

# **ST JOHN'S URC TENNIS CLUB PLAYING**

## **RULES AND PROCEDURES**

(as agreed by the Committee in accordance with clause 14.1 of the Club Constitution)

For **Aims and Administration** refer to the Constitution (items 3 & 9 to 12)

### **1 Membership** (See also items 5 & 6 of Constitution)

- 1.1 For types of membership refer to 5.4.1. of the Constitution.
- 1.2 Membership shall be renewable annually at a fee agreed by the AGM and is due on 1st April with a surcharge if paid after 1st May. There is a scale of reduced charges for members joining later in the year.
- 1.3 Potential new adult members are first invited to attend as visitors for organised Club sessions. Playing ability may be assessed by a senior member of the club but this is only to aid the members full enjoyment of the club. We only ask for a basic standard of play. Once a membership subscription is paid, then any visitor's fees already paid by that person will be deducted from that subscription.
- 1.4 A maximum of 5 introductory sessions is permitted at the current visitor's fee.
- 1.5 A member may bring each visitor for a maximum of 5 sessions in a season, upon payment of the current visitor's fee. All visitors must be made aware of the compliance policies as displayed by the Club.
- 1.6 All members and visitors are expected to behave courteously at all times and to wear appropriate clothes and NON MARKING tennis shoes. Foul or inappropriate language and threatening behaviour are not permitted.
- 1.7 Members must have paid a relevant subscription before they can play the annual Club tournaments or represent the Club in league matches.

### **2 Hours of Play: Adults**

- 2.1 No play is allowed before 9am any day or after 10pm Monday to Saturday. No play is allowed on a Sunday after dark or 8pm. N.B. Floodlights will automatically switch off at 10pm if not switched off manually. Turn on floodlights in mens changing room for courts being used.
- 2.2 All court booking and organised play is either on 'ClubSpark' or notified on the website.
- 2.3 No singles games are permitted during organised club-play times while players are waiting. Tournament matches may not be played during organised club-play times.

- 2.4 Arranged games can be played while organised matches and tournament games are in progress if courts are available. Organised matches and tournament games take priority over arranged games.
- 2.5 Courts for arranged games can be booked via 'ClubSpark'. All members have access to this booking portal. Rearranged inter-club matches have priority over court bookings. It is the responsibility of team captains to inform members who have booked the court that their court is now required for the rearranged match..
- 2.6 Club play is organised either by a volunteer organiser or by using the name tags and the ladder system, with the bottom named player having the right to select another 3 players from the next 7 names above their named tag. If no organiser, a set must finish with a tie break at 5-5 if there are players waiting.

### **3 Hours of play: Juniors**

- 3.1 No play is allowed before 9am any day or after 10pm Monday to Saturday. No play is allowed on a Sunday after dark or 8pm. N.B. Floodlights will automatically switch off at 10pm if not switched off manually.
- 3.2 Organised Junior coaching times are notified via the club coach and notice board as appropriate.
- 3.3 Juniors must avoid all organised adult times as displayed in the clubhouse and on 'ClubSpark'
- 3.4 Juniors over 14 can play unsupervised. A parent or other responsible person over 14 must be in attendance at all times for anyone under 14.
- 3.5 Selected juniors may be invited to participate in organised adult play (e.g. club-play, matches and tournaments) if they are of suitable standard.

### **4 Matches and Teams**

- 4.1 Ladies', Men's and Mixed Teams are currently entered in the respective Ipswich and District Summer, Winter and Floodlit leagues annually. The number of teams will be dependant on membership numbers and ability. All matches are played as determined by the league rules.
- 4.2 Currently Summer League matches can be arranged on any weekday night except Wednesdays which is the agreed weekly organised Club Night. All Home matches will start at 6.30pm unless stated otherwise.
- 4.3 The respective team captains will select the teams except for the Winter League Sat and Sun 'pairs' teams.
- 4.4 The respective team captains are responsible for collecting the appropriate match fees. The Club men's and ladies' captains are responsible for handing match fees to

the Treasurer. Team captains are also responsible for arranging transport and refreshments when required.

