



Affiliated to the Essex L.T.A.

Club Rules & Bye-Laws

Incorporating Code of Conduct for 2019

THORPE BAY LAWN TENNIS CLUB

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CLUB RULES

1. THE CLUB

- (a) The name of the Club shall be Thorpe Bay Lawn Tennis Club.
- (b) The Club is ultimately owned by Thorpe Bay Lawn Tennis Club Limited (“the Company”) which is governed by a board (“the Board”) of directors.

2. MANAGEMENT

- (a) The Club Rules & Bye-Laws in force shall be available to all Members.
- (b) The General Committee may from time to time appoint such Sub Committees as they may deem expedient or necessary and may depute or refer to them, or to any Group of Members, or to any individual Member of the Club such powers and duties as the General Committee may determine, but in every such case the Sub-Committee, Group of Members or Member shall be subordinate and responsible to the General Committee.

3. THE GENERAL COMMITTEE

- (a) The day to day management of the Club shall be managed by a General Committee which shall consist of the Chair Person, the Club Captain, the Ladies’ Captain, the Club Secretary, the Club Treasurer, the Membership, Match and Marketing Secretaries, the House & Grounds Manager and the Chair Person of the Tennis Development, Bar, Social, and Tournament Sub-Committees and such other posts that in the General Committee’s opinion shall from time to time be necessary to ensure the satisfactory undertaking of the Club’s affairs, the majority of whom shall be Full Playing Members.
- (b) At the Annual General Meeting all members of the General Committee shall retire but shall be eligible for re-election. Nominees for election to the General Committee

must be proposed and seconded by two Full Playing Members, such proposal to be in writing and to be received by the Club Secretary at least seven days before the Annual General Meeting. The names of all such Nominees shall be exhibited on the notice board in the Clubhouse at least three days before the Annual General Meeting. Voting shall be by ballot and every Full Playing Member, Country Member, Young Adult Member, Student Member, Honorary Life Member and Restricted Member present shall be entitled to one vote for each vacancy to be filled. The candidates receiving the most votes shall be declared elected and in the case of two or more candidates receiving an equal number of votes the Chairman shall have a second or casting vote.

- (c) The General Committee shall have power at any time, and from time to time to fill any vacancy on the General Committee. Any Member of the General Committee so appointed shall hold office only until the next Annual General Meeting but shall then be eligible for election to the General Committee.
- (d) Five Members of the General Committee shall form a quorum at meetings of the General Committee.
- (e) The Chairman, Club Secretary and Club Treasurer and all cheque signatories undertake to complete the necessary Community Amateur Sports Club declaration thereby confirming their fit and proper status to hold office.
- (f) The General Committee shall not be responsible for the corporate governance of the Company which shall be the responsibility of the Board.
- (g) The following decisions shall be subject to ratification by the Board:
 - (i) Expenditure of the Club over such sum as the Board shall from time to time decide
 - (ii) Engagement of permanent staff or coaches

(iii) Annual subscriptions

4. MEMBERSHIP

Classes of Membership:

- (a) Membership of the Club shall be in one of the following categories: Full Playing Member, Country Member, Young Adult Member, Student Member, Restricted Member, Temporary Member, Social Member, Parental Member, Parental Practice Member, Honorary Life Member, Junior Member, Mini Plus Member, Mini Member, Tots Member, Family Member. Members other than Junior, Mini Plus, Mini and Tots Members shall be over eighteen years of age and shall be known collectively as Senior Members.
- (b) A Full Playing Member shall be entitled to use all the facilities and amenities provided by the Club, subject only to such restrictions as may be laid down in the Club Rules & Bye-Laws.
- (c) A Country Member shall normally reside outside a radius of twenty-five miles from the premises of the Club, and for a reduced subscription shall have the same rights and privileges as a Full Playing Member.
- (d) A Young Adult Member shall be between the age of 18 and 30 years at the time of subscription renewal and not in full time Further or Higher Education and shall be entitled to the rights and privileges of a Full Playing Member.
- (e) A Student Member shall be between the age of 18 and 25 years at the time of subscription renewal, receiving full time Further or Higher Education and shall be entitled to the rights and privileges of a Full Playing Member.
- (f) A Restricted Member shall be a member who does not fulfil the entrance requirements on standard of play as stated in rule 4(b). Restricted Members must vacate the courts when Full Playing Members are waiting to play and are not eligible for tournaments and box leagues. They

may play only with:

