

BYFLEET LAWN TENNIS CLUB LIMITED

RULES

The normal operation of Byfleet Lawn Tennis Club Limited hereinafter being known as “the Club” is subject to the following rules which have been made by the Board as authorised by Article 43.

Defined terms in these Rules shall have the same meaning as in the Articles. In the event that these Rules contradict anything in the Articles, the Articles shall prevail.

- Rule 1 Committees**
- Rule 2 Arrangements for Play**
- Rule 3 Allocation of Courts to Junior members**
- Rule 4 Clothing “Dress Code”**
- Rule 5 Balls - Mix-In Sessions**
- Rule 6 Visitors**
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1. Committees

The following Committees have been appointed under Article 27 to whom powers have been delegated, subject to the general control of the Board. Other committees may be formed as required by the Board.

- i) Club Management (including Staff Liaison)
- ii) Finance
- iii) Tennis (including Social Tennis and Events)
- iv) House & Grounds

2. Arrangements for Play

- a) Club mix-in sessions on the outside courts, open to all members, are held at the following times:

All Year: Sundays: 1:00pm – 5pm

Tuesdays: 7pm – 10pm (winter sessions on indoor courts)

Club mix-in sessions on the outside courts, open to Orange and Blue coding members only, are held at the following times:

All Year: Saturdays: 1:30pm – 5pm

- b) Single games, except club tournaments, are not allowed if all courts are in use and if sufficient players are ready to make a doubles game.
- c) Apart from matches (see Rule 7) no player may play more than one set at any time if other players are waiting for a game and all courts are in use.
- d) During Club mix-in sessions only one short set may be played. At six all a deciding game or 'Tie Break' must be played.

3. Allocation of Courts for Junior Members

- a) Adult playing members have the right to ask junior members to vacate an outdoor court, except from courts 6 & 7, if no court is available to them for play. The juniors concerned are permitted up to 30 minutes to complete the set of tennis they are currently playing. If the designated junior courts become available they should move across immediately.
- b) Juniors have priority over adults for the use of courts 6 & 7.

4. Clothing "Dress Code"

All players must wear appropriate and recognised tennis clothing and footwear at all times when playing on court. Clothing items deemed suitable are:

- a) tennis shirts/polo shirts/tops
- b) tennis specific T shirts
- c) tennis shorts (with pockets)
- d) tennis skirts/skorts
- e) tennis dresses
- f) tennis socks
- g) purpose made tennis shoes must be worn at all times which must not have ribbed soles, heels or spikes. Training shoes are not allowed on court at any time.
- h) tracksuits are permitted at all times
- i) denim is not permitted

All members have the right to verbally remind other members of this Dress Code, if such members are seen wearing clothing deemed unsuitable. Concerning adherence to the Dress Code, members are responsible for their visitors and coaches for their clients.

In the event of members repeatedly not following the Dress Code, their membership will be reviewed by the Board.

5. Balls - Mix-in Sessions

New balls will be provided for club mix-in sessions (Rule 2) and these will afterwards be available for use by members.

6. Visitors

- a) Visitors may be introduced by members. The introducing member must enter the name in the visitor's book; payment will be collected on a quarterly basis.
- b) Fees are £3.00 for adults & £1.00 for juniors.
- c) No person may play as a visitor more than 4 times in a year. (1st April – 31st March)

7. Use of Courts for Matches

Club recognised tournaments:

- a) Apart from Club Tournaments and social events, courts can also be booked for all tournament and league matches involving club players, except where otherwise decided by the Board.
- b) A maximum of 6 courts may be used at any one time, including not more than 4 artificial grass courts.
- c) Outside courts required for match play must be booked in advance on the Club House Notice board, on a first come, first served basis.
- d) Team matches have priority over individual matches.
- e) Team and individual matches may be played under floodlights subject to the normal booking process.

The Club Tournament:

The Club tournament matches take priority over club play.

