

Constitution

1. NAME

- 1.1. The name of the club is Walmer Lawn Tennis & Croquet Club, often abbreviated to WLTC, hereafter referred to as “the Club”.
- 1.2. The Club shall be affiliated to the Lawn Tennis Association Limited (“LTA”) and the Kent County Lawn Tennis Association (“KCLTA”).
- 1.3. The Club is a Community Amateur Sports Club (“CASC”).
- 1.4. The Club is situated in Archery Square, Walmer, Kent.

2. AIMS & OBJECTIVES

- 2.1. To foster and promote sport, particularly tennis and croquet, at all levels within the community and within sport by providing opportunities for recreation, coaching and competition.
- 2.2. To manage the Club as an amateur club.
- 2.3. To achieve “Tennis Mark” accreditation (as defined by the LTA), which is supported by Club England.
- 2.4. To comply with all Health, Safety, Environmental, Child Protection and Personal Data Protection mandates.
- 2.5. To encourage all members to participate fully in the activities of the Club.
- 2.6. To align the Club’s rules to those of the LTA and the KCLTA.

3. MEMBERSHIP

- 3.1. Membership of the Club shall be open to anyone interested in the Club’s activities, regardless of skill level, sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership, according to available facilities, is allowable on a non-discriminatory basis.
- 3.2. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.
- 3.3. The Club will keep subscriptions at levels that will not impose a significant obstacle to people participating.
- 3.4. Application for membership shall be by completion of a membership application form and by payment of the relevant subscription fee as determined at the Annual General Meeting of the Club.
- 3.5. Club subscriptions are due on the 1st April each year, or on the date of election to membership in the case of new members.
- 3.6. New members are automatically elected as members of the Club upon the receipt of a correctly completed application form and on receipt of the applicable subscription for the year.
- 3.7. Junior members are those members under the age of eighteen on May 1st who have paid the junior membership subscription.
- 3.8. Members who have not re-joined the Club by May 1st shall be deemed to have left the Club.
- 3.9. No person shall be eligible to take part in the business of the Club, any competition, coaching, be eligible for any Club team, or be listed in the Handbook, unless the appropriate subscription has been paid. It is the responsibility of team captains to ensure that no person is selected to play for a team unless the applicable person is a paid-up member of the Club.
- 3.10. The General Committee may refuse membership, but only for good cause, such as character or behaviour likely to bring the sport, or the Club, into disrepute.
- 3.11. All members and all visitors to the Club shall be required to accept and be bound by the Rules contained in this Constitution and by the Bye-Laws of the Club.
- 3.12. All members shall accept and all visitors shall, so far as is reasonably practicable, be required to accept that the Contracts (Rights of Third Parties) Act 1999 shall apply to the agreement between themselves and the Club.
- 3.13. The Club may terminate the membership of any member or impose any other sanction it deems appropriate in the event of any breach of the rules contained in this Constitution or the Bye-Laws of the Club.
- 3.14. An appeal against refusal of membership or dismissal as a member may be made to the General Committee who shall appoint an Appeals Committee to hear the appeal.

3.15. A Notice displayed on the Notice Board and/or in the Visitors' Book should read:

"All visitors to this Club shall, as a condition of admission to the Club, accept and be bound by the Rules contained in this Constitution, by the Bye-Laws of the Club and shall also accept that the Contracts (Rights of Third Parties) Act 1999 applies to the agreement between themselves and the Club and that the Club may enforce any breach."

3.16. Unlicensed or unregistered coaches who are not members of the Club should sign a letter as follows:

"I accept as a condition of my appointment as coach and being permitted by the Club to coach at the Club, I shall be bound by the Rules contained in the Club's Constitution and Bye-Laws and I also accept that the Contracts (Rights of Third Parties) Act 1999 applies to this agreement and that the Club, LTA and the KCLTA may enforce any breach."

