

Rules and Constitution

Name

- 1) The Club shall be called Alcester Tennis Club.

Purpose & Object

- 2) The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of tennis.

Affiliation

- 3) The Club shall be a non-profit making club affiliated to the Lawn Tennis Association.

Management of the Club

- 4) Full powers and responsibility for the management of the Club are vested with the Committee.
- 5) Committee members, coaches and members will be required, as a condition of membership to agree to be bound by and subject to the rules and constitution of the club, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and Alcester Tennis Club can enforce any breach in its sole discretion.

General Meetings (open invitation to all club members)

- 6) The Club shall hold a General Meeting in every calendar year before 31st July, as its Annual General Meeting.
- 7) All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- 8) Seven days' notice of all General Meetings shall be given.
- 9) Extraordinary General Meetings may be convened by the Committee whenever it thinks fit, or within thirty days following a requisition to do so.
- 10) All members (other than temporary) shall be entitled to be present and to speak and, if aged sixteen years or over, to vote.
- 11) A quorum at all General Meetings shall be six members entitled to attend and vote.
- 12) Voting is strictly "one member one vote" with decisions being made on a simple majority basis. In the event of a tie the Meeting Chair will have the casting vote.
- 13) Where deemed appropriate by the Club Committee, the Club may offer an online/electronic and a postal voting option rather than calling an EGM. In such circumstances the same 7-day notice period would be observed but the voting period would remain open for 7 days from the advertised date to ensure members have the opportunity to vote. Voting would be strictly one member one vote as detailed above.

Committee

- 14) The Committee shall ideally comprise of the Chairperson, Secretary, Treasurer, Membership Secretary, a Coaching Representative, plus any other roles (titled or untitled) as appropriate.
- 15) A quorum for Committee Meetings shall not be less than one third of the Committee to include either the Chair or Treasurer. Coaching representatives do not have voting rights at Committee meetings.
- 16) The Committee shall have the power to fill any vacancy that may arise from time to time and may co-opt additional members for special functions and purposes.
- 17) The Committee has the authority and responsibility to undertake loans or funding which is deemed necessary for the club maintenance, improvements and growth.

18) The committee will have due regard to the law on disability discrimination and child protection.

Membership

- 19) Membership of the Club shall be open to anyone interested in tennis on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 20) 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.
- 21) Applications for membership will be made by online application via Clubspark.
- 22) Clubspark will maintain a register of names and addresses of all members such as they are provided by members and will adhere to GDPR.
 - Alcester Tennis Club utilises personal information of members (stored from a member's Clubspark application) to communicate with members on activities such as membership status, club initiatives, social and team tennis availability.
 - Only club Data administrators have full access to Clubspark member records. Current club Data administrators are listed on the Alcester Tennis Club "Clubspark" web site.
 - Some personal data is shared within club members (telephone numbers, email addresses) to connect members to other members – for example for availability for social tennis.
 - Members' personal data is not shared with any other external business or person other than in the case of fraudulent enquiries raised by the appropriate authorities.
 - Members may update their own information on Clubspark. Should members have any concerns or questions about Alcester Tennis Club's privacy practices, then the complaints procedure below should be used.
- 23) Alcester Tennis Club's 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.

Visitors

- 24) Any member may introduce any visitor and the appropriate fee paid.
- 25) Any visitor to the club shall be a Temporary Member of the club for that day. Visitors include competitors in an Open Tournament, members of visiting teams, "pay and play" players – plus any spectators.
- 26) The fee for visitors playing with members are £5 per person, per visit (this excludes Open Tournaments and League matches against other Tennis Clubs). "Pay and play" fees are as per the court booking system. Fees for any other visitors are determined by the specific activity.
- 27) Visitor fees are to be agreed each year at the Annual General Meeting in line with Annual Subscriptions.

Subscriptions

- 28) Subscriptions for each class of member are to be reviewed and agreed at the Annual General Meeting.
- 29) Subscriptions are paid monthly via Clubspark, facilitated by GoCardless.
- 30) Members may pause their subscription – during a "pause" period, members forego their full membership benefits, and are effectively "Temporary members".
- 31) In exceptional circumstances, members may request to make single payment for membership in full. In such circumstances payment shall be made via bank transfer or cheque and be presented to Alcester Tennis Club's Secretary or Treasurer.

- 32) To be eligible for match play, players must have valid full membership at the club. For example, members in the Casual Membership and Coaching Only membership classes are not eligible to represent Alcester Tennis Club in match play; similarly members with Weekday membership are not eligible for weekend matches.

Finances

- 33) Financial accounts shall be prepared for the 12 months to 31st December each year and submitted to the AGM for approval.
- 34) The Committee will not undertake expenditure in excess of £20,000 except in the ordinary running of the Club without an Extraordinary Meeting.
- 35) Each committee member has delegated authority to spend up to £50 on expenses necessary for the running of the club, and the Treasurer is authorised to reimburse the committee member without further approval for expenses incurred within that limit.
- 36) For all other expenses, the Club's bank account will be operated by dual authorisation, being the Treasurer and one of either the Chairperson or Membership Secretary required to approve any bank payment other than those covered by the expenses clause above.

Non-Distribution to members

- 37) Non-profit making – All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

Liability for damage, injury and loss

- 38) Neither the Club nor any committee member can be held liable for any damage, injury or loss caused (on or off court) by any act or omission of a Club Member.
- 39) Members (including temporary members such as guests, visiting players, "pay and play" players) must accept responsibility for their own safety – both on and off court.

Property and Funds

- 40) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.
- 41) The club may provide sporting and related social facilities, sporting equipment, coaching, courses and post-match refreshments.
- 42) The Club may also in connection with the sports purposes of the Club:
- a) sell and supply food, drink and related sports clothing and equipment.
 - b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee.
 - c) pay for reasonable hospitality for visiting teams and guests.
 - d) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

Dissolution of the Club

- 43) Upon dissolution of the club any remaining assets shall be given or transferred to a registered CASC, a registered charity or the sport's governing body for use by them in related community sports

Complaints Procedure

44) Complaints Procedure

MEMBERS AND GUESTS

If you have a complaint about a member or guest, please email it to the Membership Secretary :

ATC-membership@outlook.com

TENNIS STAFF

If you have a complaint about coaching staff, please email it to the Inspire2Coach manager :

StratfordArea@i2ctennis.co.uk

COMMITTEE VOLUNTEERS

If you have a complaint about Committee volunteers, please email it to the Chairperson or

Membership Secretary: **ATC-chair@outlook.com or ATC-membership@outlook.com**

All parties to the complaint will be asked to supply the Chairperson with further information before being invited to meet together.

After this meeting, if the matter has not been resolved the club Committee will decide what further action should be taken in the best interests of the club and communicate their decision to all parties.

Alcester Tennis Club also has the following policies (located on the Alcester Tennis Club web site <https://clubspark.lta.org.uk/AlcesterTennisClub>) - where this document, and the Tennis Club Rules of Play can be found.

- Diversity and Inclusion Policy
- Safeguarding Policy
- Whistleblowing Policy
- GDPR Privacy Policy

Alcester Tennis Club is committed to safeguarding children and vulnerable adults and to diversity and inclusion in tennis. Should you have any concerns please contact our Welfare Officer, Darren McMullen darren1674@me.com

Version Control

Version Number	V10
Version Date	9 th January 2023
Committee & EGM Approval Date	9 th January 2023
Review Date	Max 3 years from Committee Approval Date

Change of Rules / Constitution

These rules may be changed only by an Extraordinary Resolution at a meeting of members for which 7 days' notice of the proposed alterations has been given to members in writing.