

TUNBRIDGE WELLS LAWN TENNIS CLUB RULES

"the Club Rules"

Last version: Agreed at AGM on 6 December 2018

1 NAME

- 1.1 The Club shall be called "The Tunbridge Wells Lawn Tennis Club" and shall have for its principal objective the provision of facilities for playing and the promotion of participation in tennis on an amateur basis in Tunbridge Wells, Kent and the surrounding area ("the Club").

2 LTA

- 2.1 The Club shall become and shall continue to be an Associate of the Kent County Lawn Tennis Association ("KCLTA") and thereby shall become an Associate of the Lawn Tennis Association Limited ("LTA").

3 MEMBERSHIP

- 3.1 Membership of the Club will be available to all members of the community regardless of sex, age, disability, nationality, ethnicity, sexual orientation, religion or any other belief or characteristic. The Club shall consist of playing and non-playing members and honorary members. The types of category of playing and non-playing members shall be determined by the Committee. The numbers in each category may be limited by the Committee from time to time so as to be commensurate with the facilities available, but any such limitation will be applied on a similar non-discriminatory basis as set out above. Adult playing members shall be voting members.
- 3.2 The Club Officers (Chairman, Secretary, and Treasurer) will receive free membership of the Club during the year they are in office.
- 3.3 Members are requested to carry such identification as the Committee decides.

4 OPENING OF CLUB

- 4.1 The Club shall be open throughout the year* except that the Committee may restrict the use of courts by members during the period of official tournaments.
- 4.2 The dates and hours of opening of the Clubhouse and bar shall be determined by the Committee and displayed on the Club notice board and the Club website.
- 4.3 * The Club gates on Cumberland Walk will be locked one day in each year (local regulation).

5 FINANCE

- 5.1 Subscriptions for the ensuing year will be decided at the Annual General Meeting on the advice of the Treasurer. Subscriptions will be kept at levels which are not a significant obstacle to persons who wish to participate in the sport. Any profits on a year-to-year basis will be used primarily to improve and maintain the Club's existing facilities or to make provision for future maintenance or improvement. No surpluses or assets will be distributed to members or third parties. The Club operates a rolling

subscription allowing members to join on any day of the year for a period of 12 months. Any member who has not paid the subscription fee within 28 days of their renewal date is liable to have the facilities of the Club withdrawn. If a member allows their membership to lapse beyond 28 days of their renewal date, a joining fee at current rates shall be paid to re-join the Club.

- 5.2 The Treasurer shall keep a record of all income and expenditure and shall prepare a statement of account which shall be audited by a qualified accountant whether or not a member, independent of the Committee, appointed by the Annual General Meeting (or failing such appointment, by the Committee). This statement of account shall be presented for approval at the Annual General Meeting or when requested by the Committee. The Committee shall have the discretion to pay the auditor a fee.
- 5.3 The Committee shall decide signatories for payments on behalf of the Club. Signatories shall be members of the Committee and the management team and no sum shall be withdrawn from a Club bank account except by cheque signed by two of the signatories or by authorised use of the Club debit card, or authorised BACS payment direct from the bank account.
- 5.4 The Committee shall have power to borrow funds for any purpose specifically authorised at a general meeting and may issue debentures secured on the assets of the Club or raise loans.

6 MEMBERS

- 6.1 Every candidate for election as a member shall submit a completed application form to the Club Office. Election shall be by the Committee who shall have absolute discretion. Pending election, a candidate may be allowed to use the Club by sanction of the Secretary and one other member of the Committee. Any person who is aggrieved by a refusal of his or her application may appeal to the Appeal Panel within 21 days of such refusal.
- 6.2 Honorary membership (including Honorary Life membership) shall be strictly limited and at the discretion of the Committee and shall be by way of reward for special services to the Club.
- 6.3 Members shall, before leaving the ground, liquidate every expense incurred by themselves and their guests and shall pay for or make good any damage to the property of the Club.

JUNIOR MEMBER RESTRICTIONS

- 6.4 The Committee may determine restrictions on the use of facilities by junior members at its discretion.

GUESTS

- 6.5 All guests to the Club must be duly introduced by a member who will enter the names of those guests into and sign "The Visitors" Book. Provided that:
 - 6.5.1 not more than three guests are introduced by any one member on any one day;
 - 6.5.2 *guests do not play more than three times in any calendar year except with the permission of the Committee;*
 - 6.5.3 *the member introducing a playing guest has signed the Visitor's book and paid the guest fee before play takes place.* The fee may be paid to any member of the Committee, the Groundsman, the Club Manager/Assistant Manager, the Club Administrator, at the bar or as

otherwise directed by the Committee. In the first instance, it should be paid at the office or the bar.

