



Paddington Sports Club

Tennis Booking Rules

The following tennis booking rules have been set by the Tennis Committee, in consultation with the management team of Paddington Sports Club. The spirit of these rules is to promote the maximum amount of tennis, for the maximum number of tennis members.

Each tennis member is bound by these rules on joining the tennis section of the Club, and by any subsequent amendments that may be issued from time-to-time. The tennis committee expects every tennis member to adhere to the purpose and spirit of these rules.

For the purposes of these rules, daytime bookings shall mean any booking that does not require floodlights. These rules shall also apply to floodlight bookings. Specific rules relating to 'Off-Peak' membership is attached to the end of these rules.

Note: It is the responsibility of all members to know and abide by these rules, even if the Club's booking system does not apply the restrictions that are set-out here.

General Rules

1. A booking must always reflect the correct identities of the members actually playing on court. For doubles, the two members named on the booking must be present throughout.
2. Members may only use their own fob/membership details to book a tennis court. Members must not use their membership/booking rights to allow access to the tennis facilities to friends and/or family (under any circumstances).
3. If circumstances arise where a member cannot play in the slot that has been booked and another member wants to take the place, the booking must be amended accordingly beforehand. The member who is no longer able to play should contact the office and explain the reasons why they cannot play.
4. Members are strictly prohibited from using the name of a member to book a court with the intention and purpose of reserving that court to play with another member.
5. Members should promptly cancel a booking if they are no-longer able to play so that the court can be available to other members.



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6. Members shall only be on court during the time of their actual booking, and shall finish their game promptly and not prohibit members booked for the subsequent hour to gain access to the court.
7. For Adult Drop-in and group coaching sessions, members are required to register and pay for the session on ClubSolution or at the office beforehand.
8. Members who are participating in any private coaching, pre-booked drop-in sessions, team training or team matches at any time at weekends, or after 4pm during the week must not book a court for the hour preceding the session, or have any other live bookings in the system until after the session has concluded.
9. Any other use of the tennis facilities which are not stated in these rules shall be at the discretion of the management team, and the Head of Tennis, exercising reasonable judgment that it does not breach the spirit of these rules, or generally prejudice to other members. Members are required to directly contact the Club's office to obtain express approval for such use on a case-by-case basis - and the office has absolute discretion to refuse any request. This would include circumstances where one member wishes to book a court for their sole use to practice their serve or use a ball machine.

Visitor Booking Rules

1. Access to the tennis facilities for non-members/visitors shall be at the discretion of the tennis committee and may be amended from time-to-time. The tennis committee reserves the right to temporarily suspend or prohibit visitor bookings indefinitely if it is deemed in the interests of the Club and the current tennis members to do so. Any change in access to be communicated by the tennis committee to the tennis membership.
2. Members can make visitor bookings **before 5pm** on weekdays, **after 5pm** on Saturdays and on Sundays.
3. Members may have a maximum of 8 visitor bookings per membership year.
4. Members are strictly forbidden from sharing their fob or personal/membership details with non-members in any way that would allow access to non-members to use the tennis facilities.



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5. All visitors must be registered with the Club (in accordance with PSC's by-laws) and all booking fees must be paid in advance before a member plays with a non-member.
6. Members must not use the name of any other member to book or reserve a court if they intend to play with a Visitor (under any circumstances).

Social Tennis and Events

The Club arranges regular social tennis sessions that are typically held on Friday evenings, Sunday afternoons, and Wednesday evenings during the summer months. Where members intend to attend these sessions, they are encouraged not to book courts for immediately before or after the social tennis session. Where social tennis sessions are particularly busy, priority will be given to those members that have not played that day.

Behaviour

1. Tennis members and their visitors are expected to behave according to the club's Code of Conduct, the Bye-Laws, and any other rules that may be set from time-to-time. The code of conduct can be found [here](#). In particular, the use of foul language and aggressive behaviour on court is a breach of these rules.
2. Abuse of staff members who are implementing these rules is considered a breach of these rules as well as a breach of the Code of Conduct and sanctions will be applied accordingly.
3. Any dishonest behaviour shall also be considered a breach of these rules, and may lead to further sanctions.