3.17. All members will be deemed to have read and accepted the Club's Constitution and any Bye Laws, rules or Codes of Conduct that the Club has adopted.

3.18. A copy of the Club's Constitution and Bye Laws shall be posted on the Club Notice Board in the main Clubhouse and on the Club's Web Site.

4. COMMITTEE

- 4.1. The management of the Club shall be in the hands of a General Committee consisting of the President, Chairperson, Hon. Secretary, Hon. Treasurer, Bar Chairperson, Ground Chairperson, and a minimum of three other persons.
- 4.2. Meetings will be held at least four times per year. These will be called by the Hon. Secretary or Chairperson, by the provision of at least seven days' notice, and five attendees shall form a quorum. Lesser notice is acceptable in an emergency, provided that more than 75% of Committee members agree to shorter notice.
- 4.3. All voting at a General Committee meeting shall be by show of hands of all members present. A simple majority of those present shall suffice. In the event of a tie the chairperson shall have an additional vote.
- 4.4. The President, whose role on the Committee is "ex-officio", automatically continues in office from year to year unless he/she submits his/her resignation to the General Committee or unless the General Committee proposes a change at an Annual General Meeting or at a General Meeting of members.
- 4.5. All other Committee Members shall be elected at the Annual General Meeting of the Club, unless a casual vacancy arises during the year (see 5.3 below).
- 4.6. All Committee Members must be persons of good standing and attest to not having a history of tax fraud, identity theft or been disqualified from office as a charity trustee or a company director.
- 4.7. Minutes of Committee Meetings shall be circulated to the Committee Members within ten days of the meeting date.
- 4.8. Matters discussed at Committee Meetings are deemed to be confidential unless the Meeting determines otherwise.

5. POWERS OF THE GENERAL COMMITTEE

- 5.1. To set or change the ByeLaws for the proper management of the Club.
- 5.2. To appoint such sub committees as the General Committee deems necessary for the proper management of the Club, including, but not limited to, a Ground Committee and a Bar Committee, with power to co-opt members to those sub committees who are not on the General Committee. All sub committees will be chaired by a member of the General Committee, who will be responsible for reporting back to the General Committee.
- 5.3. To fill casual vacancies immediately on the General Committee. A person who on a casual vacancy, is appointed to fill the place of a member of the General Committee, shall be appointed for the remainder of his/her term and no longer.
- 5.4. To call a General Meeting of the Club in accordance with 6.5, below.
- 5.5. The General Committee has a responsibility to keep Club members informed of upcoming events and of significant developments at the Club on a regular basis.
- 5.6. The season, for both croquet and grass court tennis, shall begin and end on dates to be fixed by the General Committee. The grass tennis courts and croquet lawns shall be open for play between such hours as may be fixed in the Bye Laws.
- 5.7. If in the opinion of the General Committee the conduct of any member or visitor be such as to endanger the character or interest of the Club, the General Committee shall have power to expel such a member or visitor.
- 5.8. A member of the Ground Committee or, in his/her absence, any member of the General Committee shall be empowered to close or open the courts as appropriate.

