

# Bushy Park Sports Club Tennis Section - Club Rules

Queens Road, Teddington, TW11 0EL, known as Bushy Park Tennis Club

updated 2023 AGM

## Membership and General Rules

1 Membership is open to all, within one of the following categories:

a Full (including full-time students)

b. Midweek

c. Parent of Juniors

d. Junior

e. Family

All fee-paying adult and honorary members of Bushy Park Tennis Section may vote at Annual General Meetings and Special General Meetings.

Full members may participate in any of the Section Social Sessions. Midweek members may participate in midweek Social Sessions. Midweek members may also participate in weekend Social Sessions on a limited, ad hoc basis, at the discretion of the Committee. The 'Parent' membership category is for parents to play with their child or children only. This does not include eligibility to join in social sessions nor to play socially with other adult members nor guests.

Other conditions attaching to each of the above categories of membership will be set out annually in the membership form and shown on the Club website.

2 The subscription for all classes of members, the match fees and the visitors' fees shall be determined annually by the Committee.

3 Only paid-up members may be selected for Matches, as defined in Rule 17(a).

4 No person shall be allowed to play as a visitor on more than six days. Members introducing visitors shall enter their names and the visitors' names in the Visitors Book before commencing play. A fee of £5 per visit per visitor must be paid into the section bank account (BPSC Tennis Section sort code 30-98-79 a/c 00552354) ref member's name. The member is responsible for ensuring visitors' fees are paid. This rule shall not apply to such tournaments, arranged by the Committee, as are specifically open to visitors, but does apply to all matches and tournaments which are not arranged by the Committee.

5 The Annual General Meeting (AGM) shall be held in each year at the start of the summer season. Members shall receive at least fourteen days' notice of such meetings, together with a request for nominations for members of the Committee.

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6

- a) The affairs of the Club shall be managed by a Committee elected by the members at the AGM, and composed of a Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Marketing & Communications Lead, Club Development Lead, Operational Maintenance Lead, Competitions Lead, Club Coaching Programme Officer, Participation Lead, Youth Development Lead (tbc) Special Projects Officer and Fundraiser (tbc). Team Captains may be invited to Committee meetings on an ad hoc basis.
- b) All committee members shall be elected for a period of one year and shall be eligible for re-election.
- c) Nominations for Membership of the Committee should be made in writing, proposed, and seconded by members of the Club, and handed to the Secretary on or before the day of the AGM. Nominations may also be made at the AGM. No nomination shall be made without the consent of the nominee. The Committee in office shall be responsible for ensuring that there are sufficient nominations to fill the vacancies. If the nominations exceed the vacancies, a general ballot shall be taken of all members present at the AGM who are entitled to vote.
- d) Members must declare financial or other vested interests prior to discussion of any item in which they may have such an interest. Members shall not be permitted to vote on any proposition in which they have declared or are deemed with good reason by the Chair to have, a financial or vested interest.
- e) All expenditure greater than £200 should be authorised by the Committee and recorded in minutes of meetings. If authorisation for expenditure in excess £200 is required between meetings, this should be approved by at least two members of the Committee including either Chair, Vice Chair or Treasurer and documented in the subsequent committee meeting notes.

7

- a) If any Committee post as set out in Rule 6(a) is vacant, the Committee may co-opt a member to fill the vacancy. By a majority vote, the Committee may also invite a member to perform a particular task or project that is not within the posts at Rule 6(a). Such invitational member will have no vote at Committee meetings.
- b) The Committee shall arrange for Club members to sit on the sub-committees of BPSC as requested by the Trustees of BPSC. Club members fulfilling these positions are responsible for ensuring that the Tennis Committee is consulted where relevant and kept up to date on matters to be discussed and outcomes arrived at. Any sub-committee member who is not a Tennis Committee member is to be notified of Tennis Committee meetings, invited to attend, and sent the Minutes of such meetings.

