

**BYELAWS of the  
DORKING LAWN TENNIS & SQUASH CLUB LTD (“the Club”)**

**1. General**

The constitution of the Dorking Lawn Tennis and Squash Club Limited is set out in the Memorandum and Articles of Association. The Memorandum and Articles of Association shall take precedence in the event of any conflict with these Byelaws.

The Memorandum and Articles of Association & these Byelaws are available for inspection on the Club’s website and from the Club Secretary.

The Byelaws may be altered by resolution of the Board of Directors or by an ordinary resolution of Members voting at a general meeting of the Club.

The Club will be operated so as to comply with the Community Amateur Sports Club (CASC) Regulations as operated from time to time by HM Revenue and Customs.

**2. Membership**

**2.1 Eligibility**

Persons of either sex are eligible for full membership of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, age, disability, gender, occupation, sexual orientation, religion, political or other beliefs.

**2.2 Classes of Members**

There shall be the following classes of members for the Club;-

- Senior Playing Members (Full Members)
- Junior Playing Members being Members between the ages of 7-17 ( Juniors)
- Student & Intermediate Members being members aged between 18-22 (Students & Intermediate Members)
- Mini Junior Playing Members - being Members up to the age of 6 (Mini Juniors)
- Gym - being adult Members - (Gym Members)
- Non-Playing Members being adult Members who are not entitled to vote at general meetings of the Club - (Social Members)

A Member’s age shall be that as at 1<sup>st</sup> March.

**2.3 Licensing Act 2003**

In accordance with the Club Premises Certificate issued under the Licensing Act 2003 and any successor legislation, nothing in any of the Articles of Association, or the Byelaws, shall permit admission of any person to any forms of membership of the Club until at least a period of two days has elapsed between their application for membership and their admission.

**3. Annual Subscriptions**

3.1 Annual subscriptions shall be set each year by the Board of Directors and will be published by March 1<sup>st</sup> in each year.

3.2 Annual subscriptions shall be due on the 1st March of each year. A Member whose annual subscription is unpaid within 42 days of demand shall cease ipso facto to be a Member of the Club provided that nevertheless any such Member may be reinstated at the discretion of the Board of Directors on payment of all arrears.

#### **4. Statutory & Licensing Regulations**

The Board of Directors shall introduce regulations from time to time as may be necessary to ensure that the Club complies with all statutory, regulatory & licensing regulations as apply to the Club.

#### **5. Members' Conduct & Suspension**

5.1 The Club fully expects all Members, players & visitors to set and maintain a HIGH level of good conduct, courtesy, cooperation and behaviour, both on and off court. When using the facilities of the Club Members shall not cause annoyance, offence or a nuisance to other Members or guests.

Members should also at all times:

- play to the best of their ability and within the spirit and laws of the game;
- avoid all forms of gamesmanship and time wasting;
- avoid all inappropriate or disproportionate levels of aggression and dangerous play;
- never use inappropriate, foul or abusive language;
- treat everyone including players on adjoining courts with respect;
- observe the regulations hereunder regarding duration of play;
- use only SRA/LTA approved balls and racquets;
- pay matches fees in full on the day of any match.
- in respect of the artificial clay courts members are required (unless wet weather make it unnecessary) to brush their court after usage;
  
- after using the clay courts clean their footwear thoroughly prior to entering the clubhouse

5.2 Players shall be bound by the rules of Lawn Tennis and Squash Racquets as adopted respectively by the Lawn Tennis Association and the World Squash Federation.

5.3 Any Member of the Board of Directors of the Club, may require a Member and/or visitor/guest forthwith to cease using for that day all or any of the facilities if he or she is of the reasonable opinion that an unacceptable annoyance, offence or a nuisance is being caused to other Member(s).

5.4 The Board of Directors may further suspend any Member from use of Club facilities & Membership for up to 28 days pending any investigation in to alleged serious breaches of the Byelaws and/or Articles of Association.

5.5 The Club may set its own internal disciplinary procedure from time to time which shall be published on the Club Website or in the absence of such procedures will adopt those set by LTA & ESR or other relevant regional governing bodies.

5.6 In the event of a Member acting in a manner unbefitting of the Club or in contravention of the Byelaws then subject to the procedures laid down in the Articles of Association (Article 19) of the Club, the Board of Directors may expel a Member of the Club by way of Board Resolution.

5.7 A Member shall be responsible for the conduct of any guest they introduce to the Club.

5.8 Members shall not act in any way so as to vitiate or otherwise invalidate its insurance policies.

5.9 Members will be accountable and liable for any damage deliberately occasioned to Club property.

## **6. Dress Code**

6.1 All members and their guests are requested to dress modestly and appropriately.

6.2 When using or representing the Club proper tennis/squash clothes and shoes must be worn.

6.3 On squash courts only squash footwear should be worn which should also be non-marking soles. Black soled shoes and ridged soled shoes are not permitted under any circumstances.

