

# Sutton Lawn Tennis Club

## Bye Laws



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## **APPENDIX A. GENERAL BYE LAWS**

- A.1 Traffic in the driveway must give way to incoming traffic at all times.
- A.2 Smoking including vaping is forbidden in the Clubhouse or in any sporting facility at the Club.
- A.3 Junior, Juvenile, and Junior Academy members may only be in the lounge when accompanied by a parent or guardian, or on specially designated occasions or when the Junior Room is closed (and in such cases not after 6.00 p.m.). Juvenile Members under 14 years of age and Junior Academy members must be off the premises by 6.00 p.m. each day. Juvenile Members of 14 years and over may be on the grounds after 6.00 p.m. only for the purposes of playing snooker (if permitted by the Snooker Bye-laws) or tennis, squash, or padel.
- A.4 Use of the television is restricted to the viewing of items of general interest in the lounge or function area and may only be used in the lounge area unless otherwise directed by the Management Committee.
- A.5 Parking is prohibited in front of any emergency exit from the Clubhouse. Parking in the Club grounds is only permitted while availing of the Club facilities, unless otherwise agreed.
- A.6 Members and their Visitors must vacate the Clubhouse and all Club facilities when requested to do so during the course of a fire evacuation, both real and drill.
- A.7 The use of cameras or video recording equipment, including camera phones, is strictly forbidden in the dressing rooms, toilets, showers and junior room. The use of cameras or video recording equipment, including camera phones, in any other area of Club must be done in compliance with Club Policy. Failure to comply with this bye law may result in disciplinary action against the offending Member.
- A.8 While in the Club, all Members shall carry their own Club membership card and have it available for presentation on request. Accessing the Club using another Member's card or allowing another Member to use your membership card may result in disciplinary action against the offending Member(s).
- A.9 Juvenile, Junior, and Junior Academy Members are not allowed to congregate or loiter in the changing rooms. Senior Members can ask Juvenile and/or Junior and/or Junior Academy Members to leave the changing rooms. Juniors must leave the changing room within a reasonable timeframe if requested to do so. No food may be consumed in the changing rooms. Failure to comply with this bye law may result in disciplinary action against the offending Member.
- A.10 Only alcohol purchased on the premises may be consumed in the Club unless otherwise specifically authorised and approved by the Management Committee and/or General Manager.
- A.11 Animals or pets are not allowed on the club grounds unless on a leash and for no longer than necessary. Animals with the exception of assistance dogs are not permitted in the Clubhouse;
- A.12 Membership categories allow for certain privileges within the Club as follows:



## **APPENDIX B. GYM BYE LAWS**

- B.1 Access to the gym is restricted to those carrying their current membership card activated to provide access to the gym as authorised by the Gym Club Manager or those Members attending assessment courses under the personal attention of the Gym Staff or other trained personnel / Manager. No other persons may use the Gym equipment, under any circumstances. Membership cards will ONLY allow access to the gym for the appropriate membership category.
- B.2 A Member is not allowed to use another Member's card to gain access to the gym.
- B.3 A Member may be asked to show their membership card to the Gym Club Manager or to any member of the Management Committee or staff of the Club. Failure to produce the membership card when requested to do so may result in the matter being referred to the Hearings Committee.
- B.4 Members planning on using any of the equipment in the gym must first complete a personal assessment with one of the gym instructors and must sign the disclaimer on the 'Approved Gym User' card before using any equipment in the gym.
- B.5 Access to the gym is by use of the membership card and a deduction charge will be made for the first entry each day in the case of Pavilion Members only. The usage charge for Pavilion Members will be at the discretion of the Management Committee.
- B.6 Members must report any damage to equipment to the office or Gym Manager immediately.
- B.7 Access to the gym is restricted to Members who are 16 years of age or older, except with the express approval of the Management Committee and under such restrictions as they may determine from time to time.
- B.8 Members planning to attend a scheduled gym class should book via the online booking system. If there is a charge for the class, it will be deducted as part of the booking. If for whatever reason the class needs to be cancelled the fee will be returned to the Member's account. A no show will incur the booking fee.
- B.9 Members found to be abusing their membership will be suspended by the Management Committee and the matter will be referred to the Hearings Committee.
- B.10 Members are required to take a towel for use on the apparatuses and remove any jewellery prior to using the gym equipment.
- B. 11 Members may only attend the gym wearing the correct clothing. For safety reasons, any member not doing so may be asked to leave the gym. Members should wear footwear at all times in the gym. Any member unsure of the correct clothing/footwear should consult a member of staff for clarification.
- B. 12 No form of martial arts, boxing, sparring or contact sports are permitted in the gym without prior approval from the Management Committee.
- B. 13 Only Personal Trainers / Coaches approved by the Management Committee or General Manager and Gym Manager are permitted to provide personal training sessions, group classes or instruction of any kind.
- B.14 All classes must be booked through the booking system. Failure to turn up for a booked class will result in the following sanctions:

Infringement 1: Caution by telephone.

Infringement 2: Member loses all booking privileges for 1 week.

Infringement 3: Member loses all booking privileges for 1 month.

Infringement 4: Member will be a subject of a formal complaint for breach of club rules which will be referred to the Club Hearings Committee who may consider additional sanctions.

B.15 Members arriving late to gym classes will not be permitted to enter the class.

## **APPENDIX C. SNOOKER BYE LAWS**

- C.1 The snooker tables must be booked using the online booking system.
- C.2 Play is restricted to Members aged 16 years or over, except when playing with one of their parents or guardians who are also Members of the Club.
- C.3 Tables may not be used without table lights.
- C.4 Juvenile or Junior Members may not congregate in the Snooker Room and may only use the room when actually in play on one of the tables.
- C.5 The last game on any table must be finished by 11pm.  
However, in exceptional circumstances, the finishing time may be extended, with the prior approval of the Management Committee / General Manager.
- C.6 The last players on each table each night must replace the covers on that table.
- C.7 It is strictly forbidden to bring any form of food into the Snooker Room
- C.8 Members introducing Visitors must do so on the booking system and advise the office to fill out the necessary Visitor record sheet and pay the appropriate fee.
- C.9 Inter-club League, open tournaments, Interprovincial and International matches always have priority use of the snooker tables.
- C.10 The Snooker Committee / General Manager may reserve the snooker tables for specific events or programmes from time to time e.g. Club Championship Finals.

## **APPENDIX D. SQUASH BYE LAWS**

- D.1 All items of clothing worn on court must be appropriate squash attire. Members must wear the appropriate non-marking footwear while on court to prevent damage to court surfaces. Players, including Visitors, contravening these rules will be required to leave the court at once. It is the responsibility of the Member introducing any potential Visitors to acquaint them with these rules prior to play.
- D.2 Chewing gum is strictly forbidden on the squash courts
- D.3 Glass vessels of any kind may not be taken on to the squash courts.
- D.4 Smoking including vaping is forbidden in the Clubhouse or in any sporting facility at the Club.
- D.5 All players under 19 years of age must wear protective eyewear while on court at all times including training, social play and competitive matches. Any player failing to comply with this rule will be required to leave the court at once.
- D.6 Any player who does not make himself or herself available for league selection, by virtue of opting for another club, will not be eligible for entry to the Club Championship in that season.
- D.7 Inter-club leagues and cups, open tournaments, interprovincial and international matches have priority use of the courts at all times.
- D.8 The Squash Committee may, at their discretion, reserve courts for play, squad training, and one day tournaments and may waive any court fee.
- D.9 The Squash Committee may agree to courts being pre booked by the Director of Squash subject to bye laws D.7 and D.8.
- D.10 A maximum of 2 courts at any one time may be reserved for coaching off peak unless otherwise agreed by the Squash Committee and approved by the Management Committee in advance.
- D.11 After 7pm, only one court may be reserved for elite coaching.
- D.12 Event organisers may reserve the courts for specific events from time to time subject to the agreement approval of the Management Committee.

