

## Canterbury Tennis Club Rules

These rules relate to all tennis activities at the outdoor Club. However, if emergency rules are brought in eg. during the pandemic, Government guidance about being at Polo Farm and playing tennis must override our normal practice.



<p><b>1.0</b></p>	<p><b>Definition of Terms</b></p> <p>The Club – Canterbury Lawn Tennis Club  Kent Tennis – Kent County Lawn Tennis Association  LTA –Lawn Tennis Association, the national governing body of the sport  The Committee – The elected Canterbury Lawn Tennis Club Committee  Polo Farm – Polo Farm Sports Club of which the Tennis Club is part.</p>
<p><b>2.0</b></p>	<p><b>The Club</b></p> <p>Canterbury Lawn Tennis Club is one of the four sports played and based at the Polo Farm Sports Club grounds. It is generally referred to as Canterbury Tennis Club or, for members, The Club.</p>
<p><b>3.0</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p>	<p><b>What we do</b></p> <p>Provide facilities for playing tennis according to the rules of the LTA. We promote participation of the whole community in the sport of tennis. Alongside developing tennis talent we foster fitness, friendship and fun.</p> <p>Arrange a full programme of league matches with other clubs at various playing levels and for different age groups. There are also competitions, both serious and for fun, within The Club.</p>
<p><b>4.0</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p>	<p><b>Membership</b></p> <p>Senior membership is open to all adults over the age of 18, regardless of nationality, colour, religion, political belief, sexual orientation, culture, size, employment, ability or disability.</p> <p>Prospective new members must complete the application form on paper or on-line and pass to the Club Administrator, another Committee member or the office. A bank transfer is preferred for the payment of membership fees but a cheque may be handed with a completed form to the office.</p>

<p><b>4.3</b></p> <p><b>4.4</b></p> <p><b>4.5</b></p> <p><b>4.6</b></p> <p><b>4.7</b></p> <p><b>4.8</b></p> <p><b>4.9</b></p> <p><b>4.10</b></p>	<p>Fees are paid annually by 1<sup>st</sup> April each year. Membership fees for different categories of membership are given on the renewal notice. New members who join during the year pay an appropriately lower fee. There is no additional fee for booking outdoor courts.</p> <p>Membership fees include registration to play in the Indoor Tennis Centre, however booking fees apply for these courts.</p> <p>There are no refunds if members leave during the year unless there are exceptional circumstances. Such requests are referred to the Treasurer.</p> <p>Those who fail to renew their membership will be denied access to the tennis courts.</p> <p>The Committee reserves the right not to accept a membership application if it reasonably believes the applicant is likely to meet the grounds for expulsion as set out in Rule 7, either immediately or in the foreseeable future.</p> <p>The Committee may agree temporary membership for up to four months but only if special circumstances apply. This does not generally apply to students.</p> <p>The Club commits to timely and regular communication with members. In almost all instances communication is by e-mail. Those without e-mail must make sharing arrangements with another member to forward information.</p> <p>All members, and their guests, must abide to The Club's published Code of Conduct.</p>
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p> <p><b>5.4</b></p>	<p><b>Junior Membership</b></p> <p>Junior membership is open to anyone under the age of 18, regardless of nationality, colour, religion, political belief, sexual orientation, culture, size, employment, ability or disability.</p> <p>Junior play is managed by the Canterbury Tennis Academy following LTA guidelines in developing tennis skills. Equally important is ensuring the safety and welfare of children, especially the younger children for whom the Academy recommends playing time limits according to age.</p> <p>Parents who are members are encouraged to support their children with family play. Coaches may give parents some guidance about how best to help their children but parents must not attempt to coach them. They may have no more than four balls in play to avoid disruption on adjoining courts.</p>