## **Bushy Park Sports Club Tennis Section - Club Rules**

- 8 Teams for Matches shall be chosen by the appropriate Captain or, in his/her absence, by a nominee.
- 9 A Special General Meeting shall be called at any time by the direction of the Committee, or upon the request of at least six members of the Club, stating the object of the Meeting. Members shall receive at least fourteen days' notice of such meetings.
- 10 No Rule shall be made, nor any Rule altered, without the authority of at least two-thirds of the members present and voting at a General Meeting. The terms of any resolution affecting the Rules shall be communicated in writing to the Secretary not less than twenty-one days in advance of the General Meeting. The Secretary shall give notice of such resolution to the members of the Club not less than fourteen days in advance of the meeting.

### **Safeguarding**

- 11 A Welfare Officer, responsible for creating a safe and inclusive venue for everyone, is to be appointed by the Committee. The Welfare Officer must have attended an LTA-approved safeguarding training course and have a valid DBS check. The appropriate safeguarding policies shall be displayed on the Club noticeboard and shown on the Club website.

### **Equality & Diversity**

- 12 The Club is committed to uphold the LTA Equality and Diversity Policy and to actively encourage the principles of 'Fair Play'.

### **Playing Rules**

- 13 Except as provided below, members are free to arrange their own games as and when they please, subject to the courts being playable. Courts should be booked in advance on the Club booking system.
- 14 When a league match has started on grass courts and rain stops play, the match will move to hard courts 2, 3 & 4. If members are booked on court 1, they may remain on that court. It is therefore advisable for private coaching or member booking to select Court 1 to guarantee use of a hard court in the event of wet weather.
- 15 Members shall be responsible for any damage to or loss of property of Bushy Park Sports Club caused by themselves or any person introduced by them.

### **Social Sessions**

- 16 Certain periods, as determined by the Committee, will be designated 'Social Sessions'. Details will be posted on the Club noticeboard and shown on the Club website.

## Bushy Park Sports Club Tennis Section - Club Rules

- a. Club balls will be provided.
- b. No matches, except Club Tournaments, may be played. See also Rule 18.
- c. Singles, except Club Tournaments, may not be played if other members are waiting to play or wish to play.
- d. Members are expected to mix in and the person waiting the longest to play may choose the next four to play, from the top eight.
- e. Subject to Rule 18 during Social Sessions doubles play shall take precedence over all other play except Junior coaching on all courts allocated for such Social Sessions by the Committee.
- f. Members occupying a court shall not play more than one short set (short set is completed when one pair has won 6 games) & sudden death at 40:40 (deuce), if another member is waiting to play. This Rule shall not apply to courts in use for Matches and Club Tournaments arranged by the Committee.'

### Matches

17

- a) By "Matches" shall be meant competitions with outside clubs arranged by the League Match Captains.
- b) The programme of Matches will be posted on the Club noticeboard and courts booked on the booking website. If possible, the days on which any re-arranged or additional Matches are to be played should be displayed on the Club noticeboard at least one week in advance of the Match.

### Club Tournaments

18

- a) By "Club Tournaments" shall mean the Club Championship and competitions arranged for Club members and their visitors.
- b) The Club Championships take precedence on any of the courts, but not over Matches, other Club Tournaments or during Social Sessions. Members are urged not to play Championship events during Social Sessions unless it is absolutely essential in order to complete a round in time.
- c) During Social Sessions -
  - Club Championship matches must be played on hard courts if all the grass courts are needed for the Social Sessions.
  - If the grass courts are out of action, and if sufficient members are present to occupy all the hard courts and wish to play, then no Club Championship match may be played.

## **Bushy Park Sports Club Tennis Section - Club Rules**

- d) Pairs Tournaments will be open to all members of the Club and their visitors. These Tournaments take precedence on all the courts, but not over Matches.

### **Code of Conduct, Complaints and Expulsion**

- 19 Members must follow the standards of behaviour identified in the Code of Conduct appended to these Rules. The disciplinary process set out in the Code of Conduct is part of these Rules.
- 20 Any person ceasing to be a member, whether by resignation or expulsion, forfeits all right to and claim upon the Club, its property and its funds and has no right to the return of any part of their subscription. The Committee may refund an appropriate part of a resigning member's subscription if it considers it appropriate taking account of all the circumstances. Any expelled member is not able to re-join at a later date.
- 21 The Committee shall have power to deal with anything not provided for in these Rules.