

## Hadleigh Park Lawn Tennis Club

2022 V2.4 Final

### Rules and Constitution

1. The name of the Club shall be "Hadleigh Park Lawn Tennis Club". The purpose of the club is to promote the playing and enjoyment of tennis in the local community, in a good spirit, at all levels, while focusing on the development of junior players.
2. The Officers of the Club shall be
  - 2.1. Chairman
  - 2.2. General Secretary
  - 2.3. Club Captain
  - 2.4. Treasurer
  - 2.5. Junior Section Secretary
3. Not more than two of these offices may be held at one time by the same person. Officers shall be elected at each Annual General Meeting. Members in AGM may appoint a President and Vice-president(s), who shall not be subject to annual re-election. Junior Section Secretary and Treasurer are offices that can be executed external to the committee by committee agreement.
4. The Club is a non-profit making organisation. All surpluses/deficits will be transferred to the ground fund. The ground fund is used to maintain or improve the Club's facilities and in furtherance of the Club's objectives. No surplus will ever be distributed to Members even in the event of the club winding-up or dissolution of the Club. (See rule 31 for procedure in such an event)
5. The Committee shall have the sole Management of the Club and of the Club Property.
6. The affairs of the Club shall be regulated by a Committee which shall be elected at the AGM. The Committee shall consist of the Chairman, General Secretary, Club Captain, Treasurer, Junior Section Secretary (when applicable) and six other members of the Club. The President, and Vice-Presidents(s) shall be ex-officio members.
7. Candidates for election to any office including the Committee are playing members whose nominations, duly proposed and seconded by members of the Club in writing to the General Secretary beforehand, shall have been displayed on the Club notice board at least 14 clear days before the AGM. However any new member may only be able to vote once they have been a member for 1 full year.
8. The Committee may co-opt another member to fill a casual vacancy to sit in at committee meetings. The Committee shall have the power to deal with any matters arising which are not covered by the existing rules, and may call an extra-ordinary general meeting of the Club whenever it is deemed appropriate. The Committee can make amendments to club rules at Committee meetings by a vote supported by over 50% of Committee attendees. Only changes which the Committee deems to have a radical effect on the club need to be referred to an AGM or EGM for approval. Supplementary rules for the Junior Section members shall be displayed on the notice board in the Club House
9. The AGM shall be held in March and notice of the meeting shall be displayed on the Club notice board by the General Secretary at least 30 days in advance of the meeting. Any membership proposed additions or alterations to the existing rules shall be sent to the General Secretary in writing at least 30 days before the date of the meeting.
10. Full particulars of such proposals shall be placed on the Club Notice board by the General

Secretary at least 21 days before the meeting. All such proposed alterations or additions and any amendments to them, which may be proposed and seconded at the AGM, shall be voted on by a show of hands or, if the Chairman deems necessary, by ballot.

11. The treasurer shall present accounts for approval at the AGM for the financial year ending on the last day of February. Accounts shall be audited by an appointed accountant at the previous AGM. 7 days notice must be given of any extra-ordinary meeting.
12. The Chairman shall preside at General and Committee meetings. If the Chairman is not present then a temporary Chairman for the meeting can be arranged at the time of the AGM. The following numbers of eligible members present at meetings shall constitute a quorum
  - 12.1. for AGM 15% of eligible Members
  - 12.2. for Committee Meetings 4 members.
13. All decisions at AGM and Committee meetings shall be by simple majority vote.
14. Any major proposal which, in the opinion of the Committee, would have a radical effect on the Club, must be notified in writing to all members at least 21 days prior to a vote on the proposal being taken. This vote may be by postal or proxy vote.
15. The financial year of the Club shall be the year commencing 1st March. Membership renewal subscriptions covering the financial year shall be paid to the Treasurer not later than 30th April in each year, thereafter, overdue subscriptions will be subject to a surcharge for each month remaining unpaid. If members have not paid their renewal subscriptions by the end of April each year, or not agreed arrangements with the treasurer to pay over a period of time, then such members may not be eligible to play in Club tournaments or represent the Club in matches against other Clubs.
16. No subscription refund shall be made in the event of cessation of membership during the financial year. The amounts of membership subscriptions, surcharges and entrance fees shall be determined at the AGM, and all accounts payable under this rule shall be displayed on the notice board in the Club Pavilion.
17. The Club operates an equal opportunities policy and welcomes applications from all regardless of age, gender, sexual orientation, disability or playing ability.
18. memberships can be applied for by requesting an application form in writing from the General Secretary
19. Classes of membership are
  - (A) Full playing members
  - (B) Under 25 years of age
  - (C) Under 21 years of age
  - (D) .Under 18 years of age
  - (E) Honorary life members**
20. Members may introduce visitors to play at any time. Following 3 visits the visitor should join the club. The amount of the fee for each visitor shall be as determined in the AGM and shall be shown in the list of fees and charges displayed on the notice board. The member introducing a visitor shall be responsible for payment of the fee to the treasurer and to the visitors' behavior and for logging an entry in the visitor's book. A non-playing visitor fee is also displayed in the clubhouse.
21. Members may play at any reasonable time, light permitting. Social ( OPEN ) play is

