



BARTON LAWN TENNIS CLUB BYE-LAWS

1. Subscription categories

Subscription categories will be:

- Family (up to two adults and three school-attending children);
- Adult (an individual aged 25 or over);
- Young adult (an individual aged under 25);
- Student (anybody in full-time education aged under 25);
- Junior (anybody aged 12 or over and under the age of 17);
- Junior coaching (anybody under the age of 17 for use only at approved coaching sessions);
- Coach (certified coaches having made application to, and received approval from, the Club Committee to register under this category).

2. Renewal of subscriptions

The Committee shall set and publish subscription charges for each category of membership annually.

Members may revoke their membership at any time but there will be no refund of subscriptions paid other than under exceptional circumstances.

Renewal of existing membership subscriptions are due at the start of the Club's financial year on 1 April. Renewal payments made later than the end of April after the due date will be subject to an additional administration charge of £10.

Members who fail to pay their renewal subscription within two months of the due date shall be automatically removed from membership and shall be liable to pay charges as a 'visitor' for any use they have made of the Club's facilities since the start of the financial year.

Members shall not be eligible for league tennis team selection until they have paid their subscription.

3. New members

Those people expressing an interest in membership may attend up to three of the Club's social tennis sessions or, alternatively, may play one private match arranged by a member of the Club's committee in order to decide whether to join the Club.

New members joining part way through any year will pay a pro-rated subscription for their category of membership based on the quarter in which they join, as follows:

<i>Member joining between dates:</i>	<i>Percentage of annual subscription payable</i>
1 April – 30 June (Qtr 1)	100%
1 July – 30 September (Qtr 2)	75%
1 October – 31 December (Qtr 3)	50%
1 January – 31 March (Qtr 4)	25%

Prospective members must submit a properly completed Membership Application form and pay the required subscription within two weeks of indicating their intention to join.

Nobody under the age of 12 may join other than for JUNIOR COACHING or as a child under a FAMILY membership.

4. Visitors

Members may book slots to play with visitors at a charge of £5 per visitor per hour (or part hour). The member is liable to account to the Club for this payment.

Club members have priority over visitors if all available courts are in use. Therefore, matches involving visitors should be arranged at times when demand for the courts is likely to be low because, if all courts available during that slot are booked by members, the match involving visitors will not be able to take place.

Any visitors who are not introduced by a member but who express an interest in playing (e.g. workers lodging in the village during the week) should be referred to a Club Official who may arrange for them to play at the visitor charge if courts are available.

Visitors must be supervised by the introducing member at all times.

5. Availability of courts

The Club operates a court booking system via WhatsApp which is open to all members equally on a first-come first-served basis but subject to the availability of courts which varies from time to time.

The Club has two tarmac courts (the 'club courts') but also pays Holland Sports Club to use the three astroturf courts on the Multi Use Games Area ('MUGA') whenever that surface is not in use by other sports but only at times when the club courts are in use. This is known as the 'overflow' facility. Depending on whether the MUGA is in use by others, there may be either 2 or 5 courts available to book.

In addition, the availability of the courts for booking is restricted by the priority given to certain types of court use as follows:

- Social tennis uses both the club courts and the MUGA and has priority on Wednesday evenings from 7:00pm and on Sunday mornings between 10:00am and 12:00pm;
- League team fixtures use only the club courts; the Club typically runs seven league teams which play approximately 40-45 home matches between them on evenings between April and September (team fixtures for the season are published in April or May each year);
- Coaching events approved by the Club committee have the right to book courts a day ahead of members via the WhatsApp system (but subject to some restrictions set out in section 6, below).

Although every effort will be made by the Club to inform members when priority events are taking place, it is the member's obligation to ensure the availability of courts at the times they want to book.

Booking during the periods of priority use, particularly at times of social tennis, is allowed but not recommended. Any such bookings will have to use the court furthest from the event taking place and must give precedence to the requirements of the event; if there are sufficient numbers of players attending the event, there may not be a court available for booked matches.

6. Booking procedure

Courts can be booked by Club members through the WhatsApp system only on the day of play from 7:00 am onwards. Bookings are for single hour slots, starting on the hour. There is no charge made for booking.

To allow lessons to be scheduled in advance, coaches may book hour slots the day before play but only for lessons ending no later than 7:00 pm in order to leave courts available for members to use in the evenings. Any time slot not booked by midday on the day of play becomes available to coaches to book.

Unless the MUGA is known to be available to members, coaches cannot book both club courts for the same slot unless that second court is booked after midday on the day of the lesson (see above).

