



Member Handbook

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Welcome

Welcome to Cross in Hand Tennis Club, a vibrant and friendly club, and one of the leading tennis venues in the High Weald.

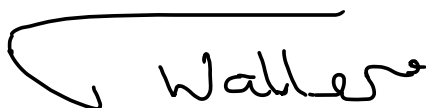
Members at Cross in Hand benefit from year-round access to five high quality clay courts, with three having been resurfaced with Lano Grand in July 2020. In addition, there is a singles hard court ideal for junior coaching, and which has also been marked up for Pickleball.

Members can join in with a variety of different sessions held weekly, including “turn up and play” doubles club sessions and match practice nights, as well as having the opportunity to represent the club (men’s ladies’ or mixed) at all levels in the Wealden and Horam leagues. Players range from county standard to beginners and there are coaching sessions available to suit any standard with Nick Andrews and the excellent Elevate Tennis Coaching team. Regular social activities take place in the clubhouse which is equipped with a bar, a table tennis table and dart board, changing rooms and a shower room.

As a club we are keen to ensure that all members, regardless of their age or ability, have opportunities to enjoy playing tennis and a friendly and welcoming environment. We hope that whether your goal is to play competitively at a high level, to improve your tennis, or to enjoy the social side of the game, you will find you can do so at Cross in Hand. Where possible we seek to raise awareness of tennis in the local community, to increase membership and participation, and we encourage all members to act as ambassadors for both the club and the sport on and off the court. In addition, we are working hard to ensure that as a club we do everything we can to minimise our environmental impact.

In this handbook you should find everything you need to help you make the most of your membership, but if you have any queries or suggestions, please do not hesitate to contact the committee at the following email address: crossinhandtennisclub@live.co.uk.














Chairman: Tony Waller

A handwritten signature in black ink, appearing to read 'Waller', with a large, sweeping horizontal stroke above it.

Key Information for Members

1. Club sessions – see separate “Regular Weekly Sessions” page for information about activities and who to contact for further information – these also displayed on the club noticeboard.
2. Court bookings – You can make court bookings via the clubspark site, up to 2 weeks in advance. We request that you book no more than 90 minutes per day.
3. Clubhouse access – The clubhouse is typically open during club sessions and when the coaches are on site. All members can access the clubhouse outside of these times using the door lock code and alarm code which will be provided to members whenever it is changed. Please ensure the door is closed behind you while you are out on court, especially if you are using Courts 1 & 2, and do not share the code with non-members or visiting teams.
4. To help members identify one another the club provide shoe tags which we encourage our members to wear.
5. Guests – If you wish to play with a guest (or guests) there is a fee of £5 per person per session (£2 for a junior). You should include the name of the guest in the online court booking. This should be paid by bank transfer, using a payment reference of your name and the word guest.
6. Floodlights – The floodlights are turned on using the switches within the clubhouse. The club provides lights for club nights and match practice, but all other use must be paid for, at an amount of £6 per hour by bank transfer with the reference of your surname and the word lights.
7. Bar – The bar is open during club events and sometimes after club nights. Cash or card payments are accepted. We are seeking to make more use of the bar where possible.
8. Balls – The club provides used balls for club sessions and match practice. If you wish to purchase some of the club’s new balls for personal use please contact Martin Stringell on info@fiab.co.uk.
9. Matches – There is a £2 match fee when you play for the club (to cover cost of new balls and league fees etc). The captain of your team will let you know how and when such fees should be paid.
10. Internal club competitions – The club runs internal tournaments annually during the summer months, open to anyone to enter for a small fee. There is also an internal doubles league which anyone can enter for free as part of a pair – this restarts approximately every 5 months and will be advertised by email. To enter the league contact Jo Smith on jobroad@hotmail.com.
11. Court care and safety – The courts should be swept after every use and excess sand removed from shoes before exiting the court area. In Autumn please use the green dragger to remove excess leaves before playing. Please take any litter with you when you leave. The courts should not be used when they are icy as it is dangerous and may damage the surface. Although committee members will endeavour to inspect the courts and notify members if the courts are officially closed, we ask members to use their judgement, for example on days when the courts may be frozen later on.
If you see any health and safety issues, or any damage to the club equipment, please report it on crossinhandtennisclub@live.co.uk so we can take appropriate action.

The Management Committee



Chair Person	Honorary Treasurer	Membership Secretary	Member engagement co-ordinator	Welfare Officer	H&S Representative	Honorary Secretary
Tony Waller	Nick Dibb	Clare Malloch	Jo Smith	Corrie Huntley	John Cowell	Linda Davis
						
07795 685589	07720 643196	07816 781904	07454 009993	07923 486903	07444 703 597	07796 953268
				Honorary Positions		
Grounds and Projects Oversight	Provisions Manager	Head Coach		Honorary President	Trustees	
James Smith	Martin Stringell	Nick Andrews		Michael Eldridge	John Tetzlaff	Tracey Boorman
						
07746 983683	07764 336690	07790 037030				

Membership

Our membership year runs from 1st April to 31st March, and the prices shown are for the full year.

Packages and prices are pro-rated through the year, so please do get in touch via membership-cihtc@outlook.com to discuss prices if you are joining mid-year.

All the details, including the bank account for funds transfers and the terms and conditions of membership are as follows:

			<div>Membership Information 1st April 2024 – 31st March 2025* <small>*Pro rata rates apply during the membership year. Contact the Membership Secretary (membership-cihtc@outlook.com) for details.</small></div>					
Membership Category <small>Please contact the Membership Secretary to discuss any queries relating to membership categories or rates.</small>				Early Renewal		If paid after 27 March*		
Family (includes 2 adults and all children 18 and under)				£410		£430		
One Adult Family (includes 1 adult and all children 18 and under)				£230		£240		
Adult				£195		£210		
Adult under 30				£105		£110		
Adult Student (under 25 in full time education)				£75		£80		
Junior 18 and under				£65		£70		
Junior 12 and under				£45		£50		
Junior 5 and under				Free (membership info still needed though please)				
Adult Parent Hitter				£40		£45		
Pickleball only (all ages)				£50		£55		
"100" Club (includes Social Membership)				£25				
<i>Trial membership is available for 1 month at the applicable monthly pro rata rate. Please contact the Membership Secretary.</i>								
The '100' Club - it could be you! These funds make a valuable contribution to maintaining the club's facilities, and in return you have the chance to win in a monthly prize draw (£25 prize or £100 in July and Dec). Please consider joining!								
<div><u>Membership applications/renewals are via your ClubSpark LTA account.</u> Either click on the link in the renewal email you receive, or follow this link to the Club website https://clubspark.lta.org.uk/CrossInHandLTC/Membership/Join and log in using your LTA login, select the applicable Membership category and JOIN NOW. If you are new to Clubspark, you will need to create an LTA registration. If joining mid-year, please contact us before joining to discuss the pro-rated fee</div>								
<div><u>And...Don't forget to pay!</u> Payment via BACS - Make payment via an Internet Bank Transfer to Sort Code 40-52-40 and Account 00022196. Please use your name as the reference. If you have any difficulties with this method of payment, please contact membership-cihtc@outlook.com.</div>								

Important - Please Read

The information you submit to join the club is a record of your Membership and will be used as set out in our Privacy Policy (which can be accessed via <https://clubspark.lta.org.uk/CrossInHandLTC>). This includes registering you as British Tennis Members aligned to the Club, providing Members' names and numbers (excl. Juniors) on the Club noticeboard, sharing details with our Coaching Partners specifically for the purpose of offering and managing coaching sessions and providing important Membership-related information. Images of Members may also be used on the website or social media where appropriate for Club publicity.