Penalties

Violations of the booking and visitor rules will be subject to the following penalties.

Booking rule violations

1. First-time violation - warning
2. Second-time violation – minimum one day suspension
3. Third-time violation – minimum one week suspension



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Visitor rule violations

1. First offence – all members named on the booking to receive an automatic one-week suspension, which may be extended depending on the circumstances.
2. Subsequent offences – minimum one month suspension.

The administration team is authorised to send a warning and impose a one-day suspension for booking rules violations, and a one-week suspension for visitor rule breaking. Violations that may require sanctions beyond these levels will be referred to the Tennis Committee for investigation.

Enforcement

- If any tennis member becomes aware of another member contravening these rules, they should report the matter to the PSC management team in person or in writing to: admin@psclondon.com
- The PSC management/office team shall use its best efforts to enforce these rules.
- All breaches of these rules will be recorded by the administration team.
- If members receive an email indicating that someone has booked a court using their identity without their knowledge or permission, the matter should be referred to the office immediately. Failure to notify the Club of any such wrongful bookings may result in a member being subject to a disciplinary process (even if they were not responsible for making the booking).
- The PSC management/office will do its best to assist with any booking changes and resolve any issues that may arise from time to time.
- The outcome of a disciplinary process may result in: (i) verbal warning; (ii) written warning; (iii) suspension of membership for up to eight weeks; (iv) recommendation to the Board for expulsion from the Club.
- Any penalty will be dependent on the nature of the violation, the conduct of the member in engaging with the Club and the Tennis Committee in any associated investigation of an alleged violation, any previous violations by the member.

Governance

- The purpose of these booking rules is to establish a framework for allowing fair access to tennis courts to all tennis members.
- The Board of Directors of PSC has delegated authority to the Tennis Committee to conduct disciplinary action, and where appropriate to impose penalties against members that contravene these rules.

TENNIS OFF PEAK INFORMATION

Summary of Rules

Tennis Off Peak - Adult		
Play Time	Monday-Friday - 9am-4pm Weekends - <u>No play</u>	Can pay applicable 'Visitor Fee' and play outside restricted hours (up to a maximum of 8 times per year)
Court Bookings / usage	- Booking can be made up to 4 hours in advance. - Booking opens at 7.30am	- 1 hour booking. - Can rebook another hour when finished.
Off Peak Social	-Eligible: Thursday social 10am-12 Noon -Not eligible: Wednesday social/Friday club night/Sunday social	Free
Tennis Box League/Ladder	-Ladder play with other members to be played within off-peak time frame.	Same sign-up fee as full members
Coaching Drop-Ins (groups)	-Can attend classes held during off-peak times - <u>Can only book peak hours classes through Reception if there is availability 24 hours before the class.</u> -Please note that Full members have priority.	- £12 for one hour. - £18 for two hours. - Bookable online for off-peak hours - For peak sessions: check/book with Reception 24 hours prior to peak hours classes -Please ensure sufficient funds for payments in membership account.
Private Coaching	-Coaching to be booked within off peak time frame only.	- Please contact coaches directly. - Details available on website.
Visitors/Guests	- Play time available within off-peak hours only. - Last bookable time (3-4pm)	- £15 per visitor per hour. - 8 visitors allowed per membership year. - Please call office to book a court.

NOTE: ADULT AND JUNIOR PLAY TIME ARE DIFFERENT.

Tennis Off Peak - Junior		
Play Time	Monday-Friday - 9am-6pm Weekends - 2pm-6pm Sunday - 2pm-6pm	
Court Bookings / usage	- Booking can be made up to 4 hours in advance. - Booking opens at 7.30am.	- 1 hour booking. - can rebook another hour when finished.
Private Coaching	-Coaching to be carried out within off peak time frame.	- Please contact coaches directly. - Details available on website.
Guests	- Play time available within off-peak Junior hours and visitor time restrictions only. Monday-Friday 9am-6pm Saturday: 2pm-6pm Sunday: 2pm-6pm	- £15 per visitor per hour. - 8 visitors allowed per membership year. - Please call office to book a court.