

To all members – Club by-law

**By-law 10 Guidance Subscription payments
(As agreed committee meeting 04/06/2019)**

The guidance detailed below is designed to provide general help in obtaining payment for annual renewal and new member payment of membership subscriptions

1. Yearly members can renew their annual subscription by paying in full for the financial year before 31 March, and claim a 2% early payment discount.
2. Members not renewing by the end of May each year will be removed from the members list, the online court booking system and their proximity card will be disabled. Subsequent renewal after this date will incur a management admin charge of £30.
3. Members can spread their payments over 3 months (April, May, June), but must pay in full (no discount) by 30 June.
4. Any monies paid towards instalments should be paid as soon as possible into the office or clearly labelled and placed into the membership box in the lobby.
5. Anyone joining after the start of the financial year (April), should pay the full amount due at that time (linearly reduced per calendar month) when they join.
6. Deviations from the rules (which should be exceptional) on a case by case basis should be referred to an officer of the Club (Chair, Vice Chair, Hon. Sec or Hon Treasurer) or the Club committee for decision, this will make it formal.

Application for renewal or new membership, along with guidance and rates, can be obtained on our website <http://penzancetennisclub.co.uk/membership/> or in the Club office normal opening times <http://penzancetennisclub.co.uk/contact/>