## **7. Tennis & Squash Committee Responsibilities**

7.1 The respective Tennis & Squash Committees shall (subject to the supervision and approval of the Board of Directors) be responsible for the effective and efficient organisation of tennis and squash at the Club including: –

- Competitive & Social Matches
- Club tournaments
- Coaching & employment of coaches;
- Allocation & use of courts and their maintenance/replacement
- Junior tennis/squash development & Safeguarding
- Health & Safety of Courts
- Guest & Match fees

7.2 Club Matches - The Committees and/or Match Secretary for tennis and squash respectively shall arrange matches against other Clubs. Matches shall be publicised on the Club website and Clubhouse Notice Boards or similar.

## **8. Miscellaneous regulations re Tennis Courts**

8.1 The Tennis Committee will have the power to close any tennis court at its discretion and will notify the closure of a tennis court by taking down the net and/or putting up a notice that the court(s) in question is/are "out of play".

## **8.2 Court Priority**

There exists no prior right to any court save that overriding priority shall be given to those times or events listed below;

- Senior Club Nights;
- matches against other Clubs;
- coaching programs approved by the Tennis Committee;
- matches in external competitions approved by the Tennis Committee;
- events or tournaments organised by the Tennis Committee;
- junior Club nights & specified times at weekends;
- team practise approved by the Tennis Committee
- the Audrey Hughes Tournament;
- and any other special event specifically so designated by the Tennis Committee.

In the event of any conflict occurring in priority the matter shall be determined by the Chairman of the Tennis Committee.

## **8.3 Senior Club Nights –**

8.3.1 (unless designated otherwise by the Tennis Committee) these shall be Wednesdays from 6.30pm and Fridays from 8pm during which time doubles shall be played. Members shall vacate the Court after completing a set if other Members are available for play and the players shall then mix.

8.3.2 When other Members are waiting to play all sets shall be short being of seven games.

## **8.4 Juniors & Junior Club Night**

8.4.1 Junior members may not play at Senior Club Nights unless sanctioned by a Club Coach and / or a representative of the Tennis Committee.

8.4.2 Juniors shall have priority on court 7 (the Junior Priority Court) or as otherwise designated by the Tennis Committee and accordingly identified by the Junior Priority Court sign, except on Saturday mornings from 9am until noon.

8.4.3 Friday afternoons, or one afternoon as designated in the alternative by the Tennis Committee, will be set aside for Junior Club Night whereby Junior members shall have priority on all courts until 8pm.

8.4.4 In addition to the Junior Priority Court, Juniors shall also have priority on courts 8 & 9 on Saturday and Sunday afternoons between 16.00 and 19.00 hours.

8.4.5 No Junior matches are to be arranged on Saturday or Sunday mornings unless expressly authorised by the Tennis Committee.

## **8.5 Coaching**

8.5.1 Court 9, or other as designated by the Tennis Committee, shall be the Coaching Priority Court;

8.5.2 With the exception of the following times coaching shall have priority at all times on the Coaching Priority Court;

Senior & Junior Club Nights  
Saturday and Sunday between 4pm and 7pm (Junior priority)

8.5.3 In addition on Saturdays, from 9am until 12pm coaching shall have priority on Courts 7, & 8 in addition to the Coaching Court.

**8.6 Duration of Play** – Save in respect of play under floodlights if all courts are in use and other Members are waiting to play, Members shall vacate the court after completing a set. Such sets shall play a tie break at six games all. Players must vacate court(s) as required under these Byelaws once they have been reasonably requested to do so;

## **8.7 Booking of Tennis Courts**

8.7.1 Courts 2, 3, 4 and 5 are bookable for 90 minutes online by senior playing members from 3.30 pm when flood lights are required. Courts may not be booked more than two weeks in advance and no player may book more than one session for any one evening.

8.7.2 With the approval of the tennis committee, the head coach may book courts to enable coaching courses to be offered and half term camps to take place provided that, in respect of junior members, any such bookings will not extend beyond 8.00pm

8.7.3 Courts 2, 3, 4 and 5 may be booked online for Club or other approved matches. Members must be given 7 days' advance notice on the Clubhouse Notice board & website if possible of such bookings.

8.7.4 The Tennis Committee reserves the right to remove/cancel or amend the booking system.

## **9. Squash**

9.1 Bookings shall be for three quarter hour periods.

9.2 Booking costs shall be at a rate determined by the Board of Directors on the recommendation of the Squash Committee from time to time, and as displayed on the Squash Notice Board and/or website.

9.3 Courts can only be used in accordance with the rules of the online booking system.

9.4 A court session may not be booked more than fourteen days in advance and every session of court play must be paid for before play commences using the online booking system.

