



# Stourbridge Lawn Tennis & Squash Club Ltd

## BYE-LAWS

These Bye Laws have been approved by the Club Board of Directors (the Board) after consultation with the Tennis Committee, Squash Committee, Racketball Committee, Gym Committee and the Bar Manager. Where a Bye Law becomes an issue with a member, the Committee concerned shall attempt to resolve the issue. If it cannot be resolved it should be brought before the Board for discussion at one of its monthly meetings with a view to resolution.

### A. HOURS OF OPENING

1. The Club shall be open daily between 7.30am and 11.00pm (with the exception of the Gym which opens at 6.30am see Section 'P'). It will be expected that play will cease on both the Tennis and Squash/Racketball courts by 10.30pm. Members must vacate the premises promptly once the Club has closed and leave the Clubhouse and Car Park in a quiet and orderly manner.
2. The Club will be closed on Christmas Day, Boxing Day and New Year's Day. The Club will be open for the use of all facilities on other Bank Holidays for a restricted period as determined by the Bar Manager.
3. The Board or any delegated representative of the Board shall have the power to restrict admission to, or close, any part of the Club premises during normal hours of opening; such admission not to be unreasonably withheld.

### B. HOUSE & BAR/SALE OF INTOXICATING LIQUOR

1. The Bar Staff, whether employees of the Club or voluntary help, shall have power to refuse to serve alcoholic liquors to any person at their absolute discretion.
2. The purchase & supply of intoxicating liquor for the Club will be under the control of the House & Bar Committee (Secretary, Treasurer & Bar Manager), who may purchase intoxicating liquor from whatever supplier they think fit but will have no power to tie the Club to any particular supplier.
3. Any profit arising from the trading of the Club will be used for the benefit of the Club as a whole.
4. No person will be paid any commission or similar payment by the Club in connection with the purchase of intoxicating liquor by the Club, and the Committee will have no power to make such payment to any person.
5. Intoxicating liquor will be supplied on the Club premises to Members and, on their order, to Guests in accordance with the permitted hours laid down and fixed by the Board. The hours so fixed will be posted on the bar.
6. The Club will conform to current licensing laws.
7. No intoxicating liquor or food may be brought onto the Club premises at any time by members or guests for consumption on the premises unless agreed by the Bar Manager or the Board.
8. Admission to the Pedmore Lounge Bar will only be permitted to any persons who are dressed in appropriate clothing (no sweaty bodies). No admission to the Pedmore Lounge to any person under the age of 16 years unless accompanied by an adult, except when the Iverley Room is closed.
9. The Norton Room is a meeting room. It may also be used by coaches who may use the TV interactively for indoor coaching in bad weather. There is a serving hatch to allow for bar service if required.
10. No pets or animals of any kind, except guide dogs, may be brought on to the Club premises, except the car park, without the express permission of the Board.

11. Members are not allowed free access either to the behind bar areas , kitchen, wash-up areas, store rooms, electric room or cellars and only persons properly delegated by the Board or the Bar Manager may help in serving any refreshments, from either the bar or the kitchen.
12. Members are not allowed to tamper with or adjust any equipment provided for the benefit of the members, e.g. television set, telephone, heating and ventilation equipment and public address system, etc. Any faults must be reported to the Bar Manager, Bar Staff, a member of the Board or the Office.
13. Gambling shall not be permitted on the Club premises without seeking prior permission of the Board.

### C. CLASSES OF MEMBERSHIP

A member shall be elected in accordance with the Articles and shall be one of the following:

