



RULES AND CONSTITUTION

Billingshurst Tennis Club



Version control

Rule Number	Change	Date
19	To allow member's guests	01.07.2022
20	To allow the Committee to set the amount payable for floodlights	01.07.2022

JULY 1, 2022

The Rules of Billingshurst Lawn Tennis Club

Name and aims and objectives

1. Billingshurst Lawn Tennis Club (BLTC or the Club) is a non-profit making organisation. In keeping with BLTC's "Clubmark" status, BLTC will retain membership with the Sussex County Lawn Tennis Association (SCLTA) and, by doing so, become and remain registered as an associate of the Lawn Tennis Association (LTA) and comply with, and uphold, the Rules of the SCLTA as amended from time to time and the LTA Rules and LTA Disciplinary Code.
2. Aims and Objectives

The aims and objectives of BLTC are:

- a) the advancement and promotion of the game of Tennis to all interested members of the local community;
- b) to provide coaching for members if they wish;
- c) to organise teams to represent BLTC in LTA competitions and other competitions as the Committee shall decide;
- d) to organise internal club tournaments and competitions for the members; and
- e) to ensure that all present and future members receive fair and equal treatment.

Officers and Committee

3. The Club shall appoint a President and an Honorary Auditor. They shall be elected annually at the Annual General Meeting by a majority vote of those Senior Members present. The President and Honorary Auditor shall not normally be an Officer of the Club or a Committee member.
4. The Officers of the Club shall consist of a Chairman, Secretary and Treasurer, all in an honorary capacity
5. BLTC shall be run by a Committee which shall consist of the Officers and up to six other members, all of whom shall be elected annually at the Annual General Meeting, by a majority vote of those Senior Members present.
 - a) Not more than one Committee member shall be from the same household;
 - b) Members who resigned or left the Committee may not return for at least three years unless there are exceptional circumstances;
 - c) The Committee shall have the power to co-opt members as may be required but co-opted members shall not have a committee vote until endorsed by the members at a General Meeting;
 - d) The quorum for a Committee meeting shall be five elected members providing that the Chairman and Secretary or Treasurer are present. A unanimous vote on decisions is required in the case of a quorum.
6. The junior members may elect their own sub-committee for day to day running of their section. One member of this committee will be elected to the club committee as one of the 'six other members'.
7. The committee shall have the power to appoint such sub-committees as it may deem necessary, both from its own number, and / or from members co-opted for the purpose.

8.
 - a) The Committee will be convened by the Secretary and will meet no less than nine times a year.
 - b) The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of BLTC.
 - c) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

Club Account and Liabilities

9. The financial year shall end on the last day of December, and the audited accounts shall be presented at the Annual General Meeting, which shall be held before the end of March each year.
 - a) All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title.
 - b) All accounts shall operate on two signatories. The signature panel shall comprise the Treasurer and two other Committee members, one of whom shall be either the Chairman or Secretary. A member of the panel should not sign a cheque for themselves, e.g. when receiving reimbursement of expenses.
 - c) The Club shall agree an annual budget of expenditure for the year ahead. This shall be approved at the AGM. Expenditure not included in the budget, or in excess of the sum approved in the budget, shall be presented to the Committee for approval.
 - d) When incurring expenditure in excess of £500, the Committee shall obtain a minimum of three quotes before placing an order with a supplier or contractor.
 - e) The Committee shall make arrangements for insurance to cover damage to or loss of Club property as well as Public and Employers Liability. Affiliation to the LTA provides BLTC with insurance cover where persons are injured due to the Club's negligence.
10. In the event of a decision being made to terminate the Club, any outstanding debts will be paid and where possible membership refunds will be made for that particular year. All fixed assets such as the playing facilities will then be passed to the Billingshurst Parish Council for control.

Membership and Subscriptions

11. All subscriptions shall be approved at the AGM and will be payable on the 1st April the following year. Subscriptions will be posted on the Website and displayed in the Clubhouse.

Subscriptions do not include floodlight fees which are to be paid at the time of playing under floodlights. The cost of floodlights is set by the committee from time to time and starts at £0.
12. Members will be enrolled in one of the following categories (ages at 1st April):
 - Senior: Adult – 19 to 64
 - Senior: Adult - 65 years and over (invitation only)
 - Student – 19 years and over until the end of full-time study
 - Juniors – 11 to 18 years
 - Juniors – 4 - 10 years
 - Family – no more than two senior members
 - Parent of junior member
 - Out of area – more than 25 miles from Club's postcode

12a Resignation

Members may resign their membership by giving notice to the Secretary.

The Committee may make refunds to members who have resigned if deemed appropriate. Membership is not transferable.

13 A Family subscription shall entitle all members of a family who would normally be eligible for membership. A Family within the meaning of this rule shall not contain more than two senior members and will include at least one junior and may include a student up to age 21.

14 A Parent subscription shall entitle junior members to play with one parent, who would normally be eligible for membership. A Parent subscription does not entitle an adult to play without a junior member or after 6pm on weekday evenings.

15 At the discretion of the committee subscriptions may be varied where membership will be for periods of less than a year.

The provision of tennis balls shall not form part of the annual subscription. However, Tennis balls for matches, all committee approved tournaments, club evenings and Sunday afternoons shall be provided at the discretion of the Committee.”