- (i) members of their own family who are Playing Members of the Club
 - (ii) other Restricted Members and
 - (iii) Full Playing Members when invited to do so.
- (g) A Temporary Member would be admitted to membership by the General Committee for a period not exceeding three months in any calendar year. Such a Member shall be entitled to the same use of the facilities and amenities of the Club as a Full Playing Member. A Temporary Member may at any time apply for election to another class of membership and shall then satisfy all the conditions for election to that class of membership in their entirety.
- (h) Honorary Life Member shall be a title conferred by the General Committee on any person who, by reason of his or her services to the Club or to the game of Lawn Tennis, has come to be held in high regard by the Members. Such a person shall be entitled to the rights and privileges as determined by the General Committee without payment of subscription.
- (i) A Junior Member shall be in school year 7–13 at the time of subscription renewal.
- (j) A Mini Plus Member shall be in school year 3-6 at the time of subscription renewal.
- (k) A Mini Member shall be in school year 1-2 at the time of subscription renewal.
- (l) A Tots Member shall be in Pre School or Reception at the time of subscription renewal.
- (m) Collectively Junior, Mini Plus, Mini and Tots Members shall be known as 'Junior' Members and subject to the preferential rights of Senior Members shall have restricted use of the Club facilities and amenities as determined by the General Committee. A 'Junior' Member shall not be

entitled to play in Senior Club competitions or tournaments except by invitation of the General Committee and may not introduce visitors to the Club. 'Junior' Members must have a parent or guardian as a Parental, Parental Practice, Social or Playing member of the Club who shall be responsible to the Club for the 'Junior' Member.

- (n) A Social Member or Parental Member shall be entitled to use all the Club facilities and amenities other than those provided for playing tennis, subject to such restrictions as may be laid down in the Club Rules & Bye-Laws.
- (o) A Parental Practice Member shall be permitted, as a parent/guardian to participate in tennis "practice sessions" with their child/children who shall be 'Junior' Member(s). In all other respects such a Member will have the same rights and privileges of a Parental Member.
- (p) Family Membership will involve a category of subscription at a rate, available on application to the Membership Secretary. Family Membership is available for families comprising two adult playing members and a minimum of two 'Juniors'. Participating Members will be entitled to the corresponding benefits and restrictions applicable to the appropriate individual category of Membership.
- (q) Membership of the Club is open to all the community and without discrimination on the grounds of age, gender reassignment, marriage and civil partnership, pregnancy or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, sex, sexual orientation.

5. ELECTION AND TRANSFER

- (a) The election of Members and transfer from one class to another shall be vested in the General Committee; if more than a third of the General Committee votes against an application for election or transfer the application shall not

be accepted.

- (b) For election as an Adult Member, a completed application form shall be submitted to the Membership Secretary giving the applicant's full name and address, and disclosing membership of any other Tennis Club during the preceding two years. Except in the case of Temporary Membership, application shall be proposed and seconded by a Full Playing Member of not less than one year's standing; the proposer and seconder shall state the length of time they have known the applicant personally, except that this information shall not be required from the husband, wife or parent of an applicant. Each application shall be prominently displayed in the Clubhouse for seven days before the applicant shall become eligible forelection. The General Committee reserves the right to interview the applicant and his/her proposer. Before reaching a decision on the election of a Member the General Committee shall take into consideration any objection from existing Members, and except in the case of an application for Social membership or Restricted membership, must be satisfied as to the applicant's standard of play. Applicants who are new to the area and/or do not know existing Members to propose and second them will be interviewed by the Membership Secretary and one other General Committee member who if satisfied will act as proposer and seconder.
- (c) An applicant for admission as a 'Junior' Member shall submit an application form completed by a parent or guardian who shall be a Senior Member of the Club and who shall agree to be responsible for the payment of all monies due to the Club on behalf of the applicant.
- (d) For transfer from one class of membership to another, the Member shall satisfy any of the entry requirements for that class of membership not previously satisfied.

6. JOINING FEES

- (a) On election to certain classes of membership a joining fee may be payable. These classes, and the amount of joining fee payable in each case shall be determined by the Members at a General Meeting and shall only be altered at a subsequent General Meeting. Notice of the current amount payable shall be displayed in the Clubhouse.
- (b) On re-election of a former Member no joining fee is payable if such a Member rejoins within 10 years after the date of resignation. However, should the interval be greater than 10 years the difference in the rates of joining fee will be payable.
- (c) Any joining fee due shall be payable in addition to the subscription and shall not be refundable.