### **SQUASH COURT BOOKING**

- D.13 Peak Period is:
  - a) 6pm to 11pm on Monday to Thursday
- D.14 Off-Peak Period is
  - a) 7am to 6pm on Monday to Thursday
  - b) 7am to 11pm on Friday
  - c) 7am to 11pm on Saturday and Sunday
- D.15 Courts will be released for booking 7 days in advance
- D.16 Courts can be booked by Intermediate and Senior members during peak period and off-peak period using the online SLTC Court booking system.
- D.17 Courts can be booked by Juvenile and Junior members between 7am and 6pm any day, but need a Senior Passport allocated to them by the Director of Squash and approved by the Management Committee outside of this time.
- D.18 Members who arrive to the club and have not booked in advance must book the court(s) using the online booking system before play.
- D.19 The Squash Committee / General Manager may reserve the courts for specific events from time to time including but not limited to, Club Championship Finals.
- D.20 Court bookings are for one hour.
- D.21 Court booking charge is €3.20 per court Peak, and €1.60 per court Off Peak and is collected from the Member's court booking account in the online SLTC Court Booking System. Court Bookings for a Visitor will cost €3 off peak and €5 peak and the same playing Visitor may not be introduced more than 4 (four) times a year. Payments for booking on courts are non-



refundable unless the courts are rebooked by another Member. A Member cannot play in two consecutive time slots on the squash courts even if the time slots are booked by another Member.

D.22 Members must use the "kiosk" booking system on-site or via GPS check-in at the club to check-in and confirm court usage prior to play.

D.23 Failure to take up a booking or to cancel a court booking within 24 hours of the time slot will lead to forfeiture of the court booking fee unless the time is re-booked by another Member.

D.24 Refunds of booking fees for late cancellations where the time slot is not re-booked may be made at the discretion of the General Manager.

D.25 To take up a court booking, the players must check in on the online check in system no later than 30 minutes after the booked time. Failure to do so will register as a "no show", the booking charge is forfeited, and the court may be used by other players waiting to play. These players have the right to the court for the remainder of the time slot.

D.26 Failure to adhere to the booking rules or infringements of same will result in the following sanctions:

Infringement 1: Caution by telephone.

Infringement 2: Member loses all indoor booking and indoor playing privileges for 1 week.

Infringement 3: Member loses all indoor booking and indoor playing privileges for 1 month.

Infringement 4: Member will be a subject of a formal complaint for breach of club rules which will be referred to the Club Hearings Committee who may consider additional sanctions.

## APPENDIX E. TENNIS BYE LAWS

- E.1 Clothing worn on court must be appropriate tennis attire. Players, including Visitors, contravening this rule will not be permitted to play. It is the responsibility of the Member introducing Visitors to acquaint them with this rule prior to play.
- E.2 Chewing gum is strictly forbidden on the courts
- E.3 Glass vessels of any kind may not be taken on to tennis courts.
- E.4 Smoking including vaping is forbidden in the Clubhouse or in any sporting facility at the Club.
- E.5 Seniors have first preference on all courts on all days after 18.00, (save as provided in Tennis By-law No. E.6.).
- E.6 **Booking Rules**  
Seniors playing with Juniors / Juveniles / Junior Academy assume the status of Juniors / Juveniles / Junior Academy except:
- a) When playing in club or league competitions.
  - b) When playing in Ladder challenges.
  - c) When playing in an official league team practice
  - d) When playing with a Junior / Juvenile who is allocated a Senior Passport. Senior Passports are allocated to Juniors / Juveniles on the recommendation of the Director of Tennis and/or Tennis Committee and approved by the Management Committee.  
Juniors / Juveniles who hold Senior Passports will have the same booking rights as Seniors unless otherwise decided by the Management Committee.
  - e) Note: Two Juniors / Juveniles playing Senior Ladder challenges, or in other Senior events have Senior status. Juniors / Juveniles who have been allowed to commence play on a floodlit court shall be allowed to finish their time.
  - f) Juniors / Juveniles who are part of a coaching group may play with a designated coach after 6pm, such bookings to be limited to outdoor courts.
- E.7 During school holidays, the number of courts occupied by Seniors or Intermediate Members up to 18:00 from Monday to Friday inclusive (but public holidays excluded), shall not exceed four, save at certain designated times (to be shown on the online booking system in the weeks ahead), the number may be reduced to two. The courts to be used shall be designated by the online court booking system administrators. For the purposes of this by-law, school holidays are defined as the two weeks of Christmas including December 24th to January 1st i.e., the Easter fortnight, and the months of June, July, and August.
- E.8 Play against the practice wall and mini courts is limited to 30 minutes, subject to demand. Seniority will not apply before 18.00. The tennis practice wall may not be used while there are league or championship matches in progress on Bradshaw 1 and Bradshaw 2 courts.
- E.9 **Competitions**  
Club competition and challenge matches, once started, shall be played to a conclusion whether played in daylight or floodlight conditions subject to Club closing times. Club competitions are:
- “Junior Competitions”:
- SLTC Junior Winter Championships
  - SLTC Junior Spring Championships
  - SLTC Junior Club Championships
- “Senior Competitions”:
- SLTC Senior Spring Championships
  - SLTC Summer Handicaps
  - SLTC Senior Club Championships
  - SLTC Senior Masters
- “Open Competitions”:
- East of Ireland Junior Open
  - SLTC Senior Open

The Management Committee may amend this Competitions listing from time to time, as required.