10:00-12:00 Saturday, 13:00-16:00 Saturday and Thursday 10:00 – 12:00 subject to there being no match or coaching commitments that have been previously booked. It is important that all members follow a fair approach to play by utilizing the online booking system when appropriate. This to be applied to all members. Junior coaching programs will vary from season to season. All permissible times of play will be exhibited in the club house.

22. Court bookings can only be made two weeks in advance .
23. Facilities may be made available for personal coaching, subject to Committee approval of the arrangements.
24. Play shall be governed by the rules of the LTA. No member shall play more than one short set if other members are waiting to play. A singles set may be played providing there are not more than 7 players present.
25. Any member of the Committee shall have discretionary powers to close all or any courts if of the opinion that they are unfit for play. Courts so closed shall be marked accordingly.
26. All playing members must wear non-marking sports shoes that will not damage the courts and suitable sports attire on the courts. Any question as to suitability of footwear and sports attire shall be determined by Committee member(s) whose ruling shall be final. Smoking shall not be allowed in the Clubhouse or on the Courts.
27. The committee shall have the power to expel any member whose conduct in their opinion has been prejudicial to the interests of the club. The committee will initially deliver a verbal warning followed by a written warning if sufficient improvements are not recognized. Any further transgression will be met by a suspension from the club of one week. If the issue continues a further suspension of two weeks can be delivered.  
Following this the final action will be membership terminated with immediate effect. Where the committee is not unanimous upon the course of action , this will be determined by a vote . For each complaint a committee member will be appointed as an adjudicator and point of appeal. The appointed adjudicator should be excluded from the above process.

Where the misdemeanor falls into the following categories

- a. Of a more serious nature
- b. Criminal in nature
- c. Violent, sexual or bullying

The committee reserves the right to move the member in question to any of the latter stages, including immediate expulsion if this is deemed appropriate. In the event of the member being a Junior or a student up to 18 years old, all action should be communicated through a Parent or Guardian.

The member subjected to any of the stages of the disciplinary process outlined above can appeal directly to the nominated Committee Member Adjudicator. This must be in writing within one week of any communication from the committee. The Committee Member Adjudicator will consider the case and deliberate on the case in question to ensure impartiality and fairness prevails throughout the process.

28. Club tournaments shall be held as confirmed at the AGM
29. Children or animals brought to the Club premises shall be kept, under strict and proper control, at all times.
30. Lights out for the pavilion shall not be later than 11 p.m. unless prior arrangements for an extension have been agreed by the Committee.
31. In the event of the Club being wound up the assets of the Club, after discharge of all debts and liability, shall

be distributed to a nominated charity('s) unless the HPLTC can use same resources for continuing its activities in an agreed predetermined local area but to be agreed by members at the AGM. No profit from this or any other club activity can ever be distributed to any member.

32. All members will agree to comply with the following club documentation.

32.1. HPLTC Rules ( as contained within )

32.2. Members Charter ( appendix i)

32.3. Child protection Policy (appendix ii)

32.4. Equal Opportunities Policy ( appendix iii)

32.5. Health and Safety Policy (appendix iv)

32.6. Environmental Policy (appendix v)

32.7. Parking Policy (appendix vi)

#### Appendix i. Members Charter

1. The Membership Charter sets the clubs expectation for behaviour of members in and around dub grounds. HPLTC is surrounded by residential dwellings so members must be mindful of this environment and act in a respectful manner at all times.
2. Members are requested to approach the club through Elm Road at less than 20 mph.
3. Members are required to park in line with the official Hadleigh Park Lawn Tennis Club Parking Policy — appendix vi
4. Wherever possible members are requested to attend the club on foot, use bicycles and car share.
5. Members are requested to approach the club and leave the club with music systems turned down, so as not to impact on the surrounding environment.
6. Members must not use excessive speed when on club grounds as there is potential for an accident with the limited turning circle, foot traffic and casual seating area all in immediate proximity.
7. Members to show respect to all when on court. Although tennis is sometimes a difficult and frustrating sport audible profanities are not permitted.
8. Should any member receive a complaint from neighbours / residents in respect of conduct of any club member(s), they should ask the complainant to contact the presiding Club Chairman in writing so that appropriate action can be taken. Any such complaints will be taken very seriously and dealt with in line with rule 27.

