

# 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:

	Ref	Senior	Intermediate	Junior	Juvenile & Junior Academy	Gym	Clubhouse	Honorary	Temporary Senior	Temporary Junior	Pavilion
includes		Overseas and Country	Overseas and Country	Overseas and Country	-	-	-	-	-	-	-
Age	B	26 & over	19 - 25	16 - 18	5 - 15	18 & over	18 & over	18 & over	18 & over	5 - 18	Closed
<b>Clubhouse and Grounds</b>											
Carry membership card	A.8	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allowed up to 6pm	A.3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allowed after 6pm	A.3	Y	Y			Y	Y	Y	Y		Y
<b>Tennis</b>											
Allowed up to 6pm	A.3	Y	Y	Y	Y			Y	Y	Y	
Allowed after 6pm	A.3	Y	Y	Y	Y Age 14 and over			Y	Y	Y Age 14 and over	
Preference on Weekend & Public Holiday	E.5	Y	Y					Y	Y		
<b>Squash</b>											
Allowed up to 6pm	A.3 & D.13	Y	Y	Y	Y			Y	Y	Y	
Allowed after 6pm	A.3	Y	Y	Y	Y Age 14 & over			Y	Y	Y Age 14 & over	
<b>Gym</b>											
Access to use	B.7	Y	Y	Y		Y		Y	Y		Y
<b>Snooker</b>											
Allowed up to 6pm	C.2	Y	Y	Y	Y With parent only Age 14 & over		Y	Y	Y	Y With parent only up to 15	Y
Allowed after 6pm	A.3	Y	Y				Y	Y	Y		Y
<b>Lounge</b>											
Allowed up to 6pm	A.3	Y	Y	Y With parent only	Y With parent only	Y	Y	Y	Y	Y With parent only	Y
Allowed after 6pm	A.3	Y	Y	Y With parent only	Y With parent only	Y	Y	Y	Y	Y With parent only	Y
Allowed after 9pm	Z.2.3	Y	Y			Y	Y	Y	Y		Y
<b>Introduce visitors</b>											
Playing	9.2	Y	Y								
Non-Playing	9.2 & 9.3	Y	Y			Y	Y	Y	Y		Y
<b>Changing rooms</b>											
Allowed to use	A.9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
vacate on request of adult	A.9			Y	Y	Y	Y	Y	Y	Y	Y
<b>Club regulation</b>											
Nominate for Club membership	7.1	Y	Y					Y			Y
vote at AGM and EGW	6.4	Y	Y					Y			Y
Petition for EGW	16.5	Y	Y					Y			Y
Make nomination for Management Committee	6.4	Y	Y					Y			Y
Become member of Management Committee	12.1	Y	Y					Y			Y

## **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 €10 per visitor and must be paid through the



online ClubManager365 Booking System. The same playing visitor may not be introduced more than 4 (four) times a year.

- D.22 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.23 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.24 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.25 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.26 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.27 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 bye 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 or 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. 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 **Visitors**
- E.32.1 Court Bookings for a visitor will cost €10 per visitor and must be paid through the online ClubManager365 Booking System. The same playing visitor may not be introduced more than 4 (four) times a year.
- E.32.2 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 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.

swipe

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 30 minutes on "Pavilion Court 1" and "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" and "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 **Visitors**
- F.8.1 Members are permitted to bring in visitors to play on the Padel courts at the following times:  
-Mondays to Fridays (inclusive) from 8.15am - 4.15pm (inclusive)  
Court Bookings for a visitor will cost €10 per visitor and must be paid through the online ClubManager365 Booking System. The same playing visitor may not be introduced more than 4 (four) times a year.
- F.8.2 Members are not permitted to bring visitors at the following times:  
- Mondays to Fridays (inclusive) from 4.15pm - 10.15pm (inclusive)  
- Saturdays and Sundays.
- 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.

## APPENDIX G. HEARINGS COMMITTEE RULES AND PROCEDURES

### 1. DEFINITIONS

1.1 In the interpretation of the following Rules and Procedures contained in this Appendix G and its attachments the following words and expressions which have not been defined in the Constitution or Bye-Laws shall have the meanings so defined. Words importing the singular shall include the plural, and vice versa, words importing the masculine include the feminine and words importing persons shall include bodies corporate.

