

RULES - BENSON TENNIS CLUB

Name

1. The Club, established in 1972 is called Benson Tennis Club.

Definitions

2. The following definitions apply:

- a. "[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;
- b. "OLTA" means the Oxfordshire Lawn Tennis Association.
- c. "Club" means the Benson Tennis Club.
- d. "Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rules 19-29.
- e. "Vice Chairman" means the person elected from time to time to be the vice chairman of the club in accordance with Rules 19-29.
- f. "Secretary" means the person elected from time to time to be the secretary of the club in accordance with Rules 19-29.
- g. "Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rules 19-29.
- h. "Membership Secretary" means the person elected from time to time to be the secretary of the club in accordance with Rules 19-29.
- i. "Officers of the Club" means the Chairman, Secretary, Membership Secretary and Treasurer of the Club elected from time to time in accordance with Rules 19-29.
- j. "Management Committee" means the committee elected under Rules 19-29 to manage the Club.
- k. "Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 8.
- l. "Membership Year" means the year from the 1st May to the 30th April.
- m. "Financial Year" means the year from 1st January to 31st December.
- n. 'CASC' means a Community Amateur Sports Club which enables the Club to obtain tax reliefs under the Finance Act 2002.
- o. "Disciplinary Code" means the disciplinary code of the LTA in force from time to time;
- p. "Rules" means the rules of the LTA as in force from time to time.

3. Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender.

Objectives

4. The objectives of the Club are:

- a. To provide facilities for lawn tennis and generally to promote, encourage and facilitate the playing of lawn tennis in the area of Benson and neighbouring communities.
- b. To provide and maintain Club premises at Benson and club-owned tennis equipment for the use of its members.
- c. 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 suitably qualified coaches, coaching courses, insurance, medical treatment, post-match refreshments.
- d. To sell or supply food and/or drink as a social adjunct to the sporting purposes of the Club.

- e. To affiliate to the OLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the OLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated.
- f. To acquire, establish, own, 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.
- g. 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.
- h. To discipline the members where permitted by its Rules/Regulations and to refer its members to be disciplined by the LTA or the OLTA as appropriate where so required by the Rules and Regulations of the LTA or the OLTA.
- i. To do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in these Rules.

Application of Surplus Funds

- 5. The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for lawn tennis, to the LTA for use in community related lawn tennis initiatives, or to a registered charitable organisation, on winding-up or dissolution of the Club.
- 6. Nothing in Rule 5 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 Management Committee (without the member being present) and are agreed with the member on an arm's length basis.
- 7. No Member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

Membership

- 8. Eligibility for Membership:
 - a. Persons of either sex are eligible for full membership of the Club provided they are at least 18 years old. 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.
 - b. Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.
 - c. The number of Members is unlimited.
- 9. Admission of Members: Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management 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.
- 10. Classes of Members:
 - a. There shall be the following classes of members for the Club:
 - (1). Honorary Member A person elected under Rule 12.
 - (2). Full Member Over 18 years old on the 1st April.
 - (3). Student Member Over 18 years old on the 1st of April and in full time education.
 - (4). Social Member Parents, Guardians and Non-Players.
 - (5). Junior Member Over the age of 11 and under the age of 18 on the 1st April.

(6). Under 11 Member Under the age of 11 on the 1st April.

b. Only Honorary, Full, and Student Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

c. Each member agrees as a condition of membership:

1) to be bound by and subject to these rules (as in force from time to time)

2) to be bound by and subject to the Rules and the Disciplinary Code

d) Rule [10 (c 1)] 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 the above rule, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

e) The Management Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this rule.

11. Honorary Life Membership. Subject to the discretion of the Committee, any person who has given outstanding service to the Club may be elected at a general meeting as an Honorary Life Member.

12. Subscriptions:

a. The annual subscription for each type of Member shall be determined from time to time by the Management Committee provided that the Management Committee shall use its best endeavours to ensure that the fees set by it do not preclude membership of the Club.

b. The Members shall pay any annual subscription fees set by the Management Committee from time to time.

c. An Honorary Life Member will not be required to pay annual subscription fees.

d. No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid his first annual subscription.

e. Any Member whose entrance fee or subscription is not paid by the end of the membership year shall be deemed to have resigned his membership of the Club.

13. Resignation: A Member may withdraw from membership of the Club on giving one month's clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

14. Complaints Procedure: Complaint procedures, which are in accordance with LTA Guidelines taking into account local circumstances, are to be determined by the Management Committee and published annually in the Members' Hand Book

15. Expulsion:

a. The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.

b. A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.

c. The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be

accompanied by a representative or friend, who may answer complaints made against the member and to cross-examine any witnesses on behalf of the member. The member must not be expelled unless at least two-thirds of the Management Committee vote in favour of his expulsion.

d. The Management 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.

16. Effect of Resignation or Expulsion:

a. 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.

b. The Management Committee may, however, refund an appropriate part of a resigning Member's subscription if in its view it considers it appropriate taking account of all the circumstances.

17. Data Protection. The Club is classified under the Data Protection Act 2001 as an Unincorporated Member Club. The guiding principle which should pertain in any consideration of the use of members data is: "Is the proposal or endeavour under consideration, visible to, and agreed by all those who now or in the future form part of the proposal"

18. As an Unincorporated Club the following guidelines apply:

a. The officers of the Club may maintain for the purposes of communication and Club management lists of members and their relevant details.

b. Such lists may be circulated to officers and members PROVIDING that the agreement of the individual member has been obtained.

c. Lists may not be used for commercial purposes or passed on to second parties.

d. Lists or their details may not be put onto the internet though officers may, with their agreement, post their own details in the interests of the management of the Club.

e. Members may be named in articles concerning the Club.

The Management Committee

19 a The club agrees that each member of the Management 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 the 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.

b The Club shall be managed by a Management Committee consisting of:

1 Chairman.

2. Vice-Chairman.

3. Secretary.

4. Membership Secretary.

5. Treasurer.

6. No more than 4 additional Members elected annually at the annual general meeting who may be requested by the Chairman to take on specific tasks, eg, Junior Tennis Organiser, Club Maintenance, Newsletter Editor, Website Editor, etc.

20. The members of the Management Committee having been elected at an annual general meeting shall at that meeting retire to elect the officers of the Management Committee or set a date to conduct the election within 4 weeks.

21. The Secretary shall send to the Members each year a nomination form for the election of members of the Management Committee in the place of those retiring.

Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen must be nominated by any two Full Members (proposer and seconder) on the form prescribed by the Management Committee and must be submitted to the Secretary by such date as the Management Committee shall prescribe each year and must be signed by the Proposer and Secunder. No Member may nominate more than one candidate for any one vacancy.

22. Any person nominated as a member of the Management Committee must be a Full Member of not less than 2 years' standing

23. If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall, unless the candidate(s) otherwise agree, be determined by lot.

24. The Management Committee shall be elected at the annual general meeting 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 annual general meeting following their re-election or election.

25. Election to the Management Committee shall be for three years. However, members of the committee may seek election beyond three years providing the current Management Committee agree that their re-election is in the best interests of the Club.

26. In addition to the members elected or appointed in accordance with Rules 19-29, the Management Committee may co-opt up to 4 further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.

27. The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.

28. Retiring members of the Management Committee may be re-elected subject to Rule 25.

29. A member of the Management Committee shall be deemed to have vacated office if:

- a. He resigns his office by notice to the Club.
- b. He shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated.
- c. 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 OLTA or the LTA.
- d. He is requested to resign by not less than two-thirds of the other Management Committee members acting together.

Proceedings of the Management Committee

30. Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than four (4) meetings each year. The quorum for such meetings shall be the Chairman or Vice Chairman, and three members of the Management Committee. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall prepare an Agenda and give all the members of the Management Committee not less than fourteen (14) days' notice of a meeting.

31. The Chairman, or in his absence, the Vice Chairman, shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management 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 Vice-Chairman shall preside. If there is no Vice-Chairman 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 Management Committee present may appoint one of their number to be chairman of the meeting.

32. Decisions of the Management 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.

33. The Management 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 Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

34. The Management 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. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

35. The Management Committee shall be responsible for the preparation of the annual Members' Hand Book which is a digest of those Club Rules which affect Club members.

36. The members of the Management 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.

37. Any member of the Management Committee may participate in a meeting of the Management Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

38. The Secretary, or in his absence a member of the Management Committee, shall take minutes at meetings of the Management Committee and distribute a copy to each member of Management Committee. Further copies are to be posted in the Clubhouse and on the Club Website following approval of the Minutes by the Management Committee.

39. The duties of the Officers are:

a. Chairman. The Chairman shall take the Chair at all General and Committee meetings of the Club in accordance with Rule 31 and shall be responsible for the management and administration of the Club through the Management Committee and to act as public spokesman for the Club when required.

b. Vice Chairman. The Vice Chairman shall deputise for the Chairman in his/her absence on all matters relating to the Club.

c. Secretary. The Secretary shall:

(1). Carry out the duties specified in Rules 21, 30, 38, 41, 44, 45, 49 and 91.

(2). Manage all correspondence and conduct the business of the Club as directed by the Management Committee.

d. Treasurer. The Treasurer shall

(1). Maintain the finances of the Club in accordance with Rules 72-80.

(2). Maintain the Club Insurance – Rules 81 and 82.

(3). Maintain the Club's Lease – Rule 88.

(4). Obtain Rate Relief – Rule 89.

(5). Maintain the Club's Lotteries and Amusements Licence – Rule 61.

e. Membership Secretary. The Membership Secretary shall:

(1). Maintain a register of the names and personal details required for the management of the Club of all members of the Club, both current and lapsed.

(2). Maintain and update annually the Members' Rule Book.

(3). Prepare, issue and collate the annual Membership Form.

(4). Collect all membership fees and pass them to the Treasurer.

(5). Maintain a register of all British Tennis members.

(6). Manage the implementation of the Data Protection Act within the Club.

Annual General Meeting

40. The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business

a. To receive the Chairman's report of the activities of the Club during the previous year.

b. To receive and consider the accounts of the Club for the previous year, the Auditor's Report on the accounts and the Treasurer's Report as to the financial position of the Club.

c. To remove and elect the auditor or confirm that he should remain in office.

d. To elect the Officers and other members of the Management Committee.

e. To decide on any resolution which may be duly submitted in accordance with Rule 41 below.

f. To deal with any other matters which the Management Committee desires to bring before the membership.

g. To deal with any other matters raised by members in accordance with Rule 42.

41. Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than twenty eight (28) days before the meeting.

42. Members may raise any matter of concern under Any Other Business but will not receive a definitive answer until after the next Committee meeting.

43. No period greater than fifteen months shall elapse between one annual general meeting and the next.

Extraordinary General Meetings

44. An extraordinary general meeting may be called at any time by the Management Committee and shall be called within twenty one (21) days of receipt by the Secretary of a requisition in writing signed by not less than 30 Members stating the purposes for which the meeting is required and the resolutions proposed.

Procedures At The Annual And Extraordinary General Meetings

45. The Secretary shall send written notice of the date of the general or extraordinary meeting together with the resolutions to be proposed to each Member by email at least twenty one (21) days before the meeting. The information is also to be posted on the Club Website and in the Clubhouse for the information of those not on email.

46. The quorum for the annual and extraordinary general meetings shall be fifteen (15) Members.

47. The Chairman shall preside at all annual and extraordinary general meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present entitled to vote may choose the Vice Chairman or, in his absence, one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present entitled to vote may choose one of their number to be chairman of the meeting.

48. Each member entitled to vote 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.

49. The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings. A copy of the Minutes is to be forwarded to the Benson Parish Council.

50. There shall be no right for a Member to vote by proxy.

Child Protection Officer

The Management Committee is to appoint a Club Child Protection Officer (CCPO). The CCPO is responsible for ensuring that coaches and those within the Club are fully briefed on the LTA Code of Conduct and what is expected of them in dealing with Junior and Under 11 members. Guidance on the Code of Conduct is given on the LTA Website below.

<http://www.lta.org.uk/Resources/Clubs/Code%20of%20conduct%20for%20people%20working%20with%20children.pdf>

Guidance may also be sought from the LTA Child Protection Manager who may be contacted on; Tel: 0208 487 7008/7116, M (24 hour): 07971 141 024, Email: childprotection@lta.org.uk

51. The CCPO is also to:

- a. Act as a channel for all complaints concerning children.
- b. Ensure that all LTA Licensed Coaches employed by the Club adhere to the Code of Conduct applicable to their role.
- c. Ensure that all coaches employed by the Club have completed all the checks, eg CRB, as specified by the LTA/OLTA.

Coaching

52. a 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 the 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.

b It is the responsibility of the Management Committee to ensure that an appropriately trained and recognised coach(s) is employed by the club to undertake the provision of coaching services for adult and junior members as deemed necessary by the committee.

53. The provision of coaching services should be regularly reviewed to ensure that they adhere to recommendations from the LTA.

54. A nominated committee member, usually the junior coaching co-ordinator, will be responsible for supervising the implementation of any contract or agreement which may exist between coach(s) and the Club.

Competitions

55. The Club will enter teams into OLTA sponsored competitions and leagues. The Management Committee is responsible with the Match Secretary in deciding which leagues and competitions to enter and the number of teams that the Club can support each season.

56. The Match Secretary is responsible for the selection of team captains.

57. The Management Committee, in consultation with the Match Secretary and team captains, is also responsible for determining the procedures to be adopted within the Club for the selection of Club members for individual teams. The procedures are to be published annually in the Members Handbook.

Purchase And Supply Of Liquor

58. Purchase for the Club and supply by the Club of intoxicating liquor must be in the absolute discretion of the Management Committee provided these are all elected by the Members and over 18.

Licensing

59. Under the Licensing Laws a Temporary Events Notice (TEN) is required for all one off events involving the sale of alcohol and regulated entertainment.

60. Events covered by a TEN can last for up to 96 hours and must involve no more than 499 people. The Management Committee must appoint a member to be responsible for the sale of alcohol at a Club event who must submit two copies of the application for a TEN to the South Oxfordshire District Council at least ten days working days before the event is due to take place. They must also send a copy to the local police. A TEN costs £21. Further information on the requirements for and the procedure for the submission of TENs may be found on the South Oxfordshire District Council website.

Lotteries and Amusements Licence

61. The Club is to take out an annual Amusement and Lotteries Licence through the South Oxfordshire District Council.

Commission

62. No one may at any time receive at the expense of the Club or any Member any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.

63. No one may 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 accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain

from the carrying on of the Club.

Permitted Hours

64. The permitted hours for the supply of intoxicating liquor and provision of regulated entertainment shall be as permitted by the Temporary Event Notice.

Opening Of Club Premises

65. The Club is open daily as required or at such other times or for such other periods as the Management Committee shall decide. The Club's facilities shall be available to the Member without discrimination.

Guests

66. Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises who is not a Member shall be a guest of the Management 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.

67. The Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 53 must enter the name and address of the guest together with the name of the introducer in a book which must be kept on the Club's premises. Compliance with this Rule is necessary to ensure that the guest has Insurance cover while on the Club premises.

68. No one may be admitted as a guest on more than four (4) occasions in any calendar year.

Alteration of The Rules

69. 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 two-thirds of the Members present and entitled to vote at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

70. Proposals for the amendment of these Rules should be passed to the Benson Parish Council for comment prior to their ratification at a general or extraordinary meeting.

Regulations and Standing Orders

71. The Management 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. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

Finance

72. All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by one of the three signatories who shall be the Chairman, Secretary and Treasurer. The Chairman is also required to countersign all invoices greater than £100 before payment. The Treasurer is also authorised to complete payments by Bank Transfer. Any moneys not required for immediate use may be invested by the Management Committee, as advised by the Treasurer, in its discretion thinks fit.

73. The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

74. The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, member or employee of the Club and to any other person or persons for services rendered to the Club.

75. The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.

76. Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly audited by the auditors prior to a general meeting. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

Borrowing

77. The Management Committee may borrow funds up to a maximum of £5000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

78. When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in

the event that the repayment of any sum or sums is to be secured. The grant of such security must be approved by the Club at a general or extraordinary meeting.

79. The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

Grants

80. The Management Committee, when considering capital expenditure to improve or replace Club property, fixtures and fittings are to investigate the availability of grants through the LTA, South Oxfordshire District Council and other agencies and organisations before committing Club funds.

Insurance

81. Certificate of Employers Liability Insurance. By virtue of the association of the Club to the LTA through its annual subscription, the Club is covered by the LTA central insurance scheme. The LTA Liability Protection Scheme covers volunteers and paid employees who have a claim made against them for any wrongful act or omission. The policy incorporates cover for civil liability, including public liability, employers' liability and professional indemnity. This scheme is centrally funded and provided on behalf of affiliated clubs. Further details may be found on the LTA website at:

<http://www.lta.org.uk/Resources/Clubs/Liability-Scheme-for-Affiliated-Organisations-Clubs.pdf>

82. Additional Club Insurance. In addition to the LTA insurance cover in Rule 81, the Club is to maintain annual insurance to cover for:

- a. Property Damage
- b. Deterioration of Stock
- c. Business Interruption.
- d. Book Debts.
- e. Money.
- f. Theft by a Club official or Member
- g. Legal Expenses.

Risk Management

83. The Management Committee is responsible for ensuring that the Club maintains a current Risk Management policy in accordance with LTA Guidelines. The Policy is to be posted on the Club Notice Board.

84. The Management Committee is to appoint a member of the Club to act as Maintenance Supervisor.

85. A Maintenance Book is to be maintained in which all maintenance is recorded and signed off by the Maintenance Supervisor.

86. An Incident Book is to be maintained in which a full report of all accidents and incidents is to be recorded, including any post incident action such as insurance claims or the reporting of the incident to other authorities..

87. A First Aid Box is to be maintained and located in a position where it may be accessed at any time regardless of whether or not the Clubhouse is open or not.

Lease

88. The Club shall pay an annual "peppercorn rent" to the Landlord, Benson Parish Council, for the lease of the Club land. The Landlord under the terms of the Lease may reassess the annual peppercorn rent every five (5) years.

Rate Relief

89. The Club as a CASC member is entitled to 80% rate relief. In addition the Club is entitled to Discretionary Rate Relief under Section 47 of the Local Government Finance Act of 1988 on application to the South Oxfordshire District Council.

Property

90. The property of the Club shall be dealt with as directed by resolution of the Management Committee and entry in the minute book shall be conclusive evidence of such a resolution.

91. A record of Property held by the Club is to be maintained by the Secretary.

92. The Treasurer is to recommend whether property purchased for the Club should be written off on purchase or held in the accounts as a Club asset.

93. The Treasurer is also required to carry out an annual revaluation of property in the accounts based on a percentage annual depreciation of the capital cost based on the estimated life of the property.

Dissolution

94. 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. The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

95. Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall be paid to or distributed to the LTA for use in community related tennis initiatives, another community amateur sports club for lawn tennis.