If you do not wish to receive discretionary information, then please contact us to let us know.

Making tennis safe and open to all by meeting the LTA's 6 Safeguarding Standards is the Club's top priority. Parents, Team Captains and Match Practice Organisers must follow the agreed procedures with regards to Juniors, as displayed on the Club noticeboard and website. Please contact the Welfare Officer if you have any Safeguarding concerns, or report them directly to the LTA.

As a Member of the Club you are accepting the conditions set out above.

Members of the Club are entitled to book and use the courts, attend club sessions/team practice at which free tennis balls and floodlighting are provided, represent the Club in matches and be at an Elevate coaching session.

Non-members must be accompanied by a member, sign in and pay the appropriate visitor fee or be at an Elevate coaching session (surcharge applies), or book and pay for a court via the website at permitted times.

All players on court must wear tennis shoes and appropriate sportswear.

The Membership Secretary, Clare Malloch, can be contacted by e-mail at membership-cihltc@outlook.com
Cross in Hand Tennis Club, Hardy Roberts Playing Field, Cross in Hand, Heathfield, East Sussex, TN21 0SN



How to play safely and help your fellow players

Your responsibilities when playing tennis at Cross in Hand

- Wear the correct tennis shoes with suitable grip - no running shoes or trainers with deep tread.
- Treat others with respect at all times and play only within the court area.
- Explore the noticeboards in the clubhouse which have additional information, including sections on Safeguarding (of Juniors), Membership, Club Activities, Coaching and Maintenance.
- Do not touch any electrical equipment or other potential hazards and report any issues to the Committee.
- Do not play on the courts if the surface is frosted or very wet - you could injure yourself and damage the courts. Snow is a no!!

It's not just about playing the game..

- Clear leaves and other debris from the courts prior to playing. There are times of the year when this takes a little longer, but it's essential for a good game and to maintain the court surface in great condition.
 - After playing on the clay courts, always sweep the surface, using the drag-brush provided and going in a circular pattern into the centre of the court.
 - Leave the gates to the courts shut, so that they don't blow in the wind.
 - When you leave, always close the doors and windows, lock the clubhouse and set the alarm.
 - Do not block doors and fire exits, and always make sure that appliances are switched off especially in the kitchen area.
- In the event of a fire, leave the clubhouse immediately, call the emergency services and only use fire extinguishers if you are competent to do so.

**Please remember that all activities at the Club are undertaken at your own risk
and your personal possessions are your responsibility.**

CIHLTC Regular Sessions and Activities

The table below shows the sessions which run regularly during the week. If you are interested in finding out more about what the session is like or how to join in, please use the contact information provided.

Day	Time	Description	Open to	Contact Name / number for further info
Mon	1000 - 1200	Daytime Club Session (doubles) Cts 3-5	All – turn up and play	Dawn Russell 07808 579564
Mon (Winter only)	1900 - 2100	Mixed Match Practice (Mixed team players) Cts 3-5	All players who represent the club for Mixed leagues – attendance by WhatsApp poll	Jo Smith 07454 009993
Tues	1800 - 2100	Evening Club Session (mixed doubles) Cts 3-5	All – turn up and play	Clare Malloch 07816 781904
Weds	1000 - 1200	Daytime Club Session (doubles) Cts 3-5	All – turn up and play	Dawn Russell 07808 579564
Weds	1900 - 2100	Men's Match Practice Cts 3-5	All men who represent a club team	Martin Stringell 07764 336690
Thurs	1900 - 2100	Women's Match Practice Cts 3-5	All women who represent a club team	Tracey Boorman boorscott@gmail.com
Fri	1000 - 1130	Skills and Drills (paid session)	All	Nick Andrews (Elevate Coach) 07790 037030
Fri	1800 – 2100	Evening Club Session (mixed doubles) Cts 3-5	All – please indicate intention to play on weekly WhatsApp poll	Jo Smith 07454 009993
Sat	1000 - 1100	Cardio Tennis (paid session)	All	Dan Watt (Elevate coach) 07592 888847
Sun	1430 - 1630	Afternoon Club Session (doubles) Cts 3-5	All – turn up and play	Clare Malloch 07816 781904
Sun	1430 - 1630	Pickleball Club Session Ct 6	All – turn up and play	Clare Malloch 07816 781904

Club (Social) Tennis

At CIHLTC we are keen to encourage all our members to participate in Club Tennis Sessions. These are sessions which are open to all members, where you can expect to play doubles with a variety of partners and opponents over the course of the session. Junior members of a good standard are also welcome to attend if accompanied by an adult. The club provides (used) balls for these sessions (found in the left hand side of the ball box under the floodlight switches - lock code 2347), and floodlighting where necessary.

How club sessions should operate:

- At the start time of the session, all players present should organise fours to start playing. If the number present is not a multiple of four then the group that starts off playing should be agreed by a fair means (eg coin toss).
- If any players have turned up early but intend to participate in the club session, they should stop their game at the official start time and mix in with anyone else who is present. In general we encourage players to start at the prescribed time so they are able to continue to play for the majority of the club session, as this helps to ensure everyone is able to have more than one set. If you do arrive early, you should pay for any use of floodlights before the official start time.
- Each four should play a set up to a maximum of 11 games. If there are players waiting then a deciding point should be played instead of deuce where relevant.
- Once the set is finished, the four should come off and anyone waiting be given priority to take part in the next set. If another court is almost finished then it is acceptable to wait for them so the mixing in can be more effective.
- All members should ensure they are welcoming to all, particularly those who are new to club sessions.

The sessions currently run at the following times:

Monday and Wednesday Mornings

10am – 12pm Courts 3-5

Turn up and mix in for those who are available on a weekday. There is a WhatsApp group where you can communicate with others who attend in case of bad weather etc. If you wish to join the WhatsApp group please contact Dawn Russell on 07808 579564.

Tuesday evenings

6pm – 9.30pm Courts 3-5

Turn up and mix in. There is a WhatsApp group where you can communicate with others who attend in case of bad weather etc. If you wish to join the WhatsApp group please contact Clare Malloch on 07816 781904.

Friday Evenings

6pm – 9pm Courts 3-5

Members are asked to sign up on a WhatsApp poll if they plan to come to this session, to give members a bit more certainty about numbers. The WhatsApp group is open to all members, and if you wish to join please contact Jo Smith on 07454 009993. Once a month (on the last Friday of the month) there will be a “social” club

session where the bar will be open, snacks provided, and members encouraged to stay and socialise after they have played.

Sunday Afternoons

2.30pm – 4.30pm Courts 3-5

Turn up and mix in. There is a WhatsApp group where you can communicate with others who attend in case of bad weather etc. If you wish to join the WhatsApp group please contact Clare Malloch on 07816 781904.

If you would like to join in with a club session but aren't sure what to expect or would like to know someone else who will be going, please contact Dawn, Jo or Clare and they would be delighted to help set you up with a "buddy" to help you settle in!

Our honesty policy

For floodlighting and guest charges, we are relying on all our members to apply the honesty policy.



Please transfer your payments to the club bank account using your name and either “lights” or “guest” as a reference. There is also an honesty box for cash payments in the clubhouse, but bank transfers are preferred.

Lighting

Lighting is provided free to all members at our club sessions, coaching with Elevate Tennis, club matches, tournaments and match practice. **At all other times our members are requested to pay £6 per court for each hour (or part thereof) that they use the floodlighting.**




On Courts 3-5, the new LED floodlights are the most energy efficient and environmentally friendly lights, so if you are planning to play at night, please try to use these courts where possible. Please note that when you turn off the lights after use, some lights at the car park end will stay on for 10 minutes to help you see on your way out.