In these Rules and Procedures:

**Complaint** means any written complaint made against any participants or members;

**Complainant** means the party making the complaint;

**Disciplinary Action** means the steps undertaken in initiating, investigating, prosecuting, and administering disciplinary misconduct by a participant or a member;

**Leader** means the coach, manager and or team leader that has responsibility for participants at a particular event;

**Members** has the meaning given to it in the Constitution;

**Objection** means any objection to the result of a fixture at a tennis / squash / padel event etc. on the grounds of eligibility;

**Official** means any person who referees, umpires or officiates at an event;

**On Course Hearing Committee** means the particular Hearing Committee established to hear any objections at a particular tennis / squash / padel event etc;

**Participant** means any athlete or assistant such as a doctor, physio, parent, coach, trainer, mentor psychologist, manager, advisor, agent or representative that accompanies an athlete to an event;

**Respondent** means the party against whom a Complaint has been made or Disciplinary Action has been initiated;

**Rules** means the Constitution and associated Bye-laws and Appendices; and

**Spectator** means any person who neither participates in or officiates at an event but who attends in a capacity to watch the event or support an athlete:

**Tournament Director** means the person with responsibility for the running of a particular event (tennis / squash / padel) in Sutton Lawn Tennis Club.

## 2. INTRODUCTION

- 2.1. The Hearings Committee shall be appointed annually by the Management Committee as per Clause 21.1 of the Constitution.
- 2.2. The Hearings Committee has jurisdiction over the following matters:
  - a. Infringements or failure to follow the requirements set out in the Rules, any policies, regulations or directives of the Club and these Hearings Committee Rules and Procedures
  - b. Any General Conduct or Disciplinary Actions / Matters
  - c. Any misconduct relating to activities that come under the remit and / or jurisdiction of Sutton Lawn Tennis Club and are not otherwise dealt with by the Management Committee in accordance with the Rules
  - d. The Rules of Tennis, the Rules of Squash, the Rules of Padel, the Rules of the Gym & the Rules of Snooker etc.
- 2.3. The Hearings Committee will handle any incidents or issues in relation to matters arising from General Conduct, Complaints / Grievances, Objections and Discipline within the Club that cannot be dealt with using the Informal Complaint Procedure.
- 2.4. The Hearings Committee shall consist of 5 (five) Members of Club (the "Hearings Committee panel") who shall be appointed annually by the Management Committee. 3 (three) panel members (a quorum) comprising a Chairperson and 2 (two) Ordinary members shall hear each matter referred to them. No person shall be a member of the Hearings Committee panel for a period of longer than 6 (six) consecutive years.
- 2.5. Once appointed the Hearings Committee panel shall nominate a Chairperson from within its members.
- 2.6. The Hearings Committee shall operate independently of the Management Committee.
- 2.7. The Hearings Committee operates in accordance with
  - a. The Rules, these Rules and Procedures and any other relevant rules, policies or regulations of Sutton Lawn Tennis Club.
  - b. The Competition rules for any event held by the Club.
  - c. The Tennis Ireland Complaint, Objection & Disciplinary Rules and Procedures to which Sutton Lawn Tennis Club subscribes when dealing with all Tennis related complaints or disciplinary matters.
  - d. The Squash Ireland Grievance, Complaints & Disciplinary Policy to which Sutton Lawn Tennis Club subscribes when dealing with all Squash related complaints or disciplinary matters.
- 2.8. Where these rules and procedures are silent on a matter the Tennis Ireland Complaint, Objection and Disciplinary Rules and Procedures will apply to a Tennis matter and the Squash Ireland Grievance, Complaints & Disciplinary Policy shall apply to a Squash Matter.
- 2.9. The Hearings Committee does not have jurisdiction over:
  - a. Allegations of child abuse (which shall be referred to relevant authorities) and shall be dealt with as per the process under Tennis Ireland and Squash Ireland Guidelines for Safeguarding Children,



as amended from time to time. The Club will follow the legislation and guidelines available for any child welfare matters not relating to tennis / squash / padel and reserves the right to ask a person to stand aside when such an allegation has been made

