

[2018-19 Membership Registration Form Manual](#)

Step 1. Access the Officials Registration Page at [officials.tennis.com.au/membership/register.aspx](http://officials.tennis.com.au/membership/register.aspx)

Step 2. Enter your information and [click the blue Find button](#) to find your membership account



## OFFICIALS REGISTRATION

Enter your Email

Officialsreg-test@tennis.com.au

First name

John

Surname

Doe

Date Of birth (dd-mm-yyyy)

1/1/1990

Find ...

a) If your details DON'T match what is in our database OR if you are a new member it will prompt you with two options:

**No match found.**

If you have previously held a TA Officials Membership, please contact our team on **1800 PLAY TENNIS** to locate your details.

If you are a new member, please register [here](#)

- i) If you have previously held a TA Officials Membership contact us and we'll see if we have a record of in our database to help with your registration.
- ii) If you are a new member click the 'here' button and it will take you to the first page of our membership registration form:

The screenshot shows a membership registration form with a progress bar at the top containing five steps: Personal Information (highlighted in yellow), Officiating Experience, Officiating Screening, Banking & Uniform, and Membership Confirmation. Below the progress bar, there is a dropdown menu for 'Membership Type' with the text 'Please Select...' and a help icon. The main section is titled 'Personal Information' in a blue header. It contains several input fields: 'Email' and 'Verify Email' (text boxes), 'Prefix' (dropdown menu), 'First Name' and 'Surname' (text boxes with a 'Minimum length: 2 characters' note), 'Mobile Number' (text box with a 'Maximum length: 10 characters (no spaces please)' note), 'Home Phone' (text box), 'Date of Birth' (date picker with a 'Format: dd-mm-yyyy or dd/mm/yyyy' note), and 'Gender' (radio buttons for 'Male' and 'Female').

b) If your details DO match what is in our database you will be sent to the first page of our membership registration form. The details that are in our database will be pre-filled for you to save you time.

### Step 3. Complete Page 1 – Personal Information - Online Membership Registration Form

Things to consider:

- Please fill out all the required fields.
- Make sure you select a Membership Type.
- If you are NOT a current Australia resident or citizen it will prompt you to upload a current working VISA.
- Once you click Save & Continue you will receive an automatic email with a link to Resume your Registration at any time.
- If you're an existing member and need to change your pre-filled Name or Birthdate please contact us at [officials@tennis.com.au](mailto:officials@tennis.com.au).

#### Page 1 Layout

Personal Information    Officiating Experience    Officiating Screening    Banking & Uniform    Membership Confirmation

Membership Type: \* 2018/19 FULL Membership ⓘ

### Personal Information

Email: \* Officialsreg-test@Tennis.com.au

Verify Email: \* Officialsreg-test@Tennis.com.au

Prefix: \* Mr

First Name: \* John  
Minimum length: 2 characters

Surname: \* Doe  
Minimum length: 2 characters

Mobile Number: \* 0412345678  
Maximum length: 10 characters (no spaces please)

Home Phone: Home Phone

Date of Birth: \* 1/1/1990  
Format: dd-mm-yyyy or dd/mm/yyyy

Gender: \*  Male  Female

Emergency Contact Name: \* Jane Doe  
Minimum length: 5 characters

Emergency Contact Phone: \* 0423456789  
Minimum length: 8 characters

Country: \* Australia

Residential Address: \* 123 Fake St  
Minimum length: 7 characters

Residential Address - Line #02

Suburb: \* Faketown  
Minimum length: 3 characters

State: \* Victoria

Postcode: \* 3000

Different postal address?: \*  No  Yes

Are you an Australian Resident or Citizen? \*  No  Yes

Nationality: \* Australia

Save & Continue

## Step 4. Complete Page 2 – Officiating Experience - Online Membership Registration Form

Things to consider:

- If you're a new official your starting year will be 2018 and your Aus Opens worked will be 0.
- If you're an existing official, whatever information you put in here will apply for Service Awards (including AO) moving forward.
- Service awards will be calculated based on the number of years contributed as of June 30<sup>th</sup> each year.
- If you have missed a service award in the past 5 years let us know in this section.