- E.10 Inter-club League, open tournaments, Interprovincial and International matches always have priority use of courts.
- E.11 The Director of Tennis / Tennis Administrator may schedule additional matches for play.
- E.12 A Member who does not make him or herself available for selection in League competitions or has failed to commit to representing the Club by virtue of opting for another club (save those playing for their Third Level institutions) may not be eligible for entry to the Senior Junior competitions in that calendar year. This decision will be at the discretion of the Management Committee.
- E.13 Court allocations are agreed and amended from time to time by the General Manager and / or Director of Tennis / Tennis Administrator, with the support of the Management Committee.
- E.14 Event organisers may reserve the courts for specific events from time to time subject to the approval of the Management Committee.

### **TENNIS COURT BOOKING**

- E.15 Indoor Peak Period is:
  - a) 9am to 9pm on Monday to Thursday,
  - b) 9am to 8pm Friday, and
  - c) 8am to 6pm on Saturday, Sunday and Bank Holidays
- E.16 Indoor Off-Peak Period is:
  - d) 7am to 9am on Monday to Friday
  - e) 9pm to 11pm Monday to Thursday,
  - f) 8pm to 11pm Friday, and
  - g) 7am to 8am and 6pm to 11pm on Saturday, Sunday and Bank Holidays
- E.17 Courts will be released for booking each Monday.
- E.18 Members are permitted to play a maximum of 3 x 'Peak' hour slots per week as well as a maximum of 3 x 'Off-Peak' hours. Usage is reset each Monday.
- E.19 A week is defined as Monday to Sunday inclusive.
- E.20 Indoor Courts can be booked for peak period and off-peak period by intermediate and senior Members and Senior Passport Juveniles / Juniors using the online SLTC Court Booking System.
- E.21 Indoor courts can be booked for play by Juvenile and Juniors Members between 08:00 and 18:00 Monday to Sunday using the online SLTC Court Booking System.
- E.22 Outdoor courts may be booked by Senior, Intermediate and Senior Passport Juveniles/Juniors for any time using the online Booking System.
- E.23 Outdoor courts may be booked by Juveniles / Juniors for any time up to 18:00 hours daily using the online SLTC Court Booking System.
- E.24 Members must name all players on their court bookings and the Member making the booking must be on court.
- E.25 Coaches will appear on the booking system as "Coach Jane Smith" to provide transparency to Members

- E.26 For Outdoor courts a booking charge of €2 will be charged for each booking. This fee shall be refunded to the player when they check in on the booking system online or using the terminal in the club. Failure to take up the court or to check in will result in forfeiture of the booking charge.
- E.27 Members who arrive to the club and have not booked in advance must book the courts using the online booking system.
- E.28 The Tennis Committee / General Manager may reserve the courts for specific events or programmes from time to time e.g., Club Championship Finals, Junior Development Programme, Inter Club League matches etc.
- E.29 Indoor Court booking charge is €4 per court Peak, and €2 per court Off Peak and is collected from the Member's court booking account in the online SLTC Court Booking System. Court Bookings for a Visitor will cost €5 and the same playing Visitor may not be introduced more than 4 (four) times a year. Payments for booking on indoor courts are non-refundable unless the courts are rebooked by another Member.
- E.30 A Member cannot play in two consecutive time slots, in peak hours, on indoor tennis courts even if the time slots are booked by another Member or an opponent in singles or separate players from a double's partnership.
- E.31 A Member can play in two consecutive time slots, in off peak hours, on indoor tennis courts even if the time slots are booked by another Member or an opponent in singles or separate players from a double's partnership.
- E.32 Members are not permitted to bring in visitors to play on the Indoor courts.
- E.33 Indoor courts cannot be booked for single player practice during peak times.
- E.34 Floodlights Lights for all courts are €5 per hour and must be paid separately using the designated card swipe readers for the court floodlights.
- E.35 Members must use the "kiosk" booking system on-site or via GPS check-in at the club to check-in and confirm court usage prior to play.
- E.36 Failure to take up a booking or to cancel an outdoor court booking within 24 hours of the time slot will lead to forfeiture of court booking fee unless the time is re-booked by another Member.
- E.37 Failure to take up a booking or to cancel an indoor court booking within 48 hours of the time slot will lead to forfeiture of court booking fee unless the time is re-booked by another Member.
- E.38 Refunds of booking fees for late cancellations where time slot is not re-booked may be made at the discretion of the booking system administrator.
- E.39 To take up a court booking, the players must check in on the online check in system no later than 30 minutes after the booked time. Failure to do so will register as a "no show", the booking charge is forfeited, and the court may be used by other players waiting to play. These players have the right to the court for the remainder of the time slot.
- E.40 Failure to adhere to the booking rules or infringements of same will result in the following sanctions:  
Infringement 1: Caution by telephone.  
Infringement 2: Member loses all indoor booking and indoor playing privileges for 1 week.  
Infringement 3: Member loses all indoor booking and indoor playing privileges for 1 month.  
Infringement 4: Member will be a subject of a formal complaint for breach of club rules which will be referred to the Club Hearings Committee who may consider additional sanctions.

