Club Rules

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Author: Harrogate Spa Tennis Centre Ltd
Introduction to the Club Rules

This document is the first version of the HSTC Club Rules. The document has been based on and drawn from the existing Spa Lawn Tennis Club constitution and rules. These Club Rules will, in a formal sense, be developed on an on-going basis and duly ratified by the appropriate Sport Management Groups when formed and in operation. The basic day to day operating principles are very important outlining the role and responsibilities of the management and the membership through their elected Sport Management Group (see below).

The final page of the document is a summarised view of the roles and responsibilities throughout the centre and demonstrates the allocation of the activities and responsibilities to the various parties involved in the clubs’ administration. The members, via their Sport Management Groups, are responsible for setting budgets and operational standards in co-operation and agreement with the professional staff of the centre responsible for the implementation. This is shown in the detail below. It transfers the responsibilities for day-to-day management from member volunteers to professional and qualified staff whilst retaining member control.

Note that the Club Rules documented here reflect the full scope of the centre which will be multi sport / discipline following completion of Phase 2. During the initial period of the centre following the construction of the Phase 1 facilities and until the completion of Phase 2 there will only be a Tennis Sport Management Group (TSMG). The text in the following pages in green is not applicable at Phase 1. Supplemental text to describe the Phase 1 position, if required, is included immediately following the green text.
CLUB RULES

GENERAL

1. DEFINITION OF TERMS

   Club: The entity known as Harrogate Spa Tennis Centre (HSTC) and whose constitution is defined by the Articles of Association of HSTC Ltd, company reg no 08561467; reg charity 1154633) and the Membership Policy.

   Centre Manager: The HSTC Centre Manager as appointed by the Directors or a delegated representative as appointed by the Directors whose responsibility is to manage the Club on a day-to-day basis in line with the directives issued by the Directors. During Phase 1 this role will be effectively conducted by the Tennis Sport Management Group led by the Tennis Director in association with the head coach.

   Common Areas: The areas of the Club which are provided for the common usage and enjoyment of all members of the Club for example, but not limited to, the clubhouse facilities, bar, meeting rooms, changing rooms, etc. The common areas will be subject to day to day management by the designated Centre Manager.

   Directors: The Executive Committee of Directors of HSTC. The board will consist as a minimum of the chair, secretary, Finance Director, HHS representative, <sport> Director (one for each sport at the centre).

   Membership Policy: The policy document being an extension of the Articles of Association to define the overall constitution of the club.

   National Governing Bodies (NGB’s): The national governing body of the sports which are undertaken at the Club; currently comprising – Lawn Tennis Association (Tennis); English Table Tennis Association (Table Tennis).

   Secretary: The secretary of the HSTC Board (to the Executive Committee of Directors of HSTC).

   Sport Management Group (SMG): Each sport or sporting activity undertaken at the Club will form a SMG which will be responsible for the tasks listed in the Articles of Association / Membership Policy, those outlined below and any other responsibilities as the Directors of the Club deem fit.

2. CONSTITUTION

   2.1. These rules should be read in conjunction with the Articles of Association of HSTC, (company reg no 08561467; reg charity 1154633) and the Membership Policy document, Jan 2014.

   2.2. These Club Rules may be updated from time to time as required by the Directors and approved by the Members at a General Meeting.

   2.3. The Club Rules are the means by which the members shall conduct themselves whilst partaking of the activities run by the Club. The rules define all aspects of the way in which the Club’s sporting activities are to be undertaken including the management and organisation, the relationship with NGBs and the code of conduct for all members whilst participating in play on the Club premises.

   2.4. For the avoidance of doubt the Club Rules are applicable to all members of the Club and those non-members using the facilities. The use of the centre by the Harrogate High School pupils will also be subject to direction by the school’s teaching staff and HSTC coaching staff in conjunction with the school rules.
2.5. The Club Rules contained herein are in two sections i.e. as a general statement of the rules applicable to all of the Membership (Rule 4 through Rule 6) and then as sport specific rules appended to this document in respect of each of the Club’s sports (Appendix A1 through A3).

2.6. Any other matters which become of concern which are not provided for in either these Club Rules or the Club’s constitution should be addressed to the Directors through the Secretary.

3. **SPORT MANAGEMENT GROUP (SMG)**

A SMG will be established from the membership for each of the sports represented at the Club in line with items 9 & 10 of the Membership Policy.

3.1. The aims and objectives of a SMG will be:

3.1.1. To nurture and encourage the development of a warm, friendly and welcoming spirit throughout the club membership.

3.1.2. To encourage children to join as juniors and to promote coaching and development programmes for them.

3.1.3. To promote play amongst members, across all levels of competition from club social playing events through internal leagues to external competition.

3.1.4. To promote social events to help foster a club spirit.

3.1.5. To develop the sport to achieve appropriate levels of accreditation and performance capability e.g. Tennismark accreditation for tennis clubs.