<p><b>5.5</b></p> <p><b>5.6</b></p>	<p>Membership runs from 1 September every year and new members must complete the application form. Payment may be made via the online booking and payment system (Mindbody), credit/debit card either in the office or over the phone or by bank transfer. Pro rata payments are available to new U18 and U11 members joining part way through the year from January. There is no pro rata available for U8 members.</p> <p>Junior members of the appropriate standard are encouraged and welcome to join the seniors in social and competitive play.</p> <p>Rules 4.4 – 4.10 as above also apply to junior members. However they do not have Club voting rights.</p>
<p><b>6.0</b></p>	<p><b>Camera Use</b></p> <p>It is acceptable to take photos or videos of friends and family, on and off court. However members or visitors must not take photos or video recordings of juniors without the permission of their parents. These must only be for personal use and not for sharing on social media or for commercial use. The only exception is, with parental approval, used in Tennis Club publications.</p>
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p>	<p><b>Terminating Membership</b></p> <p>The Committee may terminate the membership of any member or impose appropriate conditions if the member breaks Club, LTA, Kent Tennis or Polo Farm rules or whose behaviour does, in the opinion of the Committee, render them unfit for membership as set out in the Club's Code of Conduct.</p> <p>Before such actions, reasons will be clearly communicated in writing to the member with an invitation to meet and discussion these issues with appropriate senior club members. Following this discussion they will report to the full committee to discuss and agree action.</p> <p>Failure of the member to comply with the invitation to meet and discuss issues would lead to expulsion or conditions of membership as decided by the full committee. In the case of expulsion there will be no refund of fees unless there is good reason to do so.</p>
<p><b>8.0</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p>	<p><b>Guests</b></p> <p>Members may invite not more than two guests to play on the outdoor courts at any one time. During The Club year (1 April – 31 March) the same guest may not be invited more than four times. An exception to the above applies to a family member of a Club member who lives outside the area. They may come up to 10 times.</p>

<p><b>8.3</b></p>	<p>Members are responsible for their guests' fees. These are set out on envelopes in the pavilion and require members' and guests' names. Bank transfer of guest fees, currently £5, is preferred especially when cash is not acceptable.</p> <p>As there are booking fees for indoor courts guest fees do not apply. However there must be at least one registered Indoor Centre user or Club member on court.</p>
<p><b>9.0</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p> <p><b>9.5</b></p> <p><b>9.6</b></p>	<p><b>Management</b></p> <p>The management of The Club is on a voluntary basis with two exceptions: firstly a part time Administrator paid from Club funds; and secondly a grounds team employed by Polo Farm.</p> <p>The Committee has a minimum of 11 elected members plus the option of co-opting five more as and when necessary. The Committee includes Chairman, Treasurer, Match Secretary, Membership Secretary, Men's and Women's Club Captains, Juniors' Representative and Welfare/Safeguarding Officer. Roles and titles may change to reflect changing needs.</p> <p>The Chairman has a second or casting vote if and when an even number of votes is cast.</p> <p>Any member of The Club who is elected as an officer of Polo Farm Sports Club is an ex-officio member of the Tennis Club Committee.</p> <p>Once approved at a general meeting these rules may not be changed by addition, omission or alteration unless approved by at least two thirds of members present at a general meeting following circulation of the proposed changes prior to that meeting.</p> <p>The exception to rule 9.5 above is during unusual circumstances, such as the 2020 pandemic, when changes must be made.</p>
<p><b>10.0</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p>	<p><b>Financial Management</b></p> <p>The income and property of The Club is applied solely towards The Club's objectives in maintaining and improving the facilities, the development of tennis talent and the social interaction between members.</p> <p>No portion of income is passed to Club members except to reimburse expenses incurred in undertaking tasks as committee members or agreed by the Committee to further its objectives.</p> <p>Full accounts of the financial affairs of the Club are sent to all members prior to the annual general meeting and presented for discussion and approval at the AGM</p>

