



# **Dawlish Lawn Tennis Club**

## **Club Rules/Code of Conduct**

**Document Owner** The owner of this document is current Management Team

**Document Location** The electronic copy of this document is located on the DLTC website.

**Document Status** The current status for this document is **FINAL**

**Revision History** Draft prepared and shared with Management Team. Amendments made. Revision shared with members via Facebook Group Page and Clubhouse noticeboard

Version number	Revision date	Previous revision date	Summary of changes
1.0	20/03/2003	None	Original Document.
1.1	01/07/2007	20/03/2003	Updated to accurately reflect changes in Club.
2.1	01/04/2016	01/07/2007	Document amended. Change of name from Club rules. Updated visitor's fees section. Formatting.
2.2	01/04/2016	01/07/2007	Document control added. Format changes.
3.0	04/04/2016	01/04/2016	Tennismark added.
4.0	01/11/2017	04/04/2016	General Paragraph updated and Club logos added.
5.0	14/09/2019	01/11/2017	Paragraph on Adult Clubtimes (para 2) simplified to make clearer.
6.0	05/03/2020	14/09/2019	Updated weekday evening coaching times and removed Tennismark logo from footer.
7.0	15/06/2020	05/03/2019	Changed weekday evening adult club sessions start time from 7.00pm to 7.15pm to allow coaches time to clear courts of balls and equipment when finishing lessons at 7.00pm.
7.1	07/01/2022	15/06/2020	Amended the rules on use of club tennis balls (paragraph 8).

**Distribution (Final Version Only)** This document has been distributed as follows:

Name	Responsibility	Date of issue	Version
Management Team	Governance	07/01/2022	7.1
Copy for Clubhouse	Members to note	07/01/2022	7.1
Uploaded to Website	Members to note	07/01/2022	7.1



## **CLUB RULES/CODE OF CONDUCT**

### **1. Play**

- a. Play shall be under Lawn Tennis Association (LTA) rules. Appropriate sportswear and footwear must be worn at all times.

### **2. Adult Evening Clubsessions**

- a. Adult evening clubsessions are Monday and Thursday evenings from 7.15pm up to 10.00pm.
- b. At 7.15pm anyone on the courts must come off and mix in with everyone waiting for the Clubsession to start, to decide who plays the first round of sets. If there are odd numbers (and everyone wishes to play in the first match/matches) or there are more players wanting to play in the first round of matches than there are courts then rackets should be spun/sticks picked to decide who plays in the first round of matches.
- c. When numbers are sufficient, doubles should be played unless it is agreed by all in attendance that it is preferred to have a different format (eg one doubles and two singles).
- d. When others are waiting to play, short sets only are to be played. (i.e. first pair to 6 games or fast 4 format).
- e. Once the clubsession has begun if all courts are in use (12 players) and there are up to four players waiting all four should be next on court unless any of those waiting are happy to forfeit their turn and wait for others to finish on another court. In this case the additional players required for the vacant court will be picked by the players who have been waiting.
- f. Any members who arrive part way through the session will go on court after any members already waiting in the Clubhouse. However the new arrival(s) can be moved up the queue by agreement of all of those waiting to play. A fair, common sense approach should be taken.
- g. During the session when a court becomes vacant the player/s waiting (if less than four players) should choose additional players to make up the doubles from the four players coming off the court. If there are two players waiting it is not for the four players coming off the court to decide who joins the two waiting (for example if two players want to go off and play singles on a spare court). A discussion should take place and the two players who have been waiting should decide which two players they wish to play with from the four coming off.
- h. If all courts are in use and there are five to eight players waiting to play the ones waiting longest should go on court next, unless all those waiting agree a different combination to enable better matched pairings. In this case any discussion and agreement should be made by all the players waiting.
- i. To encourage league team players to attend clubsessions, at the Thursday evening clubsession, it is permitted for some matches to be organised so team players get to play against players from their teams.

