

LITTLE CLACTON TENNIS CLUB

CLUB RULES (Governing Document) November 2022

1. TITLE

The Club shall be called Little Clacton Tennis Club.

2. OBJECTIVES

The objects of the Club are: -

- a) To provide facilities for and generally promote, encourage and facilitate the playing of the amateur sport of lawn tennis in Little Clacton and the wider community.
- b) To provide and maintain tennis courts and a clubhouse at Whitegates Court, Little Clacton, Essex, CO16 9FD and Club-owned tennis equipment for the use of members.
- c) To provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including the provision of suitable qualified coaches and insurance.
- d) To affiliate to the Lawn Tennis Association (LTA) and to comply with and uphold the rules and regulations of the LTA as amended from time to time.

3. APPLICATION OF SURPLUS FUNDS

The Club is a non-profit making amateur organisation. All surpluses will be reinvested to maintain or improve the Club's facilities and in furtherance of the Club's objectives. No surpluses or assets will be distributed to members or third parties.

Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the governing body of tennis [The Lawn Tennis Association] for use by them in related community sports.

Nothing in the above clause shall prevent the Club entering into an agreement with a member for the supply by him to the Club of goods or services or for his employment by the Club provided that such arrangements are approved by the Committee without the member being present.

4. MEMBERSHIP

(a) ELIGIBILITY

(i) Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of tennis.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against such refusal or removal may be made to the members.

The Club will have due regard to the law on disability discrimination and child protection.

(ii) Children under the age of 16 years may become Junior Members but without the right to hold office or exercise the power of voting. They must be accompanied by a parent or guardian who shall be entirely responsible for them.

(iii) The number of playing members may be limited, on a non-discriminatory and fair basis, to such number as the Committee may decide having regard to available facilities. Social and non-playing members shall be limited to no more than 25% of the total membership.

(b) ADMISSION OF MEMBERS

All new applicants for membership will forward their names to the Secretary who will place them before the Committee. Every candidate for membership shall be considered by the Committee which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or good conduct and interests of the Club.

(c) PRESIDENT

The President shall be elected by the members and shall hold office until death or resignation unless removed from office by a resolution by the Committee.

(d) HONORARY MEMBERS

Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service or who has made an outstanding contribution to the Club.

Honorary life members shall be allowed to hold office and be given full rights of voting and playing etc. Details of Honorary Members shall be kept on the Club membership list.

(e) ELECTION AND PAYMENT

On the election of a new member, the Secretary shall notify the same to him in writing, furnish them with a copy of the Rules and request them to pay their first subscription to the Treasurer. If payment is not made within one month from the date of the Secretary's notice the election shall be void unless sufficient cause is shown to the satisfaction of the Committee.

(f) TERMINATION

The Committee has the power to terminate the membership of anyone who in their opinion has endangered the welfare of the Club where their conduct or character has or is likely to bring the club or sport into disrepute.

In all but criminal matters any unacceptable conduct will be dealt with as follows: -

- (i) a verbal warning will be given by the Club Chairman or his representative,
- (ii) if, following the verbal warning, the matter is unresolved a written warning will be sent from the Committee,

(iii) if, following the warning letter, the matter is still unresolved; a written termination of membership will be sent confirming the reasons for the decision and giving details of the appeal procedure.

(g) APPEALS PROCEDURE

Any member whose membership has been terminated may appeal against the decision, verbally or in writing, by contacting the Chairman of the club who will initiate the Appeals Panel. The Panel will review the written evidence and investigate the matter in a fair and unbiased manner.

After discussing the matter with the appellant the Panel will inform them of their decision in writing.

(h) FORFEITURE

Any person, on ceasing to be a member of the Club, shall forfeit all rights to and claim upon the Club, its property and funds.

(i) WELFARE AND SAFEGUARDING OFFICER

The club will appoint a Welfare & Safeguarding Officer to ensure that the playing environment is fair, safe, inclusive and supportive to all members and visitors.

The club will develop a Code of Conduct and Safeguarding Policy and ensure that all relevant officers, including the Coach, meet the requirements set down by the Disclosure & Barring Service (DBS) including all training.

