OLD COLLEGE LAWN TENNIS CLUB

MEMBERSHIP AND SUBSCRIPTIONS POLICY

1 Purpose

This policy sets out the Membership policy for Old College for payment of subscriptions. This policy is aligned with our obligations as a registered Community Amateur Sports Club and supports our Equity Diversity and Inclusion Policy which aims to ensure that Old College a welcoming and inclusive space for people to play tennis.

The policy is overseen by the Club's Members' Representative & Director Membership and managed on a day-to-day basis by our Finance and Membership Manager. It will be periodically reviewed and, if necessary, amended by the Club Committee.

Any member questions or queries on subscriptions that are not covered by this document will be passed on by the Membership Manager to the Members' Representative & Director Membership who will consider and consult with other members of the Club Committee as appropriate.

2 Membership

2.1 Rules and conditions for membership of the Club are defined in the Club Rules 5.1 – 5.7. Where there is conflict between this policy and the Club Rules, the Club Rules shall apply.

2.2 As a Community Amateur Sports Club (CASC), membership of the Club shall:

i) be open to the whole community without discrimination; and

ii) not be determined by playing ability.

2.3 The Club Committee will determine the categories of membership and the permitted numbers within each category, according to circumstances and capacity.

2.4 Applications for membership must be submitted via the mechanism stated on the club website. If the category of membership applied for is at capacity, the applicant will be placed on a waiting list. As required by our CASC status, applicants will be admitted in chronological order from the waiting list when there is a vacancy within the specified Membership Category.

2.5 The following **Membership Categories** apply. Playing times are subject to the priorities set out in the Tennis Management Policy:

Membership Category	Eligibility[1]	Permitted playing times
Adult Peak	Over 22 years of age	7 days per week Any time
Adult Off-Peak[2]	Over 22 years of age	Monday to Friday 08.00 – 18.30
Young Adult Peak	19 to 22 years of age	7 days per week Any time
Young Adult Off-Peak[2]	19 to 22 years of age	Monday to Friday 08.00 – 18.30
Student	To end of full-time education	7 days per week Any time
Club Coach	Appointed by Club Committee	7 days per week Any time
Junior	9 to 18 years of age	7 days per week Any time
Mini	6 to 8 years of age	With adult member only, according to membership category.
M25[3]	Living outside the M25 boundary.	7 days per week Any time
Social	Relatives/friends of members. Non-playing Life Members. Members with suspended playing membership due to illness, injury, pregnancy or long-term absence.	Not permitted to play.
Temporary	Visitors or individuals not resident in the area, for a period up to 6 weeks.	Acording to category of membership. Not permitted to play in tournaments or teams.

(1) Age at 31st August of membership year
(2) Off-Peak members permitted to play at peak times in Club Tournament and are partnering or playing against a peak member.
(3) No new members will be admitted to this category.

2.6 The following **Playing Categories** apply for Adult, Young Adult and Student membership:

- Advanced
- Intermediate
- Improver

After joining, members' playing category is reviewed and confirmed by the Head Coach or other delegated coach.

All members within a Membership Category will pay the same subscription regardless of their Playing Category.

3 Subscriptions

3.1 Subscriptions will be set by the Club Committee annually and cover the period from April 1st to March 31st. Subscriptions may be increased by the Club Committee as set out in Club Rule 5.8.5.

3.2 All subscriptions are due by March 31st preceding the membership year. Prompt payment is necessary to aid financial management of the club and reduce administration. At least two reminders for payment will be sent to members.

i) Late payments may incur an administration charge, set by the Club Committee for that year.

ii) If, after the final communication for payment, the fee remains unpaid then court booking rights will be deactivated.

iii) If the fee remains unpaid by 30th April the membership will be terminated.

3.3 All new members will pay a joining fee, the amount of which is set by the Club Committee.

3.4 New members joining after the start of the of the membership year will be entitled to a reduction in the annual subscription. The complete joining fee must be paid regardless of the date of joining.