The first booking for a particular time slot (in order on the WhatsApp group) has choice of court except that bookings for doubles matches always have choice of court ahead of singles matches and matches where all players are club members have priority of choice over matches involving visitors.

Members may not book more than one slot per day but may play as much as they wish if they play in matches booked by other members or if there is a free court available at the time they want to play.

Because there is no cost to booking it is important that this privilege is not abused. Cancellation of bookings should be made through the WhatsApp system to free the slot for other players to book. Members who regularly deprive others of the opportunity to play by booking slots they do not use may be subject to disciplinary action.

The WhatsApp booking group must not be used for general communication amongst members.

7. Booking etiquette

No matches for a booked slot may start before the official start time of the slot in order to allow the first booking for that slot to have choice of court.

The right of any booking for a time slot to have priority in choice of court over later bookings lapses if less than three players in that match are ready to start within 5 minutes of the start of the slot.

Club members generally prefer the club courts over the MUGA so, unless specifically arranged with others booking for the same slot, the following bookings must assume they will play their match on the MUGA:

- the third listed booking for a given slot;
- any singles match booked for a slot when there are two other bookings or;
- any match involving visitors booked for a slot when there are two other bookings.

Booking slots are for one hour and members must be prepared to leave the court at the end of their booking if there are others who have booked and are waiting to play.

Conversely, members are encouraged to be understanding of others who may be part way through a match at the changeover of booking slots and to refrain from insisting that those players move court if there is another acceptable court available.

The use of courts by junior members under the age of 14 must be supervised by a member at least 14 years of age or older. Supervision includes locking up the courts after use.

8. MUGA

Access to the MUGA is via the electronically controlled gate which requires an access code. The code will be given to all members but may change from time to time. The current code can always be obtained from the Club Manager, Tracy Cole on 07958 472208.

Because the MUGA is used by various sports it is the responsibility of any members who use the MUGA to erect the nets if they are not already in place and to clear away the tennis nets if their booking is the end of a tennis 'session'.

For these purposes a 'session' is defined as any play preceding the use of the MUGA by others. The MUGA is normally in use by other sports every evening and it must be assumed that a tennis 'session' ends no later than 6:00 pm on weekdays. On occasions, however, the MUGA may also be booked during the daytime in which case a 'session' will end earlier.

As a general principle, users of the MUGA should always clear away the nets after their booking unless:

- They know for certain that there is a later booking that same day that will use the MUGA; or
- They have been instructed by the Club Manager (Tracy Cole 07958 472208) or Holland Sports Club officer that the nets can be left in place.

9. Court lights

Both the club courts and the MUGA have lighting. The Club pays a fee to Holland Sports to permit members to have full use of these lights without charge.

The lights are controlled from within the clubhouse and, unless arrangements are made with Club officials to make keys or tokens available for the light meters, court lighting is only available when the clubhouse is open.

The clubhouse is closed on Mondays but open from 7:00 pm other weekday evenings and at weekends.

10. Conduct

Members must follow these Bye-laws and any other procedures established by the Club. In addition, members must abide by any regulations established by Holland Sports Club to whom Barton Lawn Tennis Club is affiliated, and abide also by regulations of the Lawn Tennis Association (LTA).

To protect the court surface, players are required to wear tennis shoes or trainers with light-coloured soles.

Players must dress appropriately and modestly.

Players must be considerate and respectful to others and refrain from bad language and displays of temper.

Players must not play under the influence of alcohol or drugs.

Players must play in a safe manner at all times.

Players must be sportsmanlike in their play and honest in their line calls, particularly in competitive matches.

Players must not deliberately or recklessly damage equipment, including their own possessions and should bring onto the court only the bags and equipment they necessary for their match which must be stored safely so as not to create a hazard for others.

Players must not bring bicycles or glass into the courts.

In line with the Club's Diversity and Inclusion Policy, the Club will actively encourage participation by certain groups of traditionally disadvantaged people and requires members to welcome such players and avoid any kind of behaviour that might be interpreted as discriminatory or harassing.

In line with the Club's Safeguarding Policy, the Club requires members to report any concerns for the welfare of a child or vulnerable adult to the Club's Welfare Officer.

11. Coaching

The membership category of 'Coach' is open only to accredited coaches approved by the Committee.

Only members of the Club who are approved coaches may deliver coaching commercially using the Club facilities. Coaches may only deliver coaching to club members. A membership category 'Junior coaching' is provided for juniors who receive coaching but are otherwise not members of the Club.

To encourage participation in coaching by prospective members, a 'temporary membership' supplement may be paid in place of full membership as follows:

- Standard coaching (hour) £1.50;
- Cardio-tennis (45 mins) £1.00;
- Junior coaching camps (per day) £2.00.

