

Woodend Bowling and Lawn Tennis Club Bylaws

Tennis

1. Use of the tennis courts

- i. Use of the tennis courts is open only to members who appear on the Clubspark membership database.
- ii. Anyone wishing to play must book a court using the Clubspark app. If you opt to play on an empty court without booking any subsequent booking will take precedence. The maximum for any one session is 90 minutes. Players should not override this limit by different players booking consecutive time slots.

2. Priorities on Court

- i. Adult members have priority after 7.30pm.
- ii. Members have priority over visitors whenever the courts are busy.
- iii. Inter-Club team matches, coaching and club organised American Tournaments have priority over other games.
- iv. Normally two courts will remain available to members when Inter-Club Team matches, American Tournaments, Social Tennis or coaching are taking place..
- v. Members booking courts should ensure they are cancelled with as much notice as possible if not being used.
- vi. 90 minutes is the maximum booking time for social tennis.

3. Mini, Junior & Intermediate Members

- i. Mini and Junior members must be supervised by a parent or other responsible adult whenever they are on court or on club grounds. [Note – “parent members” are not permitted as players on court but if supervising on court are required to abide by the rules regarding footwear.]
- ii. Provided that they obtain the agreement beforehand from any adult members playing on an adjacent court, a group of more than 4 Junior or Intermediate members may make use of a court for practice provided they conduct themselves in a manner which does not interfere with or disrupt play on adjacent courts. Failure to do so may result in the group being asked to leave the court.
- iii. The provisions of (ii) above do not apply whenever inter-club or Club competition matches are being played. At such times the maximum number of Junior/Intermediate players permitted on any court is limited to 4.

4. Etiquette

- i. Gates should be closed after accessing the courts.
- ii. courts should be swept after use unless conditions are wet or icy.
- iii. Do not run onto or behind other courts to retrieve balls whilst play is ongoing on those courts – wait until a point has been concluded.

- iv. Leaning on or jumping over the nets is prohibited.
- v. Shouting, swearing, racket abuse or firing balls into the netting, etc is unacceptable behaviour. Please maintain self control.
- vi. It is forbidden to eat food or chew gum or smoke on court. Drinking from suitable bottles is allowed but glasses and cans are not allowed in order to avoid spillages on court.
- vii. Do not leave litter behind on court when you leave – such as old balls, tennis ball containers, lids, drink bottles, etc. vii. Courts must be cleared before 10.30pm in order to avoid nuisance to neighbours.

5. Dress Code

- i. Clothing - appropriate sportswear should be worn. Football strips and jeans are expressly forbidden.
- ii. Footwear - tennis shoes with non-marking soles must be worn – under no circumstances should hard soled shoes be worn on court. Playing barefoot or in only socks is prohibited.

6. Visitors

- i. Intermediate and Adult members are permitted to invite a guest to play occasionally, up to a maximum of three times per year. If such a guest wishes to play more often he/she should be encouraged to join as a member.
- ii. Visitors **must** be signed in by a member and it is the member's responsibility to ensure this is done. Failure to do so is a breach of the Club Rules and may result in disciplinary action.
- iii. Details of the visitor's name, address and telephone number or e-mail address must be entered legibly in the Visitors Book which is at the bar, and the name of the sponsoring member must be entered legibly, together with their signature.

7. Breaches of these rules

A breach of any of these by-laws may result in disciplinary action.

Clubhouse & Grounds Bylaws

1. Rights of access

- i. Rights of access to the clubhouse and grounds apply only to full and parent club members who can prove current membership of the Club.
- ii. Non-members are not permitted to be in the clubhouse or grounds or to use any of the playing facilities unless they are signed in by a member of the club in accordance with the rule in paragraph 7 above, pertaining to visitors.
- iii. Junior members are not allowed to bring their friends to the club as visitors, whether to play bowls or tennis or otherwise to use other club facilities.
- iv. The only exception to these rules applies to parents or other responsible adults whose purpose is to drop off or pick up junior members who are at the club.

2. Mini and Junior Members

- i. Junior members under the age of 7 must be supervised by a responsible adult whenever they are at the club, whether playing tennis or bowls or when they are elsewhere in the Club grounds or clubhouse.
- ii. Junior members under age 7 cannot be issued with an access fob and are an exception to the provisions of Paragraph 4 (i) below.

3. Visitors

- i. Visitors must be signed in by a member and it is the member's responsibility to ensure this is done. Failure to do so is a breach of the Club Rules and may result in disciplinary action.
- ii. Details of the visitor's name, address and telephone number or e-mail address must be entered legibly in the Visitors Book which is kept in the bar, and the name of the sponsoring member must be entered legibly, together with their signature.
- iii. Any individual visitor may only be signed in a maximum of 6 times per year and twice in any one month. Members should persuade their regular clubhouse guests to join the club.