- b. Criminal matters shall be referred to the relevant authorities
- c. Anti-doping matters which fall under the remit of Sport Ireland whose decisions are recognised and enforced by Sutton Lawn Tennis Club through the Management Committee
- d. Employment or quasi employment contractual disputes involving employees of the Club
- e. Decisions of an Official made during a fixture which are final and binding
- f. Complaints relating to the conduct of members of the Management Committee during the course of their work as a member of the Management Committee which shall be referred to the President

2.10. Specifically in connection with tennis tournaments in Sutton Lawn Tennis Clubs a Leader or Official may impose Disciplinary sanctions at such events in accordance with the Tennis Ireland Complaint, Objection and Disciplinary Rules and Procedures.

2.11. Specifically in connection with squash tournaments in Sutton Lawn Tennis Club, Tournament Directors, Coaches and Managers of National teams are reminded that they have a special responsibility to report any incident of serious misconduct which occurs and where the matter comes within the jurisdiction of Squash Ireland. In such cases a Tournament Director shall have the power to withhold the payment of prize money from a player but where a report alleging serious misconduct is to be made under this policy (the Disciplinary procedures of Squash Ireland), the withholding of prize money in this way shall be subject to confirmation by the Disciplinary Committee of Squash Ireland.

2.12. These Rules and Procedures apply to:

- a) All Members
- b) Officials
- c) Leaders
- d) Participants
- e) Visitors
- f) Spectators

### **3. WITHDRAWAL**

3.1 Members of the Hearings Committee shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality or, a conflict of interest exists.

3.2 This applies but is not limited to the following cases:

- a) if the member in question has a direct or indirect interest in the outcome of the matter;
- b) if they are associated with any of the parties;
- c) if they have already dealt with the matter under different circumstances.

3.3 Members of the Hearings Committee against whom an objection might be raised shall notify the Chairperson of the Hearings Committee panel immediately. Each party may also raise an objection to a member of the Hearings Committee panel should they believe there is a conflict. The Chairperson of the Hearings Committee panel (or the President of Sutton Lawn Tennis Club where the impartiality relates to the Chairperson of the panel) shall make a final decision in such a case.

#### **4. EXEMPTION FROM LIABILITY**

- 4.1 Members of the Hearings Committee may not be held personally liable under these rules and procedures or in any court for any act or omissions in their role as members of the Hearings Committee.

#### **5. OFFENCES**

- 5.1 In addition to any breach of the Rules, Policies and Regulations that govern the Club or any competition, the following specific offences may be considered by the Hearings Sub Committee:

- a) Aggressive or threatening behaviour towards another Member (mental or physical)
- b) Aggressive or threatening behaviour towards an Official or Employee (mental or physical)
- c) Verbal Abuse/Assault
- d) Physical Assault
- e) Bullying
- f) Ineligibility
- g) Harassment of any kind including sexual
- h) Discrimination
- i) Forgery or falsification
- j) Corruption
- k) Theft
- l) Alcohol or substance abuse
- m) Misconduct or any action likely to bring Sutton Lawn Tennis Club into disrepute
- n) Criminal investigation of a crime of any nature
- o) Criminal conviction – which is likely to bring the Sutton Lawn Tennis Club into disrepute
- p) Mischievous or vexatious complaints / grievances, objections and disciplinary issues / incidents falsely claimed
- q) Breach of sanctions imposed by Tennis Ireland, Squash Ireland, an Anti-Doping Tribunal, Sport Ireland or any other statutory body

#### **6. SANCTIONS**

- 6.1 The Hearings Committee are empowered to impose sanctions including but not limited to any of the following:

- a) Written warning
- b) Suspension from all club activities for a defined period
- c) Suspension from specified club activities for a defined period
- d) Fine
- e) Expulsion from the Club
- f) Any other sanction as deemed appropriate

#### **7. INFORMAL COMPLAINTS PROCEDURE**

- 7.1. Sutton Lawn Tennis Club recognises that minor disagreements / issues arise between people every now

and again and that in the majority of cases such minor disagreements or issues can and should be resolved in the first instance in an informal manner. Accordingly, Members or anyone wishing to raise a complaint are encouraged to try and resolve disagreements or issues informally between themselves. Failing such resolution, they should raise the matter with the General Manager who shall confirm with the Complainant and the Respondent whether or not they wish the matter to be dealt with by way of the Informal Complaint Procedure as outlined in this clause.