- j. Any player who hits a ball over into the car park must retrieve it straight away to prevent it being lost/stolen.
- k. Any player who hits a ball over into the school field/side of court three must retrieve it after they have completed the set they are playing. The key to the gate to access school field is located in the kitchen cutlery drawer.
- l. Adult members (21 and over as of 1<sup>st</sup> April) and semi-senior members (18-21 as of 1<sup>st</sup> April) are entitled to attend adult clubtimes and events.
- m. Junior members (17 and under as of 1<sup>st</sup> April) may be approved by the Management Team to attend adult clubtimes and events.
- n. To be approved by the Management Team to attend adult clubtimes and events junior members must be considered to be of a sufficient standard of play and behaviour, and numbers attending adult clubtimes at the time should be taken into consideration.
- o. Junior members approved to attend adult clubtimes and events will have the same rights as adult members other than access to a key to the Clubhouse.
- p. Members may invite guests to club sessions for a maximum of three occasions in one season. Visitor's fees should be placed in a small envelope and placed in the Membership box after playing. It is the member's responsibility to pay the visitors fee.
- q. Any changes made to the times of clubsessions, will be communicated to members via the club Facebook Group page and/or the club noticeboard.

### **3. Adult Daytime Clubsession**

- a. An adult daytime clubsession is held on Thursday mornings between 10:30 to 12:30.
- b. The protocol for the daytime clubsession is the same as the adult evening clubsessions (please refer to paragraph 2).

### **4. Junior Weekend Clubsessions**

- a. Junior clubtimes will normally be on Saturday mornings from 10.00 to 12.00, and on Sunday mornings from 10.00 to 12.00 unless by other prior arrangement, or absence of Coaches.
- b. Courts should be vacated 10 minutes before the start time to allow coaches to set up equipment.
- c. The organisation of coaching and play will be at the discretion of the Coaches in attendance. For health and safety reasons, sessions will not be run if the weather or court conditions are considered unplayable or dangerous.
- d. Notification of cancellation of clubsessions, eg due to weather, will be posted on the club Facebook page at least half an hour before the start time.

### **5. Play outside of Adult and Junior Clubtimes**

- a. Adult and Junior matches (League and Official Friendly Matches against other Clubs) take preference over any other play and courts must be vacated when a match is to take place. This is 18.30 for Exeter & District Summer League matches. Members will be notified of dates and times of adult and junior matches via the club noticeboard.
- b. Club Tournament matches take preference over any other play except Coaching Sessions, and League and Official Friendly matches.

- c. All courts are booked from 17:00 to 19:00 on weekday evenings for coaching sessions.
- d. Recreational play may take place at any time outside of those detailed in paragraph 2, 3, and 4 (adult and junior club sessions, league and friendly matches against other clubs, and internal club tournament matches).
- e. Courts should be booked by members using the club court booking system located on the club website. Anyone who has booked the court has priority and any players on a booked court must vacate the court at the time the booking begins.
- f. Coaching sessions are permitted at any time provided the coaches are fully paid members of the Club. Coaches should use the court booking system to book a court just like any other member.
- g. When a league or official friendly match against another club is taking place members are permitted to use the vacant (third) court. However the Dawlish Team Captain has the right to ask players to vacate the third court if their activities/behaviour causes any continued interference with the match in progress.

## **6. Club Events (including fund raising)**

- a. At the discretion of the Management Team, tournaments (open and closed) and other events (including fund raising events) will take preference over club play, with notice where possible being given. Events will be communicated to members via the club Facebook page and/or club noticeboard.

## **7. Court Hire and Other Court Reservations**

- a. Court hire can be arranged at the discretion of the Management Team, and will take precedence over recreational tennis, sufficient notice having been given. Details will be communicated to members via the club Facebook page and/or the club noticeboard.
- b. Court hire should not be arranged to coincide with junior or senior club sessions, coaching times, official league/friendly matches, or tournaments.

