

THAXTED TENNIS CLUB

Dunmow Rd, Thaxted, Essex CM6 2LU

CLUB RULES & REGULATIONS

1 Name & Ownership

The Club is called Thaxted Tennis Club. The Club, courts, grounds and assets are the property of the Thaxted Public Tennis Courts Fund ("**Fund**"). The Trustees of the Fund have delegated the management of the Club, courts grounds and assets to the Committee.

2 Definitions

"**AGM**" means the annual general meeting of the Club;

"**Chairman**" means the person elected to be the chairman of the Club in accordance with Rule 9;

"**ECLTA**" means the Essex County Lawn Tennis Association;

"**Game**" means the game of tennis;

"**Secretary**" means the person elected to be the secretary of the club in accordance with Rule 9;

"**Treasurer**" means the person elected to be the treasurer of the Club in accordance with Rule 9;

"**LTA**" means the Lawn Tennis Association and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time;

"**LTA Disciplinary Code**" means the disciplinary code of the LTA in force from time to time;

"**LTA Rules**" means the rules of the LTA as in force from time to time;

"**Committee**" means the committee appointed under Rule 9 to manage the Club; and

"**Members**" means those admitted to membership of Thaxted Tennis Club in accordance with Rule 5.

Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3 Objects

3.1 The objects of the Club are:

- 3.1.1 principally to provide facilities for and generally to promote, encourage and facilitate the playing of the Game in the area of Thaxted and amongst the local community;
- 3.1.2 to provide and maintain Club premises at Thaxted Tennis Club and club-owned tennis equipment for the use of its Members;
- 3.1.3 to provide other ordinary benefits of an amateur sports club as set out in Part 13, Chapter 9 of the Corporation Tax Act 2010 including without limitation provision of suitably qualified coaches, coaching courses and insurance;
- 3.1.4 to take and retain a membership of the ECLTA (and by doing so become and remain registered as an associate of the LTA) and to comply with and uphold the Rules and Regulations of the ECLTA as amended from time to time and the LTA Rules and the LTA Disciplinary Code and the rules and regulations of anybody to which the LTA is registered or affiliated; to operate and turn to account in any way for the Members' benefit, the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- 3.1.5 subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;

- 3.1.6 subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the ECLTA;
- 3.1.7 to do all such other things as the Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

4 Application of surplus funds

- 4.1 The Club is a non-profit making organisation. Subject to Rule 26.3, the income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in these Rules no portion thereof shall be paid or transferred, directly or indirectly, to one or more Members of the Club.
- 4.2 Nothing in Clause 4.1 shall prevent the Club from entering 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) and are agreed with the Member on an arm's length basis.
- 4.3 No Member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

5 Membership

5.1 Eligibility for membership

- 5.1.1 Persons of either sex are eligible for full membership of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
- 5.1.2 Persons below the age of 16 may be elected as Junior Members without the right to hold office or vote at general meetings.
- 5.1.3 The number of Members is unlimited.

5.2 Admission of Members

- 5.2.1 Any person who wishes to become a Member must submit an application in such form as the Committee shall decide. 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 the good conduct and interests of the Club.

5.3 Conditions of membership

- 5.3.1 Each Member (of each class) agrees as a condition of membership: to be bound by and subject to these Rules & Regulations and the rules and regulations of the ECLTA (as in force from time to time) and to be bound by and subject to the LTA Rules and the LTA Disciplinary Code; and
- 5.3.2 The Committee may terminate the membership of any person, or impose any other sanction it determines to be appropriate, in connection with the breach of any condition of membership set out in these rules.

5.4 Classes of Members

- 5.4.1 There shall be the following classes of Members for the Club:
- Full Adult Member;
 - Off-peak Member;

- Family Member;
- Student Member; and
- Junior Member.

- 5.4.2 Only current Full Adult Members, Off-peak Members, adult Family Members and Student Members are entitled to receive notice of, attend and vote at general meetings.
- 5.4.3 A Member other than a Full Adult Member would be entitled to all the privileges of membership relevant to his class of membership.
- 5.4.4 Off-peak Members have full access rights to the courts and club facilities at all times other than on club evenings and may not participate in club arranged tournaments and matches.