- 7.2. If the Complainant and the Respondent are both happy to have the complaint dealt with informally the General Manager (or any other person appointed by the Management Committee) shall act as a mediator between the Complainant and the Respondent to resolve the matter in an informal manner.
- 7.3. The General Manager or other appointed person may contact or meet the Parties and generally act as a go between, between the Parties in an attempt to resolve the complaint.
- 7.4. In the event that neither Party is agreeable to referring the matter to this Informal Complaint Procedure then it shall be referred to the Hearings Committee to be dealt with under the Formal Complaint Procedure.
- 7.5. If either Party is dissatisfied with the outcome of this Informal Complaints Procedure, then they may request that the matter be referred to the Hearings Committee to be dealt with under the Formal Complaint Procedure.

## **8. PROCEDURE FOR MAKING AN OBJECTION AT A TENNIS, SQUASH OR PADEL EVENT**

- 8.1 An Objection is commenced when a participant notifies the On Course Hearings Committee at an event of an objection to the result of a fixture on the grounds of ineligibility.
- 8.2 For an Objection to be valid, the Objection shall be
  - a) In writing;
  - b) Made within 30 minutes of the completion of the fixture being objected to; and
  - c) Refer to the fixture, the time of completion and the grounds for Objection.
- 8.3 An Objection hearing shall be heard immediately after the On Course Hearings Committee receive the Objection. The On Course Hearings Committee may proceed in the absence of the affected party where the affected party has not presented himself or herself after reasonable efforts have been made by the On Course Hearings Committee to announce the hearing of the Objection. The decision of the On Course Hearings Committee shall not be reserved and will be delivered promptly and orally.

## **9. PROCEDURE FOR REFERRING FORMAL COMPLAINTS AND DISCIPLINARY ACTION TO THE HEARINGS COMMITTEE**

### **Making a Formal Complaint**

- 9.1 A Formal Complaint must be made in writing using the Formal Complaint Form which is available on the Sutton Lawn Tennis Club website or from the office, within 14 days of the Complainant becoming aware of the matter the subject of the complaint or of the Informal Complaint Procedure ending. All completed Formal Complaint forms are to be sent to the Honorary Secretary for the attention of the Hearings Committee Chairperson.

## **Disciplinary Action**

- 9.2 Disciplinary Action (as defined in 1 above) is commenced on foot of an Incident Report Form completed by a Leader, an Official, a member of staff or a member of the Management Committee being completed and submitted to the Honorary Secretary within 14 days of the alleged incident taking place. The incident Report Form shall be sent to the Honorary Secretary and marked for the attention of the Hearings Committee.
- 9.3 The Honorary Secretary will refer all such Formal Complaint and or Incident Report Forms to the Chairperson of the Hearings Committee Chairperson within 3 days of receipt of same.

