



## CODE OF CONDUCT

### Respect:

- Users of the facility must treat each other with dignity and respect at all times.
- The following, even if defended as 'a joke' or 'as banter', will not be tolerated:
  - discrimination of any kind based on: age, disability, gender reassignment, relationship status, maternity, race, religion or belief, sex or sexual orientation;
  - foul, offensive or derogatory language;
  - intimidation, threats and physical violence; and
  - sexual harassment, which as a one-off incident or ongoing pattern of behaviour, is sexual in nature and unwanted.
- The Club's social media groups must be used responsibly. The Club's Code of Conduct applies in full online.

### Play:

- All behaviour should be sporting and generous in spirit.
- Rules surrounding Emergency Events should be strictly adhered to.
- Members should keep to agreed timings for training and competitions, or inform their organiser or team captain if they are going to be late.
- Members must play within the rules of tennis (ITF) unless otherwise agreed. Players must show respect to officials and accept decisions as final.
- Members must wear suitable sports kit. Team players must wear kit as agreed by the Club. Playing bare chested is not allowed.
- Non-marking tennis shoes must be worn on court. Ridged or dimpled shoes, walking shoes, flip flops or bare feet are not allowed.
- Members must pay any fees for matches, organised sessions or events promptly.
- Team players representing the Club at home and away should be mindful of this and uphold the highest standards of discipline and behaviour.

## Use:

- When playing with non-members, full and lifetime members must ensure courts are booked and paid for by the non-member.
- No other game or activity is allowed on the courts except tennis unless otherwise authorised by the Board.
- Do not recover or request balls from neighbouring gardens.
- Do not gaze into neighbouring gardens. The privacy of neighbours must be respected.
- Smoking is not allowed on the premises. Recreational drugs are strictly prohibited.
- Alcohol may not be consumed to excess and must not be consumed on the courts.
- No food or drink is to be taken on to the courts. Only water in re-sealable bottles is allowed. Strictly no chewing gum.
- Unless otherwise agreed by fellow players, the use of mobile phones on court is limited. Mobile phones can be used as medical devices (e.g. blood glucose monitoring). They can also be used if players need to make themselves available to receive an urgent call.
- All waste should be taken home, except sanitary waste (bins are provided).
- Use of floodlights after 10pm is strictly prohibited.
- Suspended members may not use any of the Club's facilities.
- Associate members must be accompanied by full or lifetime members.
- There should be no interference with posters, signs or banners at the club. Nothing shall be exhibited (written or printed) without the permission of the Board.
- Well-behaved dogs are allowed. All waste must be removed from the site. Dogs must be on a lead at all times. Dogs are not allowed in the clubhouse or on the courts.
- Parking is limited in front of the club. Facility users must be mindful of neighbours and not block exits or park in front of driveways. There should be no confrontation with neighbours and all concerns should be directed to the Board.
- Cycles should be walked in and placed to the left of the Clubhouse next to the tree.
- All accidents and injuries must be reported in the Club's Accident Report Book and reported to the Board.
- Do not engage in any activity which may cause material damage to the facilities at the Club. This includes, but is not limited to:
  - jumping over nets;
  - leaning on, kicking or jumping into fences;
  - spilling any food or liquid other than water on the courts;

- over tightening tennis nets;
- kicking or throwing decorative stones, pebbles and chippings;
- leaving measuring sticks, straps, squeegees, winders, equipment or furniture outside (they should be returned to their correct place in the Clubhouse); and
- any activity that damages flowers, plants or grass.
- The Club operates a 'last out' policy. The last person out must ensure the clubhouse and venue are secured and that clubhouse lights and heating are switched off.

### **Directors:**

- Directors volunteer their time and experience to manage the Company (and Club) and maintain its facilities for the good of all. Directors are always available to discuss matters and are always open to constructive suggestions on how improvements can be made. Therefore, under no circumstances must a director:
  - be harassed, degraded, assaulted or disrespected;
  - have foul language directed towards them;
  - be the subject of unsubstantiated rumour, innuendo and/or gossip which seeks to discredit them;
  - be the subject of criticism which isn't constructive, fair, measured or respectful; or
  - be ignored when communicating or requesting reasonable action from a facility user - in person or by electronic means.

### **Disciplinary Procedure:**

In accordance with article 28.3 of the Company's Articles of Association, the Club's disciplinary procedure is as follows:

1. Any official complaint brought by a Member against another Member will be investigated to ensure there has indeed been an infringement of the Rules of the Club, which include the Club's Code of Conduct and the Club's Policies and Standing Orders.
2. If it is found that there has been an infringement, the Board will decide whether it is serious enough to merit the Member's temporary suspension. If this is agreed the temporary suspension will last for the duration of the disciplinary procedure.
3. Written details of the complaint will be given to the Member and a disciplinary meeting will be arranged which will provide the Member with a minimum of 7 days in

which to prepare written or physical representation to the Board. They have the right to present evidence in whichever form and have the right to be accompanied by a friend or representative at the disciplinary meeting.

4. Unless the conditions of article 8 of the Company's Articles of Association are not met, the Board will make decisions within 7 days of the disciplinary meeting and communicate this to the Member. This will be a final decision and will come into effect on the date stated.

Agreed at the 2021 AGM