3.5 Subscriptions must be paid in full for the complete year, with the following exceptions:

i) Members who are experiencing exceptional financial difficulties may request to pay in instalments. The request and justification must be submitted in writing to the Membership Representative & Director of Membership whose decision will be final.

ii) Members who are in receipt of government income support benefits (e.g. Universal Credit) will be charged 50% of their subscription fee. Evidence of the benefit must be provided to the Membership Manager. The member must inform the Membership Manager if the benefit ceases at which time the pro-rata subscription for the remainder of the membership year must be paid.

4 Long-term absence

The Club recognises that members may experience changes in circumstances which will impact their ability to play for prolonged periods. We value the commitment of members to the club and wish to support members and enable them to return to the club when ready to play again.

4.1 Illness, injury or pregnancy

4.1.1 If a member anticipates that they will be unable to play for a period of at least 6 months due to injury, illness or pregnancy they may request a suspension of their playing membership. To do this, the member should:

i) Email the Membership Manager requesting a suspension of their playing membership and providing an outline reason – details of the illness or injury are

not required. If preferred, they may ask another member to communicate on their behalf.

ii) If requested, provide confirmation of the anticipated absence or recommendation to cease physical activities from their appropriate health practitioner.

4.1.2 If approved, the member will be moved to a Social Membership from the following month for the period during which they are unable to play. The subscription paid for the remainder of the membership year will be credited against their subscription when they return to play.

4.1.3 The Club will not request updates on treatment or progress and resumption of a playing membership will be solely at the member's request. The member should inform the Membership Manager one month before their intention to return to play. They will be returned to their suspended membership category and any pro-rata subscription for the remainder of the membership year, less any credited fees and the Social Membership fee which has been paid, will be payable.

4.1.4 As a Social Member, access to court booking sheets will be removed and play with other members or participation in club sessions or coaching is not permitted unless they are invited as a guest and visitor fees are paid. However, continued use of all off-court facilities and participation in social events is very much welcomed and the Club will provide such support as is possible to facilitate access.

4.1.5 To support rehabilitation from injury, requests to use the hitting wall will be considered and suitable arrangements out in place, with a pro rata membership fee adjustment. Rehabilitating members should make their request to the Membership Manager.

4.1.6 Any member who is found to be using the courts and has not yet notified the Membership Manager of intention to return to play, will be returned to their full playing membership and the relevant subscription will be payable as in 3.1.3.

4.2 Long Term leave of absence

4.2.1 A member who moves away from the area for a period of at least 6 months, for example for work commitments or career break, but wishes to return at a future date may request a suspension of their playing membership for a maximum period of 3 years.

4.2.2 At membership renewal time, they should contact the Membership Manager stating their intention to leave the club and anticipated period of absence. Their playing membership will be suspended and they will be charged a reduced subscription, set by the Club Committee, payable as outlined in 2.2. If leaving during a membership year their membership will be suspended from the following month and the subscription paid for the remainder of the membership year will be credited against their full subscription when they return to the club.

4.2.3 When ready to return, they may resume their previous playing membership. If they exceed the age eligibility for previous membership category upon their return (Juniors or Young Adults) they will be offered the relevant age-related category.

4.2.4 If a member on long-term absence wishes to resume their playing membership during a membership year, they should notify the Membership Manager one month in advance. They will be returned to their suspended membership category and any pro-rata subscription for the remainder of the membership year, less any credited fees which have been paid, will be payable. If the joining fee has increased during the period of absence, the difference will be payable.

4.2.5 Members who leave the club without suspending membership, or for a period longer than three years, and wish to subsequently re-join as a playing member will be treated as a new applicant. They will be placed on any waiting list in place at the time and charged the current joining fee when admitted.

Version	Date	Notes
1.1	19.03.2013	
1.2	21.10.2026	Updated for: removal of croquet; CASC obligations; addition of student; subscription management; long-term absence