Sunday and Saturday Afternoon Restriction:

No team matches may be played on Saturday or Sunday afternoons apart from junior matches on Courts 6 & 7.

8. Membership and Membership Categories

Membership of the Club shall be by application for the Club year or until the end of the current Club year, acceptance by the Board and payment of fees.

- 8.1 Membership of the Club shall comprise of the following classes: Family, Adult, Young Adult, Student, Junior, Mini-Junior, Non-playing and Life members
- 8.2 Junior Members must be between 8 and 18 years of age on 1st April and be children of Members or stand in such relationship as may be acceptable to the Board. Any such Member shall be responsible for the Junior Member whilst the Junior Member is within the confines of the Club.
- 8.3 Mini-junior members must be under 8 years of age on 1st April and be children of Members or stand in such relationship as may be acceptable to the Board. Any such

Member shall be responsible for the Mini-Junior member whilst the Mini-Junior member is within the confines of the Club.

8.4 The Board shall have power to nominate Honorary Life Members of the Club for ratification at the Annual General Meeting immediately following the nomination.

9. Playing Standard Classification for New Members

All new members are given a colour coding on joining the club according to their playing ability. Colours range from Orange, Blue, Purple, Green, Yellow and White. Accepted new members may play as soon as their subscriptions have been paid, but formal ratification of membership rests with the Board in accordance with Article 5.

There is no playing in requirement for junior members but on reaching the age of 18 years they must be assessed by a coach to determine colour coding.

10. Advanced Playing Status for Junior Members

The Board may invite a junior member of appropriate ability to accept a colour grading within the junior subscription rate. Such membership does not confer voting rights at annual or special general meetings.

11. Play under Outside Floodlights

The outside floodlights may be used by any member of the Club at any time up to 10pm throughout the year.

12. Colour Coding Re-Grading

Members may apply to the Board to be re-graded at any time. The evaluation (for which a charge is payable by the member), will be undertaken by a coach who will recommend whether or not a change of colour coding should take place to the Membership Secretary.

13. Coaching

- a) Club coaches are only those qualified coaches nominated by the Board.
- b) A minimum of one outside court will be available for coaching at all times except on Saturdays when there will be no coaching between 1:30pm and 5pm. This entitlement to a court is to be shared between the Club coaches.
- c) Non-members and non-playing members over the age of 10 years may not receive coaching or attend training sessions on any Club courts after a maximum trial period of four weeks. After four weeks they must join the Club as playing members.

14. Outdoor and Indoor Courts

No smoking or chewing gum is allowed on any court.

15. Indoor Courts

- a) The courts may be booked by members in 45 or 90 minute sessions before 4pm. After 4pm courts must be booked only in 90 minute sessions. They may also be used on a casual basis when free. The charge for a 45 minute session will be £5.00 and a 90 minute session £10.00, paid via the purchase of tokens to activate the lights.

- b) On Saturday afternoons from 1:45pm – 4:00pm and on Sundays from 1:00pm to 2:30pm, the mix-in has priority. Members may not book during this period. If the mix-in does not require them, other members may use the courts in 45 minute slots on an ad hoc basis. However, should the mix-in then require the courts they must be vacated at once, with no refund. In inclement weather (rain or snow), if there are four or more members wishing to play in the afternoon mix-ins they may take up the courts. This session will then be free of charge if under the supervision of a Board Member who will be reimbursed for the cost of the token.
- c) The family drill session on Sunday can use the indoor courts free of charge if all the outdoor courts are required for other play or when the weather is inclement.
- d) Juniors/children can play indoors between 7-8:30 pm during the week provided they are supervised by an adult. Coaches may not pre-book the indoor courts during this time but may use them if free at the starting time.

16. Clubhouse

No smoking is allowed in the Clubhouse.

17. Events held at the Club

No event may be held without prior consent of the Honorary Secretary or Board.

18. Dogs & Other Animals

No animals except guide dogs may enter the clubhouse. They are only allowed in the Club grounds when on a lead and under control. Animals must not be tied up in close proximity to courts or sitting areas. Any fouling of the grounds must be cleared by the person in charge of the animal.

