

BYE-LAWS

Barnt Green Sports Club Ltd



These Bye Laws have been approved by the Club Management Committee after consultation with the Tennis Committee, Squash Committee, Badminton Committee, and the Club Steward. Where a Bye Law becomes an issue with a Member, the Committee concerned shall attempt to resolve the issue. If it cannot be resolved it should be brought before the Management Committee for discussion at one of its monthly meetings with a view to resolution.

1 HOURS OF OPENING

The Club is open to all Members 24 hours a day (except for Christmas Day) although due to local authority restrictions, tennis floodlights are unable to operate beyond 10:30pm. Members must vacate the premises and Car Park in a quiet and orderly manner.

The Management Committee or any delegated representative of the Management Committee shall have the power to restrict admission to, or close, any part of the Club premises during normal hours of opening; such admission not to be unreasonably withheld.

2 HOUSE & BAR/SALE OF INTOXICATING LIQUOR

- 2.1. The Bar Staff, whether employees of the Club or voluntary help, shall have power to refuse to serve alcoholic liquors to any person at their absolute discretion.
- 2.2. The purchase & supply of intoxicating liquor for the Club will be under the control of the Club Steward, who may purchase intoxicating liquor from whatever supplier they think fit but will have no power to tie the Club to any particular supplier.
- 2.3. Any profit arising from the trading of the Club will be used for the benefit of the Club.
- 2.4. No person will be paid any commission or similar payment by the Club in connection with the purchase of intoxicating liquor by the Club, and the Committee will have no power to make such payment to any person.
- 2.5. Intoxicating liquor will be supplied on the Club premises to Members and, on their order, to Guests in accordance with the permitted hours laid down and fixed by the Management Committee. The hours so fixed will be posted on the bar.
- 2.6. The Club will conform to current licensing laws.
- 2.7. No intoxicating liquor may be brought onto the Club premises at any time by members or guests for consumption on the premises unless agreed by the Club Steward or the Management Committee.
- 2.8. No pets or animals of any kind, except guide dogs, may be brought on to the Club premises, except the car park, without the express permission of the Club Steward.
- 2.9. Gambling shall not be permitted on the Club premises without seeking prior permission of the Management Committee.

3 CLASSES OF MEMBERSHIP

A member shall be elected in accordance with the Articles and shall be one of the following:

3.1 Playing Members

- 3.1.1 A **Member** is a member entitled to use all the facilities of the club at any time in their category i.e. Tennis, Badminton or Squash. Unless their membership extends to multi-sports, they must also pay a visitor's fee if using any of the sports categories outside of the sport permitted by their membership category. This can be done a maximum of 6 times before the purchase of an upgrade to an 'all sports' membership is required.

- 3.1.2 A **Distance Member** is a member living more than 25 miles from the club as the crow flies. There are no additional discounts for spouse or restricted hours.
- 3.1.3 An **Honorary Member** is a member elected by the Members in recognition of services to the club and is entitled to use the full facilities at any time without payment of subscription.
- 3.1.4 A **Temporary Member** is a person who is visiting or temporarily resident within a radius of 25 miles from the Club who pays the appropriate membership fee.
- 3.1.5 A **Junior Member** is under 21 years of age at the commencement of the Club Year in which they are a member.
- 3.1.6 A **Child Member** is under 11 years of age at the commencement of the Club Year in which they are a member.

3.2 **Non-Playing Members**

A **Social Member** is entitled to use any of the Club's non-sporting facilities and may only use the sporting facilities with the additional payment of a visitor's fee on each occasion up to a maximum of six times per annum.

A **Social+ Member** is able to use all of the club's facilities with the explicit exclusion of the tennis courts, squash courts and badminton courts unless a visitor's fee is paid on each occasion and only up to a maximum of six times per annum. Table Tennis players and Chugger / Chaingang members who are not also Playing Members are required to be Social + Members.

4 **SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY**

This club is committed to creating and maintaining the safest possible environment for children and young people to have a positive experience of sport, free from abuse or other forms of inappropriate behaviour.

We do this by:

- 4.1. Appointing a designated Safeguarding and Child Protection Officer who is responsible for putting in place procedures and measure to help protect children and young people and who will act as the main point of contact for parents, staff, coaches, children and outside agencies.
- 4.2. Recognising that all children and young people have the right to freedom from abuse.
- 4.3. Ensuring that all coaches, staff, volunteers and club officials accept responsibility for helping to prevent the abuse of children and young people in their care.
- 4.4. Incorporating codes of conduct for parents/guardians into the Members' Welcome Pack.
- 4.5. Responding swiftly and appropriately to all suspicions and allegations of abuse by providing parents and children with the opportunity to voice any concerns they may have.
- 4.6. Ensuring access to confidential information is restricted to the Safeguarding and Child Protection Officer and/or appropriate members of the Management Committee and/or appropriate external authorities.