- 6.6 The member introducing a guest shall be responsible for his guest strictly observing these Rules, the membership terms and conditions and any other club regulations and shall not leave the Club premises before his guest.
- 6.7 No person whose membership has been terminated or who has been otherwise disciplined under Rules 7.17-7.21 hereof or whose application for membership of the Club has ever been rejected shall at any time be introduced as a guest.
- 6.8 Every member of a visiting match team shall, providing that he is a member of a Club affiliated to the Lawn Tennis Association or of the Kent County Lawn Tennis Association, be treated as an associate member for the day and every competitor, parent or guardian of a junior competitor playing in or official at a tournament or competition taking place at the Club shall be treated as an associate member for the period of the tournament. Any other guest shall be liable to the aforementioned conditions.

PARENTAL MEMBERSHIP

- 6.9 Parents and guardians of junior members who attend the Club's premises with the relevant junior member shall be deemed to be "Parental Members" of the Club for the period whilst they remain on the Club premises with the junior member. "Parental Members" shall be entitled to use the Club premises and facilities but shall not be entitled to play tennis or vote.

RESIGNATION

- 6.10 Members may resign at any time, but no refund of subscription will be available. The Club has an injuries/illness policy, a copy of which is available on our website and on the Club noticeboard.

7 THE COMMITTEE

OFFICERS

- 7.1 The Officers of the Club shall be a Chairman, a Secretary, and a Treasurer who shall be members ex-officio of the Committee. Only members of the Club may be Officers.

COMMITTEE AND SUB-COMMITTEES

- 7.2 The general management of the Club shall be in the entire control of a committee of up to six elected Committee members, in addition to the Officers of the Club. An Appeal Panel of five members who shall not be members of the Committee or officers of the Club shall be elected at each Annual General Meeting for the purposes set out in clauses 6 and 7.20. A list of Committee members and the Appeal Panel shall be displayed on the Club notice board and on the Club website. Only members of the Club shall be eligible for election to the Committee or the Appeal Panel.

If the member or guest fails to appear before the Committee as required by the Committee, the Committee shall make a decision without a hearing. If the member or guest appears as required, the Committee will consider any submissions made by the member or guest before making its decision.

- 7.3 The elected Committee shall have the power to fill casual vacancies. In such an event the Committee shall advertise the vacancy on the Club notice board and Club website (for two weeks) and appointment to the Committee shall be by majority vote of the Committee.
- 7.4 The Committee may delegate any part of its duties to a sub-committee appointed for the particular purpose in question. Such a sub-committee may be composed of any voting members of the Club. The Secretary shall be an ex-officio member of every sub-committee, and the Treasurer shall be an ex-officio member of any sub-committee which is to handle cash or to authorise expenditure. The Chairman and the Manager shall receive notice of, shall be entitled as of right to attend and, in the case of the Chairman, vote, at any sub-committee meetings. They shall also be sent minutes of all sub-committee meetings within 14 days of the meeting having taken place.
- 7.5 No employee of the Club may serve on the Committee or any sub-committee except if such employee works for not more than 20 hours per month.

COMMITTEE'S DUTIES

- 7.6 The Committee duties shall include responsibility for:
- 7.6.1 Bar and Catering and sale of alcohol
 - 7.6.2 The courts, grounds and club house
 - 7.6.3 Club tournaments, competitions and matches
 - 7.6.4 Open tournaments and competitions
 - 7.6.5 Club evenings and other social events and activities
 - 7.6.6 Coaching
 - 7.6.7 Oversight of management of the Club and its finances.
- 7.7 All Committee members attending a meeting, including the Chairman, shall have a vote on motions before the Committee. In the case of an equality of votes the Chairman shall also have a casting vote. Five Committee members shall be a quorum. Voting shall be by simple majority.
- 7.8 Should any question arise that is not provided for by these rules and by the Club Regulations, the Committee shall decide such questions and its decision shall be final. Voting by proxy shall not be permitted.
- 7.9 The Committee shall meet at least four times in every year and at such other times as circumstances may require. The Secretary shall give to each member at least seven days' clear notice of a committee meeting. The Secretary, or if not present at any meeting, another Committee member, shall take minutes of all proceedings of the Committee and supply all members of the Committee with a copy within 21 days of such meeting, and within 14 days of the minutes being supplied to the Committee an overview of such minutes shall be posted on the Club notice board and Club website once there is a secure portal in place.

CLUB REGULATIONS

- 7.10 The Committee may from time to time make, repeal and amend policies and codes collectively referred to as "Club Regulations" for the use of the courts and the Club premises, for the conduct of members and generally for the management of the Club, provided that all regulations must be consistent with the Club Rules. All Club Regulations are binding on the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.