3.2. The responsibilities of an SMG will be as follows:

3.2.1. To form and maintain a SMG to ‘manage’ the sport on behalf of the club members.

3.2.2. The SMG for each sport shall be elected by eligible members at the Club’s AGM. The AGM is to be held at least once per year. All officers of each SMG shall retire annually, but shall be eligible for re-election. An SMG shall consist of the following Officers and other members as appropriate:

   • Chair (Normally the sport’s main board director)
   • Secretary
   • Treasurer (if needed)
   • Coaches
   • Team Captains
   • Other members (playing representatives) as required to fulfil specific functions and/or to complete the formation of a group.

3.2.3. To provide organisation and direction for the club members engaged in the sport to optimise the benefits available to all players.

3.2.4. The formation of a programme to include all aspects of the sport’s implementation and pursuit at the centre.

3.3. **Meetings**

3.3.1. An SMG will hold its own meetings to manage its own sport’s activities and the Chair and one other nominee from the SMG will serve on, and report to the Directors.

3.3.2. The SMG secretary will keep a record of Minutes from each of the SMG meetings and submit an approved copy to the Secretary.
3.3.3. SMG meetings will be held on a minimum of 3 occasions per year, the majority taking place during the season of the appropriate sport.

3.4. Finance

3.4.1. Each SMG will make recommendations for any change in annual subscriptions to the Directors to be approved by members at an AGM.

3.4.2. All income arising by the activities of an SMG, e.g. match fees will be paid over to the Club Finance officer or paid into the Club’s bank account, using the paying-in book provided.

3.4.3. All approved budgeted expenditure will be paid out by the Directors and any extraordinary requests may be submitted through an SMG representative including participation in any fund raising events.

3.5. Matches and competitions

3.5.1. To plan at the beginning of the season in conjunction with the head coach all local league and competition matches.

3.5.2. To collect of match fees, if applicable.

3.5.3. To make recommendations to the Directors on the level of match fees and competition fees for each new season. For approval by the Directors at AGM.

3.5.4. The arrangements and order of play at club times and agreement of the court booking arrangements will, at the first instance be agreed between the SMG and the head coach/centre manager and ratified by the Directors on an annual basis.

3.6. Facilities

3.6.1. The day to day use of any of the facilities will be managed on a joint basis between by the Centre Manager and the SMG, in particular a schedule of usage of the facilities must be established and maintained in line with the needs of the Club, and playing membership and the public hire of the facilities and the whole co-ordinated through the Centre Manager in agreement with the coaching staff. For Phase 1 the facilities will be managed by the Tennis Director through the TSMG.

3.6.2. Any special events should be booked with the appropriate Centre Manager (for Phase 1 the Tennis Director). Social events should be shared with all members of the Club to encourage friendships and unity.

3.7. Affiliation

3.7.1. The Head Coach will be responsible to the Centre Manager (for Phase 1 the Tennis Director) on behalf of the SMG , the Club and Directors for all communications with the NGB, including in particular maintaining the Affiliation for the Club.

3.7.2. The Head coach will be responsible to the Centre Manager (for Phase 1 the Tennis Director) for providing all information and managing all commitments between the Club and the NGB.

3.8. Coaches/Coaching

3.8.1. Each Sports Management Group Chair to liaise closely with the coaching staff and the Centre Manager on the day-to-day running of the sport.

3.8.2. For the avoidance of doubt the coaching staff will report to the Head Coach who will in turn be responsible to and report to the Centre Manager (for Phase 1 the Tennis Director).
4. MEMBERS’ BEHAVIOUR

4.1. General Conduct

4.1.1. Members are expected to maintain a high standard of behaviour on the Club premises and its precincts and when representing the Club in matches or in any other context.

4.1.2. Bad language/swearing whilst participating in play or on the premises or its precincts will not be tolerated.

4.1.3. Smoking is not allowed whilst on the Club premises or its precincts.

4.1.4. It is the responsibility of any parent or guardian accompanying children to ensure that their children do not interfere with play or make a nuisance of themselves in the Club’s premises or its precincts and that when the parents or guardians are on court that children are properly supervised.

4.1.5. No Junior Member under the age of 14 is to use the sporting facilities without parental guidance, or in the presence of an adult.

4.2. Clothing & Footwear

4.2.1. For the enjoyment of everyone it is expected that players will wear recognised sports clothing and suitable shoes appropriate to the sport, whilst using the Club’s sporting facilities.

4.2.2. Shoes which could mark or cause damage to courts are not permitted i.e. black soled shoes; studded soles; etc.

4.3. Court Conduct

4.3.1. No food to be taken on the court.

4.3.2. Drinks only to be taken on court in plastic containers.

4.3.3. No chewing gum to be taken on court

4.3.4. No bad language/swearing on court

5. DEVELOPMENT

5.1. The SMG will, by their best endeavours, promote the game and encourage recruitment of new members.

5.2. Any suggestions for development, to change, alter, improve, repair or otherwise maintain the facilities should be brought to the attention of the Chair of the SMG in writing. If, after one month, no response has been made to the suggestion, copies of any appropriate documents should be passed to the Directors via the Secretary for consideration.

