

HENLEAZE LAWN TENNIS CLUB LIMITED

CLUB RULES AND REGULATIONS

1. Name and Type of Organisation

Henleaze Lawn Tennis Club Limited, situated in Tennessee Grove off Springfield Grove, Henleaze, Bristol BS6 7XH became Incorporated as a Company Limited by Guarantee on 28 October 2020 and is governed by the Articles of Association filed at Companies House, number **12979648**.

2. Club Management

The Directors delegate the day-to-day management of the club to the Club Management Committee consisting of:

- Chairperson
- Treasurer
- Secretary
- Membership Secretary
- Women's Captain
- Men's Captain

and not more than 3 other members.

The Management Committee shall be elected at the AGM in each calendar year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected at the following AGM.

In addition, the Head Coach is appointed to the Committee under the Terms and Conditions of the Agreement for the Provision of Coaching Services.

Following the AGM, the committee may fill any remaining vacancies at its own discretion.

The Management Committee shall take all necessary decisions concerning the day to day running of the Club, subject to these Rules and Regulations.

In particular the committee may:

- a) Sanction payments of up to £5,000 for the maintenance of facilities, purchases of equipment, and/or services considered necessary for the Club, provided the Club has sufficient funds available. Amounts above this must be sanctioned by reference to an AGM or EGM.
- b) From time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such powers and duties as they think

fit, but any decisions or actions recommended by the sub-committees can only be implemented with the approval of the Management Committee.

3. Procedures at Management Committee Meetings

Committee meetings shall be held as often as necessary. The quorum shall not be less than one half of the total membership of the committee. A simple majority shall decide resolutions.

In the case of equality of voting, the Chairman (or the acting Chairman of that meeting) shall have a second and deciding vote. The Secretary shall prepare a written summary of the committee's proceedings which may be distributed to members at the committee's discretion.

4. Annual General Meeting (AGM) and Extraordinary General meeting (EGM)

shall be held in accordance with the details in the Articles of Association.

5. Election of Committee Members at AGM

Nominations for members of the management committee shall reach the Secretary at least 5 days before the AGM is held. A proposer and seconder shall be required for each nomination, as well as the consent of the nominee. No member may propose or second more than one member.

If there is only one candidate to fill a particular vacancy, that candidate shall be declared elected unless there is a proposal from the floor that the candidate shall not be elected, which is seconded and carried by a majority vote of those present.

In addition to the members elected, the Management Committee may co-opt members to fill vacant positions. The Committee may also co-opt additional members, whose knowledge or experience is deemed necessary, to serve for an agreed time or until the next AGM.

Such additional members, however, would not be allowed to vote.

The Match Selection Sub-Committee shall consist of the 2 captains plus 2 women and 2 men elected at the AGM. The Match Selection Committee is a sub-committee reporting to the General Committee.

6. Financial Accounts

The Club's financial year shall be from 1st April to 31st March.

The Treasurer shall maintain full accounts of the Club's financial affairs and shall present a summary at the AGM.

An Independent Examiner shall be appointed to provide assurance to the management committee over the Club's financial accounts. The duly elected Independent Examiner shall not be a Director of the Club or a member of the committee, nor be related to any such Director or committee member.

Monies held by the Club are to be deposited in designated bank accounts in the Club's name as agreed by the Directors and Committee. Two signatures are required for all payments/transfers. Signatories will include the Chairman, Treasurer and any other committee members as agreed by the committee. Cash in hand up to £200 is held by the treasurer for incidental costs.

Membership and Information for Members

7. Membership A full schedule of Membership Packages and Membership Terms and Conditions is available in Appendix 1.

8. Guests

Members' guests are welcome at the club at £5 per visit for adults and £2.50 per visit for juniors. Each guest may visit up to 6 times per membership year. Guests must be signed in when the court is booked and the fee paid in advance by BACS to

Henleaze Lawn Tennis Club Ltd, Sort code: 30-98-97, Account: 63822863.

Reference: your name+Guest

It is the member's responsibility to make sure the guest fee is paid and failure to do so could result in the member's right to invite guests to the Club being withdrawn by the Committee

9. Court bookings

When not in use for club sessions or the coaching programme, courts are available for booking. Courts can be booked through the website Booking page or through the ClubSpark Booker App. When booking everyone is required to tick the box to say they have read and accept the Booking Terms and Conditions.

10. Pay and Play

Pay and Play enables non-members to book a court. The fee is £7 per hour and there is no restriction on the number of times an individual may book a court. Two courts are available for Pay and Play. Booking conditions are as for Court Bookings.

11. Court Access

Courts are accessible without a key. Padlock codes are given in the court booking email. Members are given the code to the key safe for entry to the clubhouse. Codes will be changed at regular intervals and members will be informed of new codes through ClubSpark emails.

12. League Matches and Team Selection

The club enters adult and junior teams in the local leagues. Adult teams are selected by selection committees consisting of the captain plus 2 others. There is a men's selection committee and a women's selection committee. Junior teams are selected by the coaching team and are based on current performance and availability.