- 4.7. Having regard at all times to the LTA, England Badminton and England Squash Safeguarding Children and Young People policies.

5 LOST PROPERTY

No sports clothing or equipment should be left on the Club premises. Any unclaimed clothing or equipment may be disposed of at the discretion of the Management Committee.

6 JUNIORS

- 6.1. All children 10 years of age and under MUST be under the DIRECT control and supervision of a parent, guardian or duly authorised person. They must not, under any circumstances, be allowed to wander freely and unaccompanied on any parts of the Club premises or grounds.
- 6.2. No young person under the age of 14 will be permitted to remain on the Club premises after 9.00pm under normal circumstances.
- 6.3. No young person under the age of 16 will be permitted to use the Bar when it is open and serving alcohol, unless accompanied by an adult.

7 GUESTS & VISITORS

- 7.1 Members may introduce guests to the social facilities of the Club up to a maximum number of six visits per annum per guest with no charge. Guests must be duly signed into the Visitor's Book provided.
- 7.2 Guests using the sporting facilities of the Club must be duly signed in and pay the prescribed fee, as determined from time to time by the Management Committee, in the honesty box or at the Bar.
- 7.3 Members are responsible at all times for the behaviour of their Guests.
- 7.4 A Member may sign in a maximum of 3 Guests to the sporting facilities at any one time.

8 NAME, ADDRESS, EMAIL ADDRESSES & TELEPHONE NUMBERS OF MEMBERS

- 8.1 Members of the Club should advise the Club Steward of any change of details. Members are encouraged to give their email address where appropriate so that communication can take place electronically including 'Mycourts'. All notices sent to a member's address (postal or email) registered in the books of the club shall be deemed duly delivered.
- 8.2 Any personal data provided by a member to the Club is subject to, and protected by, the Data Protection Act 1998. This and other data will be used to enable the club to:
- 8.2.1 Produce a telephone & email directory for the general circulation to members.
 - 8.2.2 Post names & telephone numbers on notice boards.
 - 8.2.3 Use data for matters relating to the administration or otherwise in relation to the involvement of members with the Club.

- 8.3 If any member does not wish his or her name and contact details to be entered in the telephone book or posted on any notice board he or she must notify the Secretary in writing.
- 8.4 Members can choose to make their email and phone numbers available to other members via the Members Directory on the Mycourts on line booking system. This can be changed at any time – please let the office know also.

9 COACHING

- 9.1 Court allocation for coaching will be made by the Management/Section Committee
- 9.2 All persons coaching at the Club must comply with the following to be able to use any of the sports facilities for coaching:
 - 9.2.1 Have appropriate DBS clearance (or such criminal record checks as the authorities prescribe from time to time) and vest copies of certificates with the Management Committee
 - 9.2.2 Hold appropriate and adequate insurance and vest copies of certificates with the management Committee.

10 TENNIS

10.1 RULES

- 10.1.1 The game of Lawn Tennis will be played according to the rules of the Lawn Tennis Association.
- 10.1.2 All league matches shall be played and organised according to the rules of the Herefordshire and Worcestershire Lawn Tennis Association, or AEGON British Tennis rules.

10.2 PLAYING DRESS

- 10.2.1 Clothing appropriate for playing tennis should be worn. Running shorts, denim jean shorts, Bermuda shorts, vests, football shorts and football type socks are examples of clothing not considered as appropriate tennis wear and are not acceptable.
- 10.2.2 Appropriate footwear should be worn on court. Any footwear, considered to be detrimental to the courts will not be allowed. Shoes previously used for play on clay courts ideally should not be used on the plexi-cushion courts. (As a minimum they should be cleaned before changing surfaces.) Soles should be non-marking.
- 10.2.3 It is recognised that clothing fashions change. The Tennis Committee reserve the right to regulate clothing standards and Committee Members are authorised to enforce such regulations.