6. ANNUAL GENERAL MEETING ("AGM") & OTHER GENERAL MEETINGS

- 6.1. The AGM of the Club shall be held each year within three months' following the Financial year end, upon the provision of thirty days' Notice.
- 6.2. The AGM Agenda, to be released with the Notice, shall cover but will not be limited to the following:
 - 6.2.1. *Consideration/approval of the minutes of the previous AGM and of any General Meeting held in the past year.*
 - 6.2.2. *Matters and Actions arising from the previous AGM and General Meeting (if applicable), which are not covered in the Main Agenda for this Meeting.*
 - 6.2.3. *Consideration of the Chairperson's report.*
 - 6.2.4. *Consideration of the Hon. Secretary's Report.*
 - 6.2.5. *Consideration of the Hon. Treasurer's report.*
 - 6.2.6. *Consideration of the Ground Chairperson's report.*
 - 6.2.7. *Section/teams' reports (as appropriate).*
 - 6.2.8. *Other reports worthy of note.*
 - 6.2.9. *Election of members of the General Committee.*
 - 6.2.10. *To set the subscription levels and visitor fees for the coming year.*
 - 6.2.11. *Any other business in respect of which due notice has been given.*
- 6.3. Notice of any resolution to be proposed at this meeting and nominations for membership of the General Committee, shall be lodged in writing with the Hon. Secretary not less than twenty-one days before the date of the AGM. All resolutions or nominations must be formally proposed and seconded.
- 6.4. Nominations and Resolutions for consideration at the AGM shall be notified to members at least fifteen days before the date of the AGM.
- 6.5. The General Committee shall have power to summon a General Meeting at any time on at least twenty-one days' notice being given to the members. Discussion and voting shall be confined to those subjects for which the General Meeting was called.
- 6.6. A group of members numbering twenty-five or more, or a minimum of one-fifth of the membership (if smaller), shall have the power to require the General Committee to convene a General Meeting of members by the provision of twenty-one days' notice. The Hon. Secretary or another Committee Member, as nominated by the General Committee, shall issue Notices to the Members within ten days of the receipt of the demand from the group. Discussion and voting shall be confined to those subjects for which the General Meeting was called.
- 6.7. Notices of AGMs and General Meetings will, ordinarily, be issued by the Hon. Secretary, but the General Committee may nominate another Committee Member to undertake this task. The Notices shall, in accordance with the notice timelines, be posted on the Club Notice Board, the Club Web Site and shall be delivered by email to all members who have lodged their email addresses with the Hon. Secretary.
- 6.8. The Chairperson at an AGM or a General Meeting will be a person nominated by the Committee to fulfil this role and will usually be the exiting Chairperson of the Club. In the event of a change of Chairman during the course of an AGM or General Meeting, the newly appointed Chairman will chair the meeting from the time of his/her appointment.
- 6.9. Voting at an AGM or at a General Meeting shall be confined to members of the Club present in person at the meeting at the time of the vote. Members present shall have equal voting rights, except for that no Junior Member shall have the right to vote for any purpose.
- 6.10. In the event of a tied vote at an AGM or at a General Meeting, the Chairperson of the meeting shall have a casting vote. The quorum for both an AGM and at a General Meeting shall be fifteen or one-fifth of the membership, whichever is the smaller.
- 6.11. No Constitutional Rule shall be rescinded or altered, and no new Constitutional Rule made, except at an AGM or General Meeting, with the provision of the required notice. A three-quarter's majority of those present and voting at an AGM or General Meeting is required to change the Constitution of the Club.
- 6.12. Minutes of an AGM or a General Meeting will be made available to all members entitled to vote at an AGM on a timely basis.

7. FINANCE

- 7.1. A bank account shall be maintained on behalf and in the name of the Club at a bank agreed by the General Committee.

- 7.2. Up to five members of the General Committee, as approved by the General Committee, shall, be designated “authorised signatories”, with power to sign Club cheques, make transfers and withdrawals. Two persons are needed to authorise any transactions over £200 and these persons cannot be related.
- 7.3. Records of income and expenditure will be maintained by the Hon. Treasurer and a fiscal statement issued at each committee meeting.
- 7.4. At the AGM the Hon. Treasurer will present an audited set of accounts and provide a capital expenditure budget for the coming twelve months.
- 7.5. The financial year will end on [31st August].
- 7.6. All monies raised by the Club will be spent solely on the “Aims and Objectives” of the Club as laid out in this Constitution.
- 7.7. All surplus income or profits are to be reinvested in the Club. No surplus or assets will be distributed to members or to third parties.
- 7.8. Club subscriptions and visitors’ fees shall be determined at the AGM of the Club.