13. Match Fees

All adult matches incur a fee of £2.50 per player per match, £1.00 for 18 and under.

Junior matches incur a fee of £1 per player per match.

Fees are normally collected at the end of each league and paid by BACS, following a review of the LTA register of how many matches each individual has played.

If you prefer to pay as you go, please make sure the captain knows this and payments are kept up to date.

14. Floodlights

Floodlights on court 4 can be used between 15.00 and 21.00 hours on Mondays to Saturdays up to 9pm. Planning regulations prevent all floodlight usage before 15.00 hours and on Sundays and Bank Holidays.

There is no charge for floodlight usage. Please be sure to turn lights off as soon as you finish playing. They will go off automatically at 9pm.

The box to turn the lights on is situated on the rear wall of the clubhouse, facing you as you enter. There is a simple on/off switch on the side of the box.

Please close the clubhouse door when using the lights.

15. Balls

The club provides balls for club play sessions and for matches. Please provide your own balls for all other games.

16. Clothing and Footwear

Players shall wear recognised sportswear and non-marking sports shoes to protect the courts from damage.

17. Health

All players agree not to engage in any activities at the Club that they reasonably suspect may have a detrimental impact on their health, safety, comfort, or physical condition or that of others.

It is the responsibility of each individual to ensure that the health information held on the Club database is up to date in case of emergency.

18. Club Play Sessions

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 do not always play together. Detailed guidance can be found in Club Play Sessions document.

If there are no reasonable balls remaining from matches or previous club sessions, the club will provide 4 new balls per court for club play sessions.

19. On Court Etiquette

We are all keen to enjoy our sport, so the Club has a simple Ground Rule to make the playing experience more enjoyable for all and that is 'Keep it clean!' The 'it' being:

- the courts
- your language
- your play

The following reflects our approach:

- Please do not walk behind players whilst a game, a rally or coaching is in progress, this is to avoid distracting other members and most importantly to avoid any potential accidents on court.
- If a stray ball comes onto your court, do not knock it back immediately, wait until the owners are ready and then hit it to the server's end.
- During play and particularly between games, keep the amount of conversation and down to a minimum necessary to play and enjoy your own games. Too much chatter can be disturbing to those playing nearby and, in between games, can hold up play for people waiting. Shouting and loud noise should be avoided as it is disruptive to other players, neighbouring courts and neighbours.
- Line calls can be a problem and we recommend the use of what the Americans call the 'honour system':

Only call the lines on your side of the net.

Call clearly and firmly what you see and what you honestly believe to be correct.

If you are not absolutely certain or did not see the ball clearly, the ball was **IN** and must be given in the opponent's favour.

If occasionally you have serious doubts as to your opponent's line call, ask politely if they are certain as to the accuracy of their call. If they say that they are, get on with the next point.

If in social friendly matches there is some doubt over a line call, offer to play the point again rather than cause undue aggravation and time wasting.

- Do not criticise your partner or opponent, be positive and offer encouragement instead.
- Overall, use your best judgement. We all want to be competitive but do not let your emotions get on top of you!

More detail can be found in the full **Code of Conduct** and in Appendix 2

20. Consideration for Neighbours

Be considerate to the club's neighbours. Tennessee Grove provides pedestrian access only, not vehicular. Be considerate to residents when parking in Springfield or Russell Grove showing respect by making sure gateways are not blocked. **When parking on Springfield Grove close to the end of Tennessee Grove, make sure there is sufficient access/turning space for an emergency vehicle.**

When playing on court 4 avoid looking into the adjacent gardens/houses. These houses sit lower than the court and residents can feel intruded upon. Green screening is on the fencing to minimise the impact on the residents. Your support in avoiding peering through this screen is appreciated.

When sweeping puddles off court 4 please sweep it towards the club's own premises. The neighbours living adjacent to court 4 do not like the extra water and debris from the courts being swept into their gardens.

When balls go into neighbouring gardens they should be viewed as 'lost'. Most neighbours return these as and when they are ready to do so and we do not trouble them by requesting that balls are returned.

21.Data Protection

All personal data provided to the Company by visitors is stored and processed in accordance with the Company's Privacy Policy a copy of which can be found on the website.

We do not pass your personal data on to third parties, other than coaching staff appointed under the Agreement for the provision of coaching services. We use it for the administration of your Venue membership, informing you about tennis related activities at the club.

22.Safeguarding

Henleaze Lawn Tennis Club Limited acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice LTA requirements. Copies of the Club's full suite of Safeguarding Policies can be found on the club website under Club Documents, Safeguarding.

23. Liability and Insurance

Members or visitors leaving bicycles, racquets or any other property at the Club do so at their own risk and the Club shall not be responsible for any loss or damage resulting therefrom.

The committee shall make arrangements for insurance to cover damage to, or loss of, Club property as well as Public and Employer's Liability. Affiliation to the LTA provides the Club with insurance cover where persons are injured due to the Club's negligence.