The club will ensure that a copy of the Safeguarding Policy is available to all members via the notice board plus information and contact details of the Welfare & Safeguarding Officer.

5. SUBSCRIPTIONS AND FEES

The fees and subscription for each type of membership shall be determined by the Annual General Meeting which shall use its best endeavours to ensure that the fees set do not preclude membership of the Club.

(a) ANNUAL SUBSCRIPTIONS

The subscriptions shall be £165* per adult (18 years+) and £82.50** for those aged 12 years+ or in full time education. For players under 12 years the subscription shall be £25. The membership year shall run from 1st April and there will be a discount for existing members of £20* and £10** respectively for payment before 1st June. For players joining after the 1st October a pro-rata reduction will be made.

Family membership is available for a family of two adults and one or more children when a discount of 20% will be made.

Players may join on a monthly (four-week) basis at a cost of £25 per month.

(b) PENALTIES FOR NON-PAYMENT

The subscription shall be paid in full by 31st July and any member failing to do so shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent at least twice to the member's last known address informing him/her of the proposed action.

(c) VISITORS

Visitors to the Club will be charged £5 per head per evening or afternoon. No visitor shall be allowed more than six visits in one season. Guests introduced by a member may play without charge but for no more than three visits in one season. All guests and visitors must be logged in the attendance register.

(d) MATCH AND TOURNAMENT FEES

Match fees will be £3 per match. Tournament fees will be £3, or £5 if food is provided, except for ongoing competitions when the fee will be £5.

6. ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held in the months of October or November in each year upon a date and time to be fixed by the Committee as dictated by the practical circumstances applicable at the time.

The meeting will:

- (a) receive the annual report of the Secretary,
- (b) receive the financial statements and the Treasurer's report,
- (c) elect officers and the Committee for the ensuing year,
- (d) elect the members of the Appeals Panel,
- (e) Consider any amendment to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Secretary at least 14 days prior to the meeting,
- (f) transact any other notified business,
- (g) at least 21 days notice shall be given to members of the date, venue and agenda items for the Annual General Meeting,

All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chairman will have a second, casting, vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot. The quorum at all General Meetings shall be ten members.

7. EXTRA-ORDINARY GENERAL MEETING

An Extra-Ordinary General Meeting may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the Annual General Meeting.

An Extra-Ordinary General Meeting must be called if 25% of voting members petition the Secretary in writing. Three weeks' notice of an Extra-Ordinary General Meeting must be given to all the members by e-mail or in writing together with the motion/s to be discussed. No other business shall be conducted.

Procedures for voting shall be as used by the Annual General Meeting.

8. MANAGEMENT

(a) The management of the Club shall be vested in a Committee that shall consist of the Chairman, Secretary and Treasurer together with a maximum of ten other members. At least two (maximum 4) including the Treasurer and/or Secretary shall be designated as 'Responsible Persons' as determined by the Financial Act 2002. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM the following year.

(b) All Trustees shall be invited to attend Committee meetings.

(c) Five elected Committee members are required for a quorum for a Committee to take place providing the Chairman or the Secretary is also present.

(d) Minutes shall be taken on all proceedings of the Committee and shall be open to the inspection of any member of the Club on application to the Secretary.

(e) The Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Committee vote.

(f) The Committee shall have the power to establish any sub-committee deemed appropriate to assist in meeting the objectives of the Club and to delegate to these sub-committees such duties as may be considered appropriate.

(g) The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee and to delegate to those individuals such duties as they consider appropriate.

(h) The Committee shall have the power to appoint an L.T.A. Approved Coach or Coaches under such terms as set out in a Letter of Agreement. Matters such as the terms of engagement, court usage periods and rental charges, relevant Safeguarding Training, Insurance etc. shall be detailed in the agreement.

The Coach will be offered free membership of the club with full playing rights but shall have no voting rights at Committee or General Meetings.

9. APPEALS PANEL

At the Annual General Meeting an Appeals Panel will be elected consisting of three non-Committee members, including if available, one of the Club Trustees.

10. FINANCE

(a) The financial year of the Club shall end on 30th September.