5.5 Subscriptions and Fees

- 5.5.1 The annual subscription for each type of Member shall be determined from time to time by the Committee and approved at the Annual General Meeting.
- 5.5.2 The Members shall pay any annual subscription fees set by the Committee in the manner and within the timeframe notified by the Committee from time to time.
- 5.5.3 No prospective Member shall be entitled to the privileges of membership until he has paid his annual fees in full. Subscriptions run annually from 1st April to 31st March or as set by the Committee.
- 5.5.4 Members who join later in the subscription cycle may be subject to a reduced subscription fee at the discretion of the Committee.
- 5.5.5 Additional fees are payable by all Members when playing matches, tournaments etc. These fees will be determined from time to time by the Committee.
- 5.5.6 The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club, will be required, as a condition of such use, to agree to be bound by and subject to these rules, the LTA Rules and Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

6 Resignation

- 6.1 A Member may withdraw from membership of the Club at any time.
- 6.2 Membership shall not be transferable in any event and shall cease immediately on death or dissolution or at the Committee's discretion on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.
- 6.3 A retiring Member shall not be entitled to any reimbursement for all or part of his membership subscription fees.

7 Expulsion

- 7.1 Subject to the remaining provisions of this rule, the Committee shall have power to refuse membership or expel a Member only for good and sufficient cause, such as conduct or character likely to bring the Club or the Game into disrepute.
- 7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Committee at which his expulsion shall be considered and written details of the complaint made against him.
- 7.3 The Member shall be given an opportunity to appear before the Committee to answer complaints made against him. The Member must not be expelled unless at least two-thirds of the Committee then present vote in favour of his expulsion.

7.4 The Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making his representations.

8 Effect of Resignation or Expulsion

8.1 Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription.

8.2 The Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

9 The Committee

9.1 The Club shall be managed by a Committee consisting of 4 Officer roles:

- the Chairman;
- the Vice-Chairman;
- the Secretary;
- the Treasurer,

and no more than 8 other Members elected annually at the annual general meeting.

9.2 The members of the Committee may exercise all of the powers of the Club for the purposes of the management of the Club including creation and publication of relevant Club policies and procedures.

9.3 The Club agrees that each member of the Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the rules and regulations of the relevant ECLTA and the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

9.4 The members of the Committee may delegate any of the powers that are conferred on them by these rules to such person, or committee, by such means (including power of attorney), to such extent, in relation to such matters and on such terms and conditions as they think fit. If the members of the Committee specify, any such delegation may authorize further delegation of members' powers.

9.5 The members of the Committee may revoke any delegation or alter its terms and conditions at any time.

9.6 Individual Members are proposed and seconded for specific Officer or general Committee roles at the AGM. Where more than one candidate is proposed for the role the Members attending (excluding the candidates) shall each vote for one candidate and the candidate with the most votes shall be elected. In the event of a tie, the Chairman shall have the casting vote.

9.7 Those carrying out Officer roles on the Committee will be presumed to be happy to continue in that position and will be put forward for nomination at the AGM, unless they wish to resign, in which case they need to give the Secretary at least 14 days' written notice prior to the AGM.

9.8 Any person nominated as a member of the Committee must be a current adult Full Member or adult Family Member.

- 9.9 The Committee shall be elected at the AGM in each year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the AGM following their re-election or election (as the case may be).
- 9.10 The Committee may appoint any Member to fill any casual vacancy on the Committee until the next AGM when that person shall retire but shall be eligible for re-election.
- 9.11 Retiring members of the Committee may be re-elected.
- 9.12 A member of the Committee shall be deemed to have vacated office if:
- 9.12.1 he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - 9.12.2 a registered medical practitioner who is treating that person gives a written opinion to the Committee stating that that person has become physically or mentally incapable of acting as a member of the Committee and may remain so for more than three months; or
 - 9.12.3 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have; or
 - 9.12.4 he resigns his office by notice to the Club; or he is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the ECLTA or the LTA.

