

THESE BY-LAWS GOVERN THE INTERNAL RELATIONSHIPS WITHIN THE CLUB AND SHOULD BE READ IN CONJUNCTION WITH THE RULES OF THE CLUB. THEY MAY BE ALTERED BY THE COMMITTEE AT ANY TIME, WITHOUT NOTICE OR REFERENCE TO MEMBERS, ACCORDING TO CIRCUMSTANCES. PLEASE READ AND OBSERVE THESE SIMPLE REGULATIONS FOR THE BEST RUNNING OF YOUR CLUB

1.
 - a) A key to the Pavilion, which remains the property of the Club and shall be returned on demand by a Committee Member, shall be available to each member aged 15 years and over, on payment of a returnable deposit equal to its cost.
 - b) The last member (with keys) leaving the Pavilion shall be responsible for seeing that all windows are shut, all lights including floodlights if appropriate are switched off and all doors are locked.
 - c) The last member to leave the Club must ensure the entrance gate is locked upon their departure regardless of the time of day.
 - d) Keys to the Store Room and Bar area are held by Committee Members and Team Captains.
2. Players shall only play in appropriate clothing and tennis shoes.
3. A programme of court priority can be found on the website. Vacant courts may be used by Junior Members but must be vacated immediately if requested by a priority user. Courts may be booked via ClubSpark up to two weeks in advance as indicated on the Priority Chart. The Committee will give due notice when some or all of the courts are required for league matches, friendly matches, tournaments, group coaching, or loaning to other associations.
4. No more than four balls shall be used on each court. Members shall return all balls to the rack in the Pavilion.
5. All members are requested to keep the Pavilion and grounds in the best possible order.
 - a) Although the Club employs a groundsman and pavilion cleaner, these are for general maintenance and cleanliness, and members are expected to wash, dry and put away all crockery, glasses, etc. that they use, and to keep the main lounge, changing rooms and grounds tidy and free of litter (a bin is provided outside).
 - b) No smoking or vaping is permitted in the Pavilion or on Courts.
 - c) Pets are not allowed in the Pavilion.
 - d) Any articles left in the Pavilion and not claimed within one month may be disposed of without further notice or responsibility or liability by the Club.
 - e) Hot water for showers is provided free, but members must provide their own soap and towels.
6. Only Committee and authorised members shall be permitted to enter the bar area and serve drinks. No-one under the age of 18 years is authorised to enter the bar area at any time.
7.
 - a) A First Aid box is situated in the hallway.
 - b) Two fire extinguishers are kept in the Pavilion.
 - c) A defibrillator is outside the Pavilion beside the main entrance
8. It is not permissible to use the floodlights in the morning or after 10pm at night (this is a condition of the Club's planning permission and must not be broken by any member). If the lights are turned off manually, they cannot be re-lit for approximately 20 minutes. Even if the lights have been extinguished automatically at 10 pm, the switch must be put to the 'OFF' position by the last player leaving the court.
9. The ball machine is available to members 15 years and over. All members wishing to use the ball machine must first attend a training session led by the Coaching Team covering its use.
10. 'Club Days' are as follows:

		Snr/Student	Off Peak
Mon	9am – 11.30am	✓	✓
Wed	6pm – 10pm	✓	
Sun	2pm – 4.30pm	✓	✓

During Club Days all those wishing to play will be expected to 'mix-in', and the order of play shall be determined as follows:

 - a)
 - i) On arrival members who wish to play shall put their name discs on the 'order of play' board and make up 'a four' if courts are available, placing discs under the appropriate court number. After completing one set the winners shall put their discs above the losers.
 - ii) The next set is determined by the person at the top of the list choosing three players from the next six names and placing those discs under the court number on the board.
 - iii) Players not wishing to play for any reason shall remove their discs and return it to the disc board. When they wish to be reconsidered for play they should replace their name discs at the end of the list and await their turn.
 - b) By consent of all members wishing to play.
11.
 - a) The Committee is empowered to invite named Junior members to play on all occasions as if they were senior members. Such players to be known as Senior Juniors.
 - b) By-laws applying to Junior members shall be issued as a separate document.
12. All vehicles within the Club grounds are at owners' risk and responsibility. All articles in the Pavilion are at owners' risk. The Club is insured against public liability, but no other risk or responsibility is accepted by the Committee.
13. Parents are responsible for their children on the Club premises at all times (other than when on court attending a coaching course), and are requested to keep them under control so that members may enjoy their tennis and for the safety of all concerned.
14. Team Captains may only ask Off Peak members to play in matches when no ordinary Senior member is available. The only exception to this rule relates to matches played on a weekday in daytime hours, when an Off Peak member may be selected regardless of the availability of Senior Members.
15. It is the responsibility of each Team Captain to collect match fees from each member of the team, and pass them to the Hon Treasurer or Hon Membership Secretary at the end of the relevant season.
16. Tournament Fees are payable before or on the day of the tournament.
17. A list of Committee Members and the date of the next committee meeting shall be displayed on the notice board.