8. SALE & CONSUMPTION OF INTOXICATING LIQUOR

- 8.1. The supply of wines, spirits and other intoxicating liquors to the Club shall be under the control of the Bar Chairperson and the Bar Sub Committee who shall arrange for the supply thereof to members at reasonable prices.
- 8.2. No wines, spirits or intoxicating liquors shall be supplied or consumed upon the Club premises except at such hours and subject to such conditions as may from time to time be permitted by the law.
- 8.3. The hours permitted for the supply of alcoholic drinks shall be determined by the General Committee.
- 8.4. No persons under the age of eighteen shall be supplied with intoxicating liquor.
- 8.5. No member may directly or indirectly to derive any pecuniary benefit from the supply of intoxicating liquor to or on behalf of the Club, except with the express approval of the General Committee.
- 8.6. [Members may only consume their own intoxicating liquor on the Club premises upon paying the appropriate corkage as set by the Bar Sub Committee].
- 8.7. Members may introduce guests to whom intoxicating liquor may be supplied by or on behalf of the Club in accordance with the Licensing Act 1964. Such persons shall abide by the rules of the Club.
- 8.8. When a sporting event is held at the club, the visiting players, their officials and supporters may be supplied intoxicating liquor by or on behalf of the Club in accordance with the Licencing Act 1964. Such persons shall abide by the rules of the Club.

9. DISSOLUTION

- 9.1. If at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club, the Hon. Secretary shall immediately convene a Special General Meeting of the Club to be held not less than thirty days thereafter to discuss and vote on the resolution.
- 9.2. If at that Special General Meeting the resolution is carried by at least three-quarters of the members present at the meeting, the General Committee shall thereupon, or at such date as shall be specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 9.3. The Hon. Treasurer will present a final set of accounts to the General Committee.
- 9.4. The General Committee shall then be responsible for the orderly winding up of the Club’s affairs.
- 9.5. After settling all liabilities of the Club, the General Committee shall dispose of the remaining assets to one of the following:

To another club which has similar sports purposes which is a registered charity and/or to another club which has similar sports purposes which is a registered Community Amateur Sports Club and/or to the Club’s governing body for use by them for related community sports.

BYE LAWS

1. GENERAL

- 1.1. No children under the age of 10 shall be admitted to the Club grounds unless accompanied by an adult and under proper control.
- 1.2. No dogs shall be allowed in the Club grounds unless kept on a lead and under the strict control of its owner.
- 1.3. Any member or visitor damaging any property of the Club shall be responsible for its replacement or repair to the satisfaction of the General Committee.
- 1.4. Members must pay every expense they incur in the Club before leaving the ground.
- 1.5. The conduct of a person employed by the Club shall in no instance be made a matter for personal reprimand; all complaints against persons employed by the Club or sub-contractors engaged by the Club shall be addressed in writing to the General Committee through the Hon. Secretary.
- 1.6. All Tennis members and visitors are required to adhere to the Club's Code of Conduct and Policy on Court Etiquette, which is attached, as an Appendix, to these Bye-Laws.

2. TENNIS (GENERAL)

- 2.1. Recognised tennis clothing must be worn as approved by the General Committee and it is the General Committee's preference that the tennis attire be predominantly white. However, coloured tennis clothing is permitted for Club play and Club matches, but socks shall be white. Regarding play on the grass courts, footwear must not have spikes or heavily corrugated soles. Pimpled tennis shoes specifically designed for grass court play are permitted but must conform to the current ITF regulations on grass court shoes which apply to the Wimbledon Championships <https://www.itftennis.com/media/2495/grand-slam-rulebook-2020-f.pdf>.
- 2.2. The Club reserves the right to refuse entry on to the courts to anybody not suitably attired.
- 2.3. The Club operates an online booking system for all Courts. Courts may be booked by a member for a maximum of two hours and priority on court is given to members who have booked on line. Whilst the Covid-19 crisis persists, play is not permitted on any court unless a prior booking has been made online or unless participating in a Club organised event.
- 2.4. Priority is given to club matches and events, including social occasions & coaching authorised by the General Committee.
- 2.5. Any issues arising as to the allocation of courts should be decided by the Hon. Secretary or in his absence by any member of the General Committee present on the ground.
- 2.6. Tennis players must provide their own tennis balls.
- 2.7. Sub-committees shall be appointed by the General Committee to run Club Tournaments.