## **10 PROCEDURE OF THE HEARINGS COMMITTEE**

- 10.1 On receipt of a Formal Complaint or Incident Report Form the Chairperson of the Hearings Committee shall in accordance with Clause 21 of the Sutton Lawn Tennis Club Constitution form a Hearings Sub Committee panel consisting of 3 members of the Hearings Committee one of whom shall be appointed as the Chairperson for that Hearings Sub Committee panel to determine the alleged complaint, objection, disciplinary matter in question.
- 10.2 The Hearings Committee panel may decide to handle / merge multiple formal complaints between a complainant and one or more respondents where it is deemed by the Hearings Committee to be a similar or the same complaint.
- 10.3 Communications from the Hearings Committee panel shall be via email unless a formal request is made by any Party to the matter, to correspond via ordinary post.
- 10.4 The Hearings Committee panel may communicate with parties by telephone and / or SMS on operational matters relating to the handling of the complaint e.g., arranging times of meetings
- 10.5 The Hearings Committee panel shall notify the Complainant and Respondent that they have received a Formal Complaint of Incident Report Form. Such notification shall be accompanied by:
- a) a copy of the Formal Complaint Form or the Incident Report Form;
  - b) Details of the specific complaint / alleged misconduct / breach;
  - c) The relevant rule and offence alleged;
  - d) The Parties to the Complaint / alleged misconduct / breach; and
  - e) a request that the Respondent provide a response to the allegations and any evidence to support such a response within 5 days.
- 10.6 A formal complaint shall **not** be deemed invalid where the Complainant has not served a copy of the complaint on the Respondent for whatever reason.
- 10.7 In the first instance the Hearings Committee panel will investigate the issue / incident on the basis of the written information provided by the Parties but, may also if it deems it appropriate speak directly to the Complainant, the Respondent or any other person it deems necessary to properly investigate the issue.
- 10.8 The Hearings Committee panel shall consider all evidence that it deems relevant to the case.

- 10.9 The Hearings Committee panel may consult or interview any relevant person to gather any information it deems relevant to assist with the adjudication of the issue or incident.
- 10.10 In the event that a request under Clause 10.7 or 10.9 is not complied with by any party the Hearings Committee panel will be entitled to draw inferences and impose any sanction deemed appropriate.
- 10.11 In the event of the non-attendance, (without reasonable cause considered by the Hearings Committee panel to be a justifiable reason for non-attendance) of a Complainant at a hearing the Complaint or Disciplinary Action against the Respondent shall be taken no further.
- 10.12 In the event that the Respondent fails to respond to a request under Clause 10.5 (e) or fails to attend at the hearing without reasonable cause the Hearings Committee panel will be entitled to base its decision on the information and evidence it has received.
- 10.13 The Hearings Committee panel reserves the right to have legal representation and / or consult with legal representatives.
- 10.14 The Hearings Committee panel will decide whether to have a full oral hearing or a documents-only hearing based on the statements provided by the Complainant and Respondent.
- 10.15 The Hearings Committee panel may determine that:
- a) a Complaint should be dealt with in an informal manner in which case it will be referred back to the Honorary Secretary.
  - b) it does not have jurisdiction to deal with a Disciplinary Action if it is not related to any of the codes of conduct to which the Club subscribes.
  - c) based on the evidence provided there is no breach of the Rules, regulations, policies or directives of the Club.
  - d) Based on the evidence provided there is a breach of the Rules, regulations, policies or directives of the Club.

## **11. ORAL HEARING PROCEDURE**

- 11.1 The Hearings Committee panel shall take minutes of meetings and hearings. Such minutes will normally be of a summary nature such as subject discussed, key comments, and any subsequent actions. A verbatim report of what was said and 'who said what' will not be recorded or kept.
- 11.2 Hearings will be structured to allow all participants sufficient time to speak.
- 11.3 A hearing can be postponed if the appointed Hearings Sub Committee panel requires additional information prior to proceedings commencing or to allow technical or other issues to be addressed.
- 11.4 The Hearings Committee panel will determine on a case-by-case basis whether to hear the Complainant and Respondent in separate meetings.
- 11.5 Juniors shall be accompanied at any hearing by their Parent(s) / Guardian(s). If after sufficient requests have been made to the Juniors Parent(s) / Guardian(s) to attend the hearing they refuse to attend or ignore such requests the Children's Officer shall accompany and represent the interests of the Junior.
- 11.6 The Hearings Committee panel shall ensure a Children's Officer is present at hearings where either party is a minor. Where the Children's Officer is accompanying the Junior in accordance with Clause 11.5 then another person shall be appointed to attend as Children's Officer.