19. Subscriptions & Joining Fees

- a) The rates of subscriptions and entrance fees shall be determined at the Annual General Meeting. These may include special rates for family members and for those between 18 and 24 years who are students in full time education.
- b) An entrance fee is payable by all playing members on first joining the Club, but not by any Junior members or non-playing members.
- c) Members who leave the Club are deemed to have resigned from the Club and may be charged a further Entrance Fee on re-joining at the discretion of the Board.
- d) No Entrance fee is payable by Junior members on reaching the age of 18 and becoming adult members.
- e) Those joining the Club part way through the year will be charged a proportionate subscription. This will be calculated to the nearest half month and rounded down to the nearest pound.
- f) Members who resign because they are moving away more than 25 miles from the Club are eligible for a refund. This will be calculated as a proportion of the current annual subscription in a similar manner to the reduced subscription for new members joining part way through the year. They will also be eligible for a refund of part of their joining fee based on the excess paid after calculating a charge of £15 per annum. Members

who re-join on returning to the locality will be subject to a charge equal to the re-joining fee previously refunded.

- g) Members who resign or suspend their membership due to serious health problems that last more than six months qualify for the same treatment in respect to subscriptions and joining fees as those who have moved away more than 25 miles. The Board will be the final judge as to whether the health problems are considered sufficiently serious to take advantage of this Rule.
- h) Temporary members can be accepted or rejected by the Membership Secretary subject to appeal to the full Board. Temporary members are those who will not be living in the locality for more than half the year. They do not have to pay a joining fee but their subscriptions are calculated on a proportionate basis plus 20% rounded up to the nearest pound.
- i) Directors of the Board shall have their subscription fees waived in recognition of their contribution towards the management of the Club.
- j) The Board shall have the authority to waive the subscription, in whole or in part, of individual members in recognition of their contribution towards the management of the Club or for other special or exceptional circumstances.

20. Non Members – excluding visitors

- a) Prospective new members, including juniors, can play free of charge on four occasions before joining the Club. They cannot then play as visitors until one year has passed since they last played free as a prospective member.
- b) The only other non-members that can play at the Club are those playing against Club members in a competition for which the Rules allow the courts to be booked.

21. Code of Conduct for Board Members

The overriding principle is that Board members should always remember that they are an elected team, whose task is to work together for the good of the company.

- 1. Members should address each other respectfully both verbally and in writing and should not engage in personal attacks. When differences of opinion arise, these should be discussed in a professional manner. Members should not pressurise others into changing their views.
- 2. Members should not speak excessively, should not interrupt other members and should allow everyone to have their fair say.
- 3. Members should avoid getting “off subject,” and should aim to complete discussion of one issue before starting another.
- 4. Members should not quote statistics or other facts unless they are certain of them – or should make it clear when they are not sure. They should also ensure that such information is not presented in a misleading manner (for example out of context or omitting relevant background information).
- 5. Members should adhere to the Company’s Articles and Rules.
- 6. Members should not take action by themselves which could undermine the authority of the Board as a whole.

7. The Board has been elected to run the Company on behalf of the Company members. However, where a majority of the Board (ignoring abstentions) agrees that there is reasonable doubt as to Company Members' views on a significant issue, the Board should consult with them (for example via a general meeting or a properly-managed, impartial survey) before taking action.

22. Feedback and Suggestions

The Board welcomes suggestions on the management of the company. This can include comments on membership, coaching, tournaments or facilities and also suggestions for improvements.

Comments or suggestions should be sent to the Honorary Secretary in the first instance by emailing: secretary@byfleetltd.com

23. Complaints and Dispute Resolution.

In the event that any employee, Member, visitor or visiting team feels that he, she or it has suffered discrimination or harassment in any way or that the Company's Articles or Rules have been broken they should follow the complaints policy which can be found on the club website and on the club noticeboard.