



Mill Bay Tennis Club Policy Manual

Last Reviewed/Revised: March 2017

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Note: Policies rescinded in March 2017:

- Policy # 2007 – 4 – Family Membership
- Policy # 2007 – 5 – Junior Membership
- Policy # 2011 – 1 – Junior Membership Bursary

Official Address for Societies Act

Policy # 2009-1

Authority:	MBTC - Executive Council	Revised:	
Date of Approval:	April 2009	Next Review:	January 2018

Policy Statement

For the purposes of having a permanent address as required by the Societies Act, it is agreed that it will be as follows:

Mill Bay Community League Tennis Society
c/o Judy Baeckmann
1047 Briarwood Crescent
Mill Bay, BC V0R 2P2

Banking

Policy # 2011-2

Authority:	MBTC - Executive Council	Revised:	March 2017
Date of Approval:	March 20, 2017	Next Review:	January 2018

Policy Statement

The regular current and savings accounts (for general membership fee income and expenditures) will be administered in accordance with normal banking practices for a community based, non-profit society operating under the Society's Act.

This policy requires every cheque to have two of three authorized signatures, the first signer being the club secretary/treasurer. Island Savings, Mill Bay branch is the club's bank and requires all signers to be a member of Island Savings.

Club Hours

Policy # 2007- 1 Rev 3

Authority:	MBTC - Executive Council		
Date of Approval:	June 2, 2007	Revised:	May 2008, Apr 2009, Mar 2011
		Next Review:	January 2018

Policy Statement

Hours during which time club members will have exclusive use of the courts:

Monday – Friday 8am to 11am and 4pm to dark

Saturday and Sunday - 8am to noon

As needed for tournaments and special events at any other time

Non-members may obtain a key from Kerry Park Recreation Centre administrative office and play outside of above Club hours provided that the Club does not need the courts for events.

A sign will be posted at the courts outlining these hours.

Late Season Membership Fees

Policy # 2007 - 2

Authority:	MBTC - Executive Council		
Date of Approval:	March 20, 2017	Revised:	March 2017
		Next Review:	January 2018

Policy Statement

The club season is April 1 to March 31.

Most league play takes place in the months May through to September. If a player joins August 1st or later, there will be a pro-rated membership fee of \$30.

Keys will be available for those that want them for the usual \$10 non-refundable fee.