#### 1. **Playing Member**

- a) A **Full Member** is a member entitled to use all the facilities of the club at any time during Club opening hours in their category i.e. Rackets, Gym or Rackets & Gym Membership.
- b) A **Restricted Member** is a member entitled to use the facilities of the club in their category Monday to Friday between the hours of 9.00 am & 5.00 pm. Social facilities can be used at any time.
- c) A **Young Adult Member** is a member between the age of 19 and 25 who is entitled to use the facilities at any time within their category of membership.
- d) A **Student Member** is a member between the age of 19 and 25 in full time education who is entitled to use the club facilities within their category at any time.
- e) A **Junior (11 – 18 years) Member** is a member entitled to use the facilities as set out in the tennis & squash/racketball rules (N.8 & O8)
- f) A **Junior (16-18 years) Gym Member** is a member entitled to use the gym facilities and who has received a full gym induction from our gym manager or designated qualified instructor.
- g) A **Mini Rackets (10 and under) Member** is a member entitled to use the facilities as set out in the tennis & squash/racketball rules (N.8 & O8). Children aged 10 and under must be accompanied by an adult at all times, it is therefore a requirement that at least one parent /guardian is a member (social membership is acceptable).
- h) A **Country Member** is a member living more than 20 miles from the Club as the crow flies, this is subject to proof of residency eg council tax invoice. There are no additional discounts for spouse or restricted hours.
- i) An honorary **Life Member** is a member elected by the Board in recognition of services to the Club and is entitled to use the full facilities at any time without payment of subscription.

Discounts are available for partners and children under 18 living at the same address as a full member.

Children will also receive a discount if their parent is a restricted member.

There is no discount on restricted membership, unless a member was so entitled by previous agreement.

#### 2. **Non Playing Member**

- a) A **Social Member** is a member entitled to use the social facilities at any time.
- b) A **Social & Sauna Member** is a member entitled to use the social and sauna facilities at any time.
- c) **Social '2 for 1' members** – category for parents and guardians of mini tennis members only who are required to have a parent on the premises.

### D. SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

This Club is committed to creating and maintaining the safest possible environment for children and young people to have a positive experience of sport, free from abuse or other forms of inappropriate behaviour.

We do this by:-

1. Appointing a designated Safeguarding and Child Protection Officer who is responsible for children and young people, who will take specific responsibility for child safety and who will act as the main point of contact for parents, staff, coaches, children and outside agencies.
2. Recognising that all children and young people have the right to freedom from abuse.
3. Ensuring that all coaches, staff, volunteers and club officials accept responsibility for helping to prevent the abuse of children and young people in their care.
4. Incorporating codes of conduct for parents/guardians into the Members' Welcome Pack.
5. Responding swiftly and appropriately to all suspicions and allegations of abuse by providing parents and children with the opportunity to voice any concerns they may have.
6. Ensuring access to confidential information is restricted to the Safeguarding and Child Protection Officer and/or appropriate members of the Board and/or appropriate external authorities.
7. Having regard at all times to both the LTA and England Squash Safeguarding Children and Young People policies.

#### **E. LOCKERS & LOST PROPERTY**

1. Lockers are provided in the changing facilities and gym for use by members & guests whilst on the premises. The lockers may not be used for the storage of personal effects overnight. Lockers will routinely be emptied and the contents may be disposed of at the discretion of the Board.
2. No sports clothing or equipment should be left on the Club premises. Any unclaimed clothing or equipment may be disposed of at the discretion of the Board.

#### **F. MOBILE PHONES**

The use of mobile phones for the making and receiving of calls is restricted to emergency use on the courts or balcony, in the Pedmore Lounge and in the gym. The use of mobile phones in the sauna is not permitted at any time.

#### **G. TELEVISIONS**

Television transmissions within the Club are restricted to news, sports programmes and special events only.

#### **H. ROOM HIRE**

The Iverley Room, Pedmore Lounge & Norton Room may be hired by Members and Non Members. An application form for this purpose together with relevant details and charges can be obtained upon request from the Club Office (or from behind the Bar). Other areas of the Club premises may be hired by members. All room hire and bookings are at the discretion of the Board.

#### **I. JUNIORS**

1. All children 10 years of age and under MUST be under the DIRECT control and supervision of a parent, guardian or duly authorised member of staff. They must not, under any circumstances, be allowed to wander freely and unaccompanied on any parts of the Club premises, balconies or grounds.
2. No young person under the age of 14 will be permitted to remain on the Club premises after 9.00pm under normal circumstances. The exception to this rule will apply on Friday 'Junior /Club night' when many juniors receive coaching at or around 9.00pm.