On Courts 1 and 2, the floodlight bulbs generate a lot of heat and are very expensive to replace. To guard against bulb failures and any subsequent delay in getting them working again, **please treat the lights carefully and do not flick them on and off:**

-  If they are switched on from cold in error, please give them **at least 10 minutes** to warm up before turning them off again
-  If they have only just been switched off, again please allow **at least 10 minutes** for them to cool before switching them back on again, or swap to another court.

Guests

Any member may bring guests to the club, subject to paying the appropriate guest fee and the following guidelines:

-  Guests should be recorded in the guest book (kept under the floodlight switches) or on the online court booking so that we know who was at the club
-  Guests who live locally (within 10 miles) are encouraged to join, so are limited to a maximum of 3 visits as a guest per year.
-  A guest cannot have previously been declined membership of the club.

Guest fees are £5 per visit for each adult and £2 for juniors (aged 18 and under).

Thank you all for your support.

Our Team Captains

Men's Doubles Sussex League (weekend)

Contact Martin Stringell (07764 336690) if you are interested in getting involved in one of the teams

Men's 1: Mark Bailey

Men's 2: David Cook

Men's 3: Tony Waller

Men's 4: Geoff Morphew

Women's Doubles Sussex League (weekend)

Contact Tracey Boorman (07912 271475) if you are interested in getting involved in one of the teams

Women's 1&2: Anne Horsfall-Turner

Women's 3: Elizabeth Winter

Women's 4: Corrie Huntley

Wealden League (Mixed, Weekends)

Contact Angela Hart (07817 654668) if you are interested in getting involved in one of the teams

1sts & 2nds: Angela Hart

3rds: Naomi Hawdon

Horam League (Mixed, Monday Evening)

Contact Phil Little (07801 696218) or Jo Smith (07454 009993) if you are interested in getting involved in one of the teams

1sts: Phil Little/Clare Malloch

2nds: Jo Smith/James Smith

Club Tournaments

The club holds annual tournaments open to all members with a small entry fee to cover costs. Information on how to enter will be circulated by email and displayed in the clubhouse in advance.

Mixed Doubles – usually in May / June

Singles – usually takes place over the summer, with finals in late August

Men's / Ladies' Doubles – usually in September

Internal Club Doubles League

These run on a rolling 5 monthly basis (approximately) and will be advertised by email before the start of each season. All members may enter as part of one or more pairs (this can be mixed or not) and will be placed in a division based on standard. Contact Jo Smith 07454 009993 to enter or for more information.

Coaching



We believe that tennis should be accessible to all. All ages, abilities, open to absolutely everyone! Whether you have aspirations of competing on the world circuit or you wish to play fun social tennis, maybe just to better yourself and achieve a new goal. We have the tools, experience & enthusiasm to enable you to release your undiscovered talents & fulfil your potential.

Learning should be fun & we pride ourselves in delivering our coaching in an environment that embodies this and allows the individual to grow both as a player & as a person. Tennis teaches us far more than just how to play the game!

Dedicated to helping individuals realise their true potential, Elevate Tennis Coaching offers innovative, comprehensive coaching program. With expert instruction, a proven training methodology, fantastic facilities and a challenging and motivating learning environment that brings together individuals of all ages and backgrounds. We provide the foundation for future success.

We offer individual and group sessions for both adults and juniors throughout the week as well as Junior tennis camps that run during the school holidays

Our holiday programme caters for all standards of players from children who want to try tennis for the first time to those who have regular coaching. Our holiday camps are a fantastic way for children to learn tennis. We create an encouraging and dynamic environment to ensure a fun-filled holiday activity for your children. The emphasis at our tennis camps is on teamwork, participation and – most important of all – FUN! Your children will come away from our camps happy with their improved tennis game and with many new friends.

A variety of drills, games and match play are used each day to convey specific teaching points which are linked to all aspects of the game (technical, tactical, physical & mental)

All information can be found on our website:

<https://clubspark.lta.org.uk/ElevateTennisCoaching>

or email info@elevatetenniscoaching.com or call 07790 037030

We hope to see you on court soon.

Nick Andrews

Head Professional Cross In Hand LTC

LTA Senior Performance Coach

RPT European/Academy Professional

Our Code of Conduct

Cross in Hand Tennis is friendly and inclusive club with the principal objective of providing facilities to promote, encourage and facilitate playing of tennis amongst the community.

Our members are expected to uphold the standards and rules of play set by the Lawn Tennis Association (LTA).

LTA Code of Conduct

1. In respect of all LTA Official Competitions, each Player must, during all matches and at all times while within the competition site and any official competition residence, conduct him/herself in a professional and appropriate manner. Without prejudice to the generality of the previous sentence, each Player:
 - a) may leave the court during a match (including during the warm-up) only with the permission of the Chair Umpire. Where no Chair Umpire is appointed, a Player may leave the court during a match (including during the warm-up) only with the permission of the Referee or the Referee's designee, including a Court Supervisor (except where the Referee is not on the court and the Player is calling for the Referee pursuant to paragraph 5.54 of the Regulations);
 - b) must not refuse to play or fail to be ready to play within 15 minutes of his/her match being called or within the allowed time due to a medical condition or treatment or having left the court with appropriate permission;
 - c) must use his/her best efforts to win each match in which he/she participates;
 - d) must complete each match in which he/she participates unless he/she is not reasonably able to do so;
 - e) must not use an audible obscenity and/or make an obscene gesture of any kind;
 - f) must not at any time verbally abuse any official, opponent, spectator or other person;
 - g) must not at any time physically abuse any official, opponent, spectator or other person;
 - h) must not violently, dangerously or in anger, hit, kick or throw a tennis ball, racket or other equipment;
 - i) must not receive coaching during a match (including during the warm-up) except where play is suspended and the Players are off court. 'Coaching' is to be interpreted widely, and communication of any kind, audible or visible, between a Player and a person off court (for example, a coach, relative or representative) may be treated as coaching; and
 - j) must at all times conduct him/herself in a sportsmanlike manner with due regard to the authority of officials and to the rights of opponents, spectators and other persons.
2. Subject to paragraph 3, below, and the discretion of the Chair Umpire, Court Supervisor, Referee or assistant Referee, as the case may be (see paragraph 6, below):
 - a) any violation of paragraph 1, above (a **Code Violation**), that takes place during or in relation to a match will result in the immediate imposition of the following sanctions (in addition, Code Violation Points will be imposed as set out in Appendix Seven of the Competition Regulations):
 - **first Code Violation:** warning (i.e. the Player will receive a verbal warning)
 - **second Code Violation:** point penalty (i.e. the Player will lose a point)
 - **third Code Violation:** game penalty (i.e. the Player will lose a game)



- **fourth and subsequent Code Violations:** game penalty or default (i.e. the Player will lose a game or the match)

Explanatory note: A game penalty awarded during a game, for example, when the score is at 30-40, means the loss of that game. A game penalty awarded at the end of a game means the loss of the next game.

b) Any Code Violation that is not sanctioned pursuant to paragraph 2(a), above, including, without limitation, a Code Violation committed after the conclusion of a match (an off-court Code Violation), will incur Code Violation Points as set out in Appendix Seven.

3. Notwithstanding paragraph 2, above, if a single Code Violation (including an off-court Code Violation) is sufficiently serious, the Player may receive an immediate default. An immediate default must be reported to the LTA Disciplinary Officer within 48 hours of the date on which it is imposed.

