



MULGRAVE COUNTRY CLUB

Squash & Racquetball Section

Committee & Member Guidelines & Rules

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Purpose

The purpose of this document is to provide guidelines and rules for both the Committee and playing members on the operational aspects of the Squash & Racquetball Section at the Mulgrave Country Club. This document should be read in conjunction with the *Sections Guidelines* document issued by the Board and the *Mulgrave Country Club By-Laws* (published in the Club Members Handbook).

These guidelines and rules have been developed by the Mulgrave Country Club Squash & Racquetball Committee to compliment the operational aspects of the Squash and Racquetball Section. They are not designed to duplicate or replace any other rules and/or requirements of other squash and racquetball Clubs and/or Associations.

Committee Positions	Brief Summary of each position
Chairman	Chair committee meetings, promote the interests of the section, representatives' role including but not limited to the Club Sections Meetings
Vice Chairman	To represent Chairman when they are unavailable
Secretary/Treasurer	All recorded monies & correspondence is required to go via the Secretary. Responsible for publishing & circulating the minutes of meetings & co-ordinating all communications amongst committee members
Club Circuit Pennant Coordinator	Responsible for recruiting, organising & submission of teams & attending league meetings when required
Masters Pennant Coordinator	Responsible for recruiting, organising & submission of teams & attending league meetings when required
Ladies Pennant Coordinator	Responsible for recruiting, organising & submission of teams & attending league meetings when required
Super League Coordinator	Responsible for recruiting, organising & posting teams
Racquetball Coordinator	Responsible for recruiting, organising & submission of teams & attending league meetings when required
Friday Morning Coordinator	Responsible for recruiting, organising & submission of teams & attending league meetings if required
Junior Coordinator	Responsible for the promotion of junior squash, recruiting, organising & submission of teams

Newsletter/Editor	Responsible for compiling & reporting on all events for the Club's Newsletter & website
General Committee	3 positions - Responsible for assisting other committee members & organised club events

All committee members must undertake the following:

- Acknowledge a copy of the *Sections Guidelines* document; and
- Accept an OH&S responsibility to immediately report matters when identified to the duty manager; and
- Promote and exhibit good 'sportsmanship' amongst players.

Committee Meetings

The Annual General Meeting of the Squash & Racquetball Section will be held prior to the April meeting. Committee meetings are generally held on the first Monday of the month at 6 pm in the Sections Office or if unavailable, an alternative location nearby. *(No meeting is held in January)*

All committee meetings are minuted with a copy being forwarded to the Administrative Section of the club for recording.

Captain Duties

A pennant team must have a person designated as the "Captain" who is appointed for each season that a team is registered in a specific competition. The Captain is the contact person for the designated Pennant Co-ordinator and also the person who opposing teams must contact to inform a player is going to be late, players not staying for supper, etc. In addition, the captain of the team has a number of responsibilities which include, but may not be limited to the following:

1. At the start of the season collect all information and paperwork for distribution to your team members (eg fixtures if provided, Best & Fairest forms, order of merit information for Masters players only) if left by the co-ordinator at the Club Reception;
2. Ensure that any new team members who are intending to play after the start of the season, in the first instance are approved by the relevant pennant co-ordinator and Association that the team is registered in;
3. Prior to the start of the season determine the supper required by your team for home games & notify Administration at the Club. Also advise the location for the supper – either the Members or the Bistro area so that staff can set up tables;
4. Home games collect the clipboard, ball, score & fax sheet (if required) for your pennant from the Members Bar;

5. Fill out the score sheet ensuring all team members are listed with their full name in the correct order they have been registered to ensure your team will not lose points if players play out of their registered order;
6. Ensure all players are ready for play after each match is completed to reduce any unnecessary delays between matches;
7. At the end of the night ensure that any rubbish, used plastic cups or property are collected and the gallery area is left tidy. Ensure any clothing or other property is collected by the owner. If not, lodged at Reception.
8. Check all results on score sheets have been tallied correctly at the end of the night. Ensure either the score and/or fax sheet (if required) is completed with player's full names and you sign the fax sheet (if required) confirming the scores are correct;
9. The completed score or fax sheet (as the case may be) may be returned to Reception for transmission at the end of the night or scanned or results electronically sent to the relevant pennant association;
10. The clipboard should be returned to either the Member's Bar or Reception;
11. Please note: Masters pennant has a combined score & fax sheet so only one sheet is completed which must record the players full name and "order of merit";
12. Provide a blank Best & Fairest form and envelope to your opposing captain for completion;
13. At the end of play ensure Club staff are notified promptly so that your supper can be prepared for service where necessary;
14. If applicable, collect court fee payment from opposing team which is used to supplement your supper account;
15. Collect envelope from staff which outlines the details of your supper account;
16. Collect cash from your team members to make up any short fall in the supper account, put the required amount in the envelope & pay for your teams supper prior to leaving;
17. Determine which team members are playing the following week & remind them of the time and location;
18. Ensure all team members registered for the season are qualified at an approved refereeing course to ensure they are eligible to play in finals;
19. Ring the opposing Captain if a late start is required or if a player will be late;
20. At the end of the season where possible, organize an "end of season" dinner for your team members where the Best & Fairest votes may be counted;
21. Notify the relevant pennant co-ordinator who won the Best & Fairest for the season so that they may be awarded their trophy at the annual presentation dinner;
22. Any fines incurred by a team is the responsibility of the team to pay in the first instance;
23. Prior to the end of the season communicate the proposed team for the following season to the relevant pennant co-ordinator;
24. Any positive or negative feedback Captains and team members would like to provide concerning either home or away matches or home or opposing

