



RULES OF BURTON TENNIS & SQUASH CLUB

(Last amended at the EGM 2014)

NAME

1. The name of the Club shall be the "Burton Tennis and Squash Club"

OBJECTIVES

2. The object of the Club is to provide facilities for and promote participation of the whole community in the sports of Tennis and Squash.
The Club is a non-profit organisation. All financial surpluses will be used to maintain or improve its premises at Ashby Road, Burton upon Trent.

MEMBERSHIP

3. Membership of the Club is open to all.
No person shall be denied membership on grounds of gender, race, ethnic origin, creed, colour, age, disability, sexual orientation, occupation, religion or political and other beliefs.

There shall be the following categories of Membership:

- (a) Full
- (b) Bar (free full membership for performing regular bar duties)
- (c) Country (full membership for members living 10 miles or more from the Club)
- (d) Retired (aged 60 or over and working less than 10 hours per week)
- (e) Junior (aged under 10)
- (f) Junior (aged 11 - 17)
- (g) Student (aged under 25 and in full time education)
- (h) Social (may only use Bar Facilities). Social membership is granted free of charge to a partner, parent, offspring or guardian living at the same address of any playing member of the club.
- (i) Bonded (members who in the past, have purchased a bond in exchange for Full Membership – this category is currently closed).
- (j) Community Assisted (shall have the status of the category of membership for which they were elected)

MANAGEMENT

4. The management of the Club shall be undertaken by a General Committee of Officers.
5. The Officers of the Club shall be elected at a General Meeting and will include:
President, Chairman, Vice-Chairman, General Secretary, Treasurer, Membership Secretary, Bar Secretary, Sports Secretary, Grounds and Premises Secretary, Club coaches and Child Protection Officer.
6. The Child Protection Officer is responsible for enforcing the Club's Child Protection Policy.
7. Three Officers shall be a sufficient quorum for a General Committee Meeting.
8. Captains for Men's Tennis and Squash and Ladies' Tennis and Squash shall also be elected at a General Meeting.
9. The General Committee shall have the power to co-opt members to serve on Sub-Committees to which may be delegated special duties.

CHILD PROTECTION

10. The Club has adopted a Child Protection Policy which is posted in the Clubroom. Parents/Guardians should read and be aware of this policy. For their own safety, children should not be left unsupervised anywhere on the Club premises.
11. A speed limit of ten miles per hour should be recognised by all vehicles on the Club premises.
12. The Child Protection Officer will ensure that all adults working with children in the Club have clearance from the Criminal Records Bureau.

GENERAL MEETINGS

13. One Ordinary General Meeting, convened by the General Committee at fourteen days notice, shall be held annually during the month of July. At this Meeting the following business shall be transacted.
 - (a) A report of the Club's activities for the preceding year shall be presented by the General Committee.
 - (b) The Audited Accounts for the preceding year shall be presented together with a report by the Treasurer.
 - (c) The Officers and Team Captains shall be elected.
 - (d) The Honorary Auditor shall be elected.
 - (e) Any other business of which notice is given may be submitted by the General Committee or by any member who shall have given written instruction to the Committee at least seven days before the Meeting.
14. Nominations for the election of Officers and Captains should be indicated by completion of relevant forms posted on Club notice boards. Such nominations should be proposed and seconded by Full Members and contain a signed declaration of consent by the nominee.
If no nominations are received for a particular post, the General Meeting may delegate appointment to the General Committee.
15. The General Committee shall have the power to convene an Extra-ordinary General Meeting at not less than seven days notice to the membership.
16. One such Extra-ordinary General Meeting shall be held during November each year. At this meeting the subscriptions shall be determined for the year commencing the following April.
17. The General Committee on receiving a requisition signed by not less than ten voting members shall convene an Extra-ordinary General Meeting at not less than fourteen days notice. Such a meeting shall be held not less than fourteen and not more than twenty-one days from the receipt of the requisition by the Secretary.
18. All members over the age of 18 years will have the right to vote at General Meetings.
19. Fifteen members aged over 18 years shall form a Quorum at a General Meeting.

