



## **Club Rules (including Conduct and Court Etiquette)**

Our Club Rules should be read in conjunction with our CHARITABLE INCORPORATED ORGANISATION CONSTITUTION and our club policies (which include Health & Safety, Data Protection and Membership Terms and Conditions).

Copies can be read on our website [www.crescenttennisclub.co.uk](http://www.crescenttennisclub.co.uk)

The club constitution outlines amongst other issues the Club's

- Charity objective & Powers
- Membership structure/fees
- General meeting arrangements.
- Matters relating to Committee and Trustees appointments, roles etc.

The Club Rules below are given to provide members with the Club's expectations as Club Members and designed to ensure fairness and allow all members to enjoy the club's facilities. They are expected to be followed at all times.

In addition, you should note that the Contracts (Rights of Third Parties) Act 1999 shall apply to the agreement between themselves and the Club, and that the LTA and County may enforce any breach thereof, but only insofar as it relates to a breach of the LTA Rules or the County Rules.

### **Failure to comply with Club Rules**

If any member who wilfully refuses or neglects to comply with the Rules of the Club or be guilty of any conduct unworthy of a person or likely to be injurious to the Club, their membership may be terminated by resolution of the Committee.

In accordance with the Club's constitution - Section 9, a Membership shall not be terminated unless 21 days' written notice of the meeting of the Committee at which his expulsion shall be considered is given, and written details of the complaint made against them. The Member shall be given an opportunity to make written representations and/or to appear before the Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to cross-examine any witnesses on behalf of the member. The member must not be expelled unless at least two-thirds of the Committee then present vote in favour of his expulsion. The Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making representations.

You should note that an expulsion or cancellation of membership will not include any refund of fees.

### **Membership fees**

The subscription year runs from 1st May to 30th April.

A Member whose subscription is not paid by the due date(s) will not be entitled to the privileges of membership until the amount due is paid, and if the subscription or first instalment is not paid by the date determined by the Committee and will cease to be a Member.

All membership fees are as in accordance with our terms and conditions for a full year (or for those joining mid year pro-rata) and are **non refundable**.

Further details on membership fees categories and our Terms and Conditions can be found on our website or from the Club's Membership Secretary.

### **Coaching**

Professional coaching shall be conducted only by coaches approved by the Committee. The Committee retains the right to review and require a change to any aspect of coaching programmes and the way they are conducted.

Unlicensed and unregistered coaches and all visitors to the Club for the purpose of playing tennis will be required to accept and be bound by the LTA Rules and the County Rules.

### **Guest (non-member) players**

Guest players to the club are welcome, but must be accompanied by a Member. A visiting fee is payable for EACH visitor BEFORE usage, via our Bank - details - Ac No.: 31826784, Sort Code: 60-19-19 (please add your initial, surname and VF for the reference).

The guest is required to sign the guest players book - a copy of this can be found in the Clubhouse.

Please also note that there is a maximum of 3 visits per year for a (1 May-30 April) for non members, they will then have to become Members from there on to be able to attend.

Guest fees are set annually by the Committee and are payable by bank transfer at the time of booking courts. For further details on payment and booking contact the Membership Secretary: [memberships@crescenttennisclub.co.uk](mailto:memberships@crescenttennisclub.co.uk)

As a member of the Club you are required to ensure that your guest complies with our rules and court etiquette at all times.

Failure to make a payment of a guest may invalidate your membership.

Booking courts for playing with a guest can not take precedence over other Members court bookings, including, social play, booking for inter club or club championship matches or coaching sessions.

The Club reserves the right to refuse a guest player if they feel that it is not in the best interest of the Club for them to play at the Club or who has had their membership revoked or any other constituent club of the Sidcup Sports Club.

### **Court bookings and use**

Our court bookings are made through ClubSpark.

Members are required to set up their own log-in to ClubSpark and currently this is by seeking and using your LTA login details.

Court booking priority is given to specific events at the Club including; league fixtures, club championship matches, social sessions and to some coaching sessions.

Junior members are requested to book courts off at off peak times (Monday to Friday 9am-6pm). Young person's daylight court booking only - no floodlight use is allowed at any time, if holding these memberships. These rules do not apply if a junior or young person attends with a full adult member.

Members are expected to ensure that any court bookings no longer required are cancelled - failure to do so may see your booking rights withheld.