SUPPLY OF INTOXICATING LIQUORS

- 7.11 No intoxicating liquor shall be sold or supplied or allowed to be consumed except to members and their guests in the Club, such persons being aged 18 or over. Intoxicating liquor may be sold to guests introduced by members. That member must remain on the Club premises so long as any of his guests remain there.
- 7.12 The purchase of intoxicating liquor for supply by the Club shall be at the absolute discretion of a sub-committee called "The Bar & Catering Sub-Committee".
- 7.13 No person shall receive, at the expense of the Club, any commission or similar payment deriving from the purchase of intoxicating liquor by the Club. Similarly, no person shall receive a pecuniary benefit from the supply of alcohol by the Club to its members or their guests.
- 7.14 Intoxicating liquor shall not be supplied on the Club Premises other than by or on behalf of the Bar and Catering Sub-Committee and all profits shall be at the disposal of the Committee for the general benefit of the members.
- 7.15 The permitted hours for the supply of intoxicating liquor shall be those fixed for the Tunbridge Wells Licensing District. They may be varied from time to time as is allowed by law and in the terms and conditions of any licence, certificate or order granted under the Licensing Acts in respect of the Club Premises. Notice of these hours will be posted in the Clubhouse.

DISCIPLINE

- 7.16 The Club and all members shall accept and shall be bound by the Rules and the Disciplinary Code of the LTA ("the LTA Rules") and the General Rules and Constitution of the KCLTA (the "County Rules") in force from time to time including amendments made hereafter, insofar as the same are relevant to the activities of the Club.
- 7.17 All unlicensed and unregistered coaches shall, and all guests to the Club for the purpose of playing tennis will so far as reasonably practicable, be required to accept and be bound by the LTA Rules and the County Rules.
- 7.18 All members shall accept and all persons mentioned in 7.18 above shall so far as reasonably practicable be required to accept that the Contracts (Rights of Third Parties) Act 1999 shall apply to the agreement between themselves and the Club and that the LTA and the KCLTA may enforce any breach thereof but only insofar as it relates to a breach of the LTA Rules or the County Rules.

CONDUCT

- 7.19 The Committee shall have power to terminate or decline to renew the membership of, or suspend or exclude from the Club premises any member or guest (including parents or guardians of minors) whom it considers guilty of a breach of the Club Rules or Club Regulations or the KCLTA Rules or the LTA Rules or of misconduct or of offensive behaviour to any other member, guest or employee. In such case 14 days' written notice shall be given to the offending member or guest, detailing the allegations against them and requesting they appear before the Committee to answer the complaints made. Any member or guest who is aggrieved by a decision of the Committee may within 21 days appeal in writing to the Appeal Panel which shall determine whether to affirm the decision or make a different decision. Appeals will be heard as soon as possible and in any event within 28 days of the appeal being lodged.

- 7.20 In the case of breaches which the Chairman and/or Committee consider of extreme severity, the Chairman and/or Committee may require the immediate suspension of any member's or guest's right to attend the Club's premises pending the conclusion of the process set out in 7.20 above.

ELECTIONS

- 7.21 The Officers and then the Committee shall be elected at the Annual General Meeting. Each candidate shall be proposed and seconded by voting members of the Club who shall submit their nominations in writing to the Secretary 14 days prior to the Annual General Meeting, together with assurance that the nominees are willing to serve. Should there be the same number, or not enough, proposals to fill the vacant posts then all the nominees will be considered to have been elected without a vote. If there are vacant posts remaining after acceptance of all these nominees, the Committee shall fill any vacancies from voting members. Should the nominations exceed the number to be elected, they shall be submitted to a ballot of the voting members present at the meeting. The Chairman shall decide whether such a ballot shall be secret or by raise of hands at the meeting.

8 GENERAL MEETINGS

ANNUAL GENERAL MEETING

- 8.1 An annual general meeting shall be held once in each calendar year, in November, if possible and in any case not more than fifteen months after the previous meeting.
- 8.2 The Committee may call an extraordinary general meeting at their discretion or on the receipt of a requisition signed by twenty voting members of the Club or, if the total membership be less than 100, by one fifth of the members. Reasonable notice should be given to members of an EGM.

NOTICE

- 8.3 The Secretary shall give members 28 days' notice of the date of any general meeting by posting such notice on the Club notice board and on the Club website and similarly give members 7 days' notice of the agenda. Any member wishing to submit a resolution for consideration at a general meeting must send a copy of this to the Secretary at least 14 days before the meeting.

