

DINAS POWYS LAWN TENNIS CLUB RULES

AIMS AND OBJECTIVES

- 1.1. The Club shall be called the "Dinas Powys Lawn Tennis Club" and shall consist of senior and junior members.
- 1.2. The objects of the Club shall be the playing and encouragement of the playing of Lawn Tennis and all profits from the Tournaments, Exhibitions and other activities shall be retained by the Club and applied in the furtherance of the Club's objects and for the benefit of the members generally.
- 1.3. The Club offers open access to all sections of the local community
- 1.4. The Club Badge shall be a gold lion rampant on a red shield.

MANAGEMENT AND COMMITTEES

- 2.1. The President and one or more Vice-Presidents shall be elected at the Annual General Meeting.
 - 2.2. The President shall be elected for a term of no more than three consecutive years at the Annual General meeting
 - 2.3. Past Presidents shall be Honorary Social members with full voting rights
 - 2.4. Vice Presidents shall be elected at the Annual General Meeting and become Honorary Social Members with full voting rights. If such a member is a playing member then he or she should pay a full playing subscription.
3. There shall not be less than two, and not more than four trustees in whom the Club property and corresponding shares of the Dinas Powys Lawn Tennis Club Ltd., shall be vested. Trustees shall be appointed by the Committee as and when required and confirmed by the Annual General meeting.
4. An Auditor shall be appointed at the Annual General Meeting. He, or she, shall **not** be a member of the Club and can be paid.
- 5.1. The Club shall be managed by a General Committee, which shall consist of the Officers of the Club, the Men's and Ladies' Captains and Representatives from each of the principle areas of activity. No two members of the same household may serve on the committee at the same time.
 - 5.2. The Officers of the Club shall consist of the Club Chairperson, Honorary Secretary, Honorary Treasurer. The elected officers should be for a term of no more than four consecutive years and there should, if possible, be a phased retirement to retain some continuity. Retiring Officers should not seek re-election for at least two years. All Officers of the Club will be elected at the Annual General Meeting, if necessary by ballot.
 - 5.2.1 If two Officers resign or retire during a season then a Special General Meeting shall be called by the committee, within one month, to elect replacements. If one Officer retires or resigns then the General Committee have the power to co-opt a replacement who shall remain in post until the next Annual General Meeting.