It is the responsibility of the coach to collect and account to the Club for these supplements.

Prospective members who subsequently take up membership can apply for a reduction in their membership fee equivalent to supplements paid by them during the course of the three months preceding their joining date.

Coaches may apply to the Committee to have certain coaching events given priority booking rights on the courts which must be approved in writing by a Club officer. Approval will typically be given for junior coaching with multiple attendees. In the absence of such approval, coaches have no preference over other members in booking courts.

12. League tennis

The Club runs three men's, two ladies' and two mixed teams in the Burton League. The purpose of league participation is to provide the opportunity for competitive tennis to all members who achieve an appropriate standard. The league encompasses a range of standards across its different divisions such that most players can find a level that suits their abilities.

The dates when Club courts are required for home fixtures will be publicised to members in April or May each year.

Team Captains are appointed in accordance with the Club rules and have full discretion in team selection.

Each team is required to put out two doubles pairs for each match. Each pair plays two-set matches against each of the pairs of the other team. Matches ending one set all are decided by a championship tie-break.

There is no obligation on members to play league tennis nor, if they do make themselves available for selection, to play in every match of the season. However, it is important that members understand the commitment they make if they do agree to play in a match. Late cancellation, late arrival or, considerably worse, failure to turn up at all spoils the match for the other players, deprives other members of the opportunity to have played and can lose the team important league points. Teams that regularly fail to put out a full side can suffer automatic relegation and fines.

Players are representatives of the Club in league matches and are expected to conduct themselves in a sportsmanlike manner and to be friendly and hospitable to opposing players.

The league requires home teams to provide post-match teas. A match fee is payable by all players to cover the cost of teas (home matches only) plus a club match charge of £2 per player. It is also tradition for the home team to purchase drinks for the opposition which is normally reciprocated.

13. Security

It is the responsibility of every Club member to ensure the security of Club property and facilities and the safety of other Club members and visitors.

It is necessary to control access to the Club courts, the Club shed and the MUGA to deter intruders who may abuse, damage or steal equipment. Access is controlled by combination or numeric locks on all gates. Codes to these locks are given out to Club members and must not be passed on to third parties.

It is the responsibility of members leaving the courts empty to put all equipment away safely and to check and lock all gates. The gates on the Club courts are the rear gate to the rugby field and the access gate to the MUGA as well as the main gate. The gates on the MUGA are the gate to the net storage area and the main gate.

It is the responsibility of every member to challenge anybody whom they see enter the courts and don't recognise as a member. Members should immediately contact the Chairman or other Club official if they are unhappy with the outcome of the challenge.

Members should also challenge anybody seen damaging Club property or acting suspiciously around Club facilities.

Members should report to the Chairman any of the following:

- Damage to equipment or facilities (report urgently if the damage represents a safety hazard);
- Courts or shed found to be unlocked;
- Witnessed attempts by non-members to access the courts;
- Witnessed aggressive behaviour by other players;
- Suspicious activity by third parties.

14. Discipline and grievances

The Club has a discipline and grievance procedure established under the Club Rules that is designed to deal with matters in a professional and fair manner.

Disciplinary offences include:

- Theft of Club or other members' property;
- Damage to Club facilities or equipment;
- Using the courts for any purpose other than tennis;
- Deliberately allowing non-members unsupervised access to Club facilities;
- Failure to ensure security of facilities by deliberately or recklessly leaving the courts unlocked;
- Unsportsmanlike behaviour, particularly threatening or aggressive behaviour towards others;
- Failure to follow the court booking procedure, particularly failing to cede to others a court on which the member is not entitled to play under the system of priorities;
- Discriminatory or harassing behaviour towards minority groups;
- Bringing the Club into disrepute, particularly via social media posts or involvement in illegal activities;
- Any other material breach of the Club Rules or bye-laws.

Grievances are disputes members have with the Club or its officers, such as membership charges or league team selection. Occasionally, grievances may be disputes between members that the Club is in a position to resolve.

Disciplinary matters are confidential so far as necessary and revealing details of a confidential disciplinary matter is itself a disciplinary offence.

Any member is entitled to raise a grievance or a disciplinary allegation which must be done in writing to the Club Chairman. The Chairman will determine whether there is sufficient evidence to proceed and, if so, will invoke the procedure established under the Rules.

The sanctions available to the Club under the disciplinary procedure include warnings, temporary suspension of membership, fines and, ultimately, expulsion.

The Rules provide for a right of appeal against unfavourable decisions under certain circumstances.