Explanatory note: Examples of conduct that might be sufficiently serious include, without limitation, racial abuse, verbal abuse; physical abuse; lewd or obscene gestures or behaviour; intimidating or inappropriate behaviour towards a child; ball or racket abuse where the ball or racket hits, injures or is aimed at another person; and spitting at or near another person. For the avoidance of doubt, these examples are for illustration purposes only and are entirely without limitation.

4. If a Player is defaulted pursuant to paragraphs 2 or 3, above, the Player will be defaulted from all events at that competition (i.e. he/she will not be permitted to play in any other matches in that competition).

5. The powers set out in paragraphs 2 to 4, above, will be exercised by the Chair Umpire, Court Supervisor, assistant Referee and/or Referee (save for default, which may only be imposed by the Referee or, in exceptional circumstances, his/her designee). Subject to Appendix Seven, any such decisions will be final and binding on all parties and no one will have the right to appeal against or otherwise challenge such decisions.

6. All other persons participating in any way in an LTA Official Competition (including officials, staff, coaches, representatives, agents, medical staff, relatives and associates of a Player, a Player's entourage and spectators) must, during all matches and at all times while within the competition site and any official competition residence, conduct themselves in a professional and appropriate manner. Any failure or refusal to do so may be treated as a disciplinary matter and dealt with under the LTA's Disciplinary and Dispute Resolution Procedures. In addition, a Player is responsible and accountable for the conduct of his/her coaches, representatives, agents, medical staff, relatives, associates, entourage and/or spectators; any failure or refusal by such a person to conduct themselves in a professional and appropriate manner may also result in sanctions being applied to the Player pursuant to paragraph 2 to 5, above (as if the Player had committed a Code Violation), and/or under the LTA's Disciplinary and Dispute Resolution Procedures.

7. All persons participating in any way in an LTA Official Competition (including Players, officials, staff, coaches, representatives, agents, medical staff, relatives and associates of a Player, a Player's entourage and spectators) must refrain from making comments, including to representatives of the media or through social media, that attack, disparage or criticise Players, organisers, officials or staff of LTA Official Competitions and/or the LTA. Any failure or refusal to do so may be treated as a disciplinary matter and dealt with under the LTA's Disciplinary and Dispute Resolution Procedures.



In addition to the above, members agree to abide by the CIHLTC Code of Conduct below, which is subject to annual review by the Management Committee. Breaches of the Code of Conduct may be investigated by the Management Committee, and if a member repeatedly breaches the Code of Conduct then their continued membership of the club may be called into question.

Code of Conduct

Cross in Hand Tennis is friendly and inclusive club with the principal objective of providing facilities to promote, encourage and facilitate playing of tennis amongst the community. All members are expected to treat all other members and all other players respectfully. The Club will not accept any behaviour which may cause any physical or mental harm to any other member or player.

Our members are expected to uphold the standards and rules of play set by the Lawn Tennis Association (LTA) when participating in tennis either at the club or while representing CIHLTC.

In addition, all members must ensure they:

- Treat others with respect and courtesy at all times when using club facilities or representing the club
- Have due regard to the feelings and potential sensitivities of others in all interactions
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Welcome new members and players to the Club irrespective of their experience of the game and their level of play
- Use Club WhatsApp groups appropriately, only sending messages relevant to the purpose of the group
- Control their temper and avoid use of abusive language/gestures and ball / racquet abuse
- Abide by the honesty policy as regards paying for use of lights and guest fees
- Take care when using club facilities to keep them in the best possible condition. This includes collective responsibility for maintaining the court surfaces, removal of litter, and the cleanliness and security of the clubhouse.
- Ensure any accidental damage to facilities is reported immediately to the Management Committee
- Follow the Health and Safety guidelines set out in the Member's Handbook, and report health and safety hazards to the Management Committee
- Have due regard to the safeguarding of children and adults at risk, reporting any concerns they have to the Safeguarding Officer
- Challenge or report behaviour which is discriminatory or otherwise inappropriate
- Are a positive role model and ambassador for the club

If a member has a concern about the conduct of another member which cannot be resolved directly, they should report this to the Management Committee who will investigate the matter accordingly.

Our Health and Safety Policy and Procedures

Our Club maintain a full Health and Safety Policy, a copy of which can be found hanging on the notice board next to the club entrance.

Medical Emergencies

Basic First Aid

- The **First aid Box** is located by the door to the bar, near the kitchen.

Defibrillator

- We have a Defibrillator installed on the exterior wall of the club house.

- The code to access the Defibrillator is **C159X**

- Always call an ambulance immediately. Do not wait until it is too late!
The address of the club is Cross in Hand Tennis Club, Hardy Roberts' Playing Fields, Cross in Hand, Heathfield. East Sussex. TN21 0SN.

- The following three words can also be used to identify our location:
OBSTRUCTION/ LAUGHS/ DUCKS

- **Phone 999 immediately to call an ambulance and administer CPR until the emergency services arrive.**

- If any members are interested in attending a course in how to use the defibrillator, please contact a Committee member and we will do our best to organise further group training sessions.

- Please always report any incidents to the Committee. You can contact us via email on crossinhandtennisclub@live.co.uk

Hazard Reporting

Please notify a committee member if you see something that might be dangerous or create a hazard, and the club will take appropriate action.

John Cowell is our Health and Safety Representative and can be contacted on 07444 703597.

Accident Reporting

Emergency procedures are set out above.

All accidents that occur on club premises or whilst members are engaged in club activities should be recorded in our Accident Book which is located on the ledge to the left-hand side as you enter the communal area within the club.

The Club also maintain electronic records using an App provided by a professional organisation called Peninsula, who provide us with H&S support.

Please notify John Cowell if you wish to report an accident.

Use of the Car Park

Care should be taken when entering and leaving the car park, and remain vigilant for children in particular. Please do not drive at more than 5 miles an hour.

Whilst the car park is the responsibility of the *Hardy Robert Playing Fields* (Wealden Council), out of necessity, we do try to keep the area tidy and free of obvious hazards. Pot holes are a continuing problem and we ask all members of the club to take particular care when parking or walking across the area.

Fire Procedures

The club has a **General Emergency Evacuation Plan**, which is as follows:

Sound of the alarm

The sound of the alarm will be a continuously ringing bell

Raising the alarm

A fire detected by automatic detectors will trigger the fire alarm

In the event the automatic detectors are not triggered, the alarm should be verbally communicated to persons on the premises and on the courts

To assist raising the alarm a whistle is hanging on the notice board immediately to the left at the club entrance

Action staff should take on hearing the alarm

The following actions should be taken on hearing the alarm-

- The club building should immediately be vacated

- The fire service should immediately be notified by calling 999
- The building should be evacuated in a calm and orderly manner
- If it is safe to do so, all doors should be closed on the way out
- If safe to do, the electrical mains, which is located in the men's changing room, should be switched off before leaving the building.
- Nobody should re-enter the building until confirmed safe to do so by the Fire Service
- All members and visitors should go to the assembly point, which is the club car park (the raised car park furthest from the club house) and wait for instructions from the Fire Service.
- The Fire Service will liaise with members upon their arrival.
- Committee members should make themselves known to the fire Service.

Escape routes

The escape routes from the building are:

1. The front entrance
2. The fire door next to the kitchen (opposite the bar entrance)

Fire assembly point

The assembly point is: The Club Carpark (as far from the clubhouse as possible)

Fighting fires – Extinguisher use

Fire extinguishers should only be used by members or visitors where:

- They have received training and feel confident in their use
- Where it is safe to do so, for example where there is a clear means of escape or the fire is small

Personal safety always takes priority and, if in any doubt, no attempt to extinguish a fire should be made.