16 Each member agrees as a condition of membership:

- a) To be bound by and subject to these rules (as in force from time to time).
- b) To be bound by and subject to the LTA Rules and Disciplinary Code.
- c) To commit to the LTA Fair Play values.

17 Life membership. Where elected, Life membership means the committee have appointed, and no further membership fees are due. Life membership will continue until the life members are deceased or resign.

18 It shall be the responsibility of each member to pay his or her subscription on the due date (1st April) and the membership of any person whose subscription has not been paid within two months of the due date shall be terminated, subject to the discretion of the committee. Any application to re-join by a person whose membership has been terminated will not be considered until all arrears of subscriptions, and any other debts to the club, have been repaid.

19 Visitors may attend any of the Club’s social tennis evenings or afternoons or as a guest of a member. Visitors shall not have voting rights within the Club and must observe these rules. The same visitor may not attend club sessions more than three times a year unless they wish to take up membership. However, within the coaching programme visitors may attend as many club sessions as they wish i.e. rusty rackets, cardio, individual coaching etc.

20 The fees for visitors shall be approved at the AGM and will be payable at that rate from the 1st April the following year. Fees for visitors will be posted on the Website and displayed at the Clubhouse. Fees for floodlights will also be payable when playing under floodlights at a rate agreed by the Committee.

21 The Club will make available to the public Court No. 4 on a daily basis although in some circumstances the Club shall reserve the right to make the court available only for club member use at certain times. Any member of the public wishing to play may book the court at a rate decided by the committee up to one week in advance. Members wishing to use Court No. 4 must ensure that they book the court up to one week in advance. There will be no booking charge for members.

Persons using the Public Court 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. The Club can enforce any breach at its option and in its sole discretion.

- 22 The Club will operate an open membership policy in that any prospective member senior or junior may join the Club irrespective of standard or ability. The prospective member must provide full contact details and full payment with their application.
- 23 Members or visitors leaving bicycles, rackets or any other property at the Club do so at their own risk and BLTC shall not be responsible for any loss or damage resulting therefrom.
- 24 The Committee shall have overall responsibility for defining priorities and restrictions on the use of courts and shall establish court booking procedures. The general arrangements for play including coaching sessions, club nights and club matches shall be displayed on the notice board in the club pavilion. Standard of dress will be restricted to general tennis clothing. Coloured clothing may be worn and footwear will be restricted to non-marking trainer shoes. The Committee shall have the power to vary such arrangements from time to time as may be desirable.

Coaching

- 25 Only coaches approved by the Committee will be allowed to coach at the Club. This rule also applies to public court bookings where external coaches are not permitted to charge for their coaching services.

Persons using the Public Court 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. The Club can enforce any breach at its option and in its sole discretion.

Complaints

- 26 Complaints

Any member wishing to make a complaint about the conduct of another member, visitor, coach or BLTC contractor, shall do so in writing to the Secretary, Welfare Officer or another member of the Committee.

Writing includes email.

Three members of the Committee will investigate the complaint and report back to the full Committee who will review the complaint at the next meeting subject to the procedures in paragraph 26a.

- 26a Termination, Suspension or Exclusion

The Committee may terminate or suspend the membership of any member, or exclude any member or visitor, or impose sanctions on any member whom it considers guilty of a breach of these Rules and Regulations, or of misconduct.

A person whose membership the committee is considering terminating or suspending or members to whom sanctions may be applied, shall be informed in writing by the Secretary giving at least 14 days' notice of the committee meeting at which it is to be discussed.

The member being examined under the disciplinary procedure shall be given the opportunity to appear before the committee to answer the complaint or complaints against them but shall then withdraw during the consideration and determination of the complaint or complaints.

The Committee may exclude any member from the Club's premises until the hearing of the complaint(s). Any ruling for the expulsion of a member must be supported by a majority of the committee.

The Committee shall notify the person in writing of its decision in all cases and the decision will be recorded in the minutes.

Any person ceasing to be a member under this decision forfeits all rights to, and claims upon BLTC, its property and its funds and will not be entitled to any refund of subscription unless the committee deem it appropriate.

26c Right to appeal.

The member subject to disciplinary procedures shall have 14 days in which to inform the Committee of their intention to appeal the Committee's decision. They have the right for the matter to be investigated by three committee members who were not the original investigators and to bring a member with them to the appeal at the next full committee meeting.

Either party may appeal a decision to the County Association by writing to the County Secretary within 3 months of the decision being notified to the member.

26d Other complaint

Any member wishing to make a complaint about the facilities, including health and safety issues, shall do so in writing to the Secretary. The Secretary will include the issue in the next Committee meeting agenda.

Special General Meetings

27 A Special General Meeting may be called by the Committee or at the request of any ten or more senior members. At least seven days' notice of any general meeting shall be given, in writing, to all members, together with the reason(s) for calling the Meeting. Members wishing to call a Special General Meeting or to have proposals included in the Agenda for the Annual General Meeting must notify the Honorary Secretary, in writing, at least twenty one days before the date of the meeting.

28 Amendments to these Rules, other than as provided under Rule 16, shall only be made at an Annual General Meeting, or Special General Meeting, by a majority vote of those senior members present at such Meeting, provided such notice of such proposal is circulated with the Notice calling the meeting. A member shall be entitled to participate at any General meeting, but only senior members shall have voting rights.