

# Rules & Etiquette

These rules are to make sure our club runs safely, efficiently and fairly to all.

Rules covering areas such as discipline, trustees, finances, AGM's, and the club constitution are available in the clubhouse and are available to any member on request.

## Membership

Only paid members and their guests can use the Club facilities. Coaching of non-members is permitted for a limited period and subject to a guest fee.

Membership payment is annually by direct debit. Members with any payment in arrears by 28 days will be removed from the booking and club access system.

Any requests for refunds, regardless of reason and including injury, are referred to the Board.

Detailed information regarding the Club's Articles of Association (constitution) and byelaws for each sport can be found in the members only area of the website.

## Court bookings

Tennis courts can be booked up to eight days in advance accessing the screen in the clubhouse, or the ClubSys website.

Grass courts are available May to end September (weather permitting). They can only be booked on the day. Grass courts are available from 11.30am Monday to Friday, and from 10am at weekends at the discretion of the Groundsman and Tennis Chair. Members should act responsibly in the event of rain or any dampness that could cause injury and play at their own risk at all times.

Squash Courts can be booked up to two weeks ahead using the ClubSys system.

Please cancel any court bookings you do not require.

Title: Rules and Etiquette	Last Review Date: July 2019
Written by: Hilary Powell	Next Review Date: July 2021
<a href="https://d.docs.live.net/Oe248d72fe5d2d13/Rules and Policies/Current Policies/Rules and Etiquette.docx">https://d.docs.live.net/Oe248d72fe5d2d13/Rules and Policies/Current Policies/Rules and Etiquette.docx</a>	

THE  
**SUNDRIDGE PARK CLUB**  
TENNIS & SQUASH

## Kitchen & Clubhouse

This is for the use of members only. There is an Honesty box for tea and coffee when the bar is closed. The cooker can only be used by holders of certificates displayed in the kitchen or by outside caterers with their own certification. BBQ's are only permitted by approved providers at club functions.

The fridge freezer is available to store food for consumption at the club, food must be named and dated. Unlabelled items will be discarded.

Please wash up and put away crockery after use. The dishwasher is only available for club events.

## Floodlit tennis

Floodlit play is allowed at the following times:

Courts	Permitted floodlight dates	Permitted floodlit hours
9-11	1 September to 30 April	Until 10pm weekdays  Until 7 pm weekends Until 8.30pm weekdays
12	1 September to 30 April	Until 7 pm weekends Until 8.30pm weekdays only
13-14	15 September to 15 April	Until 8.30pm - weekdays only
17-19	All year	Until 10pm every day

Tokens for lights can be purchased from the bar or office. The slot meters for the top clay courts are in a cupboard to the left of the main clubhouse entrance and for the middle and bottom courts in the lobby of squash courts 1 & 2.

## Squash heating & lighting

Tokens are not required as membership includes lighting. Heating on the courts is controlled by sensors and can be adjusted by the player. Please remember to turn sensors back down to 15 degrees when you leave the courts and turn the lights off after your game.

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## Dress & footwear

Tennis clothing is preferred with appropriate tennis shoes designed for the sport to prevent injury.

Squash shoes must have non-marking soles and provide suitable support for playing squash and to prevent injury.

Eye protection is advised but optional unless playing in a junior competition where England Squash make it mandatory.

## Guests

Playing members of Tennis & Squash may invite a guest to the club to play with them. A guest may play no more than five times within a year.

The member must pay the guest fee: Adult £5, Junior £2 and enter their name and the guests in the assigned book in the clubhouse. Money can be paid to the bar during opening hours, or the club office (envelopes on noticeboard).

Squash and Tennis members may play the sport they do not have membership for up to five times a year paying the guest fee and signing the book.

Spectators are welcome at the club at all times but cannot purchase drinks from the bar as this contravenes the bar licence.

## Exhibition of notices

No paper, notices or business cards can be exhibited in the clubhouse without the permission of the Administrator.

## Photography & Social media

As a member of the Club, you are not permitted to share photos taken of other members on social media without their permission.

The Club will only use photos or videos taken at the club that appropriately celebrate the tennis, squash and social experience at The Sundridge Park Club.

We will not identify people without their permission.

If you do not want yourself or your child/children to be photographed, please contact the Administrator in the Club office.

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## Communications

General queries should be directed to the Administrator.

Any matters requiring the attention of the Board, contact the Hon. Secretary.

Weekly newsletters are sent to members via Mail Chimp detailing current activities and posters and on clubhouse noticeboard showing upcoming events.

## Dogs

Dogs are permitted on site and in the clubhouse if controlled and on a lead.

When food is being consumed please respect members preference to eat in a dog free area.

Dogs are not permitted on furniture and owners are expected to keep our grounds clean by clearing any mess left by their dog.

## Cycles & Scooters

Cycles must be parked in the racks provided in the car park. Please do not cycle in the grounds or leave bikes on the grass or elsewhere.

Children's scooters should be secured to the bike rack and not brought into the clubhouse.

## Suggestions & Complaints

The board welcomes new ideas. Please email the relevant board member or the Administrator who will pass to the most appropriate person.

Any complaints should be made in writing to the Hon. Secretary who will submit to the Board whose decision is final.

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