- players should be immediately reported to their respective pennant co-ordinator and/or the Squash & Racquetball Committee;
25. Ensure that all matches are played in the spirit of the game and no team members should act in a manner likely to harm the reputation of the Club;
 26. The Captain should report immediately to the Squash & Racquetball Committee any ongoing poor behaviour exhibited by their team members and/or opposition players;
 27. The Captain's role should be rotated where possible.

Coaching

All paid, formal or professional coaching for squash and/or racquetball involving the use of club courts and facilities is not permitted unless approved by the Squash & Racquetball Committee in the first instance and authorised in writing by the Board of the Mulgrave Country Club. Any member who facilitates or engages in any paid, formal or professional coaching without appropriate approval will face disciplinary action.

Any unpaid, informal or organised sessions of practice where coaching advice is provided to members or a guest which would be deemed by others as coaching - is not permitted, unless it is during the normal course of competition matches.

The details of any club approved coach will appear in the Club Members Handbook, the club website and on the noticeboard at the rear of the courts. If any member is unable to source coaching services appropriate to their needs they should contact the Committee in the first instance to seek direction.

Coaching Applications

Any application for approval must be forwarded in the first instance in writing for the attention of the Chairperson of the Squash & Racquetball Section.

The application must contain the following information so that the Squash & Racquetball Committee can consider the application:

1. The applicant must be/or prepared to become a financial member of the Mulgrave Country Club (including the squash/racquetball facility fee);
2. A detailed curriculum vitae/resume that outlines the past and/or current experience in coaching squash and/or racquetball, including any coaching qualifications or references possessed;
3. An outline and clarification of the exact coaching proposal - to consider such things as whether the applicant intends to coach only members, non-members, adults and/or juniors, what times are proposed for court bookings, what days, how many courts, and the benefits to the Squash & Racquetball Section and Club the appointment would bring. Clarification of whether the applicant is intending to charge on a user pays basis or is seeking direct payment from the Club;

5. A current "*Working with Children*" check;
6. A copy of an active ABN relevant to the coaching proposal;
7. A copy of any Public Liability Insurance and/or Professional Indemnity; (If not held, is the applicant prepared to obtain same if the application is successful);
8. Any additional information the applicant believes the Committee would benefit from knowing about.

Once all information has been received by the Squash & Racquetball Committee, if any further information is required or clarification is sought on any of the information provided the applicant will be contacted. If need be, the applicant may be requested to appear before the Committee. All applicants are notified in writing of their application outcome.

Courts

There are four (4) glass back air conditioned courts for use by members and their guest. A member can only make one (1) court booking at a time for a maximum period of 30 minutes and no more than seven (7) days in advance.

Courts can be booked for play between the hours of **6.30 am to midnight**.

Court Bookings

Two systems are in place for members to make a court booking. A member can use the on-line booking system or by contacting staff at Reception and providing your membership number.

The on-line booking system will be accessed via the www.mulgravecc.com.au website. All current financial members of the Squash & Racquetball Section with an email address will be able to book a court using a password identifier specific to them. Members will be able to check all courts availability and receive confirmation via email of their booking; in addition their opponent will receive an email confirmation. Both members will have the ability to cancel a booking via email.

If a member does not have a personal email address and is not in a position to make an on-line booking, a court may be booked by telephoning Reception.

No member shall obtain and use another member's membership number or password to support a booking except for 'family members' and whose membership details are being used is aware of the booking and is genuinely intending to play.

Please note: Any member who provides their membership number to another member to inappropriately secure a court booking or uses another member's number inappropriately to secure a court booking may face disciplinary action.

Members are requested to always make a booking instead of just turning up to play if a court is available. If it is found members regularly do not make a court booking, then the Committee may consider disciplinary action.

Any members who experience difficulties in obtaining a booking should notify the Committee and provide the specific details so that the Committee may investigate the matter further. The Committee is seeking assistance from members in ensuring their booking is recorded so that court usage can be monitored.