### Page 2 Layout

#### Officiating Experience

Why Did You Want To Become An Official? \*

What Year Did You Start Officiating? \*   
Format: yyyy  
(if you're a new official please put the current year)

What Motivates You To Keep Officiating? \*

Have You Had Any Breaks  
(Longer Than 12 Months)? \*

How Many Australian Opens Have You Worked At As An Official? \*   
Numbers only

How many years of service (excluding breaks) have you given to officiating as at June 30th 2018??

Have you missed a service award in the past 5 years that you should have received?

How many years should that service award have been for?

#### Tennis Background

Highest Level Of Tennis Played: \*

#### Vocational Background

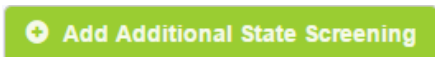
Current Occupation: \*

Save & Continue

## Step 5. Complete Page 3 – Officiating Screening - Online Membership Registration Form

Things to consider:

- **All parts of Page 3 must be completed and verified to get on court as an official.**
- If you're an existing official and we have your Working With Children Check, National Police Check or Eye Test on file it should be pre-loaded (see image "pre-filled documents" below).
- If your documents have expired you will need to upload new ones.
- If your documents aren't pre-loaded and you think they should be please upload them again.
- If you're an ITF Badged official you will NOT need to load your Eye Test as this should be with the ITF.
- If you wish to add an additional WWCC for states other than your primary state you can do so via the Green Add Additional State Screen button.



### Pre-Filled Documents Image

Previous records				
State	WWCC Card No	Expires On	File	Retain
	WWC07 XXXXE	21/08/2020 12:00:00 AM	<a href="#">View File</a>	<input checked="" type="checkbox"/>

### Page 3 Layout



### Officiating Screening

If you have previously provided your Working With Children Check, National Police Check and/or Eye Test, these files will be uploaded in the below fields and you do not need to resubmit them.

Officiating Screening is required for all qualified and regional members. The screening type required varies by state, to check your relevant state requirements please visit [www.tennis.com.au/officials/membership/policies](http://www.tennis.com.au/officials/membership/policies):

#### Primary State Screening

State: \*

Name As It Appears On Check: \*

Minimum length: 5 characters

WWCC Card No.: \*

Minimum length: 5 characters

Expires On: \*

Format: dd-mm-yyyy

Upload WWCC or Equivalent: \*  [Choose a file...](#)

Maximum file size: 5mb

#### Add Additional State Screening

State	Name As It Appears On Check	WWCC Card No	Expires On	File
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You currently have no Additional State Screening Entries.

#### Police Check

Name As It Appears On Check: \*

Minimum length: 5 characters

Police Check No.: \*

Minimum length: 5 characters

Issue Date: \*

Format: dd-mm-yyyy

Upload Police Check: \*  No file chosen

Maximum file size: 5mb

## Page 3 Layout Continued

### Member Protection Declaration

Tennis Australia has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with **Tennis Australia's** activities. As part of this duty of care and as a requirement of **Tennis Australia's** Member Protection Policy, Tennis Australia and Australian Tennis Organisations must inquire into the background of:

- persons who are appointed or seeking appointment with children under 18 years of age (whether employed, contracted or otherwise) as a coach, team manager, tournament director or umpire; (paid or volunteer) and
- persons appointed or seeking appointment to a role in which they are likely to have individual and unsupervised contact with players under 18 years of age

Please choose one of the of the following declarations below:

I:	John Doe
of:	123 Fake St, , Faketown, Victoria, 3000
Date of Birth:	01-01-1990

SINCERELY declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for, or related to, violence, child abuse, serious sexual offences or offences related to children.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. To my knowledge there is no other matter that the Australian Tennis Organisation may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President or appointed person within the Australian Tennis Organisation engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 4] above has changed for whatever reason.

I Agree With This Declaration?: \*

Yes

Or:

I:	John Doe
of:	123 Fake St, , Faketown, Victoria, 3000
Date of Birth:	01-01-1990

SINCERELY declare:

That, I have the following to disclose *[please provide details of the offence for which you are unable to make the above declaration, including the nature of the offence, when it was conducted and any disciplinary action or penalty imposed as a result of the offence]*

I Agree With This Declaration?:

Yes

### Eye Test Results

Please ensure you upload a copy of a recent eye test.