<b>11.0</b>	<b>Annual General Meetings</b>
<b>11.1</b>	The Club's AGM is generally held in November and there should be no gap of more than 15 months between such meetings.
<b>11.2</b>	The AGM includes: *The Chairman's report *The presentation and (if accepted) the passing of the accounts for the financial year prior to the meeting. *The election of members of the Committee. *The agreement of subscriptions to take effect on 1 April of the next year. *Any other business which, as for the above, is sent with the notice of the meeting to all members ahead of the meeting.
<b>11.3</b>	Members attending the AGM may vote on items presented and the quorum is eleven members present.
<b>11.4</b>	The President of the Club chairs the AGM and all other general meetings. If unavailable the members present can nominate a substitute chairman. The President or the acting chairman has the right to vote on any issue in the first instant and cast a deciding vote if necessary.
<b>11.5</b>	At this and all other general meetings full Club members over the age of 18 may vote. However temporary members and Canterbury Christ Church University members may not vote or stand for committee.
<b>11.6</b>	A list inviting nominations for all Committee positions is posted on The Club notice board at least two weeks before and closed two days before the AGM.
<b>11.7</b>	All contested roles will be put to the vote at the AGM and this must come down to the last two for a final vote. Candidates may be asked to address the AGM for not more than three minutes.
<b>12.0</b>	<b>Extraordinary General Meetings</b>
<b>12.1</b>	An extraordinary general meeting (EGM) may be convened at any time. It must be requested by 30 or one-fifth of adult members of The Club and state the purpose of the meeting.
<b>12.2</b>	The meeting must take place within 21 days of the request and a notice including the purpose of the meeting sent to every member on the membership database at least 14 days before the meeting.
<b>12.3</b>	An EGM is to address the business stated in the notice only. The quorum at general meetings is eleven members present.
<b>12.4</b>	

	An EGM is required, for example, if the Committee needs to agree a major contract or change to The Club. Significant actions would also involve the Trustees (see item 20)
<b>13.0</b>	<b>Dissolution of the Club</b>
<b>13.1</b>	Should The Club need to be dissolved members must be notified 28 days ahead of a special EGM at which no fewer than 50% of members are present. The resolution must be passed by at least 75% of those present.
<b>13.2</b>	If The Club is dissolved any remaining assets, after payment of all debts and liabilities will not be paid to members, but will be passed to approved sporting or charitable bodies.
<b>13.3</b>	The recipients of remaining assets could be: <ul style="list-style-type: none"> <li>* a registered charitable organisation.</li> <li>* another club registered as a community amateur sports club – CASC.</li> <li>* the LTA for use by them for community sport.</li> </ul>
<b>14.0</b>	<b>Playing Tennis</b>
<b>14.1</b>	All members may book outdoor and indoor courts on-line up to two weeks ahead. Full details of the booking process (Mindbody) are given to all new members. It is important that members use the court they have booked and, equally important, to cancel their booking if they can no longer use the court. Both processes are simple.
<b>14.2</b>	Courts are block-booked for regular Mix-In sessions which are open to all members of a good social play standard. Members just turn up and join in. When numbers exceed capacity shorter sets are agreed among those present. Unless stated otherwise these sessions should feature mixed doubles where possible. Likewise fairness and common sense must be applied in deciding who plays with whom.
<b>14.3</b>	Courts are also block-booked for league matches, coaching sessions, tournaments and other special events.

<b>15.0</b>	<b>Coaching</b>
<b>15.1</b>	All club coaches are registered with the LTA and have exclusive rights to coach on club courts. With occasional approved exceptions they are the only members who may use baskets of balls. Buddy hitters (usually older juniors approved by the Academy) can be available as 'hitting' partners.
<b>15.2</b>	Payment may only be made to Academy coaches and approved buddy hitters. Payment to other playing partners is not allowed.
<b>16.0</b>	<b>Floodlights</b>