3. GRASS TENNIS COURTS

- 3.1. Grass courts will be available for play from each day 12.00 noon (weather permitting).
- 3.2. This start time may be relaxed as the season progresses (at the Ground Committee's discretion), by notice to the members.
- 3.3. Grass courts should not be used once dew has started to form on the courts.
- 3.4. Players should desist from playing on the grass when it is raining, and not restart until the grass and underlying earth is sufficiently dry to ensure no damage to the surface or risk of injury.
- 3.5. The Hon Secretary, a member of the Ground Committee or, in their absence, a General Committee member will decide on the suitability of grass play.
- 3.6. Play is not permitted on any court taken out of play for maintenance or "rotational resting".

4. HARD COURTS

- 4.1. Hard courts are available from 9.am to 8pm daily and are bookable for a period not exceeding 2 hours through the Club's online booking system.

5. JUNIORS

- 5.1. Juniors may book and use courts 3,4,7, & 8, as available, between 12 noon and 6.00pm (Monday to Thursday) and between 12.00 Noon and 3pm at weekends.
- 5.2. Juniors should always book/use the available grass court furthest away from the clubhouse (first 8, then 7, then 4, then 3).
- 5.3. As soon as the Club eases its Covid-19 restrictions, juniors may use courts 3,4 7 & 8 between 3pm & 6pm at weekends but only if these courts are not needed by senior members for their club afternoon. They should expect to relinquish the court should these courts be required by senior members.
- 5.4. In a post Covid-19 environment, juniors will have priority on all courts from 6pm on Fridays. Whilst the Covid-19 emergency persists, the Friday night priority for juniors is suspended.
- 5.5. Juniors may book hard courts for up to 2 hours. Utilising the Club's online booking system.
- 5.6. Parents of juniors, who are neither tennis or croquet members, are encouraged to join the Club as Social Members.

6. VISITORS

- 6.1. Visitors introduced by a member shall be deemed temporary members of the Club.
- 6.2. No visitor may join as a "visitor" for a longer period than one month. The visitor's name and the name of the member introducing the visitor must be entered in the Visitor's Book, located in the clubhouse, **before beginning to play.**
- 6.3. Payment of the visitor's fee must be passed to the Hon. Secretary or a member of the General Committee, who will receipt the book and pass on the fee to the Hon. Treasurer.
- 6.4. **No visitor shall be introduced as a playing visitor on more than three occasions in a season.**
- 6.5. A non-playing member subsequently wanting to play tennis or croquet shall not be entitled to the rate applicable to a visitor but must, before playing, pay the difference between the rates for non- playing and playing members.
- 6.6. In exceptional cases, the Hon. Secretary has the power to use his discretion to relax the rules pertaining to visitors and regarding visitor's fees generally.

