

Boughton Park



# Boughton Park Lawn Tennis Club Rules

In addition to the Rules and Regulations of WG&CC , the following Rules apply to Boughton Park Lawn Tennis Club.

## **1. Governance**

1.1 The Tennis Committee shall consist of a maximum of 12 full members of the section including Chairman , Secretary, Treasurer, Ladies Captain and Mens Captain, Safeguarding Welfare Officer and up to 6 other members. Of these (including any one of the Chairman, Secretary and Treasurer ) four shall constitute a quorum.

1.2 The Committee shall be elected annually by full tennis members ( 18 years and over ) at an Annual General Meeting which should be held before the WG&CC's AGM in April each calendar year.

1.3 The Committee shall meet not less than twice a year with two standing agenda items : a Safeguarding report from the Welfare Officer and a Treasurer's report.

1.4 The Committee shall be empowered to co-opt a member to fill any vacancy which arises from a committee member resigning from office or membership . Such a co-opted member shall have full voting powers in Committee.

1.5 The Committee shall be empowered to make such bye laws and regulations as are felt desirable from time to time governing the use of courts, match fees, admission fees for special events and any other matters on which it is felt necessary. Such bye laws shall be notified to members at the time of introduction by means of notices on the Section's notice boards and shall be brought to the attention of the following AGM.

1.6 Extraordinary General meetings may be called at any time by the Tennis Committee, or on requisition signed by not less than 10 full members of the Section, with at least 14 days notice of the purpose and date of the Extraordinary General Meeting being given to all full members.

1.7 Elections and voting at the AGM or the EGM shall be by show of hands unless the Meeting decides otherwise.

1.8 The Rules of the Section shall be amended only by the AGM of the Section or at a Extraordinary General Meeting called for that purpose.

## **2 Membership**

2.1 There shall be a limit of the number of full members of the section, determined by the Tennis Committee in consultation with the Captain's Committee of WG&CC , and further applications for membership shall be placed on a waiting list and admitted as vacancies arise.

2.2 Officers of the Tennis Committee shall be responsible for formally recommending approval or otherwise of membership applications and the Chairman shall interview applicants and appraise them of WG&CC Club Rules and general behaviour requirements before so doing.

2.3 Membership is continuous from June to May unless or until a written resignation is received by the Secretary of WG&CC. Members should ensure that their annual membership fee is paid promptly.

## **3 Bye laws**

3.1 All players shall play in recognised tennis wear and tennis shoes and conform to Club dress rules. Any member or visitor seen on court in violation of this rule shall be asked to change or leave the courts.

3.2 Litter of any kind, including ball cans, can tops and old tennis balls shall not be deposited on or around the courts or Club facilities , except in the bins provided.

3.3 Tennis balls are provided by the Tennis Club for matches and thereafter are made available for general use.

3.4 In addition to the priorities of court use for matches and for coaching , the following rights of play exist - Thursday evening and Saturday afternoon Club Sessions.

3.5 During Club sessions, play must be limited to one short set ( tie break at 6-6 ) when other members are waiting to join in.

3.6 Play under floodlights is open to all members of the Section but play must cease by 10.45 pm at the latest. Tokens shall be obtained and paid for at the bar in the main Clubhouse.

3.7 Visitors Fees shall be made using the envelopes in the Hall of the main clubhouse or in the Senior pavilion. Payment shall be at the rate in force at the time and envelopes should bear the player's name and date, endorsed as " Tennis Visitor Fee " and posted in the locked post box in the main Hall or in the locked post box located under the steps of the Senior pavilion.

3.8 Visitors may be introduced at the Club up to four times in each calendar year upon payment of the visitor fee.

3.9 The Senior pavilion may be used by any member of the section and should be locked after use each day. The key for the pavilion is located in a safe key box located under the steps of the Senior pavilion.

3.10 All members and visitors are asked to observe courtesies when entering or leaving the courts. In addition members and visitors should give courtesy to golfers when entering the main drive - e.g. of the tees immediately inside the gate and on the 1st green along the driveway. They should stop and wait to be waved through.

3.11 All players are asked to behave courteously and without excessive noise on court and on Club premises at all times.

3.12 Persistent abuse of any of these rules will result in withdrawal of membership, temporarily or permanently at the discretion of the Tennis Committee in consultation with the Captain's Committee of the Worcester Golf and Country Club.