(b) All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate on a minimum of two signatories, one of whom will be the Treasurer and the others the Chairman, Vice Chairman, Secretary or Trustee.

(c) Expenditure above agreed budget levels may only be authorised at a Committee meeting.

(d) The Treasurer will be nominated as the 'Authorised Official' to deal with all HM Revenues & Customs issues including the Club's Gift Aid repayment claims.

(e) If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the trustees shall at the direction of the Committee make all such dispositions of the Club property or any part thereof and enter into such arrangements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the Club, whether voting on such resolution or not, and all persons becoming members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

11. PROPERTY

(a) TRUSTEES

The property of the Club shall be vested in no less than three and no more than four Trustees, who shall be appointed by the Committee, to be dealt with by them as the Committee may from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence).

The Trustees shall be indemnified against risk and expense out of the Club property and shall hold office until death or resignation or until removal from office by the Committee. Whereby reason of such death, resignation or removal it is necessary that a new trustee or trustees be appointed the Committee shall nominate the person or persons to be appointed the new trustee or trustees.

For the purpose of giving effect to such nomination the Chairman is hereby nominated as the person to appoint the new trustees of the Club within the meaning of Section 36 of the Trustees Act 1925, and he shall, by deed, duly appoint the person or persons so nominated by the Committee.

(b) MAINTENANCE

The club will be part of and contribute to the [Roman Homes Management Company] for the maintenance of the access road and environs. One member of the Committee will be elected to represent the Club on the Residents Panel.

(c) SMOKING

The whole site, including the buildings, playing area and car park, shall a non-smoking area.

12. PLAY

(a) HOURS OF PLAY

The site may only be used between the hours of 08.00 & 22.00 from Monday to Saturday and on Sundays between the hours of 08.00 & 20.00.

Club playing sessions will take place on: -

Saturday afternoons (mixed) from 13:00 until 17:00
Monday mornings (ladies) from 10:00 until 12:00
Monday evenings (mixed) from 18:00 until 21:00
Wednesday afternoons (mixed) from 13:30 until 17:00
Thursday evenings (ladies) from 17:00 pm until 19:00

Club courts are not available for private play during these hours. At other times members are advised to check the Match fixture list and coaching programme (available from the web site) for any limitation on court availability.

During these times, and for any club tournament or match, floodlight charges will not apply. A nominated key or token holder will be responsible for the operation of the floodlights.

Play is allowed at all other times subject to payment of appropriate floodlighting charges.

(b) MATCHES AND TOURNAMENTS

The Committee shall have the power to make arrangements for holding matches, tournaments or other competitions.

(c) FLOODLIGHTING

The operation of the floodlighting is only allowed between the hours of 8.00 a.m. & 10.00 p.m. from Monday to Saturday and between the hours of 8.00 a.m. & 6.00 p.m. on Sundays.

Charges for floodlighting will apply as determined by the AGM.

All members have the responsibility for the appropriate use of the floodlights and Club's facilities at all times.

(d) ATTENDANCE RECORD

The Club will maintain a record of the attendance of playing members, guests and visitors for all playing sessions.

(e) CLOTHING

Only recognised tennis clothing shall be worn on court.

13. CLUB RULES

These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting, provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the members present voting thereon.

The Committee shall from time to time make repeal and amend all resolutions (not inconsistent with these rules) as they shall think expedient for the internal management, use of the courts, and well-being of the Club. All such resolutions shall be binding upon the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.

14. DISSOLUTION

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present, and such resolution shall be at a Special General Meeting held not less than one month thereafter, at which not less than two-thirds of the members shall be present, be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon, the Committee shall thereupon or at such future date as shall be specified in such resolution proceed to realise the property of the Club.

Any members who loaned money or paid money as guarantor to the Club for development purposes shall, at the time of the dissolution, be repaid in full their outstanding moneys.

Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the governing body of tennis [The Lawn Tennis Association] for use by them in related community sports.

15. PRIORITY

Interpretation of all the above rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

16. REVISION HISTORY

This Constitution was agreed at the Annual General Meeting held on the 17th November 2022.

..... (Club Chairman)