(Part of PCTBC)

**Prestwich Tennis Club Code of Conduct**

**General**

These rules are governed by the provisions contained in the Constitution of Prestwich Cricket, Tennis and Bowling Club approved in December 2011. All references to ‘the Club’ refer to Prestwich Cricket, Tennis and Bowling Club.

**Aims and Objectives**

The aim of the Tennis Section is to further the interests of the sport of tennis by the provision and maintenance of tennis playing facilities at the Club and through the encouragement and development of all forms of play, including league team tennis, social play, tournaments and in assisting the development of junior players through coaching and other play.

**Membership**

Membership of the Tennis Section is open to all irrespective of race, age, ability, religious belief, sexual orientation or gender. Those wishing to join the Tennis Section can approach any existing member of the Club. Approval of membership applications is subject to endorsement by the Club Executive Committee as set out in clause 6 of the Club Constitution.

Membership fees are as stated in the Club Constitution. Increases in tennis subscriptions shall be proposed by the Tennis Committee at the AGM and must be endorsed by the membership present by a simple majority. The increase in fees will be subject to endorsement by the Club Executive.

A reduced fee will be payable for those members joining after 1st September, at a rate to be decided upon on an annual basis by the Tennis Committee.

Children of tennis members may play free of charge, under adult supervision up to the age of 10. Thereafter the standard fee shall apply. Other children under the age of 10 may join for the relevant membership fee but must be supervised at all times by their parents.

**Tennis Committee**

The Committee shall be elected at the Annual General Meeting of the Tennis Section and shall consist of:

The Chairman

The Secretary

The Treasurer

Membership Secretary

Plus other committee members performing the duties of:

Publicity

Coaching and Juniors

Groundworks

Tournaments

**League Representatives**

Representatives to the following leagues shall be selected from the current team captains:

Manchester District League

Oldham District League

Any other League as approved by the Tennis Committee

**Committee Meetings**

At all meetings each member shall have one vote, save the Chairman who shall only have the right to a casting vote.

The Committee shall deal with the day-to-day management of the Tennis Section of the Club and has the power to amend these rules at any Committee meeting. Such amendments can only remain in force until the Annual General Meeting when they must be endorsed by the membership in attendance at the AGM by a two thirds majority.

**Court Etiquette**

Tennis shoes must be worn on the courts at all times. These can be any colour but MUST have a flat sole with grooves and not ridged – which will destroy the surface of the courts.

Players must not run behind or onto an adjacent court, which is in use until an appropriate break in the game.

General good manners are expected at all times and every attempt should be made to be courteous to other players on court. Swearing should be avoided and you should not walk onto an adjacent court to retrieve a ball, wait for it to besent back and don’t ask for a ball back when in the middle of a point Also never walk behind a court during a ‘live point’ – not only can it disrupt the point –it can also be dangerous.

No food or bicycles are allowed on court.

Juniors have the same rights as adults during the daytime (midweek) up to 6pm and at all times on the hardcourt closest to the Heys Road entrance. Adults should not ask juniors to move from the courts during the daytime daytime(midweek) if the courts are full or to play on the artificial grass courts.

7.6 If the courts are full, members on court should finish the set they are playing and let those waiting then play a set. During social sessions only, when members are waiting to play, one tie break set of 5-5 shall be played.

7.7 Playing order. League matches, tournaments and formally agreed coaching slots have priority court time but there is normally space to accommodate everyone’s needs. The quietest periods tend to be at the weekend after 5pm and throughout the weekday.

7.8 All players shall provide their own balls for social play and arranged social and ladder games. Balls are provided for league matches ( a match fee is payable) and tournaments, Balls can now be obtained cheaply from major high streetsports retailers as well as online.

7.9 Members should take all equipment, drink bottles and clothing off court at the end of their game and under no circumstances should any waste or litter be left on court. The discarding of the metal lids from tennis cans should in particular be kept off court. Any member found to be placing tin can lids or other waste items in a potentially dangerous position on the courts could face losing their membership.

7.10 Chewing gum is not allowed on any parts of the courts.

7.11 The artificial grass courts should be brushed after use, with the court brushes that are provided on site.

7.12 The gates giving access to the courts must be closed when entering or leaving the courts during the play. This is particularly important on courts 3-6 (artificial grass) in order to avoid the possibility of a member running towards the fence expecting the gate to be shut and falling through the unlocked gate.

7.13 Whilst we do not have a dress code within the Tennis section, members and guests should dress appropriately and not in a way that could make other members feel uncomfortable.

7.14 As a members club play is generally restricted to members but members are allowed to bring a guest along for a maximum of three sessions in a calendar year for payment of £5 for each session, which must be paid to a Tennis Committee member. The Tennis Committee reserve the right to refuse members’ request if it is considered the system is being abused.

7.15 The gates to the court must be locked by the last players leaving the courts for that day. The last car leaving the Heys Road car park must also ensure that the gate is securely locked.

**Team Tennis**

The Tennis Committee shall be responsible for the selection of team captains. The selection of individual teams shall be the responsibility of the respective team captains.

There shall be a captains meeting at the start of the summer season to select squads for each team.

Any member playing in a team shall pay to the Team Captain a match fee towards the cost of tennis balls and refreshments. Such an amount to be decided by the Committee at the start of the season.

**Order of Play**

Order of precedence for use of the courts for both the hard courts and artificial grass courts is set out in Appendix 1 Titled ‘Court Priority’. Generally, the order of play is as follows”

League Tennis & Tournaments

Official Coaching approved by the Committee

Club tournaments

Social Tennis

Pre-booked floodlit play or other arranged social matches

No team matches shall be played on the courts on Tuesday evening after 6pm during the summer season or on Thursday evening after 6pm during the winter season. These nights shall be dedicated to Club Night.

No team matches shall be played on the courts on Saturday mornings, which is reserved for junior and adult coaching.

Junior members under the age of 18 years of age shall give way to senior members when there are senior members waiting to use the courts after 6.30 pm Monday to Friday and at any time during Saturday, Sunday and Bank Holidays, except when playing tournaments and/or league matches.

Junior members shall be allowed to participate in the dedicated social slots of Tuesday or Thursday evening and Saturday and Sunday afternoon. The Tennis Committee shall decide which juniors are of an appropriate standard to take part in the adult social slots.

Singles play, except tournament and cup matches and pre-booked play, is only allowed when other members are not waiting to play, in which case a doubles set will be played.

 **SOCIAL PLAY**

Dedicated social slots are Tuesday evenings (during the summer season) and Thursday evening (during the winter season) between 6.30 pm – 10pm and between 1pm and 5pm on Saturday and Sundays.

When players have finished a set, if anyone is waiting to play they must be invited to play in the next set and the remaining players on court shall decide between them who shall stay to play unless there are more than 3 players waiting in which case all 4 players should leave the court and wait for another court to come free. Members should endeavour to mix pairings to ensure balanced matches and to ensure that the same four players do not continue to play together throughout the session

 **Floodlights**

All six of our courts are floodlit and the floodlights are controlled by two boxes at the back of courts 3 and 6. The box at the back of court 6 controls the floodlights on the artificial grass courts and the one at the rear of court 3 controls the floodlights for the hardcourts. The boxes are open to use (no key is needed) and once you have opened the floodlight box you can operate the floodlights by inserting a token. These cost £5 each and provide light for one hour. The tokens can be obtained behind the bar of the Clubhouse.

The courts are numbered 1-6 with courts 1-3 being the hardcourts and 4-6 being the artificial grass courts. You can book to use the artificial grass courts using the online ‘Clubspark’ system on the Tennis section of the website. If you want to know how to use this, please speak to our coach Paul Jepson who will be able to show you or let one of the Committee know.

11.3 If someone is waiting to use the court you are playing on, you should invite the players waiting onto the court before the light expires in order that they can place a token in the meter. This is not only good manners but it is also very important to the longevity of the lights, the life of which is dramatically reduced by switching them off and on. Once the lights are turned off, there is a delay period of 10 minutes before they can be switched on again.

**Code of conduct**

We expect a high standard of conduct from our members at all times. This code aims to promote and maintain this high standard, whilst ensuring that everyone is treated fairly and consistently. All members are expected to comply with the standards of behavior set out below, both on and off court.

To comply with Court Etiquette as set out in paragraph 7 of these rules.

Not to make any public comment, either verbally, in written form or online/social media which is defamatory or derogatory to the Club or any of its members, nor make any public statement, either verbally, in written form or online/social media that could constitute a personal attack on another competitor.

12.4 To act in a courteous manner towards members and visitors at all times. Rudeness, abusiveness and any act that could be deemed discriminatory, threatening or bullying to other members is not tolerated.

Not to commit any kind of assault, physical violence and/or indecent behavior towards any other member or visitor

Not to cause any reckless damage to club property

Not to commit any act of theft or unauthorised possession of property belonging to the club, club members or guests

The Tennis Committee may unilaterally make changes to the code of conduct. Any changes will be published on-line or displayed in the John Swallow Lodge

**Mis-Conduct Process**

The Tennis Committee shall have the power to take such action as they deem appropriate, where the character or conduct of a member of the Tennis Section constitutes misconduct. This power shall include but shall not be limited to the power to issue formal warnings, expel, suspend, demote or fine a member of the Section.

Should a member be deemed to have broken the code of conduct there will typically be an investigation carried out, and depending on the situation and severity a formal written warning may be issued.

In more serious or persistent cases, the Tennis Section may recommend to permanently expel a member following a thorough investigation. The member facing expulsion shall be invited to the Tennis Committee to present their case. If the Tennis Committee decide to expel the member in question will be informed of the decision and will have a right to appeal to the Management Committee of the Club. Such an appeal must be registered with the Tennis Committee Chairman within 14 days of the decision of the Tennis Committee to expel the member. Where an appeal has been lodged the Management Committee of the Club will hear the appeal, where the member in question will be allowed to present his or her case. The decision of the Management Committee of the Club is final in this matter and the member will be informed of the decision in writing within 7 days of the meeting taking place.

Certain behaviour or action may result in an immediate suspension, pending an investigation, these include:

Assault, physical violence and/or indecent behavior (or a threat of such behavior) or foul and abusive language directed towards any other member or visitor

A breach of the code of conduct that has previously resulted in a formal written warning

Persistent refusal to comply with the Court Etiquette where a formal warning has previously been issued

Intentional physical damage to the Club’s assets

Theft of any type of the Club’s assets or personal property belonging to members or guests

**Complaints**

We are committed to ensuring an inclusive environment for all members to enjoy. If you are unhappy about treatment you have received, or the conduct or behaviour of another member, or any other aspect pertaining to your membership in the Tennis Section, we would encourage you to raise this verbally with a member of the Committee/the Chairman in the first instance, who will try to work with you to resolve any concerns.

Should you prefer, you may raise your concerns in writing to the Tennis Chairman or the Club Chairman. You should outline your concerns clearly, stating your desired outcome or resolution. You may be invited to a meeting to discuss your concerns in more detail should this prove necessary.

Once your concerns have been looked into you will be sent a response in writing, covering any findings and, if appropriate, any recommendations or further actions.

**AGM**

The AGM of the Tennis Section shall be held in the month of November in each year. Notice of the AGM shall be given to each member by the newsletter issued by post or e-mail and by notices in the Clubhouse in the notice board at the side of the all-weather courts and on the Tennis Noticeboard.

Any member wishing to propose a resolution shall send this in writing to the Tennis Secretary by the 16th October of that year.

Nomination to the Tennis Executive must be proposed or seconded and posted on the Tennis Notice Board no less than 7 days prior to the AGM.

A Special General Meeting may be called at any time by the Tennis Committee or upon written request to the Tennis Section Secretary of not less than 12 members of the Tennis Section. Seven days notice thereof shall be posted on the Tennis Section notice board specifying the resolution intending to be moved and the business at such meeting shall be confined to the specified resolution or resolutions. For any General Meeting other than an AGM, twenty members shall form a quorum.

**APPENDIX 1 – COURT PRIORITY**

**ARTIFICIAL GRASS COURTS**

In the following order:

League Matches: including cup games (where possible) these should be played on weekday evenings (except Tuesday) between 6.30 -10.0pm

Social slots: Saturday and Sunday afternoon between 1-5pm and on Tuesday evening in the summer and Thursday evening during the winter.

Group coaching: Saturday mornings between 9am-12 noon Group coaching will normally be contained within the hardcourts, but if additional court space is required then the artificial grass courts will be used between 11am – 12noon.

Club tournaments (adult and junior): These will normally be held on Sunday mornings with the exception on the John Swallow and American tournaments which may be held on Sunday afternoon.

Individual coaching: It is unlikely that the artificial courts will be required for individual coaching as this will normally be held on the hardcourts

Arranged social games: Up to 6pm during the week juniors will have equal rights to adults to use these courts. After these times and at weekends juniors must give way to adults.

**HARDCOURTS**

One of the courts will always be prioritised for coaching (group or individual). When it is not being used for coaching junior members will have priority. Up to 6pm during the week juniors will have equal rights to adults to use the other two hardcourts. After these times and during social slots juniors must give way to adults.

Group coaching: on Saturday mornings (between 9am-12noon)

League Matches: including cup games (where possible these should be played on weekday evenings (except Tuesday) between 6.30 – 10pm. League and cup matches will normally be played on the artificial grass courts. The use of the hardcourts will only be necessary when it is necessary to use the hardcourts for a re-arranged match or when there is an unavoidable clash

Club tournaments (adult and junior): These will normally be held on Sunday mornings with the exception on the John Swallow and American tournaments, which may be held on Sunday afternoon.

Social slots: Saturday and Sunday afternoon between 1-5pm and on Tuesday evening in the summer and Thursday evening during the winter. Players will be expected to mix in with those present.

Arranged social games: For all players, when the courts are full and there are other members waiting, players must restrict their game to one set and allow those waiting to play a set or to invite the players to mix in. Members should also play a tie-break at 5 all.

During social slots (Saturday & Sunday afternoon and Tuesday or Thursday evening) juniors playing amongst themselves will also be expected to mix in with each other.

All players are reminded that the booking of courts, other than for play under floodlights is not allowed.

Tennis Committee

Prepared: October 1999

Amended: July 2004, December 2011, February 2022, December2004