7. SUBSCRIPTIONS

- (a) Annual Subscriptions shall be payable by Members and shall become due on April 1st in each year. The amounts due shall be determined by the Members at a General Meeting and shall be ratified by the Board. Notice of the current subscription rates shall be displayed in the Clubhouse.
- (b) The General Committee shall determine the amount of the first subscription payable on election to membership and the amount of any additional subscription payable on transfer from one class of membership to another according to the time of year when election or transfer takes place.
- (c) The General Committee may in their sole discretion reduce the amount of subscription payable by a Member.
- (d) Playing Members resident on the Burges Estate who pay a Garden Rent shall be entitled, upon production of a formal receipt for such payment in that year, to deduct £1.05 from their subscription provided that such subscription is paid before April 1st in that year.

8. GENERAL MEETINGS

Annual General Meeting

The Annual General Meeting of Members shall be held in November of each year, or as soon thereafter as is possible but in any event fifteen months shall not elapse without an Annual General Meeting. The time and date of the Annual General Meeting shall be fixed by the General Committee, and the following matters shall be included on the agenda:

- (i) the Captains reports.
- (ii) election of the General Committee and Independent Financial Reviewer for the ensuing year.
- (iii) to discuss such other business as shall have been communicated in writing to the Club Secretary at least 30 days before the Annual General Meeting, of which details shall be included with the notice to Members convening the Annual General Meeting. The Club Secretary may include such business received no more than 10 days before the Annual General Meeting date if this does not interfere with the preparation and distribution of notices for the Meeting. In addition, and subject to the approval of the Chairman, any matter may be raised by any Member and discussed. Any resolution at a General Meeting shall be passed if carried by a simple majority of the Members voting thereon, except as provided in rule 13.

9. VISITORS

- (a) Full Playing Members may introduce playing visitors. A fee, as determined by the General Committee, shall be payable for each such visitor, except that a fee shall not be required when the visitor is playing with or against a Member in a tournament or match approved by the General Committee. Members who are liable to pay such

a fee shall enter the visitor's name in the Visitor's Book kept in the Clubhouse for that purpose. Visitors shall comply with the Club Rules & Bye-Laws and no visitor shall be allowed to play more than three times in a calendar year.

- (b) No person whose application for membership has been declined or who has been expelled from the Club shall be admitted as a visitor unless otherwise agreed by the General Committee.
- (c) Non-playing visitors, playing visitors and their supporters (whose names shall be entered in the Visitor's Book by a Senior Member) shall be entitled to purchase "intoxicating liquors", but in any event no visitor shall be allowed to visit more than five times in a calendar year.

10. COMPLAINTS

Any complaint shall be made in writing to the Club Secretary.

11. GENERAL

- (a) No Member shall remove or permit to be removed from the Club premises any property of the Club, without permission from the General Committee.
- (b) No notice shall be exhibited in the Club without permission from the General Committee.
- (c) Any Member causing damage to the Club property may be required to make good the damage, or pay the cost of repair.
- (d) No marketing activities on the Club Premises will be allowed other than with the approval of the General Committee.
- (e) Neither the Club, the Company, Directors of the Board or any Officers thereof shall be liable to any Member or guest of a Member or any other person for any loss of or damage to any property occurring, from whatsoever cause, in or about the Club premises and grounds: nor for

any injury sustained by any Member or guest or any other person whilst on or entering or leaving the Club premises or grounds.

- (f) While the Club seeks to ensure the safety and wellbeing of 'Junior' Members, parents or guardians are advised that the Club does not provide supervision of 'Juniors' while they are utilising the Club facilities, other than on court during a formal session with a Club coach. Parents or guardians should therefore make their own arrangements in organising the level of adult supervision they believe appropriate at all other times.

12. SUPPLY OF INTOXICATING LIQUOR

The hours for supply of intoxicating liquors shall be 10.00am to 11.00pm from Monday to Saturday and 12.00 noon to 10.30pm on Sundays, Christmas Day and Good Friday; all subject to such extension of hours as may be permitted from time to time by the General Committee within the terms of the Club's licence.

13. ALTERATION TO RULES

These Rules may be added to, repealed or amended by resolution at any Annual or other General Meeting of the Club and written notice of such resolution shall be sent with the notice convening the Meeting. Any such resolution shall be passed if at least two thirds of the votes cast are in favour of the resolution.

14. COMPANY ARTICLES

In the event of any of these Club Rules & Bye-Laws being in conflict with the Articles of Association of the Company the said Articles shall prevail.