Times of play - Courts can only be used between 8.00am & 9.30pm throughout the week.

Vacating courts - if a court is booked directly after your booking you are asked to vacate that court on time and allow the next person to use the court at the time of their booking.

### **Weather conditions**

Members MUST NOT use the courts in bad weather and should always check the playing surface when playing as courts may be slippery in damp or cold conditions. If you do decide to play against the club's advise you do so at your own risk

Equally, during periods of hot weather Members are asked to take the necessary precautions to play safely - further details can be found in the Club's Sun Safety Awareness Guidance. A copy can be found on the Club's website ([www.crescenttennisclub.co.uk](http://www.crescenttennisclub.co.uk)).

### **Floodlights**

Floodlights operate only on courts 1-4.

Currently, to operate the floodlights tokens are available on court in the two secure boxes on court 1 and 3 or from dedicated members. The Club reserves the right to make a charge for these. Member's will be informed of both the payment charge and method.

Each token supplies floodlighting for 30 minutes. Due to planning permission regulations floodlights must not be used after 9.30pm, (so no tokens should be added after 9.00 pm).

If a charge for floodlighting is in place - details of payment will be provided either in the clubhouse, on the court booking platform and/or on the club's website. Fees are determined by the Trustee Management Committee and must be paid at the time of the court booking.

### **Tennis Balls**

You are required to provide your own tennis balls, with exception for social play sessions when you may use the tennis balls provided in the clubhouse. Please return them when finished. Practice balls are kept in a basket. Juniors are to use the practice balls when they play.

### **Clothing and footwear**

When playing please wear recognised sports clothing (not jeans etc) and most importantly tennis shoes. This is for two reasons, first, other shoes mark and damage the courts and second, non tennis shoes do not grip the courts as well and can cause accidents and avoidable injury if you were to fall or slip.

### **Club House/Sidcup Sports Club**

Furniture, crockery, glasses etc must be left tidy after use. There must be no smoking or vaping anywhere on the club premises. The last users of the premises must see that the Tennis Clubhouse is properly locked.

Additional rules and procedures operated by Sidcup Sports Club are applicable to our Club and you should make yourself familiar with these and ensure you follow them.

### **Children/Junior Members**

Note a child is considered to be a person under the age of eighteen years.

We expect our junior members to be polite, friendly and respect other members, coaches and officials. Take care of their personal and club equipment and play fairly and honestly.

We expect our adult members to be supportive of our junior members and understand their playing limitations if they are taking part in any Club events.

Children aged up to 13 must be supervised by their parents/carer/guardian. This is due to concerns that they may not be mature enough to deal with an emergency or certain situations.

For coaching activities, we comply with the LTA guidance on coach-to-player ratios. For children up to aged 13, must be delivered directly into the care of the coach by the parent/carer and picked up directly from the coach. Please note that it is not enough to drop off outside or at the front door of the venue. Parents must ensure that their child has been delivered to the coach. Children under the stipulated age will not be allowed to leave a coaching session or camp unattended unless permission has been given in writing.

For those children between the ages of 13-17:

- It is a parent/carer or guardian's decision as to what age they allow their child to attend Crescent Tennis Club unsupervised between the ages of 13 and 18. It is a parent's responsibility to teach their child how to respond to emergencies or situations that may arise outside the house, so they feel confident when their child is not under their supervision.
- The parent/carer or guardian may know all club members well, however, specific arrangements still need to be made by the parent/carer or guardian to supervise the child whilst at the club - including that they follow our club rules and do not access the clubhouse bar area.
- Children aged 13- 18 should know who the Club Welfare Officer(s) is and how to contact him/her. (details are in the Tennis Clubhouse or on our website).
- Parents/careers or guardians must make arrangements to ensure their children are collected on time or able to travel home safely. Children who are left on club premises with lots of adults is not acceptable.
- Those children, if recommended to do so by the Club captain(s) and/or coach and with the Welfare Officers knowledge, may play league matches or enter club events with adults members. Entry into such events is in line with our Safeguarding Policies - including parental/carers/guardians written consent being given to play in these events and to agree to make necessary transport arrangements and to ensure the safety of their child during these events (see Parents/carers/guardian - below).

