatively, if your club sends membership renewal invoices in lieu of forms, this wording can be included on the invoice with the advice that payment of the invoice constitutes agreement.

This wording was developed by Tennis Australia's legal department, to ensure it is compliant with the Tennis Australia Privacy Policy.

Which details does our club need to collect from members?

It is important that the club collects accurate contact details from members. As a minimum, membership forms should ask for the following information:

- First and last name
- Date of birth
- Gender
- Email address
- Post code

While these details are mandatory for My Tennis, it is also prudent for clubs to collect this information from members in order to gain a demographic snapshot of the people currently playing tennis at the club, and to identify any gaps in club membership. Clubs are also required to collect certain details as part of their obligations as an incorporated association.

What wording should our club include on membership forms or invoices?

The Terms and Conditions on the next page may be adapted to suit your club's needs. It is important that the Privacy wording remains unchanged, to ensure members agree to their details being registered in My Tennis.

Should your club include this wording on invoices, instead of membership forms, advice that payment of the invoice constitutes agreement should be included. You can also remove the following wording from the Privacy statement:

"and for facilitating further offers if you tick one of the boxes below.

- ☐ *I wish to receive further offers from TA, Tennis West and other Australian Tennis Organisations regarding other products and services. [optional]*
- ☐ *I wish to receive other offers from third parties who have a relationship with TA, Tennis West or other Australian Tennis Organisations about their products and services. [optional]. "*

How should our club store paper-based membership forms?

If your club collects personal information on paper-based membership forms, it is essential that these are stored securely.

It is advisable to keep the completed membership forms in a filing cabinet that has a lock and key. Only people who are required to access this information should have access to the filing cabinet and key.

For more information about My Tennis, contact:

Tennis West
P: (08) 6462 8300
E: wainfo@tennis.com.au

Customer Support
P: 1800 752 983
E: play@tennis.com.au

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Terms and conditions

I understand and agree that:

1. I am bound by the Club's Constitution, By-Laws and Policies (if any), and all relevant Tennis Australia (TA) and Tennis West policies (as developed and amended from time to time) including but not limited to, the TA Member Protection Policy, the TA Code of behaviour and the TA Disciplinary Policy, made available to me at <http://www.tennis.com.au/about-tennis-australia/reports-and-policies/policies>.
2. I must ensure that any other person named in this application form complies with the rules and policies referred to in condition 1 above as if they were a party to these terms and conditions. I agree that I will remain fully responsible and liable to Club under these terms and conditions for any act or omission of any person named in this application form as if such act or omission was performed or done by me.
3. Club may reject my application for membership, accept my application but impose certain conditions or vary, suspend or cancel my membership during the membership term based on a breach of these terms and conditions or a breach of any rule or policy referred to in condition 1 above, whether such breach was performed or done by me, or any other person named in this application form.
4. I understand that membership fees are non-refundable (even if a membership is varied, suspended or cancelled) and my membership is not transferable.
5. I consent to Club taking, retaining and reproducing the image and likeness of me and any other person named in this application form, in any way pertaining to my membership or my or their involvement in tennis. I agree that any such images or likeness may be used by Club in reporting or marketing materials including online publications without any further notice or payment to me or them.

Privacy

To assist us in the provision of products and services, we need to collect personal information about you and any other person named in this application form. When you provide personal information you agree that this will be used by Club, Tennis West, TA and other Australian Tennis Organisations under the terms of this statement, and the tennis privacy policy located at www.tennis.com.au/privacy, which contains information about how you or any other person named in this application form, 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, and you may be unable to access all of Club, Tennis West, TA and ATO products and services. Club, Tennis West, TA and other Australian Tennis Organisations 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. Club, TA, Tennis West 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), and for facilitating further offers if you tick one of the boxes below.

- ☐ I wish to receive further offers from TA, Tennis West and other Australian Tennis Organisations regarding other products and services. **[optional]**
- ☐ I wish to receive other offers from third parties who have a relationship with TA, Tennis West or other Australian Tennis Organisations about their products and services. **[optional]**

APPLICATION

By signing and submitting this membership application form I accept and agree to the conditions set out above.

Name:

Signature:

Date:

PARENT/GUARDIAN APPLICATION (If applicant is under 18 years of age)

As a parent/guardian of the applicant (who is under 18), I agree to the conditions set out above on his/her behalf.

Parent/Guardian Name:

Parent/Guardian Signature:

Date: