

RULES & CODE OF CONDUCT

OF

TENNIS SECTION

PRESTWICH CRICKET, TENNIS AND BOWLING CLUB

THE HEYS, PRESTWICH

CLUB ETHOS

The Tennis Section is an important part of PCTBC, which is a community club run by volunteers. The Club's aims are to further the interest of sports within a welcoming and community environment, where its members come together to, share experiences and work towards common goals. For the Tennis Section, we endeavour to provide a thriving tennis community offering opportunities for all standards of play as part of the wider Club

Members are expected to show tolerance, courtesy, good manners, fairness and integrity in their dealings with fellow members and visiting players regardless of their race, age, sexual orientation, gender, religious belief or cultural background, or their playing standard.

Proudly we are a club primarily run by volunteers. This includes our Tennis Executive Committee, Team Captains, Tournament Organisers, Singles Ladder Organisers, Safeguarding Officers as well as members who support with everything from social media to Grounds Maintenance. We recognise the vital contribution these members make to ensure our Tennis provision is future proofed for everyone to continue to enjoy. We expect all our volunteers to be appreciated and treated with respect for their essential and valued contribution.

A key part of our ethos is supporting new and developing players to further their game and integrate into our playing community. Social tennis plays a central role in doing this and is wholly consistent with the Club ethos. Whilst social sessions are not mandatory, we do encourage members of all abilities to support the sessions where feasible.

RULES & MISCONDUCT PROCESS

These rules are governed by the provisions contained in the Constitution of Prestwich Cricket, Tennis and Bowling Club (PCTBC) approved in December 2011. All references to 'the Club' refers to Prestwich Cricket, Tennis and Bowling Club. All references to the Tennis Executive are the Tennis Executive Committee

1 MEMBERSHIP

- 1.1 Membership of the Tennis Section is open to all irrespective of race, age, sexual orientation, gender, religious belief or cultural background, or their playing standard. 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.
- 1.2 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.

- 1.3 A reduced fee will be payable for those members joining after 1st September, at a rate to be decided upon on by the Tennis Executive.
- 1.4 Children of tennis members may play free of charge, under adult supervision up to the age of 10. Thereafter the standard fee shall apply unless the child attends the group junior coaching sessions organised by the Club coach in which case a reduction of up to 50% can be given. Other children under the age of 10 may join for the relevant membership fee but must be supervised at all times by their parents.

2 TENNIS EXECUTIVE COMMITTEE

- 2.1 The Executive shall be elected at the Annual General Meeting of the Tennis Section and shall consist of the following roles:

- The Chairman
- The Secretary
- Membership and Finance Officer
- Club Captain
- Operations / Maintenance Officer
- Junior Secretary
- Club Coach
- Safeguarding Officer

The composition on the Executive aims to encompass those roles that are essential to the operation of the Club. There are a number of other important roles undertaken by members who do not sit on the Executive, such as Team captains, singles ladder organiser and public relations. These activities would normally be reported on by existing Executive members but attendance at Committee meetings by members undertaking other roles is also welcomed when appropriate.

It is important to note that the Tennis Section does not have a separate Treasurer with all Club expenditure and income managed by the Club Treasurer. The Tennis Executive Finance officer liaises with the Club Treasurer and Club Executive regarding the preparation of budgets and income and expenditure. The Executive also retains the right to alter the composition of the Tennis Executive as are deemed necessary for the effective operation of the Tennis Section.

- 2.2 Executive Committee Members will be appointed on a rolling basis for 3 years, with the Chairman, Junior Secretary and either the Operations or Maintenance Officer appointed in one year, with the Membership / Finance Officer appointed the following year and then the Club Captain and one of the

Operations or Maintenance Officers in the next year

- 2.3 Election of new or replacement officers to the Tennis Executive must be supported by a majority of the existing Executive Members
- 2.4 Anyone appointed to a committee position must agree to represent the Club's long term strategic interests and values.
- 2.5 It is expected that members respect the decisions taken by the committee, knowing they are taken in the best interests of the club.

3 LEAGUE REPRESENTATIVES

- 3.1 Representatives to the following leagues shall be selected from the current team captains or members of the Tennis Executive
 - Manchester District League
 - Oldham District League
 - Any other League as approved by the Tennis Committee

4 COMMITTEE MEETINGS

- 4.1 At all meetings each member shall have one vote, except the Chairman who shall only have the right to a casting vote.
- 4.2 The Tennis Executive has the power to amend these rules at any Tennis Executive Committee meeting. Such amendments can only remain in force until the Annual General Meeting when they must be endorsed by a majority of the members present at the AGM.

5 AGM

- 5.1 The Tennis Section will hold an AGM on an annual basis. The AGM of the Tennis Section will normally take place in the month of November in each year. Notice of the AGM shall be given to each member by e-mail, on social media and by notices in the Clubhouse in the notice board at the side of the all-weather courts and on the Tennis Noticeboard.
- 5.2 Any member wishing to propose a resolution shall send this in writing to the Tennis Secretary by the 31st October of that year.
- 5.3 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.

6 SPECIAL GENERAL MEETING

- 6.1 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 25 members of the Tennis Section. Seven days notice thereof shall be posted in the Swallow Lodge 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, thirty members shall form a quorum.

7 TEAM TENNIS

- 7.1 The Tennis Executive is responsible for the selection of team captains. The selection of individual team players shall be the responsibility of the respective team captains
- 7.2 The Club Captain will arrange a captain meeting (s) at least a month before the start of the League season (currently mid April) to select squads for each team
- 7.3 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. All team players must pay match fees within a reasonable timescale to the Club Treasurer
- 7.4 Captains Guidance shall be issued annually to all League Team Captains at the start of the season that set out the duties and obligations of Team Captains. All Team captains must adhere to the duties and obligations set out in this guidance

8 ORDER OF PLAY

- 8.1 All members must respect the order of play at the Club, which is as follows: League Tennis & Tournaments
 - Official Coaching or Training approved by the Tennis Executive
 - Club tournaments
 - Social Tennis
 - Pre-booked play using our ClubSpark booking system
- 8.2 No team matches shall be played on the courts during the social tennis slots.
- 8.3 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.

9 SOCIAL PLAY

- 9.1 Dedicated social slots are Tuesday evenings (during the summer season) and Thursday evening (during the winter season) between 6pm –9.30pm and between 2pm and 5pm on Saturday and Sundays. Social slots are a vital part

of the Tennis Section and have been fundamental to its success as the Club Ethos explains. Members should support the sessions where possible and respect the important role that they have and do play in the success of the Section. Singles ladder matches or other arranged games are not permitted to be played during the social slots without the agreement of the Tennis Committee. This is to encourage members to participate in the social sessions. Exceptions to this rule are for example; when a junior is playing with an adult, juniors playing together and adult novices who may not be at a level to join in with the social sessions

9.2 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 on 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

9.3 When there are members waiting to play a tie-break should take place at 5-5

10 FLOODLIGHTS

The floodlights are available to use by means of tokens that can be purchased at the bar. Team captains and some Tennis Executive members also have floodlight keys which are used to activate the lights during league matches and social sessions. Under no circumstances must members use a floodlight key for arranged matches or informal practice

11 SAFEGUARDING

The Club is fully committed to ensuring that we provide a safe and enjoyable environment for children and vulnerable adults at risk from abuse and we are fully compliant with the LTA's requirements regarding our Safeguarding policy

Any issue regarding safeguarding at the Club must be referred in the first instance to one of our Safeguarding / Welfare Officers: Sue Marcroft (07751 973317) and Gabrielle Bramwell (07734 254069). They can also be contacted via the confidential email address: tennissafeguarding@prestwichsport.com

12 CODE OF CONDUCT

12.1 We expect a high standard of conduct from our members at all times and all members should comply with the following conduct:

Court Etiquette

12.2 All members are expected to comply with court etiquette at all times as set out below:

1. *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.*
2. *Players must not run behind or onto an adjacent court, which is in use until an appropriate break in the game. This includes walking on to an adjacent court to retrieve a ball, or asking for a ball back during the middle of a point.*
3. 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. No food or bicycles are allowed on court.
4. All players should provide their own balls for social play and arranged social or ladder games. Balls are provided for league matches (a match fee is payable) and tournaments. Balls can now be obtained cheaply from major high street sports retailers as well as online
5. Members should take all equipment, drinks bottles and clothing off court at the end of their game and under no circumstances should any waste or litter on the court. The discarding of the metal lids from tennis cans should in particular be kept off the 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.
6. Chewing gum is not allowed on any part of the courts
7. The gates giving access to the courts must be closed when entering or leaving the courts during play. This is particularly important on courts 4-6 (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
8. 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
9. Play on the courts is normally restricted to members but members are allowed to bring a guest along for a maximum of three sessions in a calendar year with the consent of the Club Chairman, Membership Secretary or Club Captain and the prior payment of £5 for each session, which must be paid to one of the above mentioned Committee members. The Tennis Executive reserve the right to refuse members request if it is considered the system is being abused
10. 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 gate is securely locked
11. All members using the Swallow Lodge should contribute to keeping it tidy and ensuring it is locked when not in use. Dirty cups and plates should not be left but taken home or washed in the Clubhouse kitchen. Perishable goods should not be left in the fridge

12. *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. To act in a courteous manner towards other 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*
13. Club Members have created several whatsapp groups and whilst healthy debate and discussion is fine, members should avoid anything that is defamatory or offensive
14. *Not to commit any kind of assault, physical violence and/or indecent behavior towards any other member or visitor*
15. *Not to cause any reckless damage to Club property*
16. *Not to commit any act of theft or unauthorised possession of property belonging to the Club, Club members or guests*
17. *Any activity which could cause division or be perceived as excluding other members from play or signal an impression of elitism to other members*
18. *Any activity which could overlap with the agreed provision already offered at Prestwich Tennis Club.*
19. *Any activity or behavior that could risk the long term viability and financial sustainability of the club (e.g impact on raising capital expenditure in the form of grants and private donations)*
20. *Not to undermine the ethos of the Club, or any aspect of the Tennis provision.*

This list is not exhaustive. Any potential case of misconduct will be considered individually.

13 COMPLAINTS

- 13.1 We are committed to ensuring an inclusive environment for all members to enjoy. If you are concerned about the actions of another member or another aspect of the Tennis Section's operation, then in the first instance this should be raised verbally with a member of the Committee/the Chair, who will try to work with you to resolve any concerns. If possible, members should avoid involving Committee Members or making complaints for minor disagreements with another member that could be resolved by discussing the matter with that member.
- 13.2 Should a member prefer it, the concern can be raised in writing, initially to the Tennis Chair or if the member is not satisfied with the response from the Tennis Chair, then the concern should then be raised with the Club Chair. 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.

- 13.3 Once your concerns have been looked in to you will be sent a response in writing, covering any findings and, if appropriate, any recommendations or further actions.
- 13.4 Members should follow and exhaust the internal process to resolve any concerns before taking any concerns to an external body.

14 MIS-CONDUCT PROCESS

- 14.1 The Tennis Executive shall have the power to take such action as they deem appropriate, where the character or conduct of a member of the Tennis Executive constitutes misconduct. This power shall include, but shall not be limited to the power to issue formal warnings, expel, suspend, decline a membership renewal, demote or fine a member of the Section.
- 14.2 Should a member be deemed to have broken any of the rules listed in paragraphs 7-13 of this document there will typically be an investigation carried out, and depending on the situation and severity a formal written warning may be issued.
- 14.3 In more serious or persistent cases the Tennis Executive may recommend to permanently expel a member following a thorough investigation. The member facing expulsion shall be invited to the Tennis Executive Committee to present their case. If the Tennis Executive 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 Executive Chair within 14 days of the decision of the Tennis Executive 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.
- 14.4 Certain behaviour or action may result in an immediate suspension, pending an investigation, these include:
- Assault, physical violence and/or indecent behaviour (or a threat of such behaviour) 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
 - 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
 - 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 member, the

Tennis Executive or the Club as a whole

1st December 2025

PCTBC Tennis Executive Committee