*For more information on the club and parental/child responsibilities see our Safeguarding Policies or speak to the Welfare Officer (both policies and contact details can be found on our website/clubhouse notice board).*

## **Parents, carers and guardians**

We welcome parents and guardians at our Club and value that you show an interest in your child's tennis. In doing so, we look to parents and guardians to ensure their child understands what is expected of them and the importance of fair play contact at the Club. We also expect parents and guardians to ensure that they and their child are respectful to other juniors, parents, our adult members and coaches at all times.

We look to parents/carers/guardians to deliver and collect their child punctually for events or coaching sessions, ensure they are dressed appropriately for play (and weather conditions) and have appropriate equipment to play.

Parents/carers/guardians should be patient with their child tennis progression and the Club will not accept any form of rudeness, aggression or over interference towards their child whilst at the Club or towards coaches, match officials or adult members.

Parents/guardians should ensure that they know who the Club's Welfare Officer is and make themselves familiar with these Club Rules and club's policies, specifically our Safeguarding Policy.

*For more information on the club and parental/child responsibilities see our Safeguarding Policies or speak to the Welfare Officer (both the policy and contact details can be found on our website/clubhouse notice board).*

## **Injury, reporting accidents**

Members are asked to make themselves familiar with the location of the first aid box and accident reporting book (cupboard in the clubhouse) and the defibrillator (in the Lumley Bar).

It is important that we report accidents correctly and promptly, no matter how minor.

It is usual for the casualty themselves to make the report and submit it to the Committee Member named in the Report Book. However, in the event of a serious accident, when this may not be possible, the person taking charge of the situation should ensure that it is completed. A member of the Committee should be contacted and informed of the incident if they are not present at the time. Contact details are in the clubhouse.

In the event of a serious accident or major incident, the Emergency Services should be summoned.

- The senior Member present should immediately take responsibility for coordinating all action and reporting the matter, both in the Accident Report Book and directly to all committee members.
- It is a legal requirement that any major accident (one resulting in hospitalisation in excess of 24 hours), regardless of perceived liability, is reported to the HSE.
- It is also an insurance requirement that certain matters be reported to the insurance brokers.
- It is, therefore, imperative that the chairman or club secretary is also alerted promptly so that the matter can be correctly followed through.
- **Sidcup Sports Club also has a defibrillator** that is located in the bar area (Lumley Bar area - far left as you view/face the main bar).

## **Lost property**

Members or visitors leaving unattended vehicles, racquets, clothing or other property at the Club do so at their own risk and the Club nor its Trustees shall be responsible for any loss, damage or injury resulting from this or any other cause.

## **Equality**

The Club is opposed to discrimination in any form. All Club members have a responsibility to make everyone feel welcome and to ensure that membership of the Club is a positive experience.

## **Safety and Responsibility**

All Club members will act responsibly and look to protect and ensure the safety of everyone at the Club at all times and particularly to consider the well-being and care of junior players and visitors.

Members are asked to inform a member of the Committee of any facilities that are damaged or broken

All accidents, even minor ones, should be reported in the accident book which is kept in the clubhouse (it is kept in the cupboard with the social tennis balls).

You should make yourself familiar with our Health and Safety policy.

## **Club Reputation**

All Club members should endeavour to protect and further the Club's good reputation at all times, including when representing the Club at other clubs or events.

Members whose behaviour jeopardises the short, medium or long-term aspirations of the club or which undermines the business aims and goals may not be invited to renew their membership.

## **Representing the Club/Club Championships and other events**

Team captains/coaches are responsible for selecting teams for league/inter club matches. If selected, you are reminded that you are representing the Club. Whilst competition matches are competitive we expect our players to adhere to our expectations around conduct when playing for the Club.

Match fees should be paid to the team captains.

Entry into the club championships is open to all members. The club captains will invite members to enter. Once the draw has been made it is the players responsibility to complete matches by the given deadline date and to provide the result to the club captains.

Those fortunate to win a trophy on finals days are reminded that the club trophy is awarded for a period of a year and you must return it to the club prior to the following finals day. You should also note that some of our trophies are of some value and you may need to ensure that your household insurance covers any loss or damage.

## **Social Media**

The Club will not tolerate any form of bullying, intimidation or harassment of anyone, on the Club's social media outlets or other platforms that brings a member into disrepute.