3. No young person under the age of 16 will be permitted to use the Pedmore Lounge unless accompanied by an adult.

#### **J. CRECHE**

The Crèche is available at the currently agreed fee per session per child for members use only for 2 hours per day 9.30am to 11.30am; Monday to Thursday. Children must be collected promptly. No children may take in any food.

When the crèche is available, members who are using the playing facilities are strongly recommended to make use of it. The maximum number of children who may be supervised in the crèche is 4 and the maximum age is 5 years. Parents must remain on the Club premises whilst the child is in the crèche.

#### **K. GUESTS & VISITORS**

1. Members may introduce guests to the social facilities of the Club up to a maximum number of six visits per annum per guest with no charge. Guests must be duly signed into the Visitor's Book provided at Reception or Bar and may then purchase alcohol.
2. Guests using the sporting facilities of the Club must be duly signed in and pay the prescribed fee, as determined from time to time by the Board, at Reception or the Bar.
3. A guest key for the lights is available from Reception or Bar.
4. Members are responsible at all times for the behaviour of their Guests.
5. A member may sign in a maximum of 3 Guests to the sporting facilities at any one time.
6. Gym visitors must read and sign a waiver which states that they have not had a club induction and are using the equipment at their own risk.
7. Coaching for visitors – a non member signing up with a coach or trainer for a block booking of 6 sessions may pay a reduced block visitor's fee of £25.00. There is no limit on the number of block bookings. The administration of this facility will be the responsibility of the office in conjunction with the coach or trainer. Members will take priority for the use of Club facilities.

#### **L. NAME, ADDRESS, EMAIL ADDRESSES & TELEPHONE NUMBERS OF MEMBERS**

1. Members of the Club should advise the Office of any change of the above details. Members are encouraged to give their email addresses where possible so that communication can take place electronically including through the My Courts online booking system. All notices sent to a member's address (whether by email or post registered on the Club system) shall be deemed duly delivered.
2. Any personal data provided by a member to the Club is subject to, and protected by the Data Protection Act 1998 and subsequently by the General Data Protection Regulation 2018 (which applies from 25 May 2018). This personal data will be used to enable the Club to:
  - i Produce via My Courts a telephone and email directory available to members
    1. Enable any matters relating to the administration or otherwise concerning membership of the Club.
3. If any member does not wish his or her name and contact details to be entered into the My Courts directory he or she must notify the Office Manager in writing.

#### **M. COURT BOOKING RULES (MY COURTS)**

1. All racket members can book courts on line using <http://sltc.mycourts.co.uk>. The booking system allows Tennis and Squash/Racketball court booking. All racket members are registered so that their membership cards can be used to 'check in' using the swipe reader on the monitors in reception and at the back of indoor courts 1 & 2.

Racket members are sent an email on joining which gives details of how to use the system, their sign on, password and PIN number. Cards should be registered on the reception monitor on the first time of use. Thereafter members can choose either to use their card to 'check in' or their PIN.

## 2. Squash/Racketball Booking

- Courts 2, 3 and 5 can be booked 14 days prior from 6am.
- Courts 1 & 4 can only be booked onsite with the kiosk system and only the next available start time can be booked. Members are only allowed to book one of these courts daily.
- Court 6 is 'court of the day' which can be booked from 6am.
- The member who books the court should select playing partners/opponents to show on the booking sheets.
- Members may not be included in bookings (either advance or "stand and wait") for consecutive court sessions
  
- **Full Members**
  - Full Members have un-restricted play up until 5.00 pm Monday to Friday.
  - Full Members may be included in 2 advance bookings (maximum) to play after 5.00 pm Monday to Friday each week and these must be on separate days in any one week.
  - Full Members may be included in 1 advance booking for Saturdays from 9.00am to 10.30 pm.
  - Full Members may be included in 1 advance booking for Sundays from 9 am to 10.30 pm.
  
