



ALREWAS TENNIS CLUB RULES

January 2018

GENERAL

- G1 All members of Alrewas Tennis Club ("The Club") are bound by the Rules of the Club ("The Rules").
- G2 The Rules are administered by the Alrewas Tennis Club Committee ("The Committee") in accordance with the provisions of the Club Constitution.
- G3 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.

JOINING AND MEMBERSHIP

- M1 Membership of The Club is open to members of the community of Alrewas and Orgreave.
- M2 Only one membership is required per household.
- M3 The Club reserves the right to refuse, suspend or permanently terminate the membership of any individual.
- M4 Membership will expire 1 year after the receipt of a minimum payment of £25.00 for playing fees. No fees will be refundable on expiry of membership.
- M5 Prospective Members can apply to join The Club at any time during the year.
- M6 Prospective Members aged 18 or over can apply to join The Club. Parental consent is required for Prospective Members aged 16-18.
- M7 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).

BEHAVIOUR AND ETIQUETTE

- E1 Appropriate court etiquette and politeness is expected of all Members, both when on court and when approaching and leaving The Club.
- E2 Members must comply with The Club's Safeguarding and Anti-discrimination policies.
- E3 Members should avoid travelling to The Club by motor vehicle.
- E4 Members 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. Members must not park on the access road to car park.
- E5 Sports attire and non-marking flat-soled tennis shoes or trainers are to be worn when on court.
- E6 No glass containers of any kind may be taken onto the courts.
- E7 All litter is to be taken from the courts on leaving or deposited in a suitable litter bin.



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- E8 The courts must be left closed on leaving.
- E9 Other than by prior arrangement with the Bookings Secretary, the courts are to be used only for the purpose of playing tennis.
- E10 Juniors under the age of 11 must be supervised by a responsible adult at all times while on court.
- E11 Members 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 member, with the Member's responsible adult. Alternatively the matter should be reported to any member of The Committee.
- E12 Under no circumstances should adult Members address behaviour and etiquette issues with Junior members for whom they have no parental responsibility. All such cases must be referred to the Safeguarding Officer.

BOOKING COURTS

- B1 Other than by prior arrangement with the Bookings Secretary, courts must be booked in advance using the online booking system provided on The Club's website.
- B2 Only Members are allowed to use the online booking system. Members may invite guests to play. When playing, guests must be accompanied by a Member.
- B3 Members are not permitted to share their access to the online booking system with anyone else.
- B4 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.
- B5 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.
- B6 Peak time play must be paid for at the time of booking the courts.
- B7 Bookings that are no longer required must be cancelled at the earliest possible opportunity using the online booking system.
- B8 The Committee reserves the right not to refund booking fees where bookings are cancelled with less than 48 hours' notice.
- B9 The Committee reserves the right to remove access to the online booking system from any Member found to have contravened the Rules of the Club.
- B10 Payments into the online booking system are non-refundable and any unused credit will expire 12 months after the date of payment.



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SAFEGUARDING, ANTI-DISCRIMINATION AND OTHER POLICIES

- S1 The Club operates the following safeguarding and anti-discrimination policies, which are documented separately and include:
- i) Equality and Diversity policy
 - ii) Child Protection policy
 - iii) Privacy Policy
 - iv) Various other policies as adopted from time to time.
- S2 All Members must adhere to these policies; failure to do so will invoke the Club's Disciplinary Procedure.
- S3 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.

DISCIPLINARY PROCEDURE

- D1 A breach or suspected breach of any of The Club's Rules or Policies will invoke the Disciplinary Procedure.
- D2 The Playing and Rules Secretary shall be responsible for the initial investigation of all reported disciplinary issues. This investigation will establish as far as possible the facts of the case and whether a minor or serious disciplinary issue has occurred.
- D3 For minor disciplinary issues, informal resolution will be appropriate and will involve discussion with the person(s) responsible and any complainant to confirm the details of the matter and agree a resolution.
- D4 In the event that a serious disciplinary issue has occurred, or where a minor disciplinary issue cannot be resolved through informal resolution, formal resolution will be required. In such cases the matter will be investigated by a Disciplinary Panel comprising the Playing and Rules Secretary, at least one Committee Executive Member (Chair, Treasurer or Secretary). If a Junior member is involved in the disciplinary issue, the Safeguarding Officer must be included in the Disciplinary Panel.
- D5 If in the view of the Disciplinary Panel the matter can be resolved without sanction (eg by issuing a written warning), this can be done without prior consultation with The Committee.
- D6 If in the view of the Disciplinary Panel a form of sanction would be appropriate, this must be discussed and an appropriate course of action agreed at a full meeting of The Committee.
- D7 A serious disciplinary issue is defined as any of the following :
- i) Injury, serious offence or upset caused to any person while on The Club premises.
 - ii) Damage to Club or Members' property while on The Club premises.
 - iii) Contravention of The Club's anti-discrimination policy
 - iv) Contravention of The Club's Child Safeguarding policy
 - v) Contravention of The Club's privacy policy



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- vi) Any other matter which in the view of The Committee cannot appropriately be treated as a minor disciplinary issue.

- D8 The Committee reserves the right to temporarily suspend or permanently bar any Member found to have committed a serious disciplinary offence.

- D9 Any Member who wishes to appeal against a disciplinary decision may do so by writing to The Playing and Rules Secretary. All such appeals must be referred for discussion by The Committee at the earliest meeting following receipt of the appeal.

- D10 The decision of The Committee when considering an appeal shall be final.