SUBSCRIPTIONS

20. The Financial Year shall end on March 31st. Subscriptions shall become due on April 1st for the ensuing year. (see Rule No.16) Membership shall continue from year to year unless a written resignation is received by the Membership Secretary. If the yearly subscription of any member is not paid by June 1st, the Committee reserves the right to cancel the membership and card access of that member.

NEW MEMBERS

21. Any person wishing to become a member of the Club shall complete an Application Form.
22. The First Year's subscription shall be payable before a new member shall be entitled to use the club facilities. Applications made during the financial year may be subject to discount on a pro rata basis.
23. The General Committee shall have the power to restrict or close further Membership when it considers that additional members will prejudice the facilities already being offered to existing members.

SUSPENSION/EXPULSION FROM MEMBERSHIP

24. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or Sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

VISITORS

25. Members may introduce and entertain guests at the Club and there shall be kept on the Club premises a Visitors' Book which both the member and the guest shall sign. The member shall be responsible for the guest observing Club rules. No member introducing a visitor shall allow the guest to pay for any alcoholic drinks.
26. Playing guests may be introduced by members on payment of a Visitors' Fee determined by the General Committee. Such guests should shall sign the Visitors' Book and the fee paid prior to playing.
27. The General Committee has the power to admit to the Club any player, official or porter of a team visiting the Club for the purpose of playing a match or engaging in any other recreational activity. The Club may sell alcoholic products to such persons provided such sale is restricted to the day on which the match or recreational activity takes place. These provisions also apply to those non-members who have hired the use of Club facilities and to Club Sponsors.

- X 28 members of the Campaign for Real Ale (CAMRA) may be allowed free access for social pleasure with production of a current CAMRA membership card and may purchase alcoholic products for consumption on the premises. CAMRA members should sign the visitors book and shall be regarded as temporary members - social. They will be expected to display good social etiquette and observe club rules

PLAYING TENNIS, SQUASH AND RACKETBALL

29. (a) All members wishing to play should book a court on the sheets posted in the Club.
(b) Each court booking should be completed clearly with two names.
(c) A court which has been booked but is still unoccupied ten minutes after the beginning of the relevant period shall be deemed to be vacant and may be used by other members.
30. Clothing may be of any colour. Footwear of a suitable type must be worn on the courts. Black soled shoes and those worn out of doors are prohibited on the Squash Courts.
31. The Committee may prohibit play when the state of the courts warrants such action.
32. Periods of play, court booking and cancellation procedures, and court fees shall be determined by the General committee from time to time.
33. The playing of games other than tennis, squash and racketball is prohibited unless under the supervision of the Club Coach.
34. Junior members playing squash MUST wear suitable eye protection when on court.

NO SMOKING RULE

35. All internal areas of the Club are designated as no-smoking zones.

HOURS OF OPENING

36. The Club shall be opened and closed at such hours as may from time to time be determined by the General Committee and posted in the Club.

PERMITTED HOURS

37. Permitted hours for the supply of intoxicants shall be such as determined by the General Committee in accordance with the provisions of the Licensing Act 2003.
The licensing conditions as to current permitted hours are:
- (a) Mondays to Saturdays inclusive (excluding Christmas Day and Good Friday) 10.00am to 11.00pm.
(b) Sundays and Good Friday – 12noon to 10.30pm.
(c) Christmas Day – 12noon to 3.00pm and 7.00pm to 10.30pm.

BAR MANAGEMENT

38. The management of the of the Bar of the Club, including the purchases for the Club and the supply by the Club of intoxicants shall be the responsibility of the Bar Secretary.

PECUNIARY BENEFITS

39. No Member or Group of Members of the Club shall:
- (a) Receive at the expense of the Club any commission, percentage or similar payment, on or with reference to the purchase of intoxicants by the Club; or
 - (b) Directly or indirectly derive any pecuniary benefit from the supply of intoxicants 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 use of contributing to a general gain from the carrying on of the Club; or
 - (c) Directly or indirectly derive any financial remuneration from any activity whatsoever carried out on Club premises without the prior consent of the General Committee.