- 11.7 In advance of any oral hearing the Hearings Sub Committee panel shall notify the parties of:
- a. The time, date and venue of the hearing
  - b. The procedures involved
  - c. The possible sanctions
  - d. The rights of the Parties
  - e. Any other procedural requirements
- 11.8 The Hearings Committee panel shall not be bound by formal rules of court.
- 11.9 The Chairperson of the Hearings Committee panel shall make an opening address which will include the following points:
- a) the purpose of the hearing
  - b) the introduction of all Parties
  - c) the procedures and perhaps puts a time limit on the hearing
  - d) the formal complaint / objection / disciplinary issue originally made and the sanction that may be applied by the Hearings Committee panel
- 11.10 The Chairperson of the Hearings Committee panel will at any time answer any questions the Complainant / Respondent may have on the procedures.
- 11.11 Hearings will be as informal as possible. The Complainant / Respondent may, if they like, have someone speak for them but it is not necessary. The Complainant / Respondent may at their own cost bring a relative, friend or colleague, as well as a solicitor or other professional, for that purpose.
- 11.12 At a hearing attended by both the Complainant and the Respondent the following additional procedures shall apply:
- a) the Complainant / Respondent will be entitled to and will be given the chance to:
    - speak
    - to have someone speak on their behalf
    - to give evidence and have witnesses give evidence on their behalf
    - to cross-examine / question witnesses about what they have said at the hearing
    - to cross examine / question any witness about any Report / Document they have produced in connection with this complaint.
  - b) the Complainant will be asked to speak first. The Respondent or someone acting on their behalf may cross-examine / question all those giving evidence on behalf of the Complainant, including the Complainant.
  - c) When the Complainant has finished presenting their evidence, the Respondent will then be asked to present their evidence or case and the Complainant or someone acting on their behalf may cross-examine / question all those giving evidence on behalf of the Respondent, including the Respondent
  - d) The Hearings Committee panel or someone acting on their behalf may also question any person giving evidence
  - e) The Chairperson gives the Complainant and Respondent (in that order) an opportunity to make any final submission they may wish to make,
  - f) At the end of the hearing the Chairperson will advise the Complainant and Respondent as to when they might expect the Hearings Committee panel to reach a conclusion and when this conclusion will be notified to the Complainant / Respondent and the Honorary Secretary (See 13 below – Decisions), normally within 3 days.

- g) The Chairperson closes the hearing.

## **12 MITIGATING AND AGGRAVATING FACTORS**

- 12.1 The Hearings Committee panel shall take into account mitigating and aggravating factors once a decision on culpability is reached but prior to the imposition of a sanction. The Hearings Committee panel shall take into account the following factors:
- a. Age
  - b. Cooperation
  - c. Prior warnings
  - d. Prior record
  - e. Remorse
  - f. Gravity of offence
  - g. Effect on other party (if any)
  - h. Effect of sanction on Respondent
  - i. Any other factor deemed relevant

## **13 DECISIONS**

- 13.1 On conclusion of an oral hearing, the Hearings Committee panel will adjourn to consider the evidence.
- 13.2 The Hearings Committee panel shall decide by simple majority within 3 days of an oral hearing or within 3 days of a decision to decide the matter without an oral hearing.
- 13.3 The Hearings Committee panel shall have the discretion to extend the 3 day timeline where they deem it necessary.
- 13.4 If a formal complaint is upheld or the Respondent is found to be in breach of the Constitution or rules, the Hearings Committee panel shall determine and impose a sanction on the Respondent. The Hearings Committee panel may also make recommendations for any future action if deemed appropriate.
- 13.5 Decisions of the Hearings Committee panel shall be advised in writing to the affected parties by the Chairperson of Hearings Committee panel and shall include:
- a. The composition of the Hearings Committee panel
  - b. The names of the Parties
  - c. The terms of the decision including any sanction to be imposed and the date of such sanction coming into force
  - d. Where appropriate a short summary of the facts of the matter
- 13.6 The decision will be signed by the members of the Hearings Committee panel assigned to that matter and such signature may be electronic.
- 13.7 The decision shall be forwarded to all parties by the Honorary Secretary.
- 13.8 The Hearings Committee panel shall advise the Management Committee via the Honorary Secretary of all sanctions it issues as the Management Committee may be required to enforce such sanction (e.g., a fine, a suspension or expulsion). In addition, the Honorary Secretary shall decide any

additional relevant persons that need to be advised for the effective administration / management of the sanctions within the club. While confidentiality is important any sanctions that affect the eligibility of a Member to attend at the club, play in internal events, represent the club in external events etc. shall be communicated in writing by the Honorary Secretary to the relevant people internally. This shall include as appropriate:

