



PADDINGTON SPORTS CLUB

New Tennis Membership and Renewals Policy

New Tennis Memberships

1. Where the tennis section has no capacity to accept new memberships, the PSC management team shall maintain a list of prospective tennis members who have expressed an interest to join the tennis section (“waiting list”).
2. The waiting list shall include the full name, email address, and telephone number of the prospective tennis member (and the appropriate consents shall be obtained to collect and retain this personal data).
3. If there is a waiting list for tennis memberships, when a vacancy arises in the tennis section a new membership should always be offered to the first person on the waiting list.
4. When memberships are offered to an individual on the waiting list, the offer to accept the membership will only be open for acceptance for [5] days, before it is withdrawn. To accept the offer, the prospective member must make full payment to join the tennis section within the [5] day window. Where a prospective member does not accept the offer of membership (for any reason) or fails to make full payment to join the section, the offer shall be withdrawn, and their name and details shall be removed from the waiting list. The PSC management team will thereafter contact the next member on the waiting list to offer the vacancy.
5. Applications from members of other sections to extend their membership to include tennis should not bypass the waiting list, and their name shall be added to the bottom of the waiting list.
6. If a new member requests full club membership (all sections) their tennis membership should only be processed when their application has reached the top of the waiting list.
7. Those wishing to re-join the club after a previous membership has lapsed must join the bottom of the waiting list. On re-joining, a new application form should be completed, and a new record activated on ClubSolution. Previous records and membership numbers should not be reactivated.
8. Membership should only be activated once a photo of the new members has been uploaded onto ClubSolution.



Tennis Membership Renewals – this policy applies to all existing members of the Tennis Section and all types of tennis memberships (except junior coaching memberships.)

9. All members should be encouraged to renew their memberships on-line using ClubSolution. PSC office staff should only renew memberships manually in exceptional circumstances. PSC administration staff should point members to the renewal process on-line in the first instance and not encourage or agree to process memberships renewals manually unless there are special circumstances. Examples of these include members without internet access, those experiencing technical issues or those who have failed to renew in time and whose membership has lapsed.

10. All tennis memberships must be continuous i.e., the start date of the new membership year should be the day following the end of the last membership period.

11. A grace period of one month following the expiry of a membership will be granted but regardless of the day in which subscription fees are paid, the membership runs continuously, and the start day of the new membership is the day after their last membership expired.

12. Where payment to renew a membership has not been received one month after the expiry date of a membership, the membership will be terminated forthwith (without exception). A joining fee will be charged if the member wishes to re-join the club and they will be treated as a new member. Members are to be notified by email before their membership expires and will be warned that their membership will lapse, and that a new joining fee will be payable one month after expiry.

13. If the out-going member was an “A-Share” holder, their share shall be transferred in accordance with PSC’s Articles of Association. Their £1 should be refunded after the one-month grace period and their name put on the report to be removed from the Share Register at Companies house at the next reporting period.

14. If the Tennis section has a waiting list of members, one month after any membership has expired, the next person on the waiting list should be contacted to inform them that a membership vacancy has arisen and invited to apply for membership.

15. Should a former member wish to re-join the tennis section more than one month after their previous membership expired, they should be treated as a new member. They must be asked to join the bottom of the waiting list if one exists, to complete an application form, and be charged the Joining Fee agreed for the tennis section.

16. The PSC management team shall have no authority to provide any exceptions to this policy, including giving preferential treatment to any prospective tennis member on their positioning in any waiting list, or the waiver of any joining fees that are applicable.



17. Any member requesting an exception to this policy must put their request in writing and send to admin@psclondon.com. They should attach or provide documentation to support their request.

18. Any exceptions to this policy shall only be granted in exceptional circumstances. The General Manager of PSC should refer all requests to the tennis directors on the board of PSC, who can decide whether to grant an exemption. Once approved, the documented exception should be sent by the General Manager to the Finance Committee Chair or the Treasurer explaining the rationale for approving the exception.

19. Memberships can only be frozen in exceptional circumstances. Any member requesting their membership be frozen must put their request in writing and send to admin@psclondon.com. They should attach or provide supporting documentation at their own expense. The General Manager of PSC is the only member of the PSC administration team who can grant a membership freeze to a current membership.