

Rules of Beechwood Lawn Tennis Club

1. Name

The Club shall be named "The Beechwood Lawn Tennis Club" ("the Club") established in 1969.

2. Definitions

- a. "the **President**" means the person elected from time to time to be the President of the Club in accordance with Rule 12;
- b. "the **CLTA**" means Warwickshire Lawn Tennis Association;
- c. "the **Game**" means the game of tennis;
- d. "the **Secretary**" means the person elected from time to time to be the secretary of the club in accordance with Rule 12;
- e. "the **Treasurer**" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 12;
- f. "the **LTA**" means LTA CLG 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 of The National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man from time to time;
- g. "the **LTA Disciplinary Code**" means the disciplinary code of the LTA in force from time to time;
- h. "the **LTA Rules**" means the rules of the LTA as in force from time to time;
- i. "the **General Committee**" means the committee appointed under Rule 12 to manage the Club;
- j. "the **Member**" means a member of the Club admitted from time to time to membership of the Club in accordance with Rule 6;
- k. "the **Trustees**" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 18.

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. Constitution

The Club is constituted by these rules as a non-profit making members' club. In no circumstances during the continuance of the Club, nor at nor after its dissolution, shall any assets or surplus funds be distributed to any member or other person nor to any organisation which is not itself constituted as a registered CASC (Community Amateur Sports Club) or a registered charity.

4. Objects

Beechwood LTC Rules amended October 2017

The objects of the Club are principally to provide facilities for and generally to promote, encourage and facilitate the playing of the Game in the area of Coventry and amongst the community;

- a. to provide and maintain Club premises at Beechwood Avenue Earlsdon, Coventry and club-owned tennis equipment for the use of its members;
- b. to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitability qualified coaches, coaching courses, insurance, post-match refreshments;
- c. to sell or supply food or drink as a social adjunct to the sporting purposes of the club;
- d. to do all such other things as the General 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 4

5. Affiliation

The Club shall be affiliated to the LTA through the appropriate CLTA and shall comply with the rules of these organisations in so far as they are applicable and are not at variance with the provisions of these Rules.

6. Membership

a. Eligibility for membership

- i. 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.
- ii. Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.
- iii. The number of members is not limited either by category or in total however the General Committee has the right to impose such limits as may be necessary if circumstances dictate.

b. Conditions of membership

Each member (of each class) agrees as a condition of membership

- i. to be bound by and subject to these rules (as in force from time to time); and
- ii. to be bound by and subject to the LTA Rules and the LTA Disciplinary Code
- iii. Rule 6.b 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 6.b. should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to these rules.

- c. There shall be the following categories of member:

- i. **Full Member:** A person who has attained the age of eighteen years.
- ii. **Junior Member:** A person who is below the age of eighteen years but is not less than eight years old.
- iii. **Student Member:** A person who has attained the age of eighteen years but is still engaged in full time education.
- iv. **Country Member:** In the discretion of the committee a person whose usual place of residence is outside a 25 mile radius of Beechwood Lawn Tennis Club.
- v. **Senior Member:** A person who has attained the age of 65 years.
- vi. **Social Member:** A person who has attained the age of eighteen years but is a non-playing member. Social members are allowed to play up to three games of social tennis per annum. The number of Social Members shall never exceed 49% of the total voting members of the Club.
- vii. **Life Member:** A person who is entitled to the benefits of full membership without payment of any subscription. Membership may be granted at the discretion of the Committee in recognition of special services to the Club.
- viii. **Restricted Member:** A person aged eighteen or over whose play is restricted to daytime (up to 18:00) tennis Monday to Friday.
- ix. **Officially Appointed and qualified Tennis Coaches**
- x. **Junior Parent Member** – A parent of a fully paid up junior member who is allowed to play on court with their son / daughter only. Court availability is limited to Monday to Friday before 6pm and Weekend afternoons subject to availability.
- xi. **Table Tennis Section Member** – Persons who are members solely for the purposes of playing table tennis

The date for determining ages and/or eligibility shall be 1st April in each year.