The Committee reserves the right to check bookings to confirm player's membership and may request any player to produce their membership card to evidence current membership.

Court Footwear

No marking footwear is permitted on the courts. The Committee reserves the right to request any member, their guest or visiting pennant player wearing marking footwear to cease playing.

Clothing

Members are to adhere to the dress code as outlined in the *Sections Guidelines* and the *Club Members Handbook* when socialising after matches.

All members are encouraged to wear the official club uniform shirts offered for sale.

All pennant players whilst participating in competition both at home and away must maintain an appropriate standard of dress which does not attract any undue criticism or impact on the reputation of the Club.

Club Fees

All players must be a financial member of the Club, unless he/she falls within the provisions of a "guest". In addition to the club membership fee and the specific sporting facility fee for squash or racquetball, all pennant players are required to pay an additional registration fee for each season they are registered in a pennant team.

Only financial members are permitted to use the courts between **5pm** and **7pm** weekdays – no guests are permitted to play during these times.

Mulgrave Country Club will facilitate payment and player information for registration direct to *Squash & Racquetball Vic* on a member's behalf- so members do not need to register on-line. All non-pennant players are also required to be registered with *Squash & Racquetball Vic* but only once a year and at a reduced rate to pennant players.

If a member does not renew their membership at the required time they are not permitted to continue using the courts or represent the club in pennant competitions.

Club Practice

Club practice is scheduled every **Monday** night between **4 pm** and **7.30 pm** and open to all standards. (Depending on the number of home pennant teams – the number of courts available from **6.30 pm** will vary)

The order for court access is first in, first on. Upon arrival at the courts a member should record their name on the list of names on the notice board. Each court may be utilised for either 20 minutes of routines or three (3) standard matches not exceeding 20 minutes.

Members should be conscious not to play for a period of time that is deemed unfair to other members. Members whose standard of play is deemed at beginner level should consider utilising the services of the approved coach and/or practising at an alternative time so as not to disadvantage members who are using the practice session to develop their pennant skills.

Court Advertising

Please Note: As of January 2013 the Board of the Mulgrave Country Club determined there would be no court advertising approved until further notice.

Disciplinary Action

Any reports relating to the behaviour of members and/or their guests that breaches any guidelines, requirements or policies of the Club and/or the Squash and Racquetball Section will be investigated by the Committee. After having considered all the circumstances of any report, the Committee may determine that disciplinary action is/is not required and as such may refer the matter to the Board of the Mulgrave Country Club with that recommendation.

Disciplinary action includes behaviour at other locations and venues where members are representing the Club.

Feedback

Any suggestions or complaints that members have regarding the operation of any aspect of the Squash and Racquetball Section should first be directed in writing to the Squash & Racquetball Committee. If a complaint is investigated, and if deemed appropriate by the Committee, it will be forwarded to either the General Manager or the Board of the Mulgrave Country Club.

Any correspondence directed to the Squash & Racquetball Committee can be sent via email to the Club for forwarding or left for the Committee's attention at Reception.

Injuries & Medical Emergencies

A designated First Aid Room is located next to the courts. Any injury requiring first aid treatment must be reported at the time to the Supervising Manager in the Gaming area.

Important: The Club has appropriately trained First Aid staff who have immediate access to a AED –Automated External Defibrillator if required. It is immediately accessible by requesting it from the Supervising Manager on duty in either the Member's or Sports Bar.

If a member has any serious concerns that any player is suffering from either a heart attack or stroke related injury they should immediately contact 000 and request an ambulance in the first instance.

Insurance & On Court Injuries

All financial squash & racquetball members are covered whilst playing and practising by player insurance through their registration with *Squash & Racquetball Vic*. Members who are injured playing either at home or away, and are seeking to lodge an insurance claim need to lodge all relevant paperwork direct to the insurance company- all details of how to lodge a claim and other relevant information can be found on the *Squash & Racquetball Vic* website at www.squashvic.com.au

As part of completing an insurance claim form an injured player will be required to provide specific information relating to the incident which includes the details of any witness to the incident and scoresheet.

Maintenance & Repairs

Any maintenance or repairs required in the courts, change rooms, steam rooms or vicinity (eg light globes), must be reported by members at Reception for recording in the Maintenance Book. It is the responsibility of every member to report any incident or matter that impacts adversely on the health, safety and wellbeing of members.

The Committee has a responsibility to monitor any request for maintenance/repairs coming to its attention to ensure it has no impact on Occupational Health & Safety or court usage.

Raffles

All monies generated by any raffles held must be passed to Administration for recording.

Sponsorship

Any requests for sponsorship must be directed in writing to the Squash & Racquetball Committee in the first instance.

Squash & Racquet Balls

All squash and racquet balls are provided free for use in pennant matches. No other balls (eg tennis balls, footballs) are permitted to be used on the courts.