- a. The Ladies' and Men's Captains
- b. The Squash Chairperson
- c. The Director of Tennis
- d. The Director of Squash
- e. The Director of Gym
- f. The Office Administrator
- g. The General Manager
- h. Any other person deemed necessary in order to ensure that the decision of the Hearings Committee panel is upheld.

## **14 CONFIDENTIALITY**

- 14.1 The Honorary Secretary shall notify the Management Committee of the number of Complaints, Objections and Incident Reports received at meetings of the Management Committee however, the Management Committee shall not get involved in matters that have been referred to the Hearings Sub Committee. The Management Committee shall be informed of and shall impose sanctions outlined in any decision of the Hearings Committee.
- 14.2 The Honorary Secretary shall keep the Management Committee updated on the progression of such Complaints, Objections and Disciplinary matters on the instruction of the Chairperson of the Hearings Committee panel.
- 14.3 The Hearings Committee shall keep all communications and materials relating to specific complaints, grievances, objections and disciplinary matters strictly confidential, and in a secure location in line with the Data Privacy Policy and GDPR for normal retention periods after which they will be destroyed. All such material shall only be accessible, as determined by the Hearings Sub Committee, to the relevant parties as deemed necessary.

## **15 COSTS / EXPENSES**

- 15.1 Any costs or expenses incurred by a Participant, Member, Complainant or Respondent or any of their witnesses, if relevant, in relation to any matter under the Rules and Procedures will be the sole responsibility of that party. The Hearings Committee shall have no authority to make any award for costs.

## **16 DEFECTS**

- 16.1 No procedure or decision of the Hearings Committee shall be quashed or held invalid by reason of any defect, irregularity, omission or technicality of a nature which does not amount to a fundamental breach of natural justice.

## **17 TIME FRAMES**

- 17.1 The following are indicative timeframes for processing matters by the Hearings Committee. However,



these timeframes may be impacted by availability of relevant parties or changes advised by the Hearings Sub Committee panel.

- a. Honorary Secretary refers a Formal Complaint or Disciplinary matter to Chairperson of the Hearings Committee – within 3 days of receipt of the Formal Complaint Form or Incident Report Form.
- b. The Chairperson of the Hearings Committee appoints a Hearings Sub Committee panel (3 of the 5 members of the Hearings Committee) to meet and consider relevant information and notify Parties to the case – within 7 days of receipt of all documentation from the Honorary Secretary.
- c. Respondent is given time to respond to the Formal Complaint or Incident Report – within 5 days of receipt of notification from the Hearings Committee panel.
- d. Decision made to determine matter based on written documentation or have an oral hearing – within 5 days of receipt of all written submissions.
- e. Decision issued to parties on the basis of documentation – within 3 days of decision not to have an oral hearing.
- f. If deemed appropriate Parties invited to an oral hearing to be held within 10 days of decision to have an oral hearing.
- g. Decision issued to all Parties and the Management Committee via the Honorary Secretary – within 3 days of the hearing unless determined otherwise by the Hearings Committee panel.

## **18 Appeals**

- 18.1 All decisions of the Hearings Committee panel that do not relate to tennis / squash or padel matters are final and binding on the parties.
- 18.2 Appeals of decisions of the Hearings Committee panel in relation to tennis matters may be made within 7 days and shall be in writing to the next highest relevant body namely Leinster Tennis with the relevant procedures for appeals to Leinster Tennis to then be followed.
- 18.3 Appeals of decisions of the Hearings Committee panel in relation to squash matters may be made within 7 days and shall be in writing to the next highest relevant body namely Squash Ireland with the relevant procedures of that body to then be followed.
- 18.4 Pending the outcome of any such appeal, the original sanction by the Hearings Committee panel shall stand.