Location of key safety hazards or other fire related equipment

- The Mains fuse box is in the men's changing room. This is locked but can be accessed using key code 2347.
- The mains water inlet (tap) is in the men's changing room toilet

Note, the club does not have a mains gas supply

Number of individuals needed to carry out evacuation plan

Due to the nature of club activities, trained fire wardens will not necessarily be at the club in the event of a fire.

During special events, such as club open days, a committee member will normally be in attendance.

Committee members will act as fire wardens in the event of a fire.

Equipment needed to effect the emergency plan

Mobile Telephones, in order to alert the Fire Service

A whistle is hanging on the notice board immediately to the left as you enter the club

Responsibilities

For ensuring

- this plan is up to date: John Cowell as Club H&S Representative
- training on the evacuation plan and in their roles and responsibilities: The Club Committee will review the Fire Evacuation Plan annually and will conduct a virtual evacuation twice yearly at the Committee Meeting. Committee members will complete the BrightSafe Fire Safety Awareness and Warden Duties training module

Safeguarding

Cross in Hand LTC is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. We strive to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

As members of the club, we are all responsible for keeping everyone safe, child or adult, such that no one feels victimised or suffers abuse. In particular should any member have a concern about the behaviour of another member, it is their responsibility to raise the issue with the Welfare Officer or another committee member who will then inform the Welfare Officer.

The club has male and female changing rooms and a separate shower. We ask all members to abide by the following rules when using these facilities:

- No camera or recording equipment is allowed to be used in the changing room.
- Adult users should not change in the changing room when children are present, other than when accompanying their own children.
- Male parents and carers are requested to use the male changing area at all times.
- The changing room area should be checked and tidied by the supervising adult after use by children.

The club have adopted the LTA safeguarding policy which is displayed on the club noticeboard as you enter the clubhouse, and is available on the club website. This is regularly reviewed by the club committee.

Transportation

It is the responsibility of parents to ensure appropriate transport arrangements are in place for their children when travelling to and from the venue. Similarly, it is the responsibility of the adult at risk (or their carer) to ensure transport arrangements are in place.

Coaches and other staff/volunteers are not responsible for transporting children or adults at risk to and from the venue or other locations (except if it is an emergency), unless it is as part of a venue organized trip in which case the following measures will be in place:

- The adult at risk or child's parents are informed of the destination, reason for the journey and who the driver will be
- The adult at risk or child's parents returns a completed consent form and the driver will have a copy of this and emergency contact details during the journey
- There will be two adults in the front of the car, irrespective of the number of children or adults at risk being transported
- Children or adults at risk are always seated in the back of the vehicle

- If there is a mixture of female and male children or adults at risk, we will seek to have adults of matching gender where possible
- There is an established procedure in the event of a breakdown/emergency
- The driver has a valid UK driving license, DBS/PVG, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints

Supervising children

Children under the age of 13 are required to have parental supervision whilst at our venue and not participating in any venue sessions, such as coaching lessons or tennis camps.

For coaching activities, we comply with the LTA guidance on coach-to-player ratios. For children aged under 13, children must be delivered directly into the care of the coach by the parent and picked up directly from the coach. Please note that it is not enough to drop off outside or at the front door of the venue. Parents must ensure that their child has been delivered to the coach. Children under the stipulated age will not be allowed to leave a coaching session or camp unattended unless permission has been given.

For other activities, e.g. away trips/matches, we will use the following adult-to-child ratios:

- 2:8 for children 10 and under
- 2:10 for children aged 11 and over

We may decide to have a greater adult-to-child ratio dependent on the needs of the children or identified risks. At least one of the supervising adults will, where possible, be the same gender as the children. Situations where a child has to leave a venue session, for example, to use the toilet, will also be supervised.

To report a concern please contact our Welfare Officer, Corrie Huntley, telephone number 07923 486903.

Alternatively, should you prefer to speak directly to the LTA please consult the "Reporting a Concern" poster in the clubhouse, or visit the LTA website.

Kitchen Facilities

The club has a well equipped kitchen that members are welcome to use. Please ensure surfaces are kept clean and that you wash and dry up after using any cups, plates or utensils. All electrical equipment is regular inspected and tested, however please do report any defects or damage to the Committee.

IMPORTANT NOTICE: FOOD ALLERGENS

Preventing Allergenic Contamination

When preparing or providing food always remember that many people experience allergic reactions to certain ingredients.

You must check with whoever is consuming food whether they have any allergies before they are prepared or served.

This notice is to remind you of the 14 most common allergens and the procedures that you must follow.

It is vitally important that everyone who prepares or handles food is fully aware of the foods that may trigger an allergic reaction and the precautions that must be taken to ensure that our members and guests do not eat a food or ingredient that they are trying to avoid.

Always remember that foods which are perfectly safe for one person may be extremely hazardous for another. To prevent people with food allergies suffering dangerous reactions, the control of allergens is crucial.

- Always keep allergenic ingredients separate from allergen-free food.
- Make sure raw materials containing allergens are clearly labelled and stored separately in secure lidded containers. A Pack of allergy labels can be found in the kitchen.
- Use separate equipment, utensils, preparation areas and surfaces for allergens.
- Do not handle allergen-containing products and allergen-free products without decontaminating between (e.g. washing hands thoroughly and changing protective clothing).
- If you eat food containing allergens, make sure you wash your hands thoroughly before returning to the food preparation area.
- Clear away spills promptly and in a way that does not pose a contamination risk to other materials, people, storage areas or vehicles.

Allergens can cause a range of symptoms from mild to extreme and life threatening. Mild symptoms might be flushing of the skin or a tingling sensation in the mouth. In extreme cases symptoms can be breathing difficulties, severe swelling of the lips, tongue and throat and loss of consciousness.

A severe allergic reaction is known as anaphylaxis and should be treated as a medical emergency – if untreated it can be fatal.

If you think someone is suffering from anaphylaxis, you should call 999 immediately.

Common Allergens

The 14 food products that most commonly cause a food allergy are:

- Celery – including stalks, leaves, seeds and powder, celeriac, and celeriac powder.
- Cereals containing gluten - e.g. wheat, barley rye and oats.
- Crustaceans – e.g. prawns, lobster, scampi and crab.
- Eggs – fresh, powdered, dried or pasteurised.
- Fish – all species, extracts, sauces, pastes, gelatine.
- Lupin – lupin seeds may be eaten as a snack, crushed to make flour for use in pastries, soups, sauces, pasta and bread for example.
- Milk – including whey and caseinates. Yogurt, cheese and other dairy products are high in casein. Non-dairy foods sometimes contain added casein as a whitening or thickening agent. Casein is also used in some protein supplements.
- Molluscs – for example mussels, squid, oysters, whelks, land snails.
- Mustard – liquid, paste, seeds, leaves and powder.
- Nuts – for example brazil, cashews, hazelnuts, pecans, pistachios, walnuts and macadamia.
- Peanuts – also called groundnuts, oil, butter, flour.
- Sesame – seeds, oil, paste.
- Soybeans – soya, found in different forms including tofu, flour, milk.
- Sulphur dioxide and sulphites – preservatives used in some drinks and foods, including but not limited to canned and frozen fruits and vegetables, fruit and vegetable juices, fruit fillings, syrups, jams, jellies and other preserves. Condiments like horseradish, ketchup, mustard, pickles and relishes, vinegar and wine vinegar, bottled lemon and lime juices and concentrates, alcoholic and non-alcoholic wine, beer and cider.