Please take the time to read our social media policy on our website.

## **Code of Conduct and Court Etiquette**

### **Code of Conduct**

Crescent Lawn Tennis Club aims to provide a tennis venue that is safe, inclusive and has a positive atmosphere so that everyone is able to enjoy playing tennis at this Club. Our code of conduct is designed to support this aim.

The Code of Conduct sets out minimum standards of behaviour, which all members are expected to follow, and seeks to avoid any serious issues arising. So we expect everyone to respect all members, visitors and spectators regardless of - age, gender, gender reassignment; sexual orientation, race; nationality; ethnic origin; religion or belief or ability or disability.

The Club will not accept aggressive, offensive or abusive language or behaviour towards other members, parents or visitors, at the club or when representing the club at other venues or on-line (see our Social Media Policy).

In addition, we expect all Crescent Lawn Tennis Club members to show tolerance, courtesy, good manners, fairness, honesty and integrity in their dealings with fellow members, including our junior members and their parents/guardians, club officials, club members' guests, visiting players and social visitors.

All Club members respect the work of the coaches, treat the coaches with tolerance, courtesy, good manners, fairness, honesty and integrity, and do not intrude or interrupt their work unnecessarily. Pay any fees for coaching or events promptly.

Anyone found wilfully damaging the club's property may be prosecuted.

### **Court etiquette**

Members should make themselves familiar with and follow our court etiquette when playing at our Club.

- Understand and respect that people have different motivations for taking part.
- Please do not walk behind players whilst a game, a rally or coaching is in progress, this is to avoid distracting other members and most importantly to avoid any potential accidents on court. If you are trying to cross a court please wait until you are invited to and it is safe to do so.
- If a stray ball comes onto your court don't knock it back immediately, wait until the owners are ready and then hit it to the server's end
- During play and particularly between games, keep the amount and volume of conversation down to a minimum necessary to play and enjoy your own games. Too much chatter can be disturbing to those playing nearby and, in between games, can hold up play for people waiting.
- Line calls can be a problem and we recommend the use of what the Americans call the 'honour system'.
  - Only call the lines on your side of the net.
  - Call clearly and firmly what you see and what you honestly believe to be correct.

- If you are not absolutely certain or didn't see the ball clearly, the ball was IN and must be given in the opponent's favour.
- If occasionally you have serious doubts as to your opponent's eye-sight, ask politely if they are certain as to the accuracy of their call. If they say that they are, get on with the next point.
- If you feel your opponents regularly have difficulties making correct calls, start looking for different opponents!
- If in social friendly matches there is some doubt over a line call, offer to play the point again rather than cause undue aggravation and time wasting.
- Do not criticise your partner or opponent, be positive and offer encouragement instead.
- Overall, use your best judgement and we all want to be competitive but don't let your emotions get on top of you.
- Keeping score - it is acceptable for the server to call the score of the game prior to a first serve.
- Do not bring food onto the court - drinks (non alcoholic) to maintain hydration are allowed, but no glass on the court.
- Turn off your mobile phone.
- Return all club tennis balls to the clubhouse.
- Pay any floodlight charge at the time of booking the court and adhere to the 9.30pm close of play (not further tokens for light after 9.00pm).
- Nets - when you have finished a match, if nobody is waiting to use the court, please lower the net - this action prolongs the lifetime of the nets.
- Please take all your personal belongings with you including any waste or rubbish and use the bins provided in the clubhouse.
- Lock the courts if there is no booking or anyone waiting to use the court after you.

### **Resolving differences**

There are times where you may be unhappy with something at the Club, equally you may wish to provide something positive about the Club or simply provide us with some feedback.

Details of how to do this, along with expected timescales for replies and be found in our policy on these matters on our website.



**Date approved: June 2024**

**Review date: June 2026**

**Schedule of updates and amendments**

Date of update/amendments	Update /amendment:
17/07/23	Add reference to <ul style="list-style-type: none"><li>- (Rights of Third Parties) Act 1999.</li><li>- Unlicensed and unregistered coaches/visitors bound by the LTA Rules and the County Rules</li><li>- Non payment of fees the date determined by the Committee.</li><li>- No expelled member from any other constituent club of the Sidcup Sports Club should be admitted to the club.</li><li>- Added section on juniors playing with adult</li></ul>