



ALREWAS TENNIS CLUB

CLUB RULES AND CODE OF CONDUCT

March 2021

POLICY STATEMENT

Alrewas Tennis Club aims to promote the playing of tennis in an enjoyable, inclusive and safe environment.

To support these aims we operate Rules supported by Policies and a Code of Conduct.

The principal rules are:

1. All members or visitors to Alrewas Tennis Club (The Club) are bound by and must adhere to the Club Rules and Policies;
2. Courts must be booked in advance using the online booking system prior to play;
3. The courts may only be used for the purposes of playing tennis and must be left clean, tidy and secure when leaving; and
4. Members and visitors must behave with respect and courtesy to other players and local residents while on court or going to and from the courts.

1. CLUB RULES

1.1 General

- The Club Rules ("The Rules") are administered by the Alrewas Tennis Club Committee ("The Committee") in accordance with the provisions of the Club Constitution;
- All fees payable to The Club shall be determined by The Committee. The Club reserves the right to vary fees as required to ensure the financial viability of The Club.

1.2 Joining and Membership

- Membership of The Club is open to all local residents and those who have a direct relationship to the local area;
- Family memberships are limited to members of a single address;
- The Club reserves the right to refuse, suspend or permanently terminate the membership of any individual;
- Members are required to make a minimum of 12 monthly payments after subscribing to a membership package. Beyond the initial 12 month term, membership continues indefinitely with a one month notice period for cancellation;



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- Notice of cancellation should be made in writing to the Membership Secretary;
- Unless agreed in writing by the Membership Secretary, all membership subscription fees must be paid by monthly Direct Debit;
- No fees will be refundable on cancellation of membership;
- All Members must have a valid email address and The Club reserves the right to contact all Members via email for the purpose of managing their membership;
- Prospective Members can apply to join The Club at any time during the year;
- Prospective Members aged 18 or over can apply to join The Club. Parental consent is required for Prospective Members aged 16-18;
- Juniors (aged under 16) cannot be Members of The Club in their own right, but can be included in the membership of their parent(s) or guardian(s).

1.3 Behaviour and Etiquette

- Appropriate court etiquette and politeness is expected of all Players, both when on court and when approaching and leaving The Club;
- Players must comply with The Club's Safeguarding and Diversity & Inclusion policies;
- Players travelling to The Club by motor vehicle must park only in marked bays on the designated car park, or in a safe and legal manner on the surrounding streets. Players must not park on the access road to car park;
- Sports attire and non-marking flat-soled tennis shoes or trainers are to be worn when on court;
- No glass containers of any kind may be taken onto the courts;
- All litter is to be taken from the courts on leaving or deposited in a suitable litter bin;
- The courts must be left closed and locked on leaving, unless subsequent players are ready and waiting to enter the court;
- Other than by prior arrangement with the Membership Secretary, the courts are to be used only for the purpose of playing tennis;
- The Club will provide equipment to assist with clearing debris from the courts, but players play at their own risk and should consider weather, temperature and court condition before starting play;



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- Juniors under the age of 11 must be supervised by a responsible adult at all times while on court;
- Players observing a breach of Behaviour and Etiquette are encouraged to take this up with the person seen to be committing the breach, or if this person is a junior player, with the Player's responsible adult. Alternatively the matter should be reported to any member of The Committee or via the process outlined in The Club's Incident Handling Policy;
- Under no circumstances should adult Players address behaviour and etiquette issues with Junior players for whom they have no parental responsibility. All such cases must be referred to child's parent/carer or the Club Welfare Officer.

1.4 Booking Courts

- Other than by prior arrangement with the Membership Secretary, courts must be booked in advance using the online booking system provided on The Club's website;
- Members are not permitted to share their access to the online booking system with anyone else;
- Where one online booking account is issued to a household, the Member in whose name the primary registration is held shall be responsible for all bookings made using that account;
- A "Fair Use" policy will be operated at the discretion of The Committee to ensure all members have reasonable opportunity to book courts in advance at their preferred times;
- All applicable court booking fees must be paid for at the time of making a booking;
- Bookings that are no longer required must be cancelled at the earliest possible opportunity using the online booking system;
- The Committee reserves the right not to refund booking fees where bookings are cancelled with less than 2 hours' notice;
- The Committee reserves the right to remove access to the online booking system from any Member found to have contravened The Rules.

2. CODE OF CONDUCT

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times;



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- Treat all children and adults at risk fairly and with respect;
- Be a positive role model. Act with integrity, even when no one is looking;
- Help to create a safe and inclusive environment both on and off court;
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language;
- Report all allegations of abuse or poor practice to the Club Welfare Officer;
- Not use any sanctions that humiliate or harm a child or adult at risk;
- Value and celebrate diversity and make all reasonable efforts to meet individual needs;
- Keep clear boundaries between professional and personal life, including on social media;
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos;
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five);
- Refrain from smoking and consuming alcohol during club activities or coaching sessions;
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training;
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances;
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle;
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such;
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for;
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them.

All children agree to:

- Be friendly, supportive and welcoming to other children and adults;
- Play fairly and honestly;
- Respect club staff, volunteers and officials and accept their decisions;
- Behave, respect and listen to your coach;
- Take care of your equipment and club property;



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- Respect the rights, dignity and worth of all participants regardless of age, sex, ability, race, culture, religion or sexual identity;
- Not use bad, inappropriate or racist language, including on social media;
- Not bully, intimidate or harass anyone, including on social media;
- Not smoke, drink alcohol or take drugs of any kind on club premises or whilst representing the club at competitions or events;
- Talk to the Club Welfare Officer about any concerns or worries they have about themselves or others.

All parents/carers agree to:

- Positively reinforce your child and show an interest in their tennis;
- Use appropriate language at all times;
- Be realistic and supportive;
- Never ridicule or admonish a child for making a mistake or losing a match;
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect;
- Behave responsibly at the venue - do not embarrass your child;
- Accept the official's decisions and do not go on court or interfere with matches;
- Encourage your child to play by the rules, and teach them that they can only do their best;
- Deliver and collect your child punctually from the venue;
- Ensure your child has appropriate clothing for the weather conditions;
- Ensure that your child understands their code of conduct;
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations;
- Provide emergency contact details and any relevant information about your child including medical history;

4. OTHER CLUB POLICIES

- The Club operates the following policies, which are documented separately and include:
 - Diversity & Inclusion Policy
 - Safeguarding Policy
 - Incident Handling Policy
 - Privacy Policy



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- Disciplinary Policy
- Changing Room Policy
- Various other policies as adopted from time to time;
- All Players must adhere to these policies; failure to do so will invoke the Club's Disciplinary Procedure or lead to future bookings by non members being refused;
- Should a situation arise that is not covered by the Club's own documented Rules and Policies, this will be dealt with in accordance with the relevant LTA policy.