10.3 PLAY ARRANGEMENTS

- 10.3.1 On Club nights and at other social play times at the discretion of the Tennis Committee, it is expected that Club Members will “mix-in” on courts allocated for social play. It is essential that all members attending mix in adhere to the definition and spirit of the mix in format. Court space for general play will be allocated by the Tennis Committee through schedules available on the club noticeboard and website

- 10.3.2 If courts are busy, courts should be vacated after one sets. A set already in progress may be completed. Players may then wait for the next court to finish a set if they so wish. This will limit waiting time to the minimum. Practising or drilling is limited to 30 minutes if players are waiting. At busy and wet times doubles play is encouraged where possible, all be it this may not be possible due to reasons of differing ability and personal choice.
- 10.3.3 The Tennis Committee reserve the right to change the playing arrangements for special occasions e.g. tournaments or because of unforeseen circumstances.
- 10.3.4 Junior players under the age of 18 must make way for adults and vacate courts after 5:30 if all of the courts are full. Where possible it is encouraged to allow Juniors to finish their set as they are the future of our club. Club coaching sessions are exempt from this rule. Juniors are also welcome to attend club night and social play sessions.
- 10.3.5 One clay court is allocated for coaching all the time whilst group sessions will require two courts. These times will be publicised on the club noticeboard. If coaching is not taking place during designated times, then the court may be used. If the weather allows then coaching is encouraged to use the acrylic courts where possible.

10.4 **COURTS AND GROUNDS**

- 10.4.1 Members must abide by the decision of the Tennis Committee as to the fitness or availability of the courts for play. Members must observe all notices determining when play is restricted on certain courts.
- 10.4.2 Members must treat the tennis nets at all times with care. Members must drag the artificial clay courts (1, 4 & 5) and brush the lines using the appropriate equipment provided after play. They should brush the sand off their shoes with the brushes provided before re-entering the Club.
- 10.4.3 Members must not leave litter on the courts but should place it in the bins provided.

10.5 **FLOODLIGHTS**

The cost of floodlights is set by the Management Committee to reflect the rate in line with current LTA recommendations reflecting maintenance, running costs and profit.

10.6 **PLAYING EQUIPMENT**

- 10.6.1 Tennis balls will be provided at the discretion of the Tennis committee for tournaments and league matches.
- 10.6.2 Members must provide their own tennis balls for general play.
- 10.6.3 Team Captains should ensure that all match balls are retained and used for club social play sessions.

10.7 **COURT ETIQUETTE**

The following are breaches of court etiquette and members may be subject to warning/discipline by the Tennis Committee/Management Committee if found guilty of such breaches:

- 10.7.1 Throwing of racquets about the court.

- 10.7.2 Violent hitting of the ball above what would be considered reasonable play.
- 10.7.3 Use of unacceptable language/swearing.
- 10.7.4 Making excessive noise in a court in play.
- 10.7.5 Any other behaviour deemed inappropriate by the Tennis Committee.
- 10.7.6 Players are requested not to walk across the back of courts whilst the point is live and must endeavour to keep noise to a minimum.

10.8 COURTS FOR TEAM MATCHES

10.8.1 Team Matches and Practice

On team practice and match sessions captains may decide which surface the match will be played on from within the allocation of courts.

11 SQUASH / RACKETBALL

11.1 RULES

The games of Squash Racquets and Racketball shall be played according to the rules of England Squash.

11.2 PLAYING DRESS

11.2.1 Clean and tidy squash/racketball or otherwise appropriate clothing must be worn on court at all times. The Squash/Racketball Committees reserves the right to regulate clothing standards and Committee members are authorised to enforce such regulations.

11.2.2 Shoes must be clean and have non-marking soles. These shoes must be kept exclusively for indoor use. On no account, should players use the same shoes for tennis as they use for the squash/racketball courts.

11.3 PROTECTIVE EYEWEAR.

It is recommended by England Squash that protective eyewear is worn. Young people 18 and under **must** wear protective eye wear, it is the responsibility of the player's parent(s) to ensure that all persons under the age of 18 wear protective spectacles whilst on court for general play. It is the responsibility of the coach to ensure that everyone aged 18 and under wears protective eyewear during coaching sessions.

11.4 COURT BOOKING RULES

The court booking rules are shown on 'MyCourts' website.

11.5 COURT LIGHTS

The lights are coin operated at a rate set by the Management Committee in line with reasonable costs considering maintenance, running costs and profit.

11.6 COURT ETIQUETTE

The following are breaches of court etiquette and members may be subject to warning/discipline by the Squash/Racketball Committees/Management Committee if found guilty of such breaches:

11.6.1 Throwing of racquets about the court.

11.6.2 Violent hitting of the ball above what would be considered reasonable play.

11.6.3 Use of unacceptable language/swearing.

- 11.6.4 Making excessive noise in a court in play including the balcony.
- 11.6.5 Any other behaviour deemed inappropriate by the Squash/Racketball Committees.

12 BADMINTON

12.1 RULES

The game of Badminton be played according to the rules of England Badminton.

12.2 PLAYING DRESS

12.2.1 Clean and tidy clothing must be worn on court at all times. Running shorts, vests, football or rugby shirts, cycling shorts, etc. are not acceptable badminton clothing. The Badminton Committee reserves the right to regulate clothing standards and Committee members are authorised to enforce such regulations.