6. COMPLAINTS PROCEDURE

6.1. Any complaints should be brought to the attention of the Chair of a SMG in writing. If, after one month, no progress has been made with the complaint, copies of any appropriate documents should be passed to the Directors via the Secretary for resolution. The provisions of minority protection as defined in the Memorandum and Articles of Association will apply.
Version Control:

This version was authorised at a HSTC board meeting on: <date>

Signed Chairperson: .................................................................

Version Record:

Version No: 1 (Superseded version)

Update Record:
Jan 2014 – Draft document provided for review and comment; updated version to be ratified at the first General Meeting.
Aug 2015 – Operational version update to reflect operation of the centre at Phase 1, to be approved at an HSTC board meeting prior to the commencement of operations of the new centre.

Version No: 2 (Operational version)

Update Record:
Jan 2016 – document updated to reflect the change of branding and other small typographical changes.
A1. TENNIS RULES

Notes: TSMG = Tennis Sport Management Group

A1.1. USE OF COURTS

i). The courts may be used by Tennis members at any time during Club opening times unless they have been specially prepared and reserved for matches, tournaments, coaching school coaching or external use. The usage of the courts will be agreed between the TSMG and centre manager/head coach on an annual basis or as required and submitted to the Directors for approval. Variations or disputes will subject to the Clubs Dispute procedures The TSMG will at all times endeavour to balance the use of the courts to provide time for club tennis, fixed bookings coaching and competitive match tennis, so that there is no preponderance of any part to the disadvantage of another activity. A calendar of events will be displayed on the Tennis notice board indicating bookings and the availability of courts.

A1.2. CLUB MATCHES

i). Notices of matches and team selections shall be posted on the appropriate notice boards in the clubhouse. Problems associated with the matches and/or teams should be addressed to the appropriate team captain in the first instance and if not adequately resolved, should be brought to the attention of the Chair of the TSMG. Non-members are not allowed to play in any Club match.

A1.3. SOCIAL TENNIS

i). Social Tennis sessions (for doubles and singles) will be provided in accordance with the calendar of court usage established by the TSMG by the head coach and the Centre Manager agreed by the Directors. These sessions are available to all members wishing to take part and the following protocol should be observed:

• On completion of a short set, players should vacate the court to make way for any waiting players.
• Singles should only be played when there is nobody waiting or when other players are willing to postpone their right of play.
• It is expected that members are willing to play with each other, regardless of the standard.

A1.4. TENNIS BALLS

i). Suitable tennis balls are provided for tournaments and matches and will be recycled for Club play. If none available the members have to provide their own balls. At the close of play, players must make every effort to gather up all the balls, recovering balls from out of court and returning them to the appropriate place.

ii). It will be helpful if members can identify, by personal markings, their own tennis balls to avoid confusion when not playing in Club sponsored matches.

A1.5. CLOSE OF PLAY

i). At the close of play the nets are to be relaxed and the last players are to leave the courts tidy and free from rubbish and ensuring the boundary fence/gates/doors are secured.

A1.6. HOURS OF PLAY

i). Hours of play are between 08.30 am and 10.30 pm - 7 days per week, subject to the usage schedule.
A2. TABLE TENNIS RULES

Notes: TTSMG = Table Tennis Sport Management Group

A2.1. USE OF PLAYING AREA/TABLES

i). The facilities in the Table Tennis playing area/tables may be used by Table Tennis members at any time during Club designated opening times.

ii). The usage of the courts will be agreed between the SMG and head coach/centre manager on an annual basis submitted to the Directors for approval. Variations or disputes will subject to the Clubs Dispute procedures.

iii). unless they have been specially prepared and reserved for matches, tournaments or external use or alternatively have been closed by the Centre Manager or a TTSMG member, as unfit for play.

A2.2. CLUB MATCHES

i). Handbooks issued by HTTA after entry of teams by the Club.

ii). Show teams entered - players required.

iii). List of fixtures projected for season.

iv). New players are not allowed to play in a league match until formerly registered with HTTA.

A2.3. TABLE TENNIS BALLS

i). Each team must provide ETTA approved 3 star balls - orange colour.

A2.4. START OF PLAY

i). Players to ensure footwear is clean and no dirt is transferred from outside onto the playing area.

A2.5. CLOSE OF PLAY

i). At the close of play all lights and playing area heating to be turned off, any rubbish etc to be removed by the players.

ii). Players to ensure the playing area is secured.

A2.6. HOURS OF PLAY

i). Hours of play are between 08.30 am and 10.30 pm - 7 days per week, subject to the usage schedule.
A3. FITNESS ROOM RULES

Notes: FRSMG = Fitness Room Sport Management Group

A3.1. USE OF PLAYING AREA/TABLES

i). The facilities in the Fitness Room may be used by Fitness Room members at any time during Club designated opening times.

ii). The usage of the facilities will be agreed between the SMG and Centre Manager on an annual basis submitted to the Directors for approval. Variations or disputes will subject to the Club’s Dispute procedures.

A3.2. CONDITIONS OF USE

i). The facilities are to be used by Members at their own risk. The Directors and management of the Club cannot be held responsible for any injury etc arising due to use of the Fitness Room equipment.

A3.3. HOURS OF USE

i). Hours of Use are between 08.30 am and 10.30 pm - 7 days per week, subject to the usage schedule.