## Appendix ii. Child Protection Policy.

### Child Protection Policy and Guidelines

#### Hadleigh Park Lawn Tennis Club

#### Policy

1. Hadleigh Park Lawn Tennis Club aims to create an enjoyable environment for all juniors who wish to take part in tennis or other sport and social activities at the club.
2. We believe that children and young people have the right to be safe, secure and free from threat.
3. We believe that young people have the right to be treated with respect, and to have their concerns listened to and acted upon.
4. We will ensure that the club provides for the needs of junior members through specific programs, designated facilities, and safe practice.
5. We have procedures in place to address poor practice, and to help any young person who appears to be at risk, or who appears to be the victim of abuse. We will offer help and support when a child or young person tells us that they are affected by these issues.
6. We will take steps to ensure that any club volunteers or professionals working with children are suitable to do so, through the use of references and background checks. We will ensure that all relevant people have been vetted and approved through the Criminal Record Bureau disclosure process.
7. The club has an adult member who is specifically responsible for children, young people and child protection:

This person's name is: Gywnn Williams

They can be contacted on: 07802 475270

Alternatively the LTA Child protection details are shown below

LTA Child Protection

T: 0208 487 7008/7116

M (24 hour): 07971 141 024

E: [childprotection@lta.org.uk](mailto:childprotection@lta.org.uk)

[www.LTA.org.uk/childprotection](http://www.LTA.org.uk/childprotection)

#### Guidelines

Those working with children in tennis should:

1. Be professional and maintain the highest standards of personal behaviour at all times.
2. Recognise the trust placed in adults by children, and recognise the power held over children by adults. Treat this trust and this power with the highest responsibility.
3. Try to work in an open and accountable manner at all times. Work in view of others wherever possible, be wary of working alone and unobserved, and be willing to accept questions or criticism regarding good practice.
4. Expect others to work in an open and accountable manner. Question and criticise the practice of others if necessary.
5. Maintain a professional relationship with children. Any form of sexual relationship or activity with a child is unacceptable and could lead to disciplinary or legal action.
6. Not be under the influence of drink, drugs or any illegal substance.

7. Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, verbal abuse and persistent shouting are not acceptable. Any form of assault (e.g. hitting, kicking, pinching; slapping) should be regarded as a serious incident.
8. Use appropriate language. Don't swear, and never make sexual or suggestive comments to a child. If a child makes such comments, be prepared to enforce these boundaries in your response.
9. Not appear to favour one child or show interest in one child more than another.
10. Not discriminate against a child because of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
11. Use physical contact with players only where necessary. If contact is necessary, (e.g. for the purposes of coaching or first-aid), then explain to the child what the contact is for, and change your approach if he or she appears uncomfortable.
12. Design and use training methods and training programs that are appropriate to the individual child.
13. Be aware of situations that could be misunderstood or manipulated by other adults. For example, if a coach or official is alone with a child in a clubhouse, changing room or car, he or she may be vulnerable to allegations of misconduct.
14. Be vigilant and aware of how actions can be misinterpreted by children. Actions made with good intentions can seem intrusive or intimidating to some children. Sometimes children become attracted to the adults working with them. Adults should be aware of the impact of their actions, and should sensitively address any misunderstanding. If a concern about a child's welfare comes to your attention:
15. Take seriously any suspicion or allegation of abuse, or any disclosure of concern made by a child (or adult).
16. If a concern comes to your attention, record information, including relevant details. Be sure to record opinions or feelings as such; do not record them as facts. Do not question or interview the people involved in the incident of concern.
17. Report any concerns within the area of Child Protection (physical, emotional or sexual abuse, neglect or bullying), in confidence and without delay, to your club, county or LTA Child Protection Officer. If CPOs cannot be contacted and there appears to be an immediate risk, contact the police or your local social services.
18. Never discuss an allegation or suspicion with another person, (other than the police or social services), before receiving advice from the club, county or LTA Child Protection Officer. Remember that it is the responsibility of all adults to safeguard children in sport. By recognising, following and discussing the principles behind this code, you are helping to make bad practice and abuse unwelcome in tennis.
19. Here are five simple steps that you should take if someone reports a concern to you:
20. Stay calm and assure the child.
21. It takes a lot of courage for a child to disclose a problem, and he/she usually wants you to help. Therefore, you should not make promises of confidentiality, but be clear that you may have to contact other people who will be able to help.
22. Listen carefully to what the child says and do not suggest ideas. Keep questioning to a minimum, use open questions, and record the conversation as soon as you can. Record precise words and phrases (as closely as possible) and be clear to make a distinction between fact and opinion.