10 Conflicts of Interest

Any person accepting election or nomination to the Committee who has any financial interest in the Game must, before such election or nomination, state in writing to the Club all such interests. Failure to do so will lead to automatic disqualification from the Committee. The Committee has the right to veto such an election if, in its opinion, it is not in the best interests of the Club.

11 Proceedings of the Committee

- 11.1 Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than three meetings each year. The quorum for such meetings shall be five (5).
- 11.2 The Chairman and the Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than seven days' notice of a meeting.
- 11.3 The Chairman shall be the chairman of the Committee. Unless unwilling to do so, the Chairman shall preside at every meeting of the Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Treasurer shall preside. If there is no Treasurer or if he is unwilling to preside, or if he is not present within five minutes after the time appointed for the meeting, the members of the Committee present may appoint one of their number to be chairman of the meeting.
- 11.4 Decisions of the Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 11.5 The Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

- 11.6 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club.
- 11.7 The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 11.8 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 11.9 The Committee shall ensure that all coaches working with juniors at the Club can provide:
- 11.9.1 evidence of DBS checks or such other criminal record related checks as are required from time to time; and
 - 11.9.2 official LTA accreditation before they commence coaching at the Club.

12 AGM

- 12.1 The AGM of the Club shall be held at such time as the Committee shall decide each year but always within six weeks following 21 February to transact inter alia the following business:
- 12.1.1 to receive the Chairman's report of the activities of the Club during the previous year; to receive and consider the accounts of the Club for the previous year, the Treasurer's report as to the financial position of the Club;
 - 12.1.2 to elect the Officers and other members of the Committee;
 - 12.1.3 to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below; and
 - 12.1.4 to deal with any other matters which the Committee desires to bring before the membership.
- 12.2 Notice of any resolution proposed to be moved at the AGM shall be given in writing to the Secretary not less than 14 days before the AGM.
- 12.3 Members wishing to stand for election, or Members wishing to nominate another individual for election to a position on the Committee, must inform the Secretary of this 14 days prior to the date of the AGM.
- 12.4 No period greater than fifteen months shall elapse between one AGM and the next.

13 Extraordinary general meetings

- 13.1 An extraordinary general meeting may be called at any time by the Committee provided Members are given at least 7 days notice.
- 13.2 Any Member not on the Committee wishing to call an EGM has to do so by contacting the Secretary, who will then follow procedures outlined in these rules.

14 Procedures at the annual and extraordinary general meetings

- 14.1 The Secretary shall inform Members of the date, time and place of the general meeting.
- 14.2 The quorum for the annual and extraordinary general meetings shall be 12 Members. No business other than the appointment of the chairman of the meeting shall be transacted at the general meeting if the persons attending it do not constitute a quorum.
- 14.3 The Chairman shall preside at all meetings of the Club but if he is not present within 30 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the

Members present and entitled to vote may choose one of the other Members of the Committee present to preside and if no other member of the Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting.

- 14.4 If the persons attending an annual or extraordinary general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it. The chairman of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an annual or extraordinary general meeting the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the Committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting. If the continuation of an adjourned annual or extraordinary general meeting is to take place more than 14 days after it was adjourned the Secretary must give at least 7 days notice to the Members in accordance with Rule 13.1. No business can be transacted at adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.
- 14.5 Members of the Committee may attend and speak at annual or extraordinary general meetings. The chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.
- 14.6 Each current Full Adult Member and Student Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.
- 14.7 No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chairman of the meeting.
- 14.8 The Secretary, or in his absence a member of the Committee, shall take minutes at annual and extraordinary general meetings.
- 14.9 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

15 Guests

- 15.1 Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 15.2 Non-members may play as a guest of a Member a maximum of 3 times in any calendar year ("**Guest Limit**") provided they pay a £5 fee on each occasion. If the non-member wishes to play on additional occasions in excess of the Guest Limit with a Member or otherwise the non-member may do so on payment of a £10 fee.
- 15.3 It is the responsibility of the Member to ensure their guest has paid the appropriate fee.

16 Opening of Club premises

The Club is open until 10pm on each day or at such other times or for such other periods as the Committee shall decide. The Club's facilities shall be available to the Member without discrimination, although Juniors under the age of 12 may not access the Clubhouse without an adult present.