12.2.2 Shoes must be clean and have non-marking soles. These shoes must be kept exclusively for indoor use. On no account should players use the same shoes for tennis as they use for the badminton courts.

12.3 COURT BOOKING RULES

The court booking rules are shown on 'MyCourts' website.

12.4 COURT LIGHTS

The lights are coin operated at a rate set by the Management Committee in line with reasonable costs considering maintenance, running costs and profit.

12.5 MEMBERS UNDER 18 YEARS

12.5.1 Unrestricted play between the hours of 09.00 and 17.10 from Monday to Friday.

12.5.2 May be included in one (Advanced) booked period on Saturday between

12.5.3 09.00 and 21.00 .

12.5.4 May be included in one (Advanced) booked period on Sunday between

12.5.5 09.00 and 17.10.

12.6 COURT ETIQUETTE

The following are breaches of court etiquette and members may be subject to warning/discipline by the Badminton Committee/Management Committee if found guilty of such breaches:

12.6.1 Throwing of racquets about the court.

12.6.2 Use of unacceptable language/swearing.

12.6.3 Making excessive noise in a court in play including the viewing area.

12.6.4 Any other behaviour deemed inappropriate by the Badminton Committee.

13 CODE OF CONDUCT (The Code)

All members of the Club (Members) shall be required at all times:

- 13.1 To acquaint themselves with and abide by the Bye Laws and any other rules published on the notice boards in and around the Club as amended from time to time.

- 13.2 To act with courtesy and consideration towards all other Members, guests, visitors, coaches and members of staff.
- 13.3 To respect all property belonging to the Club, Members, guests, visitors, coaches and members of staff.
- 13.4 Minor disputes, misdemeanours and breaches of the Code which cannot be dealt with between the parties involved, will normally be dealt with by the appropriate Section Chairman informally.
- 13.5 All major breaches of the Code will be referred to the appropriate Section Chairman who will decide whether to deal with the matter by either (a) a verbal warning (b) a written warning, which will be recorded against the Member concerned or (c) by referring the matter to the Management Committee, invoking the disciplinary procedure.
- 13.6 The Code applies to Members when they are on any part of the Club's land and property. It also applies whilst they are representing the Club in any capacity at any other venue or attending another club as a Visitor or Guest when their conduct is such that it might harm or bring into disrepute the good name and reputation of the Club, or if their conduct or behaviour is the subject of a complaint from any other venue or club.
- 13.7 The following types of conduct are examples of matters which could be referred to the Management Committee. This, however, is not an exhaustive list:
 - 13.7.1 Any breach of the Club's policy on safeguarding children and young people.
 - 13.7.2 Insulting, threatening, foul or abusive words or language directed towards another Member, guest, visitor, coaches or member of staff.
 - 13.7.3 Threatening or aggressive behaviour or physical assault on or towards another Member, guest, visitor, coaches or member of staff.
 - 13.7.4 Intentional or reckless damage or vandalism to property belonging to the Club, another Member, guest, visitor, coaches or member of staff.
 - 13.7.5 Theft anywhere on the Club's land and property.
 - 13.7.6 Persistent disregard of the Club rules or cheating.

14 DISCIPLINARY PROCEDURE

- 14.1 The Disciplinary Committee will consist of the Chair, Treasurer and one other appropriate Member of the Management Committee.
- 14.2 The Chair, or any other appropriate member of the Management Committee, will have the power to investigate a breach including interviewing witnesses to the breach.
- 14.3 The Disciplinary Committee will meet to consider the case within 14 days of the referral to the Disciplinary Committee. The Member concerned will be invited to attend a Disciplinary meeting and will have the right to attend and be accompanied and represented by another person at the meeting. The Member whose case is referred to the Disciplinary Committee will also be invited to submit his or her case in writing to the Secretary not less than 7 days prior to the meeting date.
- 14.4 The Disciplinary Committee will act by the decision of a majority of the Disciplinary Committee Members present and voting.
- 14.5 The Disciplinary Committee have the power to postpone or adjourn the meeting at any time and for any reason.

- 14.6 The Disciplinary Committee will announce their decision at the end of the meeting or the adjourned meeting or within 14 days thereafter by notice in writing to the Member concerned.
- 14.7 The Disciplinary Committee will have the power to dismiss any charge made; issue a warning, verbal or written; impose a period of suspension or terminate the membership of that Member.
- 14.8 The Member may appeal within 14 days against such decision by notifying the Management Committee. The matter will be put to the full Management Committee for consideration and a final decision made within 14 days.

Management Committee

Barnt Green Sports Club Ltd

September 2017