- **Junior Members**
  - Unrestricted play is between the hours of 9.00am and 5.00pm from Monday to Friday.
  - Juniors may be included in 1 advance booked period on Saturday between 9.00 am and 9.00 pm.
  - Juniors may be included in 1 advance booked period on Sunday between 9.00 am and 5.00 pm.
  - Juniors are allowed to enter tournaments outside of these times if deemed applicable by the tournament organiser/committee and with a payment of a fee.
  
- **Restricted Members**
  - Restricted Members have unrestricted play up until 5.00 pm Monday to Friday. The game must be finished by this time and the court vacated.
  - Restricted Members may play at other times on payment of a Visitors Fee up to a maximum of 6 times per year (April - March) provided they are playing with a Full Member.
    - The court can only be booked by the Full Member or via the office on payment of the playing out of category fee.
    - The Full Member should select "\*Member out of category" as the playing partner / opponent to show on the booking sheets.
    - Restricted members are allowed to enter tournaments outside of these times if deemed applicable by the tournament organiser/committee and with a payment of a fee.

### 3. Tennis Court Booking

- Tennis courts may be booked for 90 minute sessions during evenings and weekends.
- 3 courts are available 'A' 'B' and 'C' – the actual courts allocated are shown in reception above the Mycourts monitor.
- No member is allowed to book more than one court / session per day
- A maximum of 2 courts/ sessions per week may be booked per member
- Team players must not book courts on their allocated team practice night
- Players must not book consecutive sessions for the same group of players. i.e. one pair books singles for one session, another pair books the next court for singles. The four then play doubles for two sessions
- Juniors may not use on line booking for tennis courts
- If players have not turned up within 15 minutes of their booked start time the court may be regarded as empty.

### 4. Late-Cancellation policy:

- When unable to play, Members should cancel as soon as possible.
- The system will automatically log a "late-cancellation" when a booking is cancelled within 48 hours, however, this log is automatically deleted as soon as the same court (date and start time) is re-booked.
- At this stage, there are no automatic penalties for late-cancellations (but they are logged and counted within the system and may result in exclusion from the booking system when reviewed).

### 5. Check-in / No-Show policy:

- The member who books the court MUST check-in within 60 minutes prior to playing on the touch screen terminals which have been installed in reception and the squash balcony. This also applies to "stand and wait" or "next available" courts booked more than 60 minutes in advance.
- To check-in, you can either swipe your membership card on one of the card readers next to the kiosk system, or you can use your PIN number.
  - If you do not know your PIN number, click "My Settings" when logged in to the booking system website (<http://sltsc.mycourts.co.uk>).
  - You can also use your PIN to register your card on the system if it's "not recognised".
- The system will automatically assume a "no-show" when the member who booked the court fails to check-in.
- At this stage, there are no automatic penalties for no-shows (but they are logged and counted within the system and may result in exclusion from the booking system when reviewed).

- Failure by a member to show due consideration for other members may result in exclusion from the use of the court booking system. This may include failure to use courts booked or booking more than one court for the same session, failure to cancel bookings no longer required with sufficient notice, failure to vacate courts promptly at the end of a session and utilising courts booked by other members.

## **N. TENNIS**

### **1. RULES**

The game of Lawn Tennis will be played according to the rules of the Lawn Tennis Association. All league matches shall be played and organised according to the rules of the Herefordshire and Worcestershire Lawn Tennis Association, Staffordshire Lawn Tennis Association or the Kidderminster League.

### **2. PLAYING DRESS**

- a) Clothing appropriate for playing tennis should be worn. Running shorts, denim jean shorts, Bermuda shorts, vests, football shorts and football type socks are examples of clothing not considered as appropriate tennis wear and are not acceptable.
- b) Appropriate footwear should be worn on court. Any footwear, considered to be detrimental to the courts will not be allowed. Shoes previously used for play on clay courts should not be used on the plexi-cushion courts. (As a minimum they should be cleaned before changing surfaces.) Soles must be non-marking.
- c) It is recognised that clothing fashions change. The Tennis Committee reserve the right to regulate clothing standards and Committee Members are authorised to enforce such regulations.

