

CONSTITUTION & CLUB RULES

The Club shall be called **ALBANY LAWN TENNIS CLUB** and may incorporate the name of any official Club sponsor, who may be appointed by the Committee.

- 1 The objects of the Club shall be to provide facilities for the Club members to participate in and enjoy the game of Lawn Tennis and associated activities.
- 2 The Club is a non-profit making Club with Trustees. The duties of the Trustees are defined in the Trust Deed dated 14th December 1966.
- 3 The Club shall seek affiliation to the Lawn Tennis Association through the appropriate county Lawn Tennis Association and shall adopt and conform to the rules of these organisations insofar as they apply.

ANNUAL GENERAL MEETING

- 4 An Annual General Meeting of the Club shall be held within three months of the financial year end, which is currently 31 August.
- 5 Members shall be notified of the date, location and time of the meeting at least twenty-one days in advance. A copy of the minutes from the previous AGM, a statement of the accounts, together with the Agenda for the forthcoming meeting will be available on-line or in the Club.
- 6 The AGM shall be held for the purpose of:
 - a) Ratifying the minutes of the previous year's AGM
 - b) Receiving reports from the Chairman, Treasurer and such other officials as may be provided.
 - c) Approving the accounts
 - d) Discussing, considering and voting on resolutions appertaining to the coming year's activities and changes to the Club's Rules or Constitution
 - e) Electing the following officials to serve the Club for the ensuing year:
 - President & Vice Presidents;
 - An Executive Committee comprising Chairman, Club Secretary, Treasurer, Membership Secretary, Welfare Officer, Competitions Officer, Club Facilities Officer and two other Committee Members.
 - f) Fixing subscriptions and guest fees for the coming year
 - g) Conferring Honorary Life Membership to members in appreciation of services rendered.
- 7 Every member (other than temporary members) shall be entitled to attend and to speak at any general meeting, and, if aged 18 years or over, to vote thereat.

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In the event of an equal number of votes being cast, the Chairman shall have a second or casting vote

The Committee

- 8 The Secretary will provide a written job description of each post held within the committee, outlining the job skills, requirements and rewards in full, to the satisfaction of the main committee.
- 9 Members interested in serving on the committee can apply for any position at the Annual General Meeting. Appointments to the Committee shall be decided by majority voting of those members present.
- 10 Members not intending to stand for re-election to the committee shall notify the Secretary at least three months in advance of the AGM. The Secretary shall give 14 days' notice electronically to committee members with date, time and venue of any committee meeting, enclosing minutes of the previous meeting.
- 11 At any committee meeting the quorum shall be four members entitled to vote.
- 12 The duties of the committee are:
 - a) To administer the Rules of the Club and the resolutions passed at the previous Annual General Meeting.
 - b) To appoint the requisite number of members to attend the Annual General Meeting of the Isle of Man Lawn Tennis Association and one member to represent the Club on the Isle of Man Lawn Tennis Association Committee (normally the Chairman).
 - c) To appoint/re-appoint the Club Coach and any Assistant Club Coaches as necessary on such terms and conditions as deemed appropriate.
 - d) To assist the Captains in arranging matches with other clubs and enter teams in suitable competitions.
 - e) To agree a scale of fees for such short-term memberships as may be required from time to time by both members and non-members.
 - f) To receive, consider and respond to any complaints made by Club members or others, relating to the behaviour of other members/players, or their relatives, whilst using the Club's facilities or representing the club including in online forums.
 - g) To receive, consider and respond to any complaint made by Club members or others, regarding any other matters concerning the Club, or its premises
 - h) To ensure the Club is adequately secure and insured.

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- i) General administration of the Club's affairs.
- j) The Committee will agree with the Club Coach slots available for paid tuition at the Club. It is the responsibility of the Club Coach to allocate the said slots to approved and insured coaches.
- k) Fill any vacancy occurring during the year.
- l) Appoint sub-committees and club officers including but not limited to: Men's Captain, Ladies Captain, Events Officer, Ladies Group Representative, Public Relations Officer, Junior Representative.
- m) Co-opt additional members as and when appropriate.
- n) Consider and enter into any agreements that will benefit the Club which may include the right to borrow money or mortgage the Club's assets to raise money to improve the facilities.
- o) To agree and allocate court priorities and to display such priorities at the Club.

Membership & Player Rules

- 13 Applications for membership must state the full name and address of the applicant, the date of birth (if under 18 years), and agreement (electronic or otherwise) that the applicant will abide by the Rules of the Club and such Terms and Conditions as the Committee may approve from time to time. All applications for membership must be approved by the Membership Secretary and ratified by the Committee.
- 14 Once accepted, a person becomes a member for the period specified on payment of the subscription and joining fee (if applicable) before commencing to play.
- 15 Membership is renewed each year on payment of the annual subscription. The membership year runs from 1st June to 31st May.
- 16 The Committee may agree a range of membership packages, including short term and recurring memberships as well as incentives and promotions throughout the year at their discretion.
- 17 All members should carry a form of identification at the Club, such that their membership can be verified from time to time.
- 18 Members only may enter the Club Championships and represent the Club in matches.
- 19 The committee may debar a member from attending the Club premises and/or

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- its functions or expel him/her from the Club for behaviour contrary to the Rules or Code of Conduct of the Club, or that is detrimental to the Club.
- 20 Players are expected to wear suitable tennis clothing and proper tennis shoes with non-marking soles.
 - 21 When the courts are not booked, preference must be given to doubles play if members are waiting for courts. Only one short set or half-hour (whichever is less) shall be played if other members are waiting to play.
 - 22 Any member who proposes to amend the Rules of the Club must notify the Secretary in writing at least 28 days before the Annual General Meeting.
 - 23 The committee shall call an Extraordinary General Meeting within one month of receipt by the Secretary of a requisition signed by twenty members, or if the total membership is less than 100, by a fifth of the members, stating the business proposed to be transacted. The committee also has the right to call an EGM at their discretion.
 - 24 At any General meeting the quorum shall be 10 or more of the members entitled to vote.
 - 25 Playing guests may be invited and accompanied to the Club by members but must not play more than three times in any one calendar year. The appropriate guest fee to be paid by the Club members to a Club official. The guest list fee (which is on the Club notice boards), must be completed by the Club member before play commences.
 - 26 Group coaching may only be undertaken at the discretion of the committee. Fees to be paid for attendance of non-members to be agreed at time of sanction.
 - 27 Juniors under the age of 13 years may not play at the Club unsupervised at any time.
 - 28 The Club operates a Child Protection policy, conforming to the Lawn Tennis Association guidelines, with regard to photographing/filming of juniors. Club coaches and Welfare Officer are aware of this policy.
 - 29 Accident and emergency information and accident report forms are displayed/available in the office and on the premises.

Teams

- 30 The Men's Captain and Women's Captain shall select all teams representing the Club.

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- 31 Team players shall pay their own match expenses except that the Club shall provide balls and courts for the home matches.
- 32 If provided, team shirts are to be worn representing the Club in competitive league matches.

Amended following Annual General Meeting dated 30th November 2011