4. Access and security

- i. Access to the clubhouse is controlled by an electronic lock system once the primary locks on the main access doors have been unlocked. Members, except Juniors under 7 and "Parent (non-playing)" members, may apply for a fob which can be used to open the main access doors, subject to payment of a (refundable) £5 deposit.
- ii. The issue of fobs to Junior members is subject to the following conditions:
 - Parents must be satisfied that their children are not exposed to undue risk by being allowed access to the clubhouse
 - Parents need to be aware that the clubhouse is unmanned for significant periods of time and that there are times when no adult supervision will be available.
 - Parents who are not familiar with the layout of the clubhouse are welcome to make arrangements for a visit so that they can satisfy themselves as to the suitability of the premises for their children if unsupervised. In the first instance arrangements for such a visit can be made by contacting the Membership Secretary.
- iii. The control of a fob must not in any circumstances be passed to a member aged under 7.
- iv. Access to the grounds from Selbourne Lane is through a gate fitted with a pin number operated latch. Members entering or leaving the club via Selbourne Lane must ensure the gate is closed behind them.
- v. At no time are the main access doors to the clubhouse to be wedged or otherwise propped open or left on the latch. They must be kept closed at all times and when access is required a fob must be used.
- vi. At no time are internal fire doors in the clubhouse to be left wedged or otherwise propped open.

5. Access to the Kitchen

No Junior member (under the age of 14) is permitted in the kitchen unless accompanied by an adult.

6. Cycling and Use of Scooters

- i. Cycling is prohibited anywhere within the grounds except through the car park when arriving or leaving.
- ii. The use of scooters, roller skates, skateboards, etc is prohibited throughout the club grounds, including the car park where it is unsafe for children to use them.
- iii. bikes must be parked at the bike racks provided and not chained to railings or left leaning against doors and windows.

7. Booking of rooms in the clubhouse

- i. Member groups who wish to use areas of the clubhouse for club related business or social activities must book the necessary facilities in advance. All such activities require approval from the Committee of Management. All bookings are made via John McCann and logged on the What's On calendar on the club website.
- ii. Members may book the clubhouse for functions at times when the clubhouse is not busy (e.g. Saturday evenings or Sunday afternoons). Members wishing to book a function must complete a request form on the club website for approval before the let can be confirmed. The letting of the premises is subject to payment of a booking fee in advance, once the request has been approved.

10. Breach of these bye-laws

Any breach of these bye-laws may result in disciplinary action.

Bar Rules

1. Under 18s

- i. Junior Members are permitted in the main bar area until 9pm. After 9pm they are permitted only in the snug. After 9pm parents who wish to sit with their children, who are Junior Members, must use the snug.
- ii. Intermediate Members are allowed to remain in the main bar area after 9pm but must be accompanied by a parent or other responsible adult at all times. If no parent or other responsible adult is accompanying them after 9pm they must use the snug.
- iii. Note: bar staff and club members must apply common sense if a child needs to communicate after 9pm with a parent who is in the bar, but children running in and out of the bar is not acceptable.
- iv. Members under 18 years of age are not permitted to buy alcohol at any time and must use the hatch in the snug for the purchase of soft drinks, crisps, etc.
- v. The snug is occasionally used for meetings or other club functions and may not be available, at which times Junior members and unaccompanied Intermediate members will be required to vacate the clubhouse after 9pm.

2. Members' Responsibilities

- i. Adult members are responsible for the behaviour of their children whilst in the club grounds and must ensure that when their children are in the bar area they comply with Licensing Rules.

ii. Adult members using the Bar who have children elsewhere in the club grounds must ensure that their children comply with Club rules and codes of conduct.

iii. All members have a responsibility to support and assist in the enforcement of these Bar Rules at all times.

iv. The bar tender, as club representative during opening hours, shall have full discretion on who is permitted to be in the bar or snug at any time and whether to serve them. Failure to follow the directions of the bar tender may result in disciplinary action.

3. Visitors

i. Visitors in the bar must be signed in by a member and it is the member's responsibility to ensure this is done.

ii. Details of the visitors name, address and telephone number or e-mail address must be entered legibly in the Visitors Book which is kept in the bar, and the name of the sponsoring member must be entered legibly, together with their signature.

iii. Any individual visitor may only be signed in a maximum of 6 times per year and twice in any one month. Members should persuade their regular clubhouse guests to join the club.