23. Report the concern to the Child Protection Officer in your club, or go directly to the county/national LTA. Do not hesitate to call national LTA Child Protection if you need urgent advice. LTA Child Protection contact details are given below. If you fear that a child is at immediate risk, and you cannot get advice from a Child Protection Officer, you should contact your local police or social services.
24. Do not discuss the concerns with others until you have reported them, as above. A club or county officer might contact LTA Child Protection, if they feel the problem is serious, and it is possible that the police and/or social services may then become involved. It is not your responsibility to make these decisions; the correct course of action is for you to report the concern, as quickly and accurately as you can. Good practice and support the Tennis Clubmark folder offers a variety of resources to help you ensure that tennis is a safe sport for children and young people.

LTA Child Protection

T: 0208 487 7008/7116

M (24 hour): 07971 141 024

E: [childprotection@lta.org.uk](mailto:childprotection@lta.org.uk)

By Order of the Committee

## Appendix iii. Equal Opportunities Policy

### Hadleigh Park Lawn Tennis Club

#### Equal Opportunities Policy

#### 1. Policy Statement

- 1.1. The Club's policy accords with the legal duties required of a tennis club.
- 1.2. The Club actively seeks to eliminate all forms of discrimination and harassment.
- 1.3. The Club aims to enable its members to maximise their individual potential.
- 1.4. The Club seeks to provide an environment free from unlawful discrimination, harassment or victimisation.
- 1.5. The Club promotes the wellbeing of all members.
- 1.6. The Club will make a written record of any incident of discrimination or harassment which takes place on our premises.
- 1.7. The Club acknowledges that the Police are responsible for investigating and dealing with any incidents where criminal offences may have been committed. All incidents of this kind shall be reported to the Police as soon as possible.

#### 2. Action to Implement Policy

- 2.1. Hadleigh Park Lawn Tennis Club aims to implement the following policies, procedures and arrangements to support its commitments to Equality and Human Rights
- 2.2. The Club will make a commitment to anti-oppressive and anti-discriminatory practice by:
  - 2.3. Identifying and eliminating discriminatory practices.
  - 2.4. The Club will endeavour to respond urgently to any queries or issues regarding equal opportunities.
  - 2.5. Challenging the language and attitudes of others where necessary.
  - 2.6. Supporting those who appropriately challenge oppression.

#### 3. Responsibilities

- 3.1. It is the responsibility of each member of the Club to ensure the effective implementation of this Equality and Human Rights Policy.
- 3.2. In general the Club is responsible for:
  - 3.3. Implementing that policy.
  - 3.4. Monitoring and reviewing its practices.
  - 3.5. Ensuring equal opportunities appears as a fixed agenda item within committee meetings.

#### 4. Respond to and act upon any breach of the Equal and Human Rights Policy statements and the policy as a whole.

#### 5. Ensure the agreed policy is displayed in the clubhouse at all times.

By order of the Committee



## Appendix iv - Health & Safety Policy

### HEALTH & SAFETY POLICY STATEMENT:

Hadleigh Park Lawn Tennis Club is committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect all our patrons including junior athletes to participate within these boundaries.

### HEALTH & SAFETY POLICY:

1. To support our Health & Safety policy statement we are committed to the following duties:
  - 1.1. Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
  - 1.2. Create a safe environment by putting health & safety measures in place as identified by the assessment
  - 1.3. Ensure that all members are offered an appropriate level of training and competition through coaching programs and social play.
  - 1.4. Ensure compliance of Child Protection Policy
  - 1.5. Ensure that all members are aware of, understand and follow the club's health & safety policy
  - 1.6. Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
  - 1.7. Provide access to first aid facilities within the clubhouse.
  - 1.8. All players are requested to carry mobile telephone in case of emergencies.
  - 1.9. Report any injuries or accidents sustained during any club activity or whilst on the club premises by an entry in the Incident Log Book
  - 1.10. Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
2. As a club member you have a duty to:
  - 2.1. Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
  - 2.2. Co-operate with the club on health & safety issues
  - 2.3. Correctly use all equipment provided by the club
  - 2.4. Not interfere with or misuse anything provided for your health, safety or welfare.
  - 2.5. Notify a committee member when the last of any item has been used from the first aid box.
3. First Aid:
  - 3.1. Location of first aid facilities is in the Clubhouse
  - 3.2. First Aid box must be clearly marked first aid.
4. Club Health & Safety coordinator would be a committee member