QUORUM

- 8.4 At any general meeting twenty voting members shall be a quorum.

RIGHTS OF MEMBERS

- 8.5 Every member shall be entitled to be present and to speak at any general meeting and if over the age of 18 years a voting member shall be entitled to vote.

VOTING

- 8.6 In the case of an equality of votes, the Chairman shall have a casting vote, except for the election of Officers and Committee members.
- 8.7 Proxy votes will not be allowed at any general meeting.

9 ENFORCEMENT

- 9.1 The Committee, at its discretion, shall have power to enforce or relax the strict observance of these Rules, except Rules 5, 7, 11 and 12, which may only be relaxed by a majority decision of two-thirds of those present at a general meeting.
- 9.2 Any relaxation of the Rules will be communicated on the Club notice board and on the Club website.

10 DISPLAY

- 10.1 A copy of the Club Rules and the Club Regulations shall be displayed on the Club notice board and on the Club website and all members shall be deemed to be conversant therewith.

11 DISSOLUTION

- 11.1 The Club shall be dissolved on the passing of a resolution to that effect at an extraordinary general meeting after due notice by a majority of two-thirds of those present and voting.
- 11.2 Such a general meeting shall appoint a committee to wind up the affairs of the Club and any surplus assets may not be made over to members, but shall be given or transferred to another registered CASC or a registered charity or the Lawn Tennis Association Ltd to be used by them in related community sports.

12 ALTERATION OF RULES

- 12.1 These Rules shall not be altered, except at a general meeting after due notice, and then only by a majority of two-thirds of those present and voting.

13 SETTLEMENT OF DISPUTES

- 13.1 If any dispute or difference between members, or between one or more members of the Committee shall arise out of the application of these Rules, a decision of the Committee, or otherwise, the matter in dispute shall be determined by a single arbitrator. Such arbitrator shall be agreed between the parties or (if the parties cannot agree) he shall be appointed by the Chairman for the time being of the Lawn Tennis Association. The award of such arbitrator shall be final and binding upon all members and the Committee.

14 LIABILITY

- 14.1 Neither the Club nor any Officer/Committee member thereof shall be liable to any member or guest of a member for any loss or damage to any property occurring from whatsoever cause, in or about the Club premises, nor for any injury sustained by any member or guest whilst in or entering or leaving the Club premises (save insofar as it is caused by the Club's negligence); and a notice to this effect shall at all times be displayed in a prominent position on the Club premises.

- 14.2 The members of the Committee shall be indemnified by members of the Club (which includes Committee members in their capacity as members) against all liabilities properly incurred by them in the management of the affairs of the Club.

15 GENERAL

CLOSING OF COURTS

- 15.1 If no member of the Committee or management team is present, the Groundsman shall have power to prohibit play on any court.

MATCHES AND TOURNAMENTS

- 15.2 Matches and Club/LTA Official and Junior Tournaments may be arranged from time to time by the Committee.

DOGS

- 15.3 No dogs shall be allowed on the ground unless on a lead. Owners are fully responsible for their dog and must immediately clean up any fouling of the Club grounds.
- 15.4 Dogs are not permitted inside the Clubhouse.

HEALTH & SAFETY

- 15.5 Smoking will not be permitted within the Clubhouse.
- 15.6 Members shall be required to comply with statutory and Club Health and Safety requirements.

DRESS

- 15.7 No one shall play on the courts unless dressed in clothing suitable for tennis. The wearing of shoes with heels, nails or spikes or trainers with ribbed soles is prohibited.

BOOKING OF COURTS

- 15.8 Courts may be reserved by the Committee for a Club match or tournament or other events, or for a lesson with Club coaches for which hard courts only may be used. A court booking scheme may be operated at certain times at the discretion of the Committee. Any court that is not used within 15 minutes of the start of the booking time can be used by another member for that entire booking session.
- 15.9 When all available courts of one type are occupied and a booking scheme is not operational, and members are waiting to play on that particular type of court, a court shall be vacated after two sets of not more than 13 games each, or in any case after 45 minutes further play.

HOURS OF PLAY

- 15.10 Play on grass courts shall not commence before 10:30am unless otherwise indicated by the Management, Committee or Groundsman.

SENIOR PRIVILEGES

15.11 Junior members shall be permitted senior members' privileges if approved by the Committee.

SUPERVISION OF JUNIOR MEMBERS

15.12 No child under the age of 13 shall play on the courts or be in the club house except under the supervision of a parent or other responsible person.

GENERAL

1. Statutory references include every relevant statutory modification and re-enactment.
2. Words importing the singular number only shall include the plural number and vice versa.
3. Words importing the male gender only shall include the female gender.