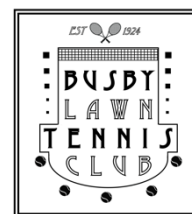


BUSBY LAWN TENNIS CLUB

BYLAWS



About our Bylaws

Your Club is run by its members, for its members. While the Club does not want to be too prescriptive with policies and procedures, some are necessary for the smooth running of the Club and to ensure the promotion of its values of fun, fairness, and friendliness.

Bylaws are regulations which cover the day-to-day management of the Club and as such are created and amended from time to time by the Management Committee. Bylaws also apply to club members in respect of normal Club related activities.

1. Hours of play

Hours of play are 8 am to 10 pm every day. Parental discretion is advised for unsupervised play for all children, with particular consideration for the under 10s.

2. Court Booking

Courts must be booked in advance and can only be booked by club members through ClubSpark. The booking rules for ClubSpark that apply may be changed from time to time by the Management Committee in response to membership numbers and/or demand for court time.

The Management Team shall have the power to reserve courts for team practice, coaching classes, matches and tournaments as well as social tennis sessions. Normally, seven-days' notice will be given on the ClubSpark booking page for all such reservations. A weekly overview of all club sessions will also be available on the website for members to view.

3. Membership

Subscriptions

Subscriptions are due from 1 April each year and must be received by the Membership Secretary by 30 April. Members will be sent a renewal notice containing the timetable for membership renewal before 1 April. All membership main contacts are automatically sent reminders if they have not paid 7, 14 and 21 days after a payment request was first sent to them. Members who do not pay through Direct Debit will be contacted by the Membership Secretary 28 days after the March renewal notice if their subscription remains unpaid and asked if they wish to remain a member.

The facility is available through ClubSpark for subscriptions to be paid in instalments. Any requests for subscriptions to be made in this way will be considered on a case-by-case basis and will be by exception.

Direct Debits (DD) will be scheduled for payment in mid-April each year unless determined otherwise by the Membership Secretary. Should a member who pays by DD notify the Membership Secretary of their wish to resign before then, the Club will cancel their DD through their membership record and advise the member to do the same through their bank.

Unpaid Subscriptions

Any club member whose subscription is still unpaid by 30 April will be removed from the Club membership list via ClubSpark and from the list of affiliated members in the Club's LTA venue registration information. If removed, they can only be reinstated on the payment of all arrears. No club member shall be allowed to take part in any Club meeting or vote on any motion before the Club, or participate in any Club match, tournament, or any other event under the control of the Club until such arrears are paid.

Waiting list

When the playing membership reaches the maximum permitted under the constitution, a waiting list will be created and managed by the Club Administrator.

Those on the waiting list will be offered any vacant memberships by the Membership Secretary in strict chronological order, i.e., by using the date that they applied and were added to the waiting list. Playing ability will not be used to determine the order membership invitations are made. The only exception to this will be where an existing senior member wishes to change their membership category to include other family members, i.e., those from the same household.

Those joining through the waiting list will only have a pro-rata reduction made to their membership subscriptions in respect of any complete months missed after the start of the season in April.

Joining part way through season

If there is no waiting list in operation, then any new memberships offered after the end of June can be pro-rated to the number of complete months left in the playing season.

Visitors

Only Senior members may introduce visitors and only up to a maximum of 4 visitors per playing season. Playing season refers to the period covered by the annual subscription.

4. Coaching

Coaching at the Club is delivered by the Club Coach through a coaching agreement. No charge for court time and/or floodlights is levied on any coaching booking.

Participation in coaching classes

Preferably, all those participating in group coaching will be club members. However, at the beginning of the season in April, club membership is not required for individuals to attend coaching classes run by the Club Coach. However, any non-members attending group coaching beyond the end of April will be advised by the Club Coach of the membership options available at the Club and that only club members can represent the Club in competitions and/or leagues. This will not apply when a membership waiting list is in operation.

Excluded from this bylaw will be those attending preschool classes and any holiday camp sessions.

Individual coaching

The Club Coach can offer private coaching to members and non-members.

5. Club Championships

General arrangements

The dates for the duration of the Club Championships and Finals Day will normally be set by the Tennis Development & Teams sub-committee and published at the beginning of May each year along with the name of the Tournament Referee.

The events to be played will follow the usual custom and practice although the Tournament Referee can make recommendations to the Tennis Development & Teams sub-committee of new/amended events that better suit the makeup of the membership.