### **3. PLAY ARRANGEMENTS**

- a) Separate weekly programmes for Summer and Winter play will be displayed on the Tennis Notice board. The Summer schedule will start on the 1<sup>st</sup> April and the Winter schedule on the 1<sup>st</sup> October.
- b) On Club nights and at other times at the discretion of the Tennis Committee, it is expected that Club Members will “mix-in”, except that court/courts for general play will be allowed as specified by the Member in charge. It is essential that all members attending mix in adhere to the definition and spirit of the mix in format. Court space for general play will be allocated by the Tennis Committee.
- c) “Mix-in” club nights will be run by designated members.
- d) If courts are busy, courts should be vacated after two sets. A set already in progress may be completed. Practising or drilling is limited to one hour duration.
- e) The Tennis Committee reserve the right to change the playing arrangements for special occasions e.g. tournaments or because of unforeseen circumstances.
- f) An on line booking system is available for some courts. (For rules for on line booking please Section M. Court Booking Rules.)

### **4. COACHING**

- a) Court allocation for coaching will be made by the Tennis Committee.
- b) A fee for coaching may be made only by coaches appointed by the Board/Tennis Committee.

### **5. COURTS AND GROUNDS**

- a) Normally, the courts will be open until 22.30pm unless required until a later time for the completion of team matches.

- b) Members must abide by the decision of the Tennis Committee as to the fitness or availability of the courts for play. Members must observe all notices determining when play is restricted on certain courts.
- c) Members must treat the tennis nets at all times with care. Members must drag the artificial clay courts (2,3 & 4) and brush the lines using the appropriate equipment provided after play. They should brush the sand off their shoes with the brushes provided before entering the Club bar. Blue overshoes are available on entry to the Club room.
- d) Members should keep their belongings on the benches provided whilst they are using the courts.
- e) Members must not leave litter on the courts but should place it in the bins provided.
- f) No drinking glasses should be taken onto court.
- g) The storage area by court 8 can only be used by members of the Tennis committee, members of the Board, ground staff, coaches or office staff.
- h) The Groundsman's Store can only be used by members of the Tennis committee, members of the Board, ground staff, coaches or office staff.
- i) The practice area is for use as a tennis practice area only and no other ball games are permitted.

## **6. FLOODLIGHTS**

All tennis playing members are given a key to operate the floodlights. Keys must not be loaned or copied. Keys must be removed immediately after play. Members of the Bar Staff will have authority to remove keys when courts are vacant. A fee may be charged for their return.

## **7. PLAYING EQUIPMENT**

- a) Tennis balls will be provided at the discretion of the Tennis committee for tournaments and league matches.
- b) Members must provide their own tennis balls for general play.
- c) Team Captains should ensure that all match balls are returned.
- d) Used match balls will be sold behind the Bar and in reception.

## **8. MEMBERS UNDER 18 YEARS**

- a) Members under 18 years of age have priority use of courts 13 and 14 at all times.
- b) Members under 18 years are permitted to use all the courts at any time, provided that this does not conflict with adults waiting to use the courts (except courts 13 & 14).
- c) When an adult/junior combination is playing, this is deemed as Junior play.

## **9. COURT ETIQUETTE**

The following are seen as breaches of court etiquette and members may be subject to warning/discipline by the Tennis Committee/Board if found guilty of such breaches:

- a) Throwing of rackets about the court.
- b) Violent hitting of the ball above what would be considered reasonable play.
- c) Use of unacceptable language/swearing.
- d) Making excessive noise in the area of a court in play.
- e) Any other behaviour deemed inappropriate by the Tennis Committee.

## **10. Tennis rules for on booking on My Courts**

See Court booking rules Section M.

## **11. COURTS FOR TEAM MATCHES**

### **Summer Matches**

On team practice evening's captains may decide which surface the match will be played on from within the allocation of courts.