TRUSTEES

40. The General Committee shall have the power to appoint not less than three persons to act as Trustees for the purpose of any moneys, securities or property belonging to the Club. Such Trustees shall act at the sole direction of the General Committee in all matters relating to the disposition of the moneys, securities or property so held.

INDEMNITY FOR COMMITTEE MEMBERS AND TRUSTEES

41. Every Trustee and every Member of the General Committee, employee or agent of the Club shall be indemnified by the Club out of the assets of the Club for all claims of whatsoever nature made against them either jointly or individually in association with the management of the affairs of the Club.
- The General Committee shall be empowered to pay from the funds of the Club all costs, losses, and expenses which any such Trustee, Member of the General Committee, employee or agent of the Club may incur or for which s/he may become liable by reason of any contract entered into or act or thing done by her/him in good faith in accordance with the instructions of the General Committee or of a general Meeting of the Club or otherwise in discharge of her/his proper duties. The General Committee, acting on behalf of the Club, may give any Member of the General Committee, employee or agent of the Club who has incurred or may be about to incur any liability at the request of the Club such security by way of an indemnity as may seem expedient

BORROWING POWERS

42. If at any time the Club in General Meeting shall pass a resolution authorising the General Committee to borrow money, the General committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money either at one time or from time to time and at such a rate of interest and such form and manner and upon such security as shall be specified in such resolution or not; and all persons becoming members of the Club after the passing of such a resolution shall be deemed to have assented to the same as if they had voted in favour of such a resolution.

DISSOLUTION OF THE CLUB

43. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given to or transferred to one or more of the following approved sporting or charitable bodies:
- (i) A registered charitable organisation(s).
 - (ii) Another Club which is a registered CASC
 - (iii) The Sports National Governing Bodies, for use by them for related community sports.

AMENDMENT OF RULES

44. No new rule shall be made, nor an existing rule altered without the consent of the Majority of two-thirds of those present and voting at a General Meeting, of which fourteen days notice has been given specifying the intention to propose such a new rule or alteration.

NOTIFICATION OF RULE CHANGES

45. As soon as possible and in any case within 28 days after making the additions or changes to these rules, the general Secretary for the time being must give proper notice of such additions or changes to the Chief Officer of Police and to the proper officer of the East Staffordshire Borough Council or to such other appropriate Licensing Authority.

Burton Tennis and Squash Club Code of Conduct for Members

Context

Our Club aims to provide all members and their guests with high quality facilities and service to ensure a safe and enjoyable environment for all. To support this, we ask you to adhere to our Code of Conduct for Members.

1. Members must treat the Club, fellow members, their guests and its staff with courtesy and respect at all times.
2. Conduct from members which is discriminatory, intimidating, hostile or offensive is strictly prohibited. This may include telephone calls, email, gestures, touching, teasing, remarks, comments or questions of a harassing nature and any behaviour which threatens the well being or safety of others.
3. When playing racket sports members and their guests are expected to play fairly, graciously and in a sporting fashion. In the interests of maintaining a harmonious atmosphere, whenever a dispute may arise during an internal match, regardless of how convinced one or both players may be that they are correct, a 'let' must be played.
4. The Committee may consider issuing a warning, the suspension or termination of membership in instances where the conduct of a member or their guests falls below the expectations outlined in the Code of Conduct for Members, the Rules of the Club or is deemed to be detrimental to the reputation of the Club, its ability to carry out its duties under established Safeguarding protocols or to provide a pleasant, safe and orderly environment for all individuals or groups who use its facilities.
5. Members' guests whose conduct falls below the expectations outlined in the Code of Conduct for Members may be denied access to the Club and its facilities.
6. The Committee reserves the right to amend this Code of Conduct for Members and the Rules of the Club but will make any such amendments known to all members in a timely manner to ensure clarity of understanding for members.
7. Any member who may wish to ask any questions or request further clarification about any aspect of this Code of Conduct for Members is very welcome to contact any member of the Committee to do this.

Thank you

The Committee

September 2018