Please upload a copy of your recent eye test result. If you have not yet completed an eye test, please download [this form](#) and take it to your Optometrist to complete.

Upload Current Eye Test Results: \*

  
Maximum file size: 5mb

Choose a file...

Eye Test Date: \*

  
Format: dd-mm-yyyy

Save & Continue

## Step 6. Complete Page 4 – Banking & Uniform - Online Membership Registration Form

Things to consider:

- If you are an existing member your bank details should be pre-loaded however, when uploading the data we lost any zeros at the front of your banking details so you will need to re-enter this for us.
- If you are an existing member and have sent us your Tax File Number Declaration & Statement by Supplier Form you do NOT need to upload these again. We should still have them on file with payroll.
- These uniform sizes will over-write anything pre-existing in the database.

### Page 4 Layout

#### Banking Details

BSB Number: *	<input type="text" value="001122"/> <small>Length: 6 characters, numbers only</small>
Account Number: *	<input type="text" value="121212"/> <small>Minimum Length: 6 characters, numbers only</small>
Account Name: *	<input type="text" value="John Doe"/> <small>Minimum Length: 5 characters</small>

#### Tax Declaration

The following information is mandatory as part of your Officials membership. If you have previously supplied this information, you do not need to upload these files. If you are a new member, please upload a copy of your Tax File Number Declaration and Statement by Supplier.

Upload Tax File Number Declaration:	<input type="button" value="Choose File"/> No file chosen <input type="text"/> <input data-bbox="885 958 1038 987" type="button" value="Choose a file..."/>
Upload Statement By Supplier Form:	<input type="button" value="Choose File"/> No file chosen <input type="text"/> <input data-bbox="885 1025 1038 1055" type="button" value="Choose a file..."/>

#### Uniform Size Selection

Polo Size: *	<input type="text" value="L"/>
Jacket Size: *	<input type="text" value="L"/>
Pants Size: *	<input type="text" value="L"/>
Shoe Size (US): *	<input type="text" value="Men's 12"/>
Hat Size: *	<input type="text" value="L"/>

## Step 7. Complete Page 5 – Membership Confirmation - Online Membership Registration Form

Things to consider:

- All members must accept the Terms & Conditions as well as the Contact Consent.
- When uploading a passport photo this may be used for event accreditation in the future so please ensure it's as close to a passport photo size as possible and appropriate.

### Page 5 Layout



#### Conditions of the Tennis Australia Officials Membership Program

I understand and agree that:

1. I am bound by all relevant Tennis Australia Limited (TA) policies (as developed or amended by TA from time to time and made available to me at <http://www.tennis.com.au/learn/balkids-officials-coaches-and-volunteers/officials/membership/policies>) including, but not limited to, the Member Protection Policy, the ITF Code for Officials, the TA Code for Officials, the Anti-Doping Policy and the Uniform Tennis Anti-Corruption Program.
2. I acknowledge that in order to protect the integrity and safety of the sport of tennis I must:
  - a. comply with TA screening requirements as prescribed within the Member Protection Policy, which requires all TA Officials Members to obtain and maintain the following:
    - i. Working with Children Check (or state equivalent);
    - ii. National Police Check;
    - iii. annual completion and signature of a Member Protection Declaration; and
  - b. complete the "Keeping the Tennis Community Safe" online learning modules, available via Bounce.
3. I acknowledge that I must meet TA's Officials Membership eligibility requirements as follows:
  - a. If I am a 'Full' or 'Regional' Officials Member I must obtain and maintain at least one of the following accreditations with TA and/or the ITF/ATP/WTA: Linesperson, Chair Umpire, Court Supervisor, Chief of Officials, Review Official or Referee; and
  - b. I may only register as a 'Trainee' Officials Member if I have been selected by TA and invited to register as a 'Trainee' Official.
4. TA may reject my application for an Officials Membership, accept my application but impose certain conditions, or suspend, or cancel, my Officials Membership during the membership term based on any of the following:
  - a. my breach of these Conditions, including any breach which resulted in performance management during this term or a previous Officials Membership term;
  - b. my breach of any policy referred to in Condition 1 above during this term or a previous Officials Membership term;
  - c. my being suspended by the ITF/ATP/WTA or appearing on the Tennis Integrity Unit No Credentials List at the time of application or at any time during the Officials Membership term;
  - d. the results of TA's screening processes, my failure to deliver screening documents, or TA otherwise becoming aware of other information about actual or alleged criminal activities;
  - e. my failure to meet TA's insurance eligibility requirements;
  - f. my failure to maintain a valid Working with Children Check or National Police Check;
  - g. any change to my Working with Children status;
  - h. my having been found (by TA, any of its State-based Member Associations, or a relevant tribunal) to have committed an offence under any Policy referred to in Condition 1 (above) (in the case of renewal applications, this shall include any offences found to have been committed during a previous Officials Membership term); or
  - i. If TA otherwise decides it is appropriate to do so, having regard to TA's legitimate interests in the proper governance of the sport of tennis in Australia.
5. As an Officials Member I must:
  - a. act in a professional and lawful manner at all times;
  - b. promote and support TA's programs and activities to the greatest extent practicable;
  - c. not do, or have previously done, anything that may, in TA's reasonable opinion, bring TA or the sport of tennis into disrepute.
6. TA-branded uniform and equipment provided to me by TA from time to time, or purchased from TA by me, must not be on-sold, loaned, defaced or repurposed in any way, and must only be used:
  - a. in the course of TA tennis events for which I have been selected to supply officiating in accordance with Condition 9; or in the course of tennis events which have been sanctioned by TA.
7. In the event that my Officials Membership is suspended, cancelled or not renewed, I understand that during any such period of suspension, or immediately in the event of cancellation, I must:
  - a. stop wearing the TA-branded uniform;
  - b. not offer my services as an official at any TA event or event conducted by a TA affiliated club; and
  - c. not refer to myself as a TA Official Member, or refer to any affiliation with TA.
8. I understand that Officials Membership fees are non-refundable (even if a membership is suspended or cancelled) and Officials Membership is personal and not transferable.
9. I acknowledge that I may be selected from time to time by TA (in accordance with TA's published selection criteria) to supply officiating at tennis events and may be paid for this supply. As such, I will:
  - a. accept and abide by selection decisions made by TA; and
  - b. provide any information or document reasonably requested by TA relating to this supply or the processing of related payments.
10. I have read and understood the details of the insurance cover provided to me and described at <https://marshadvantage.com.au/tennisau/insurance-programs/Officials> I accept that any additional insurance cover (including private health cover) is my sole responsibility.
11. I acknowledge that my TA Officials Membership does not oblige TA to appoint or select me to supply officiating at any tennis events.
12. TA may amend these Conditions at any time during the membership term for operational, business, security or safety purposes and will email me if an amendment occurs.
13. I consent to TA, its State-based Member Associations and government and commercial partners taking, retaining and reproducing my image and likeness in any way pertaining to my membership or involvement in tennis. I agree that any such images or likeness may be used by any of these parties in reporting or marketing materials including online publications without any further notice or payment to me.

By signing and submitting the membership application I accept and agree to be bound by the conditions set out above.

I Accept The Terms & Conditions: \*

Yes

#### Contact Consent

- I accept that Tennis Australia may be required to share my contact number and email with other officials for operational purposes during events/tournaments.

#### Privacy Policy

To assist us 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 TA and other Australian Tennis Organisations under the terms of this statement, and the tennis privacy policy located at <http://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, and you may be unable to access all of our products and services. 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. TA 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 and other Australian Tennis Organisations regarding other products and services.
- I wish to receive other offers from third parties who have a relationship with TA or other Australian Tennis Organisations about their products and services.
- Tennis Officials Australia continues to play a prominent role in Australian Officiating and Tennis Australia encourages all Officials to join TOA membership. I confirm that I wish to become a 2018-19 member of TOA, at no cost, and consent to TA disclosing my personal information to TOA to administer my membership.

#### Photo Identification

Upload Passport Photo Or Similar: \*

Maximum file size: 2mb



## Step 8. You're all done!

Things to consider:

- There is no need to pay at this stage. We'll verify your documents and get back to you.
- Once we've verified your documents you'll receive an automatic email with an update on your membership.
- If we require any further documentation or information we'll contact you.