Bye-Laws

1. Only Members or visitors taking part in tennis activities shall be allowed upon the courts and they must wear appropriate tennis shoes.
2. Members and signed in visitors (excluding visiting teams) shall wear predominantly white tennis clothing. Each item of clothing must be predominantly white. In inclement Summer season weather, and during the Winter season, the following clothing is permitted: single colour tracksuit tops, tracksuit bottoms, fleeces/sweatshirts, and white or black leggings. However, during such times, all shorts, skirts, socks and tennis tops must still be predominantly white.
3. To encourage mixing in, players shall vacate the court after the set is finished when Members are waiting to play. Tournaments, matches, floodlight play and Winter Fours are excepted.
4. Social Tennis shall have priority on Courts 5 - 8 on Sunday afternoons from 12.15 pm to 2.15 pm throughout the year unless reserved for 1st team, senior matches (Men's or Ladies') in the Aegon and Essex Leagues and Cups, when Social Tennis shall move to courts 1 - 4. Winter Fours shall have priority on Courts 3 - 16 from 9.00am to 12.00 pm during the Winter season. Inter-Club matches have priority on Courts 9 - 12 at all times unless otherwise determined by the General Committee.
5. 'Junior' Tennis has priority on Saturday mornings throughout the year on ALL courts from 9.00am to 12.00pm and on courts 5 - 8 on 'Junior' Nights, except as otherwise provided by the General Committee.
6. Mindful of Bye-laws 4 and 5 above, the General Committee retains the discretion to reserve at any time any of the courts for matches or tournaments. Normally

not less than four courts shall remain available for general Club play.

7. If there are more games arranged than courts available the following priorities for occupation shall apply:
 - a. Tournament/Competitions
 - b. Seniors
 - c. Restricted
 - d. Juniors Where floodlight courts have been reserved those players are entitled to the court time as stated on the booking system and this Bye-Law does not apply.
8. Intoxicating Liquor shall not be sold or provided to any person who is under the age of 18.
9. Coaches have priority on courts 1 - 4 Monday to Friday from 9.00 am to 7.00 pm, on Saturday 12.00 noon to 5.00 pm and on Sundays on courts 1 - 2 from 9.00 am to 3.00 pm, at the discretion of the Club Captain.
10. All Members and visitors are asked to note the appointment of the Club's Welfare Officer and support the Club's Safeguarding Policy, a copy of which is displayed in the Clubhouse and copies of which are available, upon request, from the Club Secretary.
11. Club Members are not permitted to park their cars on the north side of Thorpe Bay Gardens westwards from its junction with St. Augustine's Avenue. Members are also not permitted to park their cars outside the entrances to the Club on both the east and west sides of The Broadway.
12. Personal Data relating to a Member's membership of Thorpe Bay Lawn Tennis Club is held by the Club in accordance with the General Data Protection Regulation 2016/679 and any subsequent legislation and such information will continue to be so held whilst the Member remains a Member of the Club.

13. Mobile phones must be switched off when taken on to the courts and whilst in the vicinity of the playing area.
14. All persons when visiting the Club, whether a Member or guest, must at all times be respectably and/or suitably attired.
15. Smoking is not permitted anywhere inside the Clubs' Buildings.
16. Dogs, other than dogs for the blind, are not permitted in the Clubhouse at any time.

Code of Conduct

As a member of TBLTC you are expected to abide by the following Code of Conduct: All Members must/should:

- play within the rules and respect officials and their decisions.
- respect the rights, dignity and worth of all participants regardless of age, gender reassignment, marriage and civil partnership, pregnancy or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, sex, sexual orientation.
- keep to agreed timings for coaching, matches and competitions and inform their opponents or team captain if they are going to be late.
- wear suitable tennis shoes and predominantly white tennis clothing as more fully described in the Club Bye-Laws.
- pay any fees for membership, coaching or events promptly
- discourage unfair play and arguing with officials and other players from both this and other clubs.
- use polite language at all times. No swearing or shouting.
- remember to always shake hands with your opponents/partners at the end of a set/match.
- display good sporting behaviour at all times.
- respect line calls and agree to play the point again if a call cannot be agreed upon. Refrain from hitting balls deliberately at opponents and offer apologies for lucky 'net' calls, hitting people accidentally etc.
- refrain from bad behaviour such as throwing down of rackets, hitting rackets hard on the ground or hitting balls hard at walls, fences etc in anger. Members are asked to report any such unsporting behaviour to the General Committee.

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