Symptoms

A food allergy is a rapid and potentially serious response by the body's immune system to certain food and or food additives that it recognises as a threat. Even the smallest traces of the allergen can cause an allergic reaction.

Many of the symptoms are life-threatening without proper treatment. In the UK about 10 people die every year from an allergic reaction to food and many more are admitted to hospital. An estimated 1-2% of adults have a food allergy.

The control of allergens is recognised in the Food Safety Act and associated regulations.

In 2016, a restaurant owner was jailed for 6 years for the manslaughter by gross negligence of a customer who had an allergic reaction to a takeaway curry. The restaurant had switched almond powder for a cheaper mix of nut powder that contained peanuts. In 2017 a lady sadly died from eating a Pret a Manger flat bread wrap that contained dairy produce.

Diversity and Inclusion

Cross in Hand Tennis Club fully supports the LTA's 'Tennis Opened Up' strategy to promote and achieve inclusion.

We recognise that everyone is an individual and everyone is different, no matter what background they come from or what characteristics they share. We share the LTA's mission to ensure that every individual coming to tennis, whoever they are, finds it Relevant, Accessible, Welcoming and Enjoyable.

Our overall aims for diversity and inclusion are to ensure that:

- Tennis is diverse and inclusive
- Diversity and inclusion are embedded in our club's culture and our behaviours
- We create a culture where inclusive leadership thrive
- We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.

To achieve these aims we believe that everyone involved in tennis has a vital role to play in promoting diversity and inclusion and we ask everyone to proactively promote safe and inclusive tennis and take action against all forms of discrimination and report any concerns to a member of the management committee.

CLUB CONSTITUTION – DECEMBER 2022

RULES FOR UNINCORPORATED LAWN TENNIS CLUBS QUALIFYING AS COMMUNITY AMATEUR SPORTS CLUBS

1. Name

The Club, established in 1946, is called Cross in Hand Lawn Tennis Club ("the Club").

2. Definitions

2.1 "the CLTA" means Sussex County Lawn Tennis Association;

"the Game" means the game of tennis;

"the Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 9;

"the Honorary Secretary" means the person elected from time to time to be the honorary secretary of the club in accordance with Rule 9;

"the Honorary Treasurer" means the person elected from time to time to be the honorary treasurer of the Club in accordance with Rule 9;

"the LTA" means the Lawn Tennis Association (the governing body of tennis within Great Britain, the Channel Islands and the Isle of Man) of The National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man from time to time;

"the LTA Disciplinary Code" means the disciplinary code of the LTA in force from time to time;

"the LTA Rules" means the rules of the LTA as in force from time to time;

"the Management Committee" means the committee appointed under Rule 9 to manage the Club;

"the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;

"the President" means the person appointed to be the president of the Club in accordance with Rule 9; and

"the Trustees" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.6.

"the Club's coaches" means those with which the Management Committee has specifically contracted to provide coaching sessions at the Club.

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3 Objects

The objects of the Club are:

- (a) principally to provide facilities for and generally to promote, encourage and facilitate the playing of the Game in the area of Cross in Hand and amongst the community;
- (b) to provide and maintain Club premises at the Hardy Roberts Playing Field, Cross in Hand and club-owned tennis equipment for the use of its members;
- (c) to provide other ordinary benefits of an amateur sports club as set out in Part 13, Chapter 9 of the Corporation Tax Act 2010 including without limitation [provision of suitability qualified coaches, coaching courses, insurance, medical treatment, post-match refreshments];
- (d) to sell or supply food or drink as a social adjunct to the sporting purposes of the Club;
- (e) to take and retain a membership of the CLTA and by doing so become and remain registered as an associate of the LTA and to comply with and uphold the Rules and Regulations of the CLTA as amended from time to time and the LTA Rules and the LTA Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated;
- (f) to acquire, establish, own, operate and turn to account in any way for the members' benefit the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (g) subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;
- (h) subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the CLTA as appropriate;
- (i) to make donations or offer support to lawn tennis clubs which are charities or community amateur sports clubs; and
- (j) to do all such other things as the Management Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.
- (h) maintain the privacy of the personal data provided by Members as required by applicable Data Privacy laws and regulations, including limiting information that is stored, using it only for the purpose for which it was provided and not transferring it to 3rd parties without permission.

4. Application of Surplus Funds

4.1 The Club is a non-profit making organisation. Subject to Rule 27.3, the income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in these Rules no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a member for the supply by him to the Club of goods or services or for his employment by the Club, provided that such arrangements are

approved by the Management Committee without the member being present and are agreed with the member on an arm's length basis.

4.3 No Member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

5. Membership

5.1 Eligibility for membership

5.1.1 No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

5.1.2 The Management Committee shall have the power to limit the number of Members in each respective membership class as it considers necessary.

5.2 Admission of Members

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. A person shall not be entitled to any privileges of the Club until two days have passed since his application for membership was submitted, whether or not he is admitted as a Member before those two days have lapsed.

5.3 Conditions of membership

5.3.1 Each member (of each class) agrees as a condition of membership:

- (a) to be bound by and subject to these rules and the rules and regulations of the relevant CLTA as in force from time to time; and
- (b) to be bound by and subject to the LTA Rules and the LTA Disciplinary Code; and
- (c) to abide by the CIHLTC Code of Conduct as agreed by the Management Committee and set out in the Member's Handbook.

5.3.2 Rule 5.3.1 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from Rule 5.3, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to these rules.

5.3.3 The Management Committee may subject to Clause 7 terminate the membership of any person, or impose any other sanction it determines to be appropriate, in connection with the breach of any condition of membership set out in this rule.

5.4 Classes of Members

5.4.1 The following are examples of the classes of memberships that will be available for the Club, as determined from time to time by the Management Committee:

One Month Trial Membership
Family Membership

Adult Membership

Junior Membership, in various age groups

The classes of membership shall not be set in such a way as to preclude open membership of the Club. Adult Pickleball membership shall also be available, entitling members in this category only to booking and use of Court 6 to play pickleball

5.4.2 Only Adult Full Members shall be entitled to receive notice of, attend and vote at general meetings. A member other than a Full Member shall be entitled to all the privileges of membership relevant to his class of membership but shall not have the right to receive notice of, attend and vote at general meetings. For this purpose, an Adult is deemed to be anyone of aged 18 and over on the date the vote is held regardless of the class of membership they may in that membership year have been subscribed to.

5.4.3 Only Members, as defined in 5.4.1, of the Club are permitted to book and use the courts for Casual play, attend Club sessions, represent the Club in league matches, or take part in other Club-sponsored competitive matches, or attend sessions held by Club coaches. Exceptions apply to Guests, as described in 17, and when Non-members attend a session held by Club coaches, for which a Surcharge applies and will be collected by the Club coaches.

Non-members may also book courts 1 and 5 for 60 or 90 minutes during daylight hours. Booking is available up to three days in advance, and credit card payment is made in advance. The availability and charge for use of this facility may be reviewed by the committee from time to time. Parent hitters may only be on court for the express purpose of supporting the play of their Junior Member.

5.5 Subscriptions

5.5.1 The subscription year runs from 1st April to 31st March annually.

5.5.2 The entrance fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude open membership of the Club.

5.5.3 The Management Committee is empowered to set subscription rates based on the comparison of charges of other local tennis clubs to ensure the club remains financially competitive. Fees can be discounted throughout the year to allow for new members only.