7. CROQUET

- 7.1. Croquet players must wear flat soled footwear.
- 7.2. The normal playing hours are from 10.30am until twilight.
- 7.3. Lawns can only be reserved using the Club's on line booking system. Bookings should be restricted to 90 minutes and, to maximise lawn usage, bookings should seek to commence from either 10;30, 12:00, 13:30, 15:00, 16:30 or 18:00. Whilst the Covid-19 crisis persists, no play is permitted on the lawns unless a prior booking has been made on line.
- 7.4. Priority is given to events & coaching organised by the General Committee or their appointed representative.
- 7.5. Lawns should not be used once dew has started to form or if wet from rain or overnight dew, unless the underlying earth is sufficiently dry to ensure no damage to the surface. The drying process can be hastened by swishing or brushing to disperse rain droplets or dew.
- 7.6. The Croquet Captain, the Hon. Secretary, a member of the Ground Committee or, in their absence, a General Committee member will decide on the suitability for play.
- 7.7. All equipment should be returned to the croquet pavilion if there is no following game. Whilst the Covid-19 crisis persists, hoops will remain on the lawns. If there are no following matches, the croquet pavilion must be locked.
- 7.8. The Code of Conduct and Policy on Court Etiquette, as detailed in the Appendix, shall apply to Croquet players insofar as it is applicable to the game of Croquet.

APPENDIX.

CODE OF CONDUCT AND POLICY ON COURT ETIQUETTE

1. INTRODUCTION

- 1.1. This code of conduct and policy on court etiquette sets out what the Club regards as good practice for all members to follow and is available so that every member is clear as to what is expected of them in order to create the right playing environment in which everyone can enjoy their tennis.
- 1.2. Both the code of conduct and the policy on court etiquette reflect the friendly and co-operative spirit which members at the Club have enjoyed for many years, as well as advice from British Tennis. The General Committee of the Club is confident that this ethos will continue and sees this as important in maintaining the Club's reputation.
- 1.3. The Code of Conduct sets out minimum standards of behaviour, which all members are expected to follow, and seeks to avoid any serious issues arising. The policy on court etiquette then sits alongside the code of conduct and sets out a range of actions and behaviours which are considered acceptable or unacceptable on and around the tennis court.
- 1.4. Should a breach of the code of conduct or a serious breach of the policy on court etiquette occur, a complaints and sanctions process is set out below.

2. AIMS OF THE CODE OF CONDUCT AND POLICY ON COURT ETIQUETTE

- 2.1. The aims of this code of conduct and policy on court etiquette are to:
 - 2.1.1. Ensure that all members are treated fairly and with respect;
 - 2.1.2. Advise all members of the standards of behaviour and court etiquette which they are expected to meet so that an environment is created within which members can enjoy their tennis and the Club can continue to flourish;
 - 2.1.3. Provide a complaints and sanctions process so that any issues can be addressed.

3. RULES OF TENNIS

- 3.1. An understanding of the rules of tennis underpins this area. The rules of tennis are published by the International Tennis Federation and can be found here <http://www.itftennis.com/media/220771/220771.pdf>
- 3.2. Advice on the interpretation of the rules is available here from British Tennis <http://www.britishtennis.com/newtotennis/rules/code.shtml>

4. CODE OF CONDUCT – STANDARDS OF BEHAVIOUR

- 4.1. All members are expected to treat all other members and all other players respectfully. The Club will not accept any behaviour which may cause any physical or mental harm to any other member or player.
- 4.2. Unacceptable actions will include:
 - 4.2.1. Being abusive or showing aggression towards another member or player;
 - 4.2.2. Swearing;
 - 4.2.3. Racket throwing;
 - 4.2.4. Intimidating another member or player;
 - 4.2.5. Creating a danger to another member or player;
 - 4.2.6. Calling into doubt the integrity of another member or player such as by repeatedly querying line calls.

5. POLICY ON COURT ETIQUETTE

- 5.1. Tennis etiquette covers different areas from those addressed within the rules of the game. Etiquette covers a range of actions and behaviours which are considered acceptable on and around the tennis court.