#### **4 Financial Regulations**

4.1 The Treasurer to WGCC has agreed a scheme of financial delegation and a copy of the Financial Regulations is attached as Appendix A

4/2019

## **Appendix A**

### **Financial Regulations**

1. The Treasurer to the Worcester Golf and Country Club will account for all substantial income and expenditure on Boughton Park Lawn Tennis Club (BPLTC), excluding the Tennis Fund that is operated and controlled by the WGCC Tennis Section Treasurer (see below).
2. The following categories of income and expenditure will be dealt with through the WGCC annual accounts :

#### **2.1 Income**

Annual Subscription income ( i.e. subscriptions, entrance fee and bar card)  
Income from the tennis court lights  
Tennis court visitors 'fees

#### **2.2 Expenditure**

Affiliation fees  
Electricity on tennis courts lights  
Seeds and fertilisers  
Annual maintenance of courts  
Annual replacement programme  
Tennis and coaching equipment to encourage greater participation, especially juniors.  
Building and court repairs  
Capital expenditure - including loan repayments and depreciation charges.  
Projects  
Green staff allocation  
Overhead allocation

2.3 The Treasurer will provide monthly information on the nominal accounts to the Treasurer of BPLTC.

2.4 The Treasurer will provide details of the annual subscription payments and in year applications to the Chairman and Treasurer of BPLTC in order that a proper spreadsheet can be maintained of tennis members.

2.5 All expenditure on repairs and improvements to the pavilion and courts should be approved by the Treasurer and General Manager of WGCC before an order is made.

### **3. Boughton Park Lawn Tennis Club - Tennis Fund**

- 3.1 The Treasurer of Boughton Park Lawn Tennis Club will keep a proper account of all receipts and payments for the financial year 1 January to 31 December, and present an Income and Expenditure account of the Tennis Fund to the Annual General Meeting of BPLTC together with a Balance Sheet outlining the position of the Accumulated Fund (i.e. cash in hand)
- 3.2 The Accounts will be examined by Independent Examiners appointed at the previous AGM and who will have the right to bring any financial matter to the attention of members as necessary.
- 3.3 Once approved by the BPLTC at the AGM a copy of the annual accounts must be presented to the WGCC office for retention by the WGCC Treasurer.
- 3.4 The Treasurer of BPLTC will be responsible for opening and closing official bank accounts in conjunction with the Chairman of BPLTC. There will be two signatories to the bank account (Treasurer and Chairman) and all cheques will require at least two signatories.
- 3.5 The Treasurer of BPLTC will not incur expenditure unless the funding is assured and all income received will be banked as soon as possible and at least on a weekly basis.
- 3.6 The Treasurer of BPLTC will ensure that all expenditure incurred is for the purpose of providing support, services and facilities solely for the benefit of BPLTC.
- 3.7 The Treasurer of BPLTC will prepare a forecast position for the forthcoming year including the 'cash at bank' position and present this to the BPLTC Tennis Committee and to the Treasurer of WG&CC. An updated position will be presented on a half yearly basis thereafter.
- 3.8 The Tennis Fund will include the following:

#### **Income**

Sponsorship income

Income generated from tennis events including Open events and team match fees ( excluding visitors fees )

Income generated from tennis social events.

Donations and grants

#### **Expenditure**

Team match balls

Minor enhancements to the pavilions and courts

Invest to save initiatives like better signage and the production of posters and flyers

Social media promotions.

Trophy engraving.

Tennis equipment to encourage greater participation, especially juniors.

Special projects to enhance the environment and facilities at BPLTC.

### **4. Tennis Fund - Financial Strategy**

4.1 The purpose of the BPLTC Tennis Fund account is to provide delegated authority to the Tennis Committee to manage its day to day activities in an efficient and flexible way and to

encourage investment which enhances tennis membership levels.

4.2 The Accumulated Fund will be retained at a level of at least £100. Cash in excess of this guideline may be retained for a further period to be spent on events and investments in facilities which will enhance Boughton Park Lawn Tennis Club.

4.3 The Accumulated Fund will be managed in the context of a three year period for the purpose of ensuring that Boughton Park Lawn Tennis Club has sufficient funds to continue to invest in events and improvements.

**March 2019**



WORCESTER GOLF & COUNTRY CLUB