5.5.4 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid his first annual subscription.

5.5.5 The club may offer a discounted membership renewal fee to any member renewing their membership by the date set by the Membership Secretary (this may be up to a week before the 1st April). The discount is variable by membership class as determined by the Management Committee. Members renewing after this date will be asked to pay the full membership fee for that year. Any existing Member whose subscription is not paid by the 30th April and has not made an appropriate arrangement with the Membership Secretary shall be deemed to have resigned his membership of the Club.

6. Resignation

A Member may withdraw from membership of the Club on one month's clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

7. Expulsion

7.1

Subject to the remaining provisions of this rule, the Management Committee shall have power to refuse membership or expel a Member only for good and sufficient cause, such as conduct or character likely to bring the Club or the Game into disrepute, including repeated failure to abide by the Code of Conduct as agreed by the Management Committee and set out in the Member's Handbook.

7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.

7.3 The Member shall be given an opportunity to appear before the Management Committee to answer complaints made against him. The member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.

7.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.

7.5 The Member may appeal against the Management Committee's decision by notifying the Management Committee who shall put the matter to the Club's members in general meeting and decided by a majority vote of members present and voting at such meeting.

8. Effect of Resignation or Expulsion

Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription.

9. The Management Committee

9.1 The Club shall be managed by a Management Committee consisting of:

- (a) the Chairman
- (b) the Honorary Secretary
- (c) the Honorary Treasurer
- (d) the Membership Secretary
- (e) plus, in addition to the stated roles above, no more than 6 other Members ideally including a Junior Representative.

The Management Committee will be elected annually at the annual general meeting and may exercise all of the powers of the Club for the purposes of the management of the Club.

9.2 Each member of the Management Committee must satisfy Her Majesty's Revenue & Customs (HMRC) Fit and Proper Person test. In general, the members of the Management Committee in the roles stated in 9.1 will be

those that make external commitments and be signatories on behalf of the Club and must therefore sign that they are a Fit and Proper Person on an annual basis.

9.3 The Club agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the rules and regulations of the relevant CLTA and the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

9.4 The members of the Management Committee may delegate any of the powers that are conferred on them by these rules to such person, or committee, by such means (including power of attorney), to such extent, in relation to such matters and on such terms and conditions as they think fit. If the members of the Management Committee specify, any such delegation may authorise further delegation of members' powers. The members of the Management Committee may revoke any delegation or alter its terms and conditions.

9.5 The Management Committee shall inform Members each year of the procedure for the nomination of officers and members of the Management Committee. Usually this will involve the nomination form being posted on the club's notice board, but a process allowing nominations by email if required will also be valid. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies must declare themselves to be fit and proper persons in accordance with Rule 9.2 and be nominated and seconded by any two Full Members on the form prescribed by the Management Committee. No Member may nominate more than one candidate for any one vacancy.

9.6 Any person nominated as a member of the Management Committee must be a Full Member.

9.7 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall, unless the candidates otherwise agree, be determined by lot.

9.11 Retiring members of the Management Committee may be re-elected.

9.12 A member of the Management Committee shall be deemed to have vacated office if:

- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (b) a registered medical practitioner who is treating that person gives a written opinion to the Management Committee stating that that person has become physically or mentally incapable of acting as a member of the Management Committee and may remain so for more than three months; or
- (c) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have; or
- (d) he resigns his office by notice to the Club; or
- (e) he shall without sufficient reason for more than [three] consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or
- (f) he is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the CLTA or the LTA; or

(g) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

9.13 Any person accepting election or nomination to the Management Committee who has any financial interest in the Game must, before such election or nomination, state in writing to the Club all such interests. Failure to do so will lead to automatic disqualification from the Management Committee. The Management Committee has the right to veto such an election if, in its opinion, it is not in the best interests of the Club.

10. Proceedings of the Management Committee

10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 8 meetings each year. The quorum for such meetings shall be 50% of the Management Committee. The Chairman and the Honorary Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Honorary Secretary shall give all the members of the Management Committee not less than 7 days' notice of a meeting.

10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. If the Chairman, is unwilling to preside, or if he is not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.

10.3 Decisions of the Management Committee shall be made by a simple majority. In the event of an equality of votes the Chairman, or the acting chairman of that meeting, shall have a casting vote.

10.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

10.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

10.6 The Management Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Management Committee or by a resolution duly passed at a general meeting. The Chairman from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Management Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment in favour of a person dealing with the Club or the Committee in good faith shall be conclusive evidence of the fact so stated.

10.7 The number of Trustees shall not be more than four or less than two.

10.8 The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

11. Financial Year

11.1 Except for the purposes of subscriptions the Club's financial year shall run from 1st October to 30th September and the accounts submitted to the Annual General Meeting shall be prepared accordingly.

11.2 At the Financial Year end the Honorary Treasurer will make a recommendation to the Annual General Meeting of how much funds can be allocated to the Reserve Fund which shall not be used without calling a General Meeting.

12. Annual general meeting

12.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:

- (a) to receive the Chairman's report of the activities of the Club during the previous year;
- (b) to receive and consider the accounts of the Club for the previous year, the independent examiner's report on the accounts and the Honorary Treasurer's report as to the financial position of the Club;
- (c) to remove and elect the independent examiner or confirm that he remain in office;
- (d) to elect the Officers and other members of the Management Committee;
- (e) to decide on any resolution which may be duly submitted in accordance with Rule 12.2 below;
- (f) to deal with any other matters which the Management Committee desires to bring before the membership.

12.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Chairman or Honorary Secretary, not less than 10 days before the meeting and published on the Club notice board no less than 5 days before the meeting.

12.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

13. Extraordinary General Meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than 20 Full Members stating the purposes for which the meeting is required and the resolutions proposed.

14 Procedures at the Annual and Extraordinary General Meetings

14.1 The Chairman or Honorary Secretary shall, 21 days prior to the meeting, send to each Member at their last known email address, a notice of the date, time and place of the general meeting together with information on where to send resolutions to be proposed and, in the case of an annual general meeting, where names of the persons proposed to be elected as members of the Management Committee can be nominated. The accidental failure to give notice to any person entitled to notice, or the accidental omission of any such details in any notice, shall not invalidate the proceedings at the meeting.

14.2 The quorum for the annual and extraordinary general meetings shall be 20 Full Members, either meeting in person or via the online meeting room indicated by the Management Committee. No business other than the appointment of the chairman of the meeting shall be transacted at the general meeting if the persons attending it do not constitute a quorum

14.3 The Chairman shall preside at all meetings of the Club but if that person is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting.

14.4 If the persons attending an annual or extraordinary general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it. The chairman of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an annual or extraordinary general meeting the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the Management Committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting. If the continuation of an adjourned annual or extraordinary general meeting is to take place more than 14 days after it was adjourned the Association must give at least 7 days notice to the persons to whom notice of the Association's meetings is required to be given in accordance with rule 14.1. No business can be transacted at adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.

14.5 Members of the Management Committee may attend and speak at annual or extraordinary general meetings. The Chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.

14.6 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting vote.

14.7 No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chairman of the meeting.

14.8 The Honorary Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

14.9 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

14.10 Under the circumstance where the committee agrees that the proposal to be voted on requires greater member engagement than is normally possible through the AGM/EGM mechanism, then the following procedure may be adopted.