Pennants

- Club Circuit

This mixed squash competition involves playing at other private clubs in the metropolitan area with home nights **Monday, Tuesday or Wednesday**. Play commences generally at **6.30 pm** with away games occurring from Monday to Thursday. Meals and all drinks are paid for by the home team.

- Friday Morning

This mixed squash competition is played on a **Friday** morning commencing at **9.45 a.m.** between clubs in the eastern suburbs. Teams consist of 3 players, 4 games, point a rally to 15. Lunch is provided by the home team.

- Ladies

This women only squash competition involves teams playing in the metropolitan area. Home night is a **Monday** night commencing at **7.30p.m.** or **8 p.m.** Teams consist generally of 3 players and a "supper" is provided by the home team.

- Masters

This mixed squash competition involves members (women aged over 30 years & men aged over 35 years) playing at public and sporting club courts with home nights generally **Thursday** (possibly **Friday**). Play generally commences at **7.30**

pm or **8pm** with away games on a **Thursday** night. Teams consist generally of 4 players and a "supper" is provided by the home team.

- *Racquetball*

This mixed competition involves teams playing in the metropolitan area with home nights **Monday** & **Wednesday** with play generally commencing at **7.30 pm**. Teams consist generally of 3 players and a "supper" is provided by the home team.

Club Competitions

- *Super League*

This mixed squash competition involves in-house handicapped games held 3 or 4 times a year on a **Thursday** afternoon between **4.30 p.m.** and **7.30p.m.** At the end of each season's final a celebration is held in the Member's Bar. In the event games cannot be held due to competing priorities, the games are rescheduled for another time.

- *Mid Season In-House*

This mixed competition for squash members is generally played in **June/July** and **December/January** and may be on a **Tuesday** and **Wednesday** night commencing at **7 p.m.** Teams are graded/handicapped accordingly and consist of 4 rubbers, each rubber consisting of 3 ten (10) minute games. Each rubber is worth 5 ladder points, 1 for each game won and 2 for the winner of the match. A payment may be required at the start of the competition which contributes to the supper provided at the completion of play.

- *Junior Squash*

Junior coaching is available on **Tuesday** from **4 pm** to **6 pm** and **Sunday** mornings between **8.30am** and **12.30pm**. Juniors, if interested can play in a mixed junior pennant competition which is held on a Saturday morning between other clubs.

- *Club Championships*

Senior members are only eligible to compete if he/she has been registered and represented a Mulgrave Country Club pennant team in the pennant season prior to the Club Championships commencing.

The Committee may determine the type of format of the Club Championships, currently there are two formats:

Format 1: Generally held over the 3rd weekend in July with a competition style format.

- an Open section will consist of the top 16 players for Mens & Ladies;
 - each Division below will contain 16 players (with the following exception –where a full Division cannot be held or the numbers are too small then a larger Division will be created);
 - all divisions to have plate events
 - the Open will be standard rules and all other Divisions will be handicapped;
 - the Open will have a Plate event;
 - games can be played on a Friday night, Saturday & Sunday during the day with finals being held on Sunday afternoon.
- *Format 2:* Generally held over a set number of months during the year where all pennant players from the previous year will be placed in a number of 16 player divisions;
- a plate round for first round unsuccessful players;
 - players are to arrange a match that would suit both players within a 10 day period and winners to progress to the next round;
 - 3 winning matches will ensure a player reaches the grand final in that division;
 - highest ranked player to arrange for a suitable time with their opponent within a 10 day time frame and result to be updated on the notice board and emailed to your division coordinator;
 - scoring to be as normal within your competitions - Open Mens – point a rally, all others best of 5 games, 9 points and players to score and referee own matches (If members require & request someone to assist in scoring and/or refereeing, the section coordinator may assist in organising that resource);
 - if one player has declined to play then the match will be awarded to the other player (walkover). If both decline then a 'bye' to next round competitor in the adjoining matchup;
 - final matches will with held on the nominated Sunday afternoon.

Annual Presentation Dinner

Usually held after the completion of play of the Club Championships on **Sunday** night commencing at **6.30 p.m.** in a function room at the Club. Additional awards may be presented, including:

- *Club Person of the Year Award*

Any member may nominate for consideration another member to the Squash & Racquetball Committee if they believe that person meets the following criteria;

- current financial club member;
- must contribute to the positive promotion of squash or racquetball;
- must be a regular participant of pennant and social squash or racquetball events;
- must be an active member;
- must demonstrate good "sportsmanship";
- must contribute to the success of the squash or racquetball section;

(This award will not be awarded to the player on the grounds of years of service or playing).

- *Best & Fairest Awards*

Awarded to a member in each pennant team who has been voted "Best & Fairest" by the opposition team for the spring season of the previous year and the autumn season of the current year.