4. Challenge 25 Policy

i. The Club has a "Challenge 25 Policy" in force. All staff must challenge any customer who appears to be under the age of 25 years of age.

ii. No alcohol will be sold within this Club to those who appear to be under 25 unless they can produce the required form of identification.

iii. Acceptable forms of identification are

- Passport
- Driving licence
- Any document accredited by the British Retail Consortium (PASS Accreditation)

Disciplinary Procedure

1. Preamble

i. No member shall be sanctioned unless he/she has had the opportunity to state his/her case and each member who has been sanctioned shall have a right of appeal unless the effect of a sanction expires before the reasonable timescales for an appeal to be heard have elapsed.

ii. Any member under the age of 18, who faces disciplinary action under the provisions of Paragraph 4 or 5 below, must be accompanied by at least one parent/guardian (irrespective of whether the parents/guardians are Club members or not) at a hearing convened under the provisions set out in these rules, unless the parents/guardians concerned:

- have expressly permitted the hearing to proceed without their presence or
- have appointed another responsible adult to attend on their behalf or
- have acted unreasonably in delaying the hearing of the complaint.

2. Sanctions

Breaches of the Clubs Rules & By-laws may be subject to the following form of sanctions:

- A written warning
- Suspension
- Expulsion

3. Written Warning

i. A written warning may be issued to a member by the Chair of the Committee of Management or their nominated representative.

The official issuing the warning is required to note:

- the name(s) of the offender(s)
- the date and time of the offence(s)
- brief details of the nature of the offence(s)
- discussions/meetings with all parties relating to the breach and to involve at least one other member of the Committee of Management in any meetings.
- specify the rule(s) which have been broken and then submit this information to the Membership Secretary, who will
- keep a record of the offence(s),
- notify the parents/guardians of any member under age 18 who is involved in the matter.
- Report details of the breach to the Committee of Management under its 'Incident Reporting' standing agenda item.

iii. Any member who is subject to more than one written warning may be subject to further disciplinary sanction.

iv. There is no right of appeal against a written warning.

4. Suspension

i. Repeated offences where a written warning has already been issued, and more serious breaches of the Rules and Bylaws, may result in suspension.

ii. The decision to suspend a member may only be made by a panel appointed by the Committee of Management to consider the alleged offence(s).

iii. Before the disciplinary panel makes its decision the member(s) subject to the complaint(s) must be given an opportunity to put their side of the case.

iv. Once the panel has considered all the available facts, they will decide whether to suspend the member(s) involved and the length of the suspension.

v. Suspension may be for a week, fortnight, month, etc., or longer if deemed appropriate. This will be indicated in a written letter to the individual(s) concerned.

vi. Any member(s) who is subject to suspension of longer than a fortnight has a right of appeal to the Committee of Management provided they give notice of their intention to appeal within 7 days of the decision to suspend them. The appeal must be made to the Chair of the Committee of Management, which must convene a meeting to hear the appeal within 7 days of receiving the notice of appeal.

vii. All rights and privileges of membership, but not the obligations of membership or the right to vote at General Meetings, will be forfeited until the date of expiry of the period of suspension. Any access fob held by a suspended member will be deactivated for the period of the suspension.

viii. Any member who attends at the Club during a period of suspension, unless he/she has a good reason (e.g. to attend a General Meeting), will be subject to further disciplinary action.

ix. A successful appeal will immediately terminate the period of suspension.

5. Expulsion

i. Repeated misconduct which has been subject to a lower level of sanctions in the past, repeated infringements of a suspension, or a very serious breach of the Rules and Bye-laws, may result in expulsion from the Club.

ii. The decision to expel a member may only be made by a quorate meeting of the full Committee of Management but this may follow from a recommendation by a disciplinary panel convened initially to consider the case. The disciplinary panel may, if it deems appropriate, suspend a member pending consideration by the Committee of Management of a decision to expel.

iii. If a disciplinary panel decides to recommend expulsion the member involved must be notified of the decision and advised of his/her right to put his/her side of the case to a meeting of the full Committee of Management, which must be convened within 28 days of the referral from the disciplinary panel.

iv. The Committee of Management must make a decision whether or not to expel the member involved only after having considered all the facts of the case and the defence to the complaint(s).

v. If the Committee of Management decide to expel a member he/she will immediately hand over his/her access fob (which will be subject to a refund of the deposit) and will immediately forfeit all the rights and privileges of membership, but not any of the obligations of membership which may be outstanding at the date of expulsion.

vi. Any member who has been expelled has a right of appeal to a General Meeting of the Club convened for the purpose of hearing the appeal, in accordance with Rule 5.2 – Special General Meetings, provided that the Committee of Management is given written notice of the intention to appeal within 7 days of the decision to suspend the member.

vii. Voting at a General Meeting convened to consider an appeal against expulsion shall be conducted by secret ballot and the decision of the General Meeting shall be final.

Updated May 2023

Woodend Committee of Management