



# ENNIS LAWN TENNIS & BADMINTON CLUB

[www.ennistennis.com](http://www.ennistennis.com)

## Club Rules 2019-2020.

### Preamble

The Club's motto is "One club, one community". The following rules are framed with this motto in mind and they strive to ensure that without prejudice to the rights of any individual that the common good is served.

These rules are framed in the spirit of promoting a spirit of respect and high standards of etiquette from all members, on and off the court.

Interpretation of the club rules is a function solely of the management committee or any authorised committee to which, from time to time, the management committee may delegate this function.

Members must familiarise themselves and respect the rules. A copy of the rules may be accessed at [www.ennistennis.com](http://www.ennistennis.com).

### Members

Subscriptions become due on the first day of April of each year.

1. Only a paid up member may book to use the club facilities. Only paid up members and such other persons as described in these rules may use the club's facilities.
2. Rules governing the use of club facilities are decided and administered by the management committee.
3. When members are renewing membership they must review club rules and confirm acceptance before renewal is granted.
4. Renewal of membership is not guaranteed and is at the discretion of the management committee.
5. The reputation of the club is paramount and shall be respected by members.
6. Harassment or bullying of members takes many forms and constantly evolves and management committee will endeavour to

keep up to date with changes in good practices and civil law to prevent bad practices developing and react accordingly.

7. As the club is voluntary and some members give of their time to manage and advance the club, all members have to respect this commitment.
8. The first point of contact for Badminton and Tennis matters will be the relevant Captain, he or she can then pass the enquiry onto another committee member to process same.
9. Should a member of the club come across another member or visitor on club grounds in distress or in need of help then that member is expected to assist in whatever way is required and inform a member of the management committee or child protection officer so the event can be recorded and any follow action can be instigated.

### **Badminton Specific Rules**

10. Only the appropriate soft court footwear may be worn on courts at all time and no deviation is allowed. No food may be brought into the courts and drinking water must be contained in a non drip container.

### **Tennis Specific Rule**

11. Courts booking system rules are to be enforced strictly. Any member found misusing or abusing the booking system will be verbally cautioned and a written record taken. This system is to ensure a fair distribution of court time and will be used to track the utilisation of courts for future club development. After 2 cautions or proven misuse the member will be suspended from the booking system for a period of time to be decided by the management committee. Booking system for courts rules are in the Ace Book booking system and are to be enforced strictly. This system is to ensure a fair distribution of court time and will be used to track the utilisation of courts for future club development.

## **Club facilities**

12. Members are permitted to bring their own dogs, onto the club grounds and premises provided they are kept on a lead and under control at all times. Under no circumstances are dogs allowed into the clubhouse or onto courts.
13. The club will normally close at 11.00pm each night except where otherwise authorised by the management committee and in accordance with relevant legislation.
14. The club accepts no responsibility for any items lost or stolen on club premises. It is the responsibility of each individual to take care of his/her property.
15. Members shall park their cars in a manner that permits easy access and exit from the club.
16. All members shall treat the club and all other members and persons using the club facilities with respect. It is expected that members shall assist in preventing littering and vandalism by confronting offenders and reporting such offences to the management committee.
17. No smoking or eating is allowed on courts.
18. The kitchen area must be kept clean and in the event of a match, tournament or social event it is the responsibility of the organising person(s) to ensure that the premises are left in a clean and proper state.

## **Junior members**

19. Junior players are not allowed unsupervised access to the clubhouse under any circumstances. All junior members must be under adult supervision (adults over 18 years of age). It is the responsibility of Parents or Guardians to ensure that adequate supervision is in place for their children. The only exception to this rule is junior players aged 16 and over with parental or guardian approval (taking account of child protection/safety issues etc). This concession will be regularly

reviewed by the management committee. Due to health/safety and child protection concerns this concession cannot be extended in order to give unsupervised access to the building for junior badminton players.

20. Junior players must declare in April every year if they wish to be considered to represent this club in Munster Competitions. In the event of a junior player declaring for another club they will not be selected for any Ennis Club teams for that season until their membership is renewed on April 1<sup>st</sup> of the following year. Members of preceding year's club teams will have priority when teams are being decided for the following season. Full time students can represent the school or college at which they are studying without contravening this rule.
21. Captains of teams playing in inter club and schools competitions will be decided by date of birth ie: oldest junior will be team captain and next eldest will be vice-captain, unless specific competition rules state otherwise.
22. List of players in junior competitions to be provided to and retained by captain prior to the start of relevant competition.
23. No junior member may possess a key or keypad code for the clubhouse.
24. Rules for school teams need to be provided to cover service level agreements, team listings, school supervisor or liaison, training times and coaching responsibilities.
25. Junior members may use the club facilities between 7.00am and 6.30pm only whilst under adequate supervision. Courts 1-3 may be booked by junior members aged 16 years and over up to 8.00 pm subject to rule 19. The Management committee may from time to time approve junior players to participate in specified adult competitions/events. Juniors who have this concession can play at all times in the specific event.
26. Junior members may, when playing with a parent/guardian who is an adult member, use the playing facilities until 8.00pm when the adult member has appropriately booked to use the court.
27. The Management Committee has adopted the Tennis Ireland Child Protection Guidelines as its policy in relation to child protection. Any

person suspecting any form of child abuse is advised to contact one of the club's designated child protection officers or any member of the committee. A copy of the Tennis Ireland and Badminton Ireland Child Protection Guidelines are available at [www.tennisireland.ie](http://www.tennisireland.ie) and [www.badmintonireland.com](http://www.badmintonireland.com) and in the clubhouse.