On all other occasions the plexi-cushion courts should be used unless the weather or forecast is poor. On such occasions the artificial clay may be used.

### **Winter Matches**

Teams may use either clay or plexi-cushion courts.

## **O. SQUASH / RACKETBALL**

### **1. RULES**

The games of Squash Rackets and Racketball shall be played according to the rules of England Squash.

### **2. PLAYING DRESS**

a) Clean and tidy squash/racketball clothing must be worn on court at all times. Running shorts, vests, football or rugby shirts, cycling shorts, etc. are not acceptable squash/racketball clothing. The Squash/Racketball Committees reserves the right to regulate clothing standards and Committee members are authorised to enforce such regulations.

b) Shoes must be clean and have non-marking soles. These shoes must be kept exclusively for indoor use. On no account should players use the same shoes for tennis as they use for the squash/racketball courts.

### **3. PROTECTIVE EYEWEAR.**

It is recommended by England Squash that protective eyewear is worn. Young people 18 and under **must** wear protective eye wear, it is the responsibility of the player's parent(s) to ensure that all persons under the age of 18 wear protective spectacles whilst on court for general play. It is the responsibility of the coach to ensure that everyone aged 18 and under wears protective eyewear during coaching sessions.

### **4. PLAYING EQUIPMENT**

Only England Squash approved rackets and balls may be used.

### **5. COACHING**

Lists for the booking of coaching sessions will be posted on the coaching notice board. Only coaches approved by the Board will be allowed to take the coaching sessions.

### **6. COURT BOOKING RULES**

The court booking rules are shown on 'MyCourts' booking sheets. See Section M

### **7. COURT LIGHT KEYS**

Keys must not be loaned or copied. Two keys are required to operate all the lights on each court. Members should only use the key issued to them personally and must on no account use any other member's key. Any court being used by two players must have two keys in use.

### **8. MEMBERS UNDER 18 YEARS**

a) Unrestricted play between the hours of 09.00am and 5.00pm from Monday to Friday.

b) May be included in one (Advanced) booked period on Saturday between 9.00am and 9.00pm.

c) May be included in one (Advanced) booked period on Sunday between 9.00am and 5.00pm.

## **9. COURT ETIQUETTE**

The following are seen as breaches of court etiquette and members may be subject to warning/discipline by the Squash/Racketball Committees/Board if found guilty of such breaches:

- a) Throwing of rackets about the court.
- b) Violent hitting of the ball above what would be considered reasonable play.
- c) Use of unacceptable language/swearing.
- d) Making excessive noise in the area of a court in play including the balcony.
- f) Members should wait for an appropriate break in play before crossing the back of court 5.
- e) Any other behaviour deemed inappropriate by the Squash/Racketball Committees.

## **P. GYM**

- a) Generally no person under the age of 16 will be entitled to use the facilities of the gym.
- b) The gym shall be open from 6.30am – 10.00pm Mondays – Fridays and from 08.00am – 8.00pm on Saturdays and Sundays.
- c) All gym users shall comply with the Gym House Notice, which is displayed in the gym. This notice may be amended from time to time.
- d) All gym members must have a gym induction prior to using the gym equipment or have signed a waiver stating that they have not had an induction and are using the gym at their own risk.