## APPENDIX F. PADEL BYE-LAWS

- F.1 Clothing worn on court must be appropriate Sports attire. Tennis / Squash attire is appropriate for Padel. Padel Shoes worn on the padel courts shall be of a type and kind designed for Padel / Tennis and shall have flat soles, without heels. Players contravening this rule will not be permitted to play.
- F.2 Chewing gum is strictly forbidden on the Padel courts.
- Drinking glasses may not be taken on to Padel courts.
- Smoking including vaping is forbidden in the Clubhouse or in any sporting facility at the Club.
- Members should be mindful of other players (both Padel and Tennis) and keep noise levels down.
- F.3 Padel Court allocations are agreed and amended from time to time by the General Manager, with the support of the Management Committee.
- F.4 **Booking Rules**
- Booking slots are for 1 hour on "Pavilion Court 1" and 30 minutes on "Pavilion Court 2".
  - For 60 minute bookings a €8 charge (and an additional €5 where lights are needed) will be applied.
  - For 30 minute bookings a €4 charge (and an additional €2.50 where lights are needed) will be applied.
  - Pavilion Court 1 time slots will be available to book from 8.15am to 10.15pm (inclusive).
  - Pavilion Court 2 time slots will be available to book from 8.15am to 10.15pm (inclusive).
- F. 5 Padel Courts can be booked by Senior, Intermediate and Senior Intermediate Members using the online ClubManager365 Booking System.
- F. 6 Padel Courts may be booked by Juveniles / Juniors for any time up to 6pm daily using the online ClubManager365 System.
- F. 7 Members must name all players on their court bookings and the member making the booking must be on court. If a player in the group cannot make the allocated time it is the responsibility of the booker to ensure that all players listed in that time slot are listed correctly.
- F. 8 Members are not permitted to bring in visitors to play on the Padel courts.
- F. 9 Only coaches approved by Management Committee are allowed to provide coaching sessions to members. These Coaching Sessions must be pre-approved by the Management Committee and booked through the online booking system.
- F.10 Coaches will appear on the booking system as "Coach Jane Smith" to provide transparency to Members.
- F.11 To take up a court booking, the players must check in on the online check in system no later than 30 minutes after the booked time. Failure to do so will register as a "no show", the booking charge is forfeited, and the court may be used by other players waiting to play. These players have the right to the court for the remainder of the time slot.
- F.12 The staging, organising, and managing of any Club or Open Tournament Competitions, and other competitions (internal league / external leagues, round robins, matches/One day Invitational event(s)) must be pre-approved by the Management Committee.
- F. 13 The Management Committee may, from time to time, temporarily alter, amend or suspend any or all of the Padel Bye-Laws or make additional Padel Bye Laws.
- F.14 **Safety Rules**
- There is no Designated Safety Zone for Pavilion Court 1 and Pavilion Court 2. As such, players are not permitted to run outside of the court to continue a rally. Only rallies inside the court are permitted.
  - The racket safety strap must be worn at all times when playing. Broken or faulty straps are not permitted.