Play for seniors will be the best of three sets with a match tie break if it goes to a third set unless sanctioned otherwise by the Tournament Referee.

Availability

Any player who is aware before their first tie is played that they will not be available on Finals Day should not initially enter or commence playing in an event. Once the event has started, should their circumstances change, then they should advise the Tournament Referee and withdraw.

In individual ties, the first/top shown player (s), (after this referred to as the challenger), is responsible for contacting their opponent (s) and proposing three dates for play that ensure the tie is completed by the designated date. If the challenger does not do so, then the opponent can ask the Tournament Referee for them to be scratched and vice versa should the opponent not agree a suitable date from those proposed.

Right of Appeal regarding availability

Any mitigating circumstances in terms of availability should be submitted as an appeal to the Tournament Referee and within 24 hours of the decision to scratch.

The only exception to all the above, is where inclement weather prevents the playing of Finals. In such cases the decision for rescheduling should be arranged through the Tournament Referee.

6. League and Cup competitions

The Competitions Organiser will coordinate Club entries to the above and will ensure that every team has a Team Captain. The Competitions Organiser is not required to act as Team Captain to more than one Senior or Junior/Mini team.

As a member owned and operated Club, it is expected that each senior team will be managed by a team player. As all players benefit from team competitions, they are expected to take ownership and assist with team management as necessary. The same applies to Junior and Mini teams where parents should only enrol their children in team events if they are prepared to assist with the team management. The Tennis Development & Teams sub-committee reserves the right to cancel the entry of any team where an appropriate Team Captain cannot be recruited.

As every team and player represents Busby, the Club has to ensure that they are appropriately managed and the behaviour of all reflects well on the Club. The Management Committee will support all taking on this role to understand what is required of them.

7. Health and Safety

General

The Risk Management sub-committee shall have the authority to introduce/amend any H&S requirements including anything related to health restrictions. Club members are required to comply with any such arrangements. The reporting of accidents should be made using the Incident Book and by notifying our Health & Safety Officer-see website for contact details.

Any non-members attending coaching at Busby will be advised by the Club Coach at least once a year of any Club policy and/or health and safety requirements that must be followed while at Busby. This should also apply to those non-members attending holiday camps.

Ball machine

No member is allowed to use the ball machine without completing the required induction training, signing the application/disclaimer and paying the membership fee.

Only those aged 18 and over can apply to use the machine, however those aged 16 and 17 can do so with parent/guardian permission.

8. Clubhouse and Grounds

Court maintenance

Members are expected to help maintain the life of the court surface by not bringing anything on to court that could cause damage. In particular, tennis shoes should be worn that will not harm the court surface but still give the wearer the necessary grip.

Where maintenance of the courts and/or floodlights is required affecting court availability, members will normally be given at minimum of two days' notice of the arrangements.

Door entry system

A key entry control system is installed in the Clubhouse. Each member is responsible for their clubhouse key and should keep it safe. Keys can be purchased from the Club Administrator for £10. Lost keys will be issued on payment of another charge of £10. The Management team will review clubhouse access in the case of any member requiring to have a key replaced for a second time.

It is important that members inform the Club Administrator immediately if they lose their key. Members should not lend their key to others or let anyone into the Clubhouse unless they are their guests. Members must remember to turn off all lights and deadlock the clubhouse door properly when they leave. Resigning members should return their key to the Club Administrator promptly to allow it to be recycled.

Use of floodlights

Floodlights may be used until 10 pm but no later. The cost of floodlight use is incorporated into all senior membership subscriptions for that members' use only. Those last to leave at night must ensure that floodlights are switched off.

9. ClubSpark Management

The Club Administrator will keep a record of all those assigned ClubSpark Administrator permissions and will periodically remind them of the need to manage members personal data securely. To that end, all Administrators must not share their ClubSpark login details with anyone else whither a club member or not.

10. General

All disputes should be referred to the Management Committee whose decision is final.

Any member who is found to have breached any of these bylaws will be contacted by the Administrator and advised of the correct behaviour required. If this happens on two or more occasions in a playing season, the matter may be escalated to the Management Committee to consider if any further action is required.

Version	Notes	Date approved
Version 7	Published on website	January 2013
Version 8	Published on website 9 Nov 2021- to be reviewed each Aug/Sept	October 2021
8.1	Club management structure changes plus key purchase information updated	May 2022