5.2. British Tennis provide advice on etiquette which can be found here:

<http://www.britishtennis.com/newtotennis/rules/etiquette.shtml>

5.3. The WLTCC policy on etiquette covers the following areas:

5.3.1. Showing respect and being courteous:

- 5.3.1.1. Welcome new members and players to the Club irrespective of their experience of the game and their level of play;
- 5.3.1.2. Show respect and courtesy to your partner, your opponents and others on or around the courts;
- 5.3.1.3. Instead of criticising your partner or opponent, offer encouragement instead;
- 5.3.1.4. If a loud dispute during a match occurs, take it off court and away from other players on adjacent courts;
- 5.3.1.5. Do not walk behind courts when a point is in progress to avoid causing a distraction;
- 5.3.1.6. During play and particularly between games keep the amount and volume of conversation to a minimum so as to avoid distracting players on other courts;
- 5.3.1.7. If a ball from an adjacent court strays onto yours do not hit it back immediately but do so when the players on that court are ready and then hit it to the server's end of that court;
- 5.3.1.8. Courtesy to your opponents should include leaving the court together at the end of the match.

5.3.2. Do not walk on to another court during a game

- 5.3.2.1. Wherever possible access the court by means of the nearest external gate;
- 5.3.2.2. Before crossing a court to get to yours, wait for the conclusion of the point or if the match is a competitive one wait until the end of game, or until you are invited to cross, and do so as quickly as possible;
- 5.3.2.3. Close the gate behind you, as you would on your own court;
- 5.3.2.4. Be aware if you are already playing on court that others may wish to cross your court in order to access their own court and facilitate that where possible;
- 5.3.2.5. If your ball rolls onto an adjacent court, wait for a break in the play in that court before politely requesting its return rather than retrieving it yourself.

5.3.3. Line calls

- 5.3.3.1. Only call the lines on your side of the net;
- 5.3.3.2. Call clearly on the basis of what you honestly believe to be correct;
- 5.3.3.3. If you are not certain, or did not see the ball clearly, the ball was good and the doubt must be given in favour of the opponent;
- 5.3.3.4. If occasionally you have serious doubt over a line call, ask your opponents politely if they are certain as to the accuracy of their call, and if they are, move on and play the next point;
- 5.3.3.5. If there is doubt over a line call, consider offering to replay the point.

5.3.4. Keeping score

- 5.3.4.1. The server should announce the score before each point;
- 5.3.4.2. If the server forgets or does so inaudibly, the receiver should request the server to make an audible announcement of the score.

5.3.5. Mobile phones

- 5.3.5.1. Mobile phone calls should not be made or received on court: leave the court to make or receive a call;
- 5.3.5.2. Mobile phones taken onto court should be switched off, or put on silent or vibrate mode, so as to avoid creating a distraction.

5.3.6. Clothing and footwear

- 5.3.6.1. Please refer to Bye-Laws 2.1 and 2.2.

5.3.7.Complaints and sanctions

- 5.3.7.1. If any member(s) believes that they have experienced either a breach of the code of conduct or a serious breach of the policy on court etiquette then they should contact the Hon. Secretary.
- 5.3.7.2. A Sub-Group of the General Committee will then arrange a meeting with that member(s) to discuss the issue. The Sub-Group may also arrange a meeting with the person or people who are the subject of the complaint;
- 5.3.7.3. In considering the complaint, the General Committee will take into account any background information they consider relevant including as to the personal circumstances of the person who is the subject of the complaint, together with any external advice or guidance available to them which may be appropriate;
- 5.3.7.4. After the General Committee has deliberated and decided on a course of action with regards to the complaint the Sub-Group will arrange a feedback meeting with the member(s) concerned;
- 5.3.7.5. In the event of any complaint being upheld, the General Committee will investigate and make a decision in line with Rules of WLTC and may impose any one or more of the following sanctions on a member found to be in breach of this code of conduct or in serious breach of this policy on court etiquette as it considers appropriate in all the circumstances, namely:
 - 5.3.7.5.1. a warning as to future conduct;
 - 5.3.7.5.2. disqualification from any event or tournament in which the breach has taken place;
 - 5.3.7.5.3. suspension of a member from membership;
 - 5.3.7.5.4. exclusion of a non-member from the Club's premises;
 - 5.3.7.5.5. expulsion of a member from the Club.