9.5 Credit on the Online Booking System can be purchased by cash, cheque internet banking or credit card from the Club Bar or by post to the Club Administrator. The minimum amount of credit that can be purchased is £30 for cheques and no limit for cash.

9.6 After 6pm Monday to Friday, Juniors may play other Juniors on such Court as designated by the Squash Committee.

9.7 After 6pm Monday to Friday, Juniors may play with a Senior on Courts A and B using the senior Online Booking rate.

9.8 Club evening shall be as determined by the Squash Committee and displayed on the Notice Board.

9.9 Guest fees shall be determined by the Board of Directors having first received a recommendation from the Squash Committee.

## **10. Regulations for Juniors & Mini Juniors**

10.1 Junior members under 14 years of age shall not use the facilities of the Club after 19.00 hours unless accompanied by an adult or except at a social function organised for them or at Junior Club night.

10.2 Mini Juniors & Junior members under 9 years of age must be supervised by an adult in all parts of the Clubhouse and grounds at all times. Furthermore Mini Juniors must be accompanied by a coach or adult member.

10.3 In the interests of safety, Mini Juniors & Junior members under 9 years of age may not remain on the viewing gallery of the squash courts at any time unless accompanied by an adult.

10.4 Parents of Juniors & Mini Juniors shall be fully responsible and accountable for their children's actions and safety.

10.5 No guests are allowed on Junior Club night unless sanctioned by a Club coach.

## **11. Regulations for Non-Playing Members**

11.1 Non-playing members shall not have a vote at a General or Extraordinary meeting of the Club.

11.2 Non-playing members of the Club may use the facilities of the Club with the exception of the tennis and squash courts and gym.

11.3 Non-playing members shall be bound by the Byelaws of the Club.

## **12. Regulations for Playing Guests**

12.1 A Member may only introduce the same guest to the Club three times in any calendar year subject to paying immediately the appropriate published guest fee. There is no restriction on the number of different guests that a Member may introduce to the Club.

12.2 The introducing Member must enter the guest's name in Guest Book.

12.3 Notwithstanding anything to the contrary a Member may not introduce any guest whilst his or her Membership is suspended or his or her subscription is in arrears.

### **13. Publicity, Email & Communication & with Members**

13.1 The Club will maintain an effective up-to-date website in an effort to assist an efficient running of the Club and to ensure Members are able to be aware of news, consultations, court reservations, social events policies and requests etc.

13.2 For the purposes of enabling the Club to efficiently and cost effectively communicate with its members it shall be the responsibility of each and every Member to provide and maintain a current email address details of which shall be given to the Club Administrator.

13.3 The current version of the Byelaws (&any alterations) shall at all times be available on the Club's website.

### **14. Miscellaneous Regulations re Club Premises, Courts & Parking**

14.1 All gates leading on to tennis courts must be kept shut at all times; Members must ensure that they are so kept shut.

14.2 The access from Roman Road must only be used as a pedestrian way; it must not be used by vehicles except for purposes of special delivery.

14.3 Cycling and the use of Skateboards, Roller Skates, Roller Blades and Scooters are not permitted on the Club premises.

14.4 Chewing gum is not permitted on the tennis or squash courts.

14.5 Members must either properly dispose of or take away with them all defunct balls & packaging/tins they no longer wish to use and not leave them on courts.

14.6 Dogs must be kept on a lead at all times.

14.7 Members are asked to only use Ridgeway Rd for parking when the Club car park is full.

### **15. Bar**

15.1 A Bar Committee of not less than three members shall supervise the running of the Bar. One of these members shall act Chairman of the Bar Committee and also be a Director of the Company and be elected at each Annual General Meeting.

15.2 The Bar committee with approval of the Board of Directors shall determine from time to time the hours during which the bar may be open.

15.3 Opening hours will be displayed on the notice board & website.

15.4 No person under the age of 16 years shall be supplied with intoxicating liquor. Persons of 16 and 17 years of age may consume beer, cider or wine but only if bought for them by a Member aged 21 years or over.

15.5 Members of the teams of other Clubs visiting the Club, and competitors in tournaments organised by the Club ('Visitors'), shall be entitled to use the premises and all the facilities of the Club including the Bar.

## **16. Safeguarding**

16.1 The Club recognises that it has a responsibility to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable experience when at the Club. This is a shared responsibility of the Board of Directors, our coaches and all Members.

16.2 The Board of Directors will appoint a Welfare Officer (currently P Jubert) who is responsible for our safeguarding policies which are published on the Club and/or LTA website.

16.3 All Members are requested to show respect and understanding for the safety and welfare of others and to share any concerns or complaints that they may have about any aspect of the Club with Junior Chair or Welfare Officer.

Approved on 23<sup>rd</sup> March 2016