<p><b>16.1</b></p> <p><b>16.2</b></p>	<p>These are available on all six 'clay' courts and operated with tokens by the control units in the Pavilion. Floodlit play is not allowed after 9.30pm when the lights will go off automatically.</p> <p>If members finish playing before the end of the floodlighting time set they should cancel the remaining time to save electricity. This is easy to do through the control units in the Pavilion.</p>
<p><b>17.0</b></p> <p><b>17.1</b></p> <p><b>17.2</b></p>	<p><b>Grass Courts</b></p> <p>The two grass courts are only available during the summer months and must not be used when the grass is wet, and that includes dew dampness in the mornings and evenings, when they will be slippery.</p> <p>They can be booked online on the same system as for the other courts.</p>
<p><b>18.0</b></p> <p><b>18.1</b></p>	<p><b>Members' Responsibility for Facilities</b></p> <p>The Club is run almost entirely by volunteers and every member is expected to take responsibility for:</p> <ul style="list-style-type: none"> <li>* sweeping the 'clay' courts after their session</li> <li>* removing any rubbish left on courts</li> <li>* washing, drying and putting away crockery and cutlery they have used.</li> <li>* locking the Pavilion if they are the last to leave</li> <li>* reporting any concerns to the appropriate committee member as listed in the Pavilion.</li> <li>* members may bring their dogs, but these must be kept on a lead.</li> </ul>
<p><b>19.0</b></p> <p><b>19.1</b></p> <p><b>19.2</b></p> <p><b>19.3</b></p>	<p><b>Club President, Honorary Life Members and Vice Presidents.</b></p> <p>The Club President is Jeanne Taylor. While her role in the Club is essentially ceremonial, she is also the ex-officio Chairman of the Club's Trustees. (see item 20).</p> <p>Honorary Life Membership is given to members who have given outstanding service to The Club over a long period of time: Peter Abbotts, Paul Norford, Jonathan Potter, Jeanne Taylor, Judith Trafford, Stephen Woodley.</p> <p>Vice Presidents are members and other people whose actions have had a significant and positive impact on the success of the The Club: Alan Bradley, Graham Carter, Paul Drane, Martin Twyman.</p>
<p><b>20.0</b></p> <p><b>20.1</b></p>	<p><b>Canterbury Lawn Tennis Club Trustees Ltd</b></p> <p>The Club formed the Canterbury Lawn Tennis Club Trustees Ltd in 1965 as a company limited by guarantee. The Trustees hold the lease of the Club's land.</p>

<p><b>20.2</b></p> <p><b>20.3</b></p> <p><b>20.4</b></p>	<p>Over the years the Trustees have received donations and bequests contributing to important activities such as coaching for talented children and loans towards the construction of Canterbury Indoor Tennis Centre. Canterbury Lawn Tennis Club's President is ex-officio Chairman of the Trustees and all trustees must have been a member of The Club for at least 5 years.</p> <p>The Trustees: Jeanne Taylor (Chairman), Sharon Chastang (Company Secretary), Lawrence Groves, Brian Phillips, Phil Whittaker.</p>
<p><b>21.0</b></p> <p><b>21.1</b></p>	<p><b>Polo Farm Sports Club Rules</b></p> <p>As one of Polo Farm's constituent clubs, Polo Farm Sports Club rules also apply to The Tennis Club and its members. These may be seen on the Polo Farm website.</p>
<p><b>22.0</b></p> <p><b>22.1</b></p> <p><b>22.2</b></p> <p><b>22.3</b></p> <p><b>22.4</b></p>	<p><b>Safe and Inclusive Tennis</b></p> <p>The Club acknowledges its duty of care to safeguard and promote the welfare of children and adults at risk</p> <p>The Club's is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and LTA requirements. The Club advocates a positive inclusion and diversity policy and encourages the participation in tennis at our club of people from different backgrounds.</p> <p>The Club's Code of Conduct works hand in hand with the above to create a safe and enjoyable tennis environment. High standards of sportsmanship, courtesy, respect for others and fair play are expected of all members.</p> <p><b>The Club has detailed policies as below:</b></p> <ul style="list-style-type: none"> <li>* Diversity and Inclusion</li> <li>* Safeguarding</li> <li>* Whistleblowing Policy</li> <li>* Child Protection</li> <li>* Code of Conduct</li> <li>* Complaints Policy</li> <li>* Privacy Notice/Data Protection</li> <li>* Incident Reporting Policy</li> </ul> <p>These and other key documents can be seen and downloaded from <b><a href="http://www.canterburytennisclub.co.uk">www.canterburytennisclub.co.uk</a></b></p> <p>They are also included in the Club Manual in the Pavilion. Ask in the office if you would like a hard copy of any of these. If you have questions or need advice please contact our Welfare Officer or Club Administrator.</p>