- 4.5 Currently all home floodlit league matches will start at 7pm. For Winter League matches, ladies will usually play home matches on Saturday mornings starting at 10am to ideally finish before club-play starts at 1.30pm, club play starts at 1.30 but check clubspark for court availability. Men's teams will usually play home matches on Sundays starting at 10.30am.
- 4.6 The Club currently does not enter a specific junior team in any league but these rules will not prevent it doing so if required in the future, subject to court availability.

## **5 Coaching**

- 5.1 The Club currently has a head coach who is self-employed and is responsible for all coaching of both adults and juniors. The Management Committee provides the Head Coach with an annual written agreement with the Club for approval and signing before the start of the annual season, April 1st. The Head Coach may be required to attend Committee meetings as and when required.

## **6 Competitions**

- 6.1 All tournaments and drives must be agreed by the Management Committee. Tournaments can only be entered by paid-up Club members. For drives, members have priority over visitors.
- 6.2 Members may not enter for the annual adult Club summer knock out tournaments if they cannot play on the specified finals day or any of the specified early rounds days agreed by the tournament organisers.
- 6.3 The tournament organisers (normally the organising member / committee member) have the right to disqualify any competitor(s) at any time as they see fit.
- 6.4 All tournament matches are currently agreed as the best of 3 sets, with all three sets being settled by a normal tie-break at 6-all.
- 6.5 For rounds without specified dates, it is the responsibility of the first-named player to arrange a mutually agreeable match time within the specified time-frame set out by the organisers.
- 6.6 Drives may or may not be organised by a committee member, but the organiser's decision is final for that specific drive.
- 6.7 Subject to numbers, the Club may organise other Tournaments as appropriate.

## **7 Complaints Procedure**

- 7.1 Should a member or members have a complaint about the operation of the club, facilities and or other members, they should.....
- 7.2 Contact a standing member of the committee at the earliest opportunity.
- 7.3 This contact could be in person / verbally / by telephone / email or txt
- 7.4 Depending on the type and nature of the complaint the member maybe advised to make the complaint formal in which case it would need to be in writing or email to the Chairman.
- 7.5 If the complaint concerns a member then depending on the nature and severity of the complaint, corroboration from a further member may also be required.
- 7.6 Disciplinary procedures are set out in the Constitution (items 7 & 8 of the Constitution refer) and any proceedings resulting from any complaint will follow these procedures.

## **8 General**

- 8.1 Tennis balls are provided by the Club and must be returned to the club-house after play. New balls will be provided as and when deemed necessary by the nearest available Committee member or any person nominated by the Management Committee.
- 8.2 Nets are to be lowered at the end of play and the elastic straps are to be used to lift the net off the court to reduce wear by preventing the wind dragging the nets on court.
- 8.3 Pavilion, kitchen, toilets and changing rooms are to be kept in a suitably clean and tidy condition for which the Management Committee are ultimately responsible. The last person to leave the pavilion will be responsible for ensuring it is suitably locked and secure, with all electrical appliances and water taps switched off. Also that person(s) will ensure the gates are locked after checking that there are no members of the Bowls Club still on site. NB if the Bowls Club keys are in the neighbour's porch then its members will have left site. Please be considerate when collecting and returning the pavilion keys to and from the neighbour's porch as it is by their goodwill that we are able to have this facility.
- 8.4 Cars parking in the drive must respect that use by others to avoid blocking others in. Cars parked in the road must respect the access required by neighbours and other road users.
- 8.5 Club Social Events may be arranged with the prior approval of the Management Committee. Currently such events (e.g. annual Trivia Quiz and annual Dinner) are well attended and contribute greatly to the social aspects of the Club as well as some providing a valuable source of funding for Club refurbishment purposes.

**Revised by the Management Committee... March 2023**