## Appendix v - Environmental Policy

1. Recycle all green waste from club grounds through green disposal at local amenities
2. Ensure all light bulbs in new clubhouse and site bollard lighting are energy saving light bulbs.
3. Implement a recycling waste management system in line with new project implementation
4. Ensure members impacts with local environment are minimized by implementation and monitoring of the Members Charter ( appendix i)

As a part of the improvement project re-use removed shrubs from the walkway area into the landscaping scheme

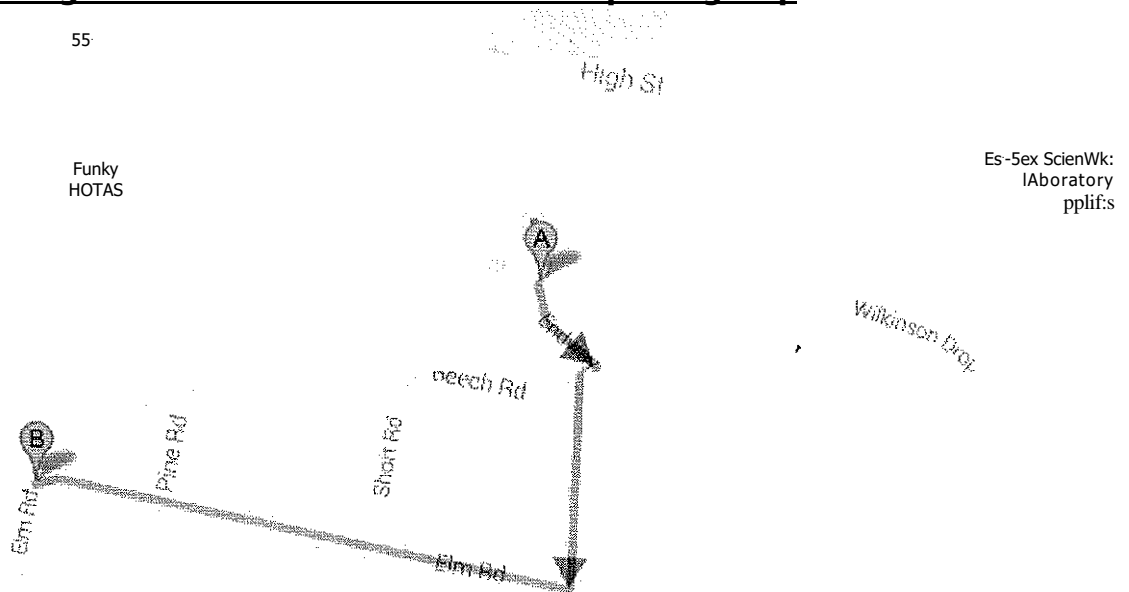
6. Use the New Clubhouse and Facilities which will facilitate the reduction of CO2 emissions from the club site .
7. Encourage the use of foot transport and bicycles by the membership when attending the club, through the Members Charter (appendix i)
8. Encourage the policy of car sharing wherever possible when attending the club site or travelling to away clubs, through the Members Charter ( appendix i)

## Appendix vi. Parking Policy

### Hadleigh Park Lawn Tennis Club Parking Policy

1. Members are requested to avoid parking in Elm Road. In the event that the club car park is full, please find parking in one of the other surrounding roads, such as Pine or Short, so that through traffic is not affected by club members or visitors. Members are also reminded that there is a free car park just off Castle Lane near Hadleigh High Street. Directions to the offsite car park are shown below.
2. Spaces 9 to 12 in the driveway are deemed overflow parking spaces and as such must not be used if 1 to 8 (excluding 4) are free. 4 is for disabled drivers only.
3. Drivers who park in bays 9 to 12 must be resident on the club site for the whole time their car is parked in these bays. If they intend leaving the site for any reason, they must remove their car from one of these bays.
4. There can be no overnight parking in bays 9 to 12.
5. When using bays 9 to 12, cars must be parked close to the fence to allow Fire Engine access at all times. This is important because drivers might be unable to access their car keys in the event of a fire.

#### **Hadleigh Park Lawn Tennis Club – Offsite parking map**



#### Directions

Turn left into Castle Lane from the Hadleigh one way system.

50 yards on right hand side is Endway.

In Endway is the entrance to Castle Lane Car Park. A on Map

This is a free car park which can be used by HPLTC members and visitors.