

# HENLEAZE LAWN TENNIS CLUB LTD

## CODE OF CONDUCT

**Henleaze Lawn Tennis Club aims to be a sociable and friendly club and we expect all users of our facilities to support the aims and ethos of the club. The club has no employees, it is solely run by volunteers who give up their time freely for the benefit of all.**

### **Everyone is expected to:**

1. Show respect to all other users, regardless of age, gender, ethnicity, colour, religion, or sexual orientation and to offer equal opportunity to all. (See Equality and Inclusion Policy)
2. Treat all members, non-members, visiting teams, coaches, children and parents fairly and with respect and ensure that all members of the club's community, regardless of their ability, have access to its programmes of activities, competitions, and events.
3. Ensure that enjoyment is shared by all participants.
4. Respect all those who work on the club's behalf: everything is achieved by people who volunteer their time and energy, so your co-operation and collaboration is very welcome. Helpful suggestions should be addressed to the Management Committee. These will be welcomed and given due consideration.
5. Be considerate to the club's neighbours by parking with consideration and keeping noise levels down.
6. When balls go into neighbouring gardens do not try to collect them or request their return.
7. Avoid walking behind a court whilst play is in progress. Wait for a break in play and then walk across. This applies especially to the area outside the clubhouse behind court 2.
8. Leave the clubhouse and courts as you would like to find them. There is no cleaner or washing up team. Everyone is responsible for washing up and putting away any cups, glasses etc used. The vacuum cleaner and floor mops are readily available for your use.
9. If you are last to leave, make sure everything is turned off and locked up. The clubhouse needs to be locked with the mortice key as well as the yale lock. The mortice key is in the key safe. The padlock on the main gate must be locked. Courts 3 and 4 must be locked using the coded padlock.

*1. This Code of Conduct was drawn up by the Directors of HLTC Ltd in consultation with the Management Committee and approved at a meeting of Directors on 22<sup>nd</sup> February 2021.*

## **On Court:**

10. Players must wear suitable sports clothing for tennis and shoes with non-marking soles. Players are expected to wear full length tops at all times.
11. Players are responsible for deciding whether a court is suitable for them to play e.g. if it is icy and potentially slippery. Nobody shall persuade a reluctant player to play if he/she is in any doubt about his/her safety.
12. Players are expected to refrain from using bad language and vocabulary which may be offensive to others, including the neighbours. It is important to set a good example, especially to juniors.
13. Treat racquets and all club equipment and property with respect. Ball, racquet and equipment abuse is unacceptable.
14. All accidents and incidents must be recorded in the accident book on the table in the clubhouse, even if they seem minor. The information is used to identify potential problems and inform the maintenance programme.
15. The First Aid box and Defibrillator are found in the clubhouse. If you use any items and notice they are running short, make sure you report this to the secretary at [henleazeltc@gmail.com](mailto:henleazeltc@gmail.com)
16. If you play for HLTC in a league match, remember you are representing the club. It is good to be competitive but do respect your opponents and be courteous at all times.

## **Club and General Play**

The format for club play when there is no organiser, is a short set with a tie break at 5-5. Use the names and board in accordance with the instructions beside it to ensure that you mix in so that everybody gets a game and the same people don't always play together. Detailed guidance can be found in the Club Play Sessions document.

17. Line calls are made for your own side of the court. A ball is only out when it is clearly out. 'I don't know' means the ball is IN. Play fair and encourage others to do likewise.
18. On courts 1 and 2 there will be incidents when a ball or a player comes across during play. Call 'let' immediately and replay the point. Do not wait to see the outcome and then call a let. On these courts, if you are in a rally and need to run on the adjacent court, do so. The court you ran onto plays the 'let'.
19. Warm-up at club sessions should be kept short when players are waiting, 5 minutes maximum.

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20. Keep the balls under control, making sure you keep the server supplied. It is responsibility of all players to retrieve balls and make sure the games flow smoothly.
21. If a serve is 'out,' remove the ball from the court as quickly as possible and be ready for the server to serve again. Where possible, avoid hitting the ball back as this slows the game down.
22. The server is responsible for calling the score after each point and calling the game score at the end of each game.
23. The club provides balls for club play and matches. When you have finished the set please make sure you have left the four balls on court for use by the next players. If no one is waiting to play, or at the end of the session, bring the balls in and put them in the blue tray on the wooden table.
24. When playing an arranged four or a singles match, balls can be used from the blue tray in the clubhouse. If you wish to have new balls please provide these yourself.

### **Resolving Differences**

In the event that any tennis member feels that they suffered, experienced or witnessed inappropriate behaviour by another member that was in breach of the Club Rules or Code of Conduct in any way, they should follow the procedures set out in the Complaints Policy or, if it is a safeguarding matter through the Safeguarding Policies and Procedures.

Henleaze is an inclusive club where all members are respected. Differences occasionally arise in the heat of the moment and we encourage you to raise issues when they happen. This way you can seek support and a swift resolution. If you are uncertain what to do or whether the issue is 'important enough' you can speak to the Welfare Officer, a Committee Member, a Coach or email: [henleazeltc@gmail.com](mailto:henleazeltc@gmail.com)