## **8. Clubhouse**

- a. All Senior and Semi-Senior (18 and over as of 1<sup>st</sup> April) members may purchase a clubhouse key (non-refundable). When no longer a member the key should be returned to a member of the club's Management Team.
- b. Junior members (i.e. 17 and under as of 1<sup>st</sup> April) are not entitled to a key to the clubhouse.
- c. Junior members turning 18 during the current season are not entitled to a key until the following season.
- d. Junior members are only permitted access to the clubhouse when there is senior or semi-senior member or other adult with designated responsibility (for example during junior club matches against other clubs).
- e. A keypad or coded padlock will be used for gaining entry to the courts. For security reasons the code will be changed from time to time. All members will need to contact a member of the Management Team to obtain the new code. Any member found to have disclosed this number to any non-member may have their membership revoked, at the discretion of the Management Team.
- f. On arrival, members should enter the number discreetly, close the lock, and scramble the number to prevent non-members from seeing the code.
- g. Smoking anywhere within the premises (clubhouse or grounds) is not permitted.

- h. Animals are not permitted in the clubhouse for health and safety reasons (members/visitors with allergies to pet hairs).
- i. Animals are not permitted on the court surface.
- j. All members must ensure that the clubhouse is kept in a clean and tidy condition at all times (cups washed and put away) after use and chairs put back under tables).
- k. Members should ensure that floodlights, on any courts not in use, are switched off (to save on electricity costs). All floodlights will automatically switch off at 22:00. One floodlight will remain on for five minutes to permit members to collect balls in and safely vacate the courts.
- l. The last member to leave the Clubhouse must check that all lights, taps, water heaters, and extractor fans in the kitchen and three toilets are switched off. This is for health and safety (fire risk management), energy management, and saving costs.
- m. Prior to exiting the clubhouse please ensure the patio doors are locked. There is a key located in the kitchen cutlery drawer. Members with clubhouse keys must ensure they lock up if they are the last to leave.
- n. On exiting the premises the last person must lock the gate (via the padlock) and ensure the padlock is scrambled so the code is not showing.
- o. Failure to adhere to security protocols, tidiness, and appropriate standards may result in membership being revoked, at the discretion of the Management Team.

## **9. Club Tennis Balls**

- a. Club Tennis Balls are only for use at official Club Sessions, Matches and Events. maximum of four tennis balls to be used per court.
- b. If you hit a ball into the car park at clubtimes you should collect it straight away to prevent it being lost/stolen.
- c. If you hit a ball into the school field or over the court 3 fence you must collect it once you have finished the set you are playing.
- d. Tennis balls must not be removed from the club premises.
- e. Balls will be replaced periodically at the discretion of the Management Team.

## **10. Membership**

- a. On payment of a membership fee, members will have their name added to the membership list.
- b. Any member not complying with the Club's Rules/Code of Conduct may have their membership revoked with no reimbursement. This is at the discretion of the Management Team. Any decision is final.
- c. For definitions of membership and membership applications please refer to the constitution (Item 3).
- d. Annual memberships and categories of membership may vary from year to year. Any changes will be confirmed at the AGM or thereafter if there are insufficient numbers to hold a meeting.
- e. Membership is at the discretion of the Management Team.

## 10. Visitors

- a. Visitor's fees are to be paid at the rate set by the Management Team.
- b. Visitors are permitted to play up to a maximum of three times.
- c. Members inviting a visitor into the Club are responsible for ensuring the Club's agreed visitor's fee is paid (via the small envelopes provided in the Clubhouse).
- d. If the visitor does not pay the fee the responsibility for payment falls to the club member who invited the visitor.
- e. Any member not arranging payment of their guest's visitor's fees may have their membership revoked with no reimbursement, at the discretion of the Management Team.

## 11. General

- a. In the interests of promoting a healthy lifestyle the clubhouse and whole area within the Club boundary are designated a smoke free area. Smoking of any type (including vapors and e-cigarettes) within the club boundary is not permitted.
- b. Animals are not permitted inside the clubhouse for health and safety reasons (protect people with allergies to pet hairs).
- c. Animals are not permitted on the playing surface.
- d. The Club Rules/Code of Conduct document should be reviewed periodically and at the discretion of the Management Team amended where deemed necessary.
- e. Changes to this document (Club Rules/Code of Conduct) do not require ratification at an Annual General Meeting (AGM) or Special General Meeting (SGM) as it is a requirement to allow the Management Team to be able to manage day to day issues at the Club.
- f. Changes to the Constitution can only be made at an Annual General Meeting (AGM) or Special General Meeting (SGM).