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1. Administrative

1.1 Official Logo

The official logo for Garneau Tennis and Beach Volleyball Club (GTBVC) is half tennis ball and half volleyball in front of the tennis/volleyball net.

1.2 Personal Information - Board

For business purposes, members of the Board may be required to provide personal information. All information provided by the member will be kept in strict confidence.

1.3 Suggestion Box

A suggestion box will be maintained in the office so that club members can leave feedback and/or ideas for the office manager to review.

1.4 Guest and Visitor

Guests and visitors to the club are subject to a daily usage fee. There are no maximum numbers of times they may utilize the pass within the current season.

1.5 Upgrading a Membership

If a monthly, weekday, or junior membership is purchased and a member wishes to upgrade to a full time membership, the original amount paid will go towards paying for the full time membership in that season.

1.6 Upgrading a Punch Pass

If a Punch Pass is purchased by a prospective member and if they wish to upgrade to a membership, the amount of the Punch Pass will be applied toward the cost of the full membership in that season.

1.7 Signing Authority

The signatures required as signing authority for cheques will be reviewed and updated annually in January by GTBVC Treasurer.

1.8 Special Events

An adult member in good standing may make a request to the board to hold a special event at the club. The request must clearly articulate the reason for the event, the proposed date and time for the event and the number of courts to be used. The board will make a decision at the next regularly scheduled executive meeting or sooner where the request is time sensitive.

Where the event is not restricted to club members, it will be the responsibility of the member making the request to collect and remit to the Treasurer the appropriate guest fees.

2. Employees

2.1 Employment Status of Club Pros

Due to changes to Canada Revenue Agency regulations Club Pros are considered to be employees rather than contractors. Mandatory source deductions from payroll will be made and remitted to Canada Revenue Agency by the Club.

2.2. Limitation of Pros to give Lessons

The limitation is established that only two pros be allowed to give lessons at the same time.

2.3 Leave of Absence for Employees

Any contracted employee who requires a leave of absence must have a written request approved by the office manager.

2.4 Final Report from Club Pro(s)

A written report from the Tennis and Volleyball Pro regarding the overall assessment of the year including recommendations for improvement is to be provided by the Pro to the President before the last cheque for wages is issued.

2.5 Lessons

All lessons held at GTBVC tennis courts are to be paid through GTBVC Office only.

2.6 Timesheets

Employees are responsible for completing their time sheets and submitting them to the Office Manager in a timely manner as required for reporting and remuneration purposes.

3. Board Functions

3.1 Re-Opening Issues at Board Meetings

A 2/3 majority of Board members present at a meeting is required in order to reopen an issue previously voted upon as a Club Policy.

3.2 Salary Rates

Employee records are confidential. The release of any personal or financial information will be determined by the President/Vice President in consultation with the Treasurer on an individual basis.

3.3 Keeping of Club Records

All club records and documents are to be retained for a period of (7) years. This requirement may change where Canada Revenue Agency changes its policy regarding retention schedules. Club records may only be discarded with the permission of the Club President and in accordance with the rules set out by Canada Revenue Agency.

3.3.1 Legal Documents

The President will retain all legal documents pertaining to GTBVC and provide them to the newly elected Club President.

3.4 Tenure of Board Positions

The tenure of board positions is one year. When recruiting for vacant board positions, the nominating committee will ensure that candidates are informed that a two year commitment is desired to allow for continuity on the board.

3.4.1 Terms of Board Members

A board member may not hold the same position for more than three (3) consecutive years. The board member may continue to serve on the executive in any other role. Where an executive member has held the same position for a period of three years, a minimum of one year must pass prior to serving in the same position on the executive.

3.5 Club Member's Manual

It will be the responsibility of the Secretary to maintain the Club Policy and Constitution & By-Laws documents up-to-date.

4. Financial

4.1 Audit of Accounts

A formal year-end audit will be conducted by two (2) Club members.

4.2 Investments

The Treasurer is authorized to invest money from GTBVC chequing account in short-term guaranteed investments such that the funds may be withdrawn as needed.

4.3 Contingency Fund

A Contingency Fund is approved by the board to enable the club to undertake specific club improvements.

4.4 Fee Clarification

All non-members receiving instruction from pros will pay lesson fee to the pro at the current rates. It is the responsibility of the pros to direct non-members and members paying for the lesson to the club office. A receipt must be issued.

4.5 Unbudgeted Expenses

Unbudgeted expenses up to \$600 need the approval of two (2) board members and the President.

4.5.1 Transportation Costs

Transportation costs incurred by executive members on behalf of the club will be an expense of the club and may be claimed. A club member may submit a claim where they have been pre-approved to incur such expense by a member of the board.

4.6 Budget of Expenses

All non-members receiving instruction from pros will pay lesson fee to the pro at the current rates. It is the responsibility of the pros to direct non-members and members paying for the lesson to the club office. A receipt must be issued.

5. Membership

5.1 Hit List

List of names and ranking of members of GTBVC to be posted outside of the office. The list will be also e-mailed/shared to/with members.

5.2 Membership List

The club's membership list not to be available for distribution (other than to members) and addresses not be included as part of the list.

5.3 Charges/ Fees

A \$25.00 administrative fee will be levied for any dishonoured cheques provided to the club. Only a cash payment for any residual fee will be accepted.

5.4 Refund Policy

Membership fees are not refundable.

5.4.1 Refund -Exceptional Circumstances

Under exceptional circumstances as determined by the board, a refund may be approved.

5.4.2 Refund Policy and Membership Forms

The club's refund policy is to be included on the membership forms

5.5 Early Bird Rate

An early bird rate reduction of fees is to be provided for renewing members and new members who pay their fees prior to the date set by the board on the application form for the respective year.

6. Property

6.1 Security System

A security system is installed and is connected to City Arts.

6.2 Parking for Emergency Vehicles

The 1st parking space closest to the walkway to the club is designated and signed for emergency vehicle use only.

6.3 Assumption of Risk by Adult Players

A sign is to be posted at the club to indicate that participants, understanding the inherent dangers of the game of tennis, use the facilities at their own risk.

6.4 Locks

Each year the board committee will decide if there is a need to change the locks.

6.5 Automated External Defibrillator (AED)

The Facilities board member is responsible for maintaining a schedule of service to ensure proper operation of the Automated External Defibrillator (AED) equipment .

The Executive will ensure that an annual refresher course on the operation of the AED is conducted by qualified personnel. The course will be open to all GTBVC members and attendance is mandatory for all GTBVC employees.

7. Utilization of Courts

7.1 Tennis Court Bookings

All tennis courts may be used by tennis members for a period of 45 minutes for singles and 60 minutes for doubles play.

7.2 Volleyball Court Bookings

All volleyball courts may be used by volleyball members when they are not utilized for leagues or reserved bookings. Volleyball Members with booking rights may book courts for 1 hr/day and can be booked up-to 14 days in advance. Non-members may reserve courts by paying a court booking fee.

7.3 Booking of Lessons

Lessons may be booked directly with the pro or through the office. All money collected for lessons must be processed by the office.

7.4 Outside Signing Board

Members must have their membership cards hanging on the board at all times when playing.

If the member does not have a card, he/she must be reminded that the card is necessary in order to play at GTBVC courts.