17 Alteration of the rules

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least 75% of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

18 Regulations and Standing Orders

The Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club provided that they shall not prejudice the Club's status as a Community Amateur Sports Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Committee.

19 Use of Facilities

The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the rules and regulations of the ECLTA, the LTA Rules and the LTA Disciplinary Code.

20 Organized Play

The Committee shall organize, advertise and administer at its discretion tournaments, playing sessions and times dedicated to playing the game of tennis in its various forms, and may apply limits on the basis of game format, gender, age, playing ability and/or physical abilities as appropriate. Such organized events, sessions or tournaments shall have priority over Members' general casual play in the use of the courts.

21 Casual Play

When the courts are not in use for organised sessions or coaching as above, Members may use the courts for tennis at any other time, up until 10pm.

22 Court Booking

Then current court booking procedures shall be described for Members and guests on the Club website. The Committee must agree to any changes to booking procedures

23 Using Club facilities

- 23.1 Only suitable non-marking footwear may be worn on the tennis courts.
- 23.2 Where provided, Members shall ensure they wear the identity tag for the correct membership year, supplied to them on receipt of their membership subscription. Members who are unable to produce an appropriate identity tag may be asked to leave the courts by a member of the Committee.
- 23.3 Members shall ensure they lock the courts after use and that the combination code is not divulged to non-members of the Club. The clubhouse must also be locked when Members leave the Club.
- 23.4 Subject to Rule 16 all Members are welcome to use the clubhouse responsibly and should ensure that it is securely locked after use.

24 Members' Conduct

- 24.1 Members should not litter the courts or leave anything on the court surface that may cause damage to the court or which may harm the safety of other players (eg: chewing gum, glass).
- 24.2 Members should respect other players using adjacent courts and should avoid walking across courts or behind the baseline whilst the ball is in play.
- 24.3 Members should return balls being used by players on adjacent courts as soon as possible.
- 24.4 Members should refrain from using abusive language, making excessive noise or obscene gestures whilst using club facilities.
- 24.5 Members should respect the equipment provided for their use and should not climb on fencing, lean on nets or cause damage to the property of the Club. Members should report any breakages or damage to a member of the Committee as soon as possible.

25 Limitation of liability

Members, visitors and guests attend the Club at their own risk and no responsibility is accepted by the Club for loss of or damage to Members property or injury incurred on the Club premises howsoever the same may occur.

26 Finance

- 26.1 All moneys payable to the Club shall be received by the person authorized by the Committee to receive such monies and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by one of the Chairman, Secretary and Treasurer. Any monies not required for immediate use may be invested as the Committee in its discretion thinks fit.
- 26.2 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 26.3 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 26.4 The financial year of the Club shall end on 31 December each year.
- 26.5 Full accounts of the financial affairs of the Club shall be prepared each year and presented at the AGM.

27 Notices

- 27.1 The Club can send, make available or supply any notice, ballot paper, accounts, document, or other information by personal delivery, by posting it to the intended recipient's usual address, by sending it or supplying it in electronic form to an email address notified by the intended recipient to the Club or by making it available on the Club's website [or through Spark] and notifying the intended recipient of its availability in accordance with this rule.
- 27.2 If any notice or other information is left by the Club at the intended recipient's usual address, it is treated as being received on the day it was left.
- 27.3 If any notice or other information is sent by the Club by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was

not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid.

- 27.4 If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website or, if later, the day on which the notice of availability is treated as being received by the intended recipient in accordance with this rule.

28 Availability of Rules

- 28.1 A copy of these Rules shall be on display in the clubhouse and also on the Club website.
- 28.2 Any point arising not provided for in these Rules shall be left to the discretion of the Committee.

29 Dissolution

- 29.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.
- 29.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 29.3 Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among the Members of the Club, but shall be given or transferred to a charity selected by the Committee.
- 29.4 Rule 5.3 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the Members do not intend that any term of these rules, apart from Rule 5.3, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any other person.

Approved by the Committee on 30 January 2017 – Review date January 2018