## **Q. CODE OF CONDUCT (The Code)**

1. All members of the Club (Members) shall be required at all times:
  - (i) To acquaint themselves with and abide by the Bye Laws and any other rules published on the notice boards in and around the Club as amended from time to time.
  - (ii) To act with courtesy and consideration towards all other Members, guests, visitors, coaches and members of staff.
  - (iii) To respect all property belonging to the Club, Members, guests, visitors, coaches and members of staff.
2. Minor disputes, misdemeanours and breaches of the Code which cannot be dealt with between the parties involved, will normally be dealt with by the appropriate Section Chairman informally.
3. All major breaches of the Code will be referred to the appropriate Section Chairman who will decide whether to deal with the matter by either (a) a verbal warning (b) a written warning, which will be recorded against the Member concerned or (c) by referring the matter to the Board, invoking the disciplinary procedure.
4. The Code applies to Members when they are on any part of the Club's land and property. It also applies whilst they are representing the Club in any capacity at any other venue or attending another club as a Visitor or Guest when their conduct is such that it might harm or bring into disrepute the good name and reputation of the Club, or if their conduct or behaviour is the subject of a complaint from any other venue or club.
5. The following types of conduct are examples of matters which could be referred to the Board. This, however, is not an exhaustive list:
  - (i) Any breach of the Club's policy on safeguarding children and young people
  - (ii) Insulting, threatening, foul or abusive words or language directed towards another Member, guest, visitor, coaches or member of staff.

- (iii) Threatening or aggressive behaviour or physical assault on or towards another Member, guest, visitor, coaches or member of staff.
- (iv) Intentional or reckless damage or vandalism to property belonging to the Club, another Member, guest, visitor, coaches or member of staff.
- (v) Theft anywhere on the Club's land and property.
- (vi) Persistent disregard of the Club rules or cheating.
- (vii) Conviction of any criminal offence which might harm the good name and reputation of the Club.

## **R. SOCIAL MEDIA POLICY**

1. We believe in free speech. However, when offering Club social media accounts, for example Facebook pages, we reserve the right to remove certain content that you may post on the Club owned and administered websites and pages. As a general rule, users can post content freely on a social media account, except when content could be considered illegal, obscene, defamatory, threatening, infringing upon intellectual property rights, invasive of privacy (including any current data protection legislation) or otherwise injurious or objectionable.
2. Users cannot use the Club name to promote or endorse any product, opinions, cause or political party. Stating that Club endorses your personal opinion is prohibited.
3. You agree that you will not knowingly, or with intent to defraud, provide material and misleading false information.

## **S. DISCIPLINARY PROCEDURE**

1. The Disciplinary Committee will consist of the Secretary, Treasurer (if available) and one other appropriate Member of the Board.
2. The Chair, or any other appropriate member of the Board, will have the power to investigate a breach including interviewing witnesses to the breach.
3. The Disciplinary Committee will meet to consider the case within 14 days of the referral to the Disciplinary Committee. The Member concerned will be invited to attend a Disciplinary meeting and will have the right to attend and be accompanied and represented by another person at the meeting. The Member whose case is referred to the Disciplinary Committee will also be invited to submit his or her case in writing to the Secretary not less than 7 days prior to the meeting date.
4. The Disciplinary Committee will act by the decision of a majority of the Disciplinary Committee Members present and voting.
5. The Disciplinary Committee have the power to postpone or adjourn the meeting at any time and for any reason.
6. The Disciplinary Committee will announce their decision at the end of the meeting or the adjourned meeting or within 14 days thereafter by notice in writing to the Member concerned.
7. The Disciplinary Committee will have the power to dismiss any charge made; issue a warning, verbal or written; impose a period of suspension or terminate the membership of that Member.
8. The Member may appeal within 14 days against such decision by notifying the Club Secretary. The matter will be put to the full Board for consideration and a final decision made within 14 days.

## **T. GRIEVANCE PROCEDURE**

1. It is important that if you feel dissatisfied with any decisions made by the Board or any Section Committees you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

2. Nothing in the procedure is intended to prevent you from informally raising any matter you wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing to the Club Secretary within 28 days of the relevant Board or Section Committee minutes being posted.
3. You will be invited to attend a meeting at a reasonable time and location at which your grievance will be investigated fully. The Grievance Committee will consist of the Secretary, Treasurer (if available) and one other appropriate member of the Board. You should take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within 10 working days of the meeting, including your right of appeal.
4. If you wish to appeal you must inform The Club Secretary within 5 working days. You will then be invited to meet with The Board to discuss your appeal. Following that meeting you will be informed of the final decision normally made within 10 working days, which will be confirmed in writing.

**The Secretary  
Stourbridge Lawn Tennis and Squash Club**

**July 2018**