24. Coach

The Directors have appointed an LTA Accredited+ coach to provide services to club members as set out in an annual Agreement for the Provision of Coaching Services. Coaching advice is seen as an important aspect of the Club's activities and suitable court time will be made available at the discretion of the Committee. The appointed coach is not an employee of the Club and will maintain separate insurance cover in accordance with the Agreement.

25. Club Rules and Regulations

A copy of these Rules and Regulations shall be available in the Clubhouse and on the website. It shall be an obligation on the part of every member to observe the conditions for the regulation of the Club as laid down in the Rules and Regulations.

APPENDIX 1

HENLEAZE LAWN TENNIS CLUB LIMITED

MEMBERSHIP TERMS AND CONDITIONS

In this document the term 'Visitor' means any person with access rights to the Club, including Coaches, Guests, Members, Parents, Pay and Play participants, Participants in Coaching Courses and Visiting teams.

If any 'Visitor' does not agree to these Terms and the Club Rules at any time, they must not use the Club.

1. Membership

2. Henleaze Lawn Tennis Club offers the following membership packages for the applicable Membership Fees, granting Visitor access to the Club at the following times:

	Annual Fee
Adult	£178
Daytime	£111
Family <i>Eligibility: Husband and wife or partners living at the same address, plus children aged 18 and under</i>	£357
One parent + children <i>Eligibility: ONE adult and children (aged 18 and under) living at the same address</i>	£199
Young Adult <i>Eligibility: Born between 2000 and 2005.</i>	£76
Junior aged 11 to 18 <i>Eligibility: born between 2006 and 2012</i>	£59
Mini <i>Eligibility: born 2013 or later</i>	£40
Tots <i>Eligibility: born 2019 or later</i>	£23
Playing Parent, Single <i>Only permitted to play with his/her children who are members and not play adult tennis.</i>	£34

<p style="text-align: center;">Playing Parent, Double</p> <p><i>Only permitted to play with their children who are members and not play adult tennis.</i></p>	£57
<p style="text-align: center;">Walking Tennis, Restricted</p> <p><i>Only permitted to play a maximum of twice a week in Walking Tennis club sessions. Those who wish to play more frequently need to take out Daytime membership</i></p>	£55

Full details of each membership category can be found in the Membership Schedule as posted at the Club and on the website.

- 1.1 All Members are expected to pay the full annual fee according to their membership category by March 31st.
- 1.2 A reduction in fees for new members is applied from 24th July with a further reduction from 1st December.
- 1.3 Membership renewal fees are due by March 31st. In February, the Membership Secretary will send notification by email to the tennis membership and post notices at the Club and on the website. **It is the responsibility of each member to ensure that renewal fees are paid by the due date.** Non-receipt of renewal notification will not be accepted as a valid reason for failure to pay renewal fees.
- 1.4 The Committee may from time to time apply a limit on membership numbers subject to court capacity.
- 1.5 Team players must be fully paid-up members to play in a league match against another club.
- 1.6 The Membership Secretary will send out membership information to Members and will display information around the Clubhouse. Members will be kept up to date with the latest Club information through the website, by ClubSpark email and through notices around the Clubhouse and grounds. **It is the responsibility of individual members to ensure that the contact information held on the Club database (Clubspark) is up to date at all times.**
- 1.7 The Club does not offer payment holidays or refunds of fees unless under exceptional circumstances as determined at the sole and absolute discretion of the Committee. This is because all members are expected to contribute to the year-round maintenance and upkeep of the Club, regardless of how often and when they use the facilities.
- 1.8 Membership will be activated and access will be granted to Visitors to the Club as soon as the appropriate fee has been received
- 1.9 The Management Committee has discretion over who it accepts as its members and reserves the right to deny membership and access to the Club to any person at any time, including, but not limited to, any person who the Club Committee reasonably considers will not comply with these Terms or the Code of Conduct during their visit to the club.
- 1.10 Acceptance of these Terms and Code of Conduct shall constitute a binding contract between the Club and the member. Entry to the club by any Visitor shall be deemed to constitute acceptance.

2 Access to the Club

- 2.1 Access to the club is only permitted during the times specified by the relevant Membership and the Club's opening hours as specified from time to time.
- 2.2 Subject to the terms of the relevant Membership package, Members are permitted to use the Club as many times as they wish during the period of their membership.
- 2.3 The Company reserves the right to close the Club in whole or in part to carry out repairs, maintenance, routine inspections, or any other reason it reasonably considers necessary from time to time. As much advance notice as possible will be given to all Visitors of the Club.

APPENDIX 2

HENLEAZE LAWN TENNIS CLUB LIMITED

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 which can be found under Club Documents, Policies on the website)
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. 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 padlocks on the main gate and on gate to courts 3 and 4 must be locked. Please jumble the numbers after closing the padlocks.

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
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.

20. Keep the balls under control, making sure you keep the server supplied. It is the 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, take the balls off the court and put them in the store. Balls should not be put in the coaching baskets – or taken from these.
24. When playing an arranged four or a singles match please provide your own balls.

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