An AGM/EGM should be called following the usual procedures outlined in sections 13 and 14, with details of the proposal communicated to all members. The communication will specifically indicate to members that whilst a quorum of 20 members must be present at the meeting for any vote to be carried, members who are unable to attend the meeting but wish to register their vote on the proposal will be invited to engage in the following procedure (a proforma can be included in the information provided to members to help manage the process):

- (i) They must contact the Chairperson using the official club email address a minimum of two days in advance of the meeting from their personal email address which is registered to their club account.
- (ii) They must indicate the reason why they are unable to attend the AGM/EGM
- (iii) They should confirm they have read all the details provided by the committee regarding the proposal

(iv) They should register their vote in relation to the proposal

The Chairperson will then print and bring one copy of each vote received to the meeting such that they are available for inspection, and all such votes will be added to the vote count (provided that the EGM is quorate).

15. Purchase and supply of liquor

15.1 Purchase for the Club and supply by the Club of intoxicating liquor must be in the absolute discretion of the Management Committee or any sub-committee set up for the purpose.

15.2 If any member of the sub-committee for any reason ceases to be a Member, he automatically ceases to be a member of the sub-committee, and another member of the Management Committee must be appointed in his place.

15.3 The sub-committee must not in any way be restricted in freedom of purchase.

16. Commission

16.1 No one may at any time receive at the expense of the Club or any Member any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.

16.2 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

17. Guests

17.1 Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises by invitation of the Club who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

17.2 Guests who live within 10 miles of the club will be permitted to play up to 3 times before being asked by the Management Committee to become a club member. Guests from beyond 10 miles may play as many times as desired. In all cases the Member inviting the Guest must record their attendance and pay the appropriate guest fee according to the Guest Policy in place at the time.

17.3 Adult and Junior fees shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude Members from introducing Guests to the Club.

18. Opening of Club premises

18.1 The Club and its courts are available at any time subject to floodlights not being used before 8am or after 11pm. A member of the Management Committee or any of the Club's Coaches shall at their discretion close the courts during bad weather or for maintenance.

18.2 The Club shall not be responsible for the loss or damage to any unattended vehicle, racket, clothing or other property left by a member or visitor.

18.3 The Club's facilities shall be available to the Members without discrimination. Precise timings and court allocations, which may be varied from time to time as determined by the Management Committee, will be published on the Club website and are currently:-

Senior Club Sessions

Monday - 10.00am to 12.00pm (Cts 3-5)

Tuesday - 6.00pm to 9.30pm (Cts 3-5)

Wednesday - 10.00am to 12.00pm (Cts 3-5)

Friday - 6pm to 9.00pm (Cts 3-5)

Sunday - 2.30pm to 4.30pm (Cts 3-5)

Senior Match Practice (by invitation)

Mixed Monday (winter only) - 7.00pm to 9.00pm

Men Wednesday - 7.00pm to 9.00pm

Ladies Thursday - 7.00pm to 9.00pm

Junior Club Sessions Not currently taking place

18.4 Seniors take precedence over Juniors unless the Courts have been allocated specifically to the Juniors by the Management Committee. Juniors may only attend a senior club session if accompanied by an Adult member and with the approval of their parent/guardian.

18.5 Priority for the use of the Courts will be as follows:-

- i. Club sessions
- ii. Club league matches
- iii. Other Club-sponsored competitive matches
- iv. Casual play, for which courts should be booked in advance.
- v. Non-tennis activities, such as 5-a-side football, netball or activities related to club open days for existing or prospective members, as determined from time to time by the Management Committee.
- vi. Pay and Play bookings (Courts 1 & 5)

Note that sessions held by Club Coaches and items i, ii, and iii (above) will have an appropriate number of courts booked more than 2 weeks in advance. Bookings will be open to the Membership 2 weeks in advance, and for Pay and Play 3 days in advance, to avoid clashes.

The priority for use of courts indicated above may be altered in exceptional circumstances. There are two main foreseeable reasons why this might occur. Firstly, when a match against another club overruns requiring Members attending the club session to use a different court, or delay the start of the club session. The start time of matches means this will rarely become an issue. Secondly when the courts are required for an annual club tournament meaning the club session cannot take place. In the case of cancellation, the Management Committee should provide at least 3 weeks' notice to the Members.

18.6 For club sessions, match practice sessions and sessions by Club Coaches, (used) balls will be provided, as will floodlights when necessary. A match fee is payable by those representing the club in matches against other clubs to

account for the use of new balls provided by the club, and if new balls are used for match practice, attendees should be charged for this. At all other times, including during Casual play, Members must provide their own tennis balls and pay for the use of floodlights.

18.7 Courts can be booked by using the court booking system which is available via the Club's website.

19. Permitted hours

19.1 The permitted hours for the supply of intoxicating liquor and provision of regulated entertainment shall be as permitted by the Club's Club Premises Certificate.

19.2 No intoxicating liquor may be sold or supplied to, or by, a person under the age of 18 years and a notice to that effect shall be displayed in a prominent position on the club premises.

20. Alteration of the rules

20.1 These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the voting Members present.

20.2 As soon as possible and in any case within 28 days after the making of any alteration or addition to these rules the Honorary Secretary must give written notice of the alteration or addition to the proper Licensing Authority and to the Chief of Police.

21. Regulations and Standing Orders

21.1 The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club provided that they shall not prejudice the Club's status as a Community Amateur Sports Club. Such repeals or amendments to the regulations and standing orders shall only have temporary effect until ratified or otherwise within 28 days by a General Meeting.

21.2 A copy of this constitution shall be prominently displayed on the club notice board and all Members shall be deemed to know the contents.

22. Use of Facilities

The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the rules and regulations of the relevant CLTA, the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the CLTA can enforce any breach at its option and in its sole discretion.

23. Finance

23.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by authorisation by two of the three signatories who shall be the Chairman, Honorary Treasurer and one other member of the Management Committee. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

23.2 The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club. The remuneration of a member of the Management Committee, Member or employee of the Club or other person may take any form and may include any arrangements in connection with

the payment of a pension, allowance or gratuity, or any death or sickness or disability benefits to, or in respect of, that person.

23.3 The Club may pay any reasonable expenses that members of the Management Committee properly incur in connection with their attendance at meetings of the Management Committee or at annual or extraordinary general meetings of the Club or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.

23.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Honorary Treasurer.

23.5 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly examined by the independent examiners.

24. Borrowing

24.1 The Management Committee may borrow, with prior approval of the Members at a General Meeting, a maximum total amount of £70,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

24.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured (in particular by mortgage of or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club) the grant of such security must be approved by the Club at a general meeting).

24.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

24.4 The Trustees shall, at the discretion of the Management Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Management Committee may deem proper for giving security for such moneys and the interest payable thereon.

25. Property

25.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees. They shall deal with the property as directed by resolution of the Management Committee and entry in the minute book shall be conclusive evidence of such a resolution.

25.2 The Trustees shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

26. Notices

26.1 *The Club can send*, make available or supply any notice, ballot paper, accounts, document, or other information by personal delivery, by posting it to the intended recipient's usual address, by sending it or supplying it

in electronic form to an address notified by the intended recipient to the Club or by making it available on a website and notifying the intended recipient of its availability in accordance with this rule.

26.2 If any notice or other information is left by the Club at the intended recipient's usual address, it is treated as being received on the day it was left.

26.3 If any notice or other information is sent by the Club by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid.

26.4 If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website or, if later, the day on which the notice of availability is treated as being received by the intended recipient in accordance with this rule.

27. Dissolution

27.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.

27.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

27.3 Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following sporting or charitable bodies:-

(i) the LTA for use in community related initiatives for the Game;

(ii) another registered community amateur sports club for the Game; or

(iii) a registered charitable organisation.