

WOODEND BOWLING & LAWN TENNIS CLUB

BYE-LAWS

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1. Use of the tennis courts
 - i. Use of the tennis courts is open only to members who can prove their current membership. Paragraph 2.4 of the Club Constitution & Rules requires all members to carry their cards whenever using any of the club's facilities.
 - ii. Each member using a court is required to lodge his/her card on the court management board and the time of the start of play must be indicated by setting the clock before going on court.
 - iii. When the courts are busy and members are waiting, playing time on all courts is limited to a maximum of 1 hour except club championship and inter-club matches, which may be played until completion.
 - iv. Members waiting to play should lodge their cards in the slots designated for waiting players. The first members waiting may start play when the first court becomes available, having lodged their cards in the slots for the court they are using and setting the start time on the clock before going on court.
 - v. Courts cannot be booked in advance – cards may only be lodged on the board when members arrive to play.
2. Priorities on Court
 - i. Members who are unable to prove their current membership have no priority on court and may be asked to relinquish the court to a member(s) who can.
 - ii. If no member of a group of players has their card with them they must relinquish the court to players who do have their cards with them if requested to do so.
 - iii. Adult members have priority after 7pm.
 - iv. Members have priority over visitors whenever the courts are busy.
 - v. Inter-Club team matches, coaching and club organised American Tournaments have priority over other games.
 - vi. Social Tennis matches have priority on Thursday evenings after 7.45pm unless there are inter-club matches being played when Social Tennis has priority over other games after 8.45 pm.
 - vii. Normally two courts will remain available to members when Inter-Club Team matches, American Tournaments, Social Tennis or coaching are taking place, and in these circumstances the provisions for use of and waiting for a court in Rule 1, above, apply.
3. Junior & Intermediate Members

- i. Junior Mini members (under 7) must be supervised by a parent or other responsible adult whenever they are on court. [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. 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.
- iii. Leaning on or jumping over the nets is prohibited.
- iv. Shouting, swearing, racket abuse or firing balls into the netting, etc is unacceptable behaviour. Please maintain self control.
- v. It is forbidden to eat food, 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.
- vi. 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. Access to the Bowling Green

If it is necessary to access the bowling green to retrieve a stray ball you must use the white steps to get on to the green and then walk across to get the ball – do not run as this damages the surface.

- 7. 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 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.

8. Breaches of these rules

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

Woodend Bowling & Lawn Tennis Club Clubhouse & Grounds Byelaws

1. Rights of access

- i. Rights of access to the clubhouse and grounds apply only to club members who can prove current membership of the Club. Paragraph 2.4 of the Club Constitution & Rules requires all members to carry their cards whenever using any of the club's facilities
- 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 2 below, 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. Juniors Under 7

- 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. Parents who are not playing members of the Club will be issued with a "Parent (non-playing)" membership card to facilitate their presence at the Club to supervise their children under 7.
- 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 Junior member aged under 7.
 - iv. Access to the grounds from Selborne Lane is through a gate fitted with a pin number operated latch. Members entering or leaving the club via Selborne 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.
 - vii. All members have individual responsibility for security of the clubhouse and any member who is the last to leave the club must ensure that the main access doors as well as all fire exits and windows are securely closed. Persons who have been in the clubhouse can be identified from the access control system "events" log and individuals, who are recorded as being in the clubhouse shortly before any breach of security occurs, will be questioned as part of an investigation of the security breach and may face disciplinary action if any responsibility for the breach is found to lie with them.
5. Access to the Kitchen

No Junior member (under the age of 14) is permitted in the kitchen unless accompanied by an adult. Any Junior member who is found in the kitchen without adult supervision will be subject to disciplinary action.

6. Play areas

The grassed area on the west side of the clubhouse is the only area where junior members are allowed to play when not using the tennis courts or bowling green. Playing anywhere else is expressly prohibited.

7. Cycling

- 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.

8. Parking

Members must park their cars in the club car park and must not park in the access lane to the rear of the houses on Chamberlain Road which is reserved for residents only.

9. 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. A diary to book space is kept behind the bar
- 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 and submit this to the Committee of Management for approval before the function can be organised. 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.

WOODEND BOWLING & LAWN TENNIS CLUB – 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.

Members' Responsibilities

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

2. Sports Equipment

Rackets, sports bags and all equipment is not allowed in the Bar Area and must be stored in the changing room or in the hall beside the coat racks.

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. Failure to do so is a breach of the Club Rules and may result in disciplinary action.
- 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)

WOODEND BOWLING & LAWN TENNIS CLUB 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 & Bye-laws may be subject to the following form of sanctions:

- A reprimand or warning
- Suspension
- Expulsion

3. Reprimand or warning

- i. A reprimand or warning may be issued to a member or group of members by:

- any member of the Committee of Management
 - any member of a Sports Section Committee
 - any member of the coaching or bar staff employed by the Club
 - any other member appointed by the Committee of Management to enforce the Rules and Bye-laws of the Club.
- ii. For this to have any effect, however, the official issuing the reprimand or 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)
 - 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.
- iii. Any member who is subject to more than one reprimand or warning may be subject to further disciplinary sanction.
- iv. There is no right of appeal against a reprimand or warning.

4. Suspension

- i. Repeated offences subject to a reprimand or warning, and more serious breaches of the Rules and Bye-laws, 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 and the defence they must 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.
- 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 in person to the Committee of Management, which

must convene a meeting to hear the appeal within 7 days of receiving the notice of appeal.

- vii. When a decision to suspend a member is taken the member must hand over his/her membership card to the Membership Secretary who will hold it for the period of suspension. 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 membership card and any access fob in his/her possession (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.