28. No junior member may have their image posted in the printed press, online or in any digital format without the permission of parents or guardians. This applies in all circumstances, be it a group or individual situation. No juniors name should be attached to the image so that any junior can be identified directly, so the images will be anonymous. Should all parents/guardians agree for an image to be shown then only management committee members may post the image. Any non-management committee member found posting or interfering with the clubs printed or digital data will be disciplined by the management committee. Anybody found with data belonging to or stored by the club or found trying to gain access to this information will be immediately have their membership and access to club withdrawn pending an investigation by the management committee.
29. The coaching structure of the club will be reviewed annually and all coaches will be required to sign a service contract / agreement annually following discussions with the Management Committee.
30. Coaches who provide regular coaching and run camps will be required to be a member of the club. This rule will not apply to coaches who are invited to the club to give specific one off sessions / weeks if requested by the management committee.

## **Guests**

31. For the purposes of these rules, a guest shall mean a person introduced by and playing with a member.
32. It is the responsibility of the member introducing a guest to ensure that the guest

signs the guest book and includes his/her address and the date of the visit including the appropriate fee and for the club member to verify the correct details. On completing and signing the appropriate entry in the visitor book, the guest is granted the status of temporary member. This is a class of membership that is limited to the time during which the guest/temporary member is using the club facilities and its maximum duration is twelve hours. This entitles the guest to use club facilities but does not allow the guest/temporary member any voting rights nor does it confer in any way any right of interest or ownership in the club, its property and goods.

### **Clothing and playing apparel**

33. Appropriate playing apparel, shoes and clothing, must be worn. It is each member's responsibility to ensure that their footwear is suitable for the court type on which they are playing.

### **Etiquette**

34. The highest standards of etiquette are expected of all members at all times, when using the club facilities, when playing for and representing the club.
35. Members should refer to the "Guidelines on court etiquette".

### **Management**

36. If at the Agm, positions on the Management Committee are not filled then the committee at its first meeting thereafter can either decide not to fill that position or by a majority vote of 2 to 1 ask or appoint a member to fill that role on a temporary basis.
37. Records kept by committee members must be returned to club secretary at the end of the member's term.

## **Complaints**

38. A recognised complaint is any complaint received by the management committee or any member of the management committee that concerns or purports to concern itself with any infringement of the rules of the club and which contains information that would reasonably enable the complaint to be addressed
39. Typically, a recognised complaint should be made in writing, specifying the name of the complainant and providing details of the complaint, including names of witnesses, if any.
40. Bullying or harassment of any kind will not be tolerated on the club grounds either to members or visitors and is to be reported to a member of the management committee in writing.

## **Investigating committee**

41. The Management Committee shall, on receipt of a recognised complaint, cause to be formed, for the purposes of investigating the complaint, a committee consisting of two elected members of the Management Committee, with due regard to gender balance. The Management Committee shall describe the terms of reference of the investigating committee and shall delegate authority as necessary to the investigating committee for the purposes of its work.
42. The investigating committee shall investigate the complaint and shall be afforded all reasonable cooperation in its endeavours.
43. The investigating committee shall report within a reasonable time which report shall include its findings and recommendation(s). The management committee shall consider the report and issue its findings within a reasonable time.
44. All investigation records are to be kept for a minimum period of 3 years from the date a report was closed off.

## **Appeals committee**

45. The Appeals Committee shall consist of two members, with due regard to gender balance. The function of the Appeals Committee is to adjudicate in the event that a decision of the Management Committee relating to a disciplinary matter is appealed. Members of the Appeals Committee shall remain independent in their function and shall be afforded all reasonable cooperation in the exercise of its role and functions.
46. Any person affected by a decision of the management committee has the right to appeal that decision. This right must be exercised within 20 days of receipt of the decision. In the event that an appeal is not received within this time the decision of the management committee is deemed confirmed and final. An appeal must be made in writing. An appeal must be addressed to the Hon. Secretary and must state the ground(s) on which the appeal is being made and the decision(s) being appealed. The Hon. Secretary shall refer the appeal to the Appeals Committee. The Appeals Committee shall consider the appeal. The Appeals Committee may either uphold the appeal or deny the appeal. The Appeals Committee shall issue its findings within a reasonable time. The decision of the Appeals Committee is final and binding.

## **Sanctions**

47. The possible disciplinary sanctions that may apply include, but are not limited to, verbal warning, written warning, withdrawal of playing privileges on a once off or ongoing basis, suspension, and expulsion.

## **Updates and Amendments**

48. This section contains changes to rules and relevant information that the management committee wants to pass on and will more than likely become part of the club rules for the following year. These updates or amendments will usually appear after the monthly management meetings.