7. Subscriptions

- a. Subscription rates and entrance fees shall be fixed by the Club in General Meeting and specified in the Club's Regulations from time to time in force.
- b. The Club's subscription year runs from 1st April, payment being due by 15th. A member whose subscription has not been paid by 30th April will not thereafter be entitled to the benefits of membership until such subscription has been paid.
- c. The subscription, and entrance fee (if applicable), of a new member shall be due within fourteen days after notification of admission as a member of the Club. If the subscription and entrance fee is paid with the membership application then:
 - i. Immediate repayment in full will be made if the applicant is not admitted to membership; and
 - ii. At the discretion of the Honorary Secretary and one other Committee member, the candidate may be allowed to use the Club's facilities provided that at least two days have elapsed since the date on which application for membership was made.
- d. The Committee shall have the discretion:
 - i. To charge a new member of the Club who is admitted to membership after 31st July in any year a reduced subscription for that subscription year; and
 - ii. To refund to a member who becomes unable to use the Club's facilities for a

substantial part of a subscription year because of injury, illness or departure from the district a portion of that member's subscription.

8. Admission of Members

- a. Beechwood L.T.C. actively seeks membership from all sections of society regardless of age, gender, creed or ethnic background whether in a playing or non-playing capacity.
- b. Any candidate for membership (other than Life Member, Honorary Member or Temporary Member) shall make application to the Membership Secretary on the form provided.
- c. Every candidate for membership shall be considered by the Membership Secretary, who 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 in which case the application shall be referred to the General Committee for a final decision.
- d. The Membership Secretary shall advise each applicant when their membership application has been accepted, there will be a minimum period of at least two days between submission of a membership application and acceptance in to membership
- e. The Committee shall if necessary have power to limit the number of members in the respective categories of members but only as necessary by the constraints of the Club facilities and resources.

9. Resignation and Transfer

A member wishing to resign membership or to transfer to a category of membership liable for a lower rate of subscription shall give notice in writing of such a desire to the Honorary Secretary. The refund of any part of the subscription already paid shall be determined solely at the discretion of the General Committee.

10. Suspension or Expulsion

The Committee shall have power to refuse membership, or terminate or suspend the membership of any member or to exclude any member or visitor whom it considers guilty of a breach of these Rules, or of the Club's Regulations from time to time in force, or of misconduct or offensive behaviour to any other member or visitor, whether on the Club premises or elsewhere.

- a. A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the General Committee at which his expulsion shall be considered and written details of the complaint made against him.
- b. A resolution to terminate or suspend the membership of any member shall require a two-third-majority vote of the Committee. Upon termination of membership under this rule, the subscription paid for the then current subscription year (and the entrance fee if the member has been elected during the current year) may be returned to the member wholly

or in part at the discretion of the Committee.

11. Guests and Temporary Members

Playing and/or non-playing guests may be introduced by any member other than a junior member. The member introducing a guest must make the appropriate entry in the visitors' book and (in the case of a playing guest) pay the fee specified in the Club's Regulations. Neither a guest nor a social member may play more than three times in any subscription year except with special permission of the General Committee. Any guest who subsequently applies for and is accepted into membership shall have any visitor fees up to 3 times the current rate deducted from the membership fee required.

Every member of a visiting team shall be an Honorary Member for the day of the match and every competitor in a tournament at the Club (and in the case of a competitor under age 18, his parent or guardian) shall be an Honorary Member for the duration of the tournament.

Temporary Members, not normally resident within twenty five miles of Broadgate, Coventry, or whose use of the club facilities is not expected to conflict with that of Club Members, may be admitted at the discretion of the Committee for such period and for such fees as may be determined by the Committee.

12. Management

The general management of the affairs of the Club shall be in the control of the General Committee ("the Committee") consisting of members of the Club elected for the year at each Annual General Meeting. Each Committee member shall remain in office for one year only but shall be eligible to stand for re-election at the next Annual General Meeting. The General Committee shall consist of not less than seven members to include the President, Past President, Vice-President, Secretary, Treasurer, Club Captain/Tennis Chairman and Bar Secretary nor more than fourteen to include the chairpersons of sub committees that shall be deemed appropriate to be appointed by the General Committee to ensure the proper running of the Club. The Committee shall in advance of the AGM determine the number of elected positions for the General Committee for the forthcoming year.

- a. The General Committee shall consist of :
 - i. The President
 - ii. Vice President
 - iii. Club Secretary
 - iv. Treasurer
 - v. Tennis Chair
 - vi. Bar Secretary
 - vii. Up to a further 6 other members as determined by the General Committee prior to each AGM

- b. Each member of the General Committee must satisfy HMRC's fit and proper person test to be involved in the general control, management and administration of the Club and must declare that he is a fit and proper person prior to being elected.

- c. The Club agrees that each member of the General Committee will be required, as a condition of election, to agree to be bound by and subject to these rules, 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.
- d. The Secretary shall send to the Members each year a nomination form for the election of members of the General Committee in the place of those retiring. Those persons proposed to be nominated as members of the General Committee to fill any vacancies that have arisen must declare themselves to be fit and proper persons in accordance with Rule 9.2 and nominated by any two voting members on the form prescribed by the General Committee and must be submitted to the Secretary by such date as the General Committee shall prescribe each year [and must be signed by the member nominated to show acceptance of the nomination.
- e. Retiring members of the General Committee may be re-elected.
- f. A member of the General Committee shall be deemed to have vacated office if:
 - i. he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - ii. 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
 - iii. he resigns his office by notice to the Club; or
 - iv. 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 CLTA or the LTA; or
 - v. he is requested to resign by motion carried by not less than two-thirds of the other General Committee members acting together.
- g. To comply with the requirements of good governance it is recommended that no member should serve on the General Committee for more than a period of 9 years.
 - i. It is recognised that this can be difficult for small organisations but members should take breaks between periods of serving on the General Committee

13. Proceedings of the General Committee

- a. The General Committee shall meet as required but at least six times in every year to manage the affairs of the Club. Reasonable notice of all General Committee meetings shall be given to each member of the General Committee. The quorum for General Committee meetings shall be five. In the event of equality of voting the chairman of the meeting shall have a second or casting vote. The President (if present) shall act as chairman at all meetings of the General Committee and in the absence of the President the Vice President (if present) shall act as such chairman. In the absence of both the President and Vice President at any meeting of the General Committee members present

shall elect one of their number to act as Chairman for that meeting. Minutes shall be taken of all proceedings of the General Committee.

- i. Members of the General Committee shall declare any conflicts of interest that may affect their ability to act in an independent manner in the best interest of the club and its members. Such conflicts may be constant or may arise as a result of a specific agenda item. Conflicts declared should be detailed in the minutes of the meetings.
- b. The Committee may delegate any part of its duties (except the election, suspension or expulsion of members) to one or more sub-Committees appointed by the Committee which shall operate as a delegated committee of the General Committee within terms of reference agreed by the General Committee. The chairperson of each Sub Committee shall also be a member of the General Committee. The Chairperson of each committee shall constitute the committee from fully paid up members of the club and in accordance with the terms of reference.
- c. As a minimum the following sub committees shall be constituted
 - i. Tennis Sub Committee – Responsible for arranging the tennis calendar and competitive tennis
 - ii. Bar, Social & Lettings Committee – The chairperson of this committee shall be responsible for the purchase and supply of alcohol by the club.
- d. The General Committee shall from time to time make and (subject to their not conflicting with the provisions of these Rules or the requirements of the Licensing Act 2003 or any modification or re-enactment thereof for the time being in force) revise the Club's Regulations and shall have power to determine any matter not provided for by these Rules and the current Regulations.

14. Trustees

The property of the Club shall be vested in Trustees to be elected by the members in General Meeting ("the Trustees") and the Trustees shall each hold office until death or resignation unless removed from office by a resolution of the members. The number of Trustees shall be not less than two or more than four. The Trustees shall deal with the Club's property as directed by resolution of the Committee or of the members in General Meeting (of which an entry in the minute book shall be conclusive evidence) and shall be indemnified against loss damage risk and expense out of the Club property.

15. Rules and Regulations

A copy of these Rules and of the Club's Regulations from time to time in force shall be displayed at all times on the Club notice board and all members shall be deemed to be conversant with them and bound by them. These Rules shall not be altered except at a General Meeting after due notice.

Notification of any alteration to these Rules shall be given in accordance with the provision of Section 48 Licensing Act 2003 or any statutory modification or re-enactment of the same from

time to time in force and subject to due compliance with any conditions that may be attached to the Club's Registration Certificate from time to time.

Regulations will be made and periodically revised by the General Committee as they think appropriate for the well-being of the Club. All such regulations shall be binding upon members until repealed or amended by the General Committee or set aside by resolution of a General Meeting. The Club's Regulations in force at the date of adoption are annexed hereto as Appendix "A".

16. Injury, Loss of Property etc.

Members or guests leaving vehicles, equipment, clothing or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

17. Financial Year

The Club's financial year shall end on 31st March and the accounts shall be prepared accordingly and made available to all members in advance of the AGM each year.

18. General Meetings

An Annual General Meeting of which not less than 7 days notice in writing shall have been given to every member of the Club setting out the business to be transacted thereat shall be held each year between 1st October and 30th November inclusive but so that not more than fifteen months may elapse between one Annual General Meeting and the next.

The General Committee shall have the power to call an Extraordinary General Meeting at any time on reasonable notice or within four weeks of receipt by the Honorary Secretary of a requisition signed by twelve members or one sixth of the members entitled to vote, whichever is the less, requiring an Extraordinary General Meeting to be summoned and stating the business proposed to be transacted thereat.

Notice of the Annual General Meeting or any Extraordinary General Meeting shall be given by the Secretary to each member at their last known e-mail address provided or if no email address is provided to their last known postal address.

Any member wishing to propose a resolution at the Annual General Meeting must send a copy thereof to the Honorary Secretary by 15th September so that provision may be made on the Agenda.

- a. The business of the Annual General Meeting shall be:
 - i. The approval of the minutes of the previous Annual General Meeting and of any subsequent Extraordinary General Meetings.
 - ii. The consideration of the General Committee's report and the approval of the Club's Accounts for the preceding financial year.
 - iii. Approval of the subscription rates and entrance fees for the next financial year.

- iv. The election of Officers and other members of the General Committee who shall be proposed as candidates by notice in writing to the Honorary Secretary not later than 7 days prior to the Annual General Meeting. Any member who has attained the age of 18 years shall be entitled to propose any other member of the Club as such a candidate. In the event that there is no nomination for a position received by the Secretary the General Committee can continue to seek nominations for the vacant position up to the start of the Annual general Meeting.
 - v. The appointment of an auditor (not an Officer or other Committee member)
 - vi. Such other matters of which due notice has been given.
- b. The business of an Extraordinary General Meeting shall be exclusively the consideration of the resolution specified in the notice convening the Extraordinary General Meeting in question.
 - c. At any Annual General Meeting further business may be accepted at the discretion of the Chairman provided that it does not call for an alteration of the Rules, the winding up of the Club, the transfer of any of the Club's assets, the borrowing of money or any expenditure not within the immediate financial resources of the Club.
 - d. Every member (other than temporary members) shall be entitled to be present and to speak at any General Meeting and, if aged 18 years or over, to vote.
 - e. At any General Meeting the quorum shall be 30 members entitled to vote or 25% of the Club's members entitled to vote whichever shall be the less.

19. Loans

If the Club in General Meeting passes a resolution authorising the Club to borrow money, the Committee shall 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 may be specified in such resolution. The Trustees shall, at the direction of the Committee, make all such dispositions of the Club property or any part of it and enter into such agreements as the Committee may consider 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 a resolution.

20. Dissolution

The Club shall be dissolved on the passing of a resolution to that effect at a General Meeting after due notice, by at least two-thirds of those present and voting. Such a meeting shall appoint a committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets, within the scope of rule 3.

- 21.** No person shall receive at the expense of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor

by or on behalf of the Club to members or guests apart from any benefit which a person may derive indirectly by reason of the supply giving rise or contributing to a general gain to the Club as a whole.

22. Opening Hours

The hours during which the Club's premises shall be open and available for use by members shall be fixed by the Club's Regulations from time to time in force.

23. Licensing Hours

The hours for the supply of intoxicating liquor at the Club's premises shall be as determined by the General Committee within the hours permitted in the license displayed on the club premises.

24. A person under eighteen shall not buy or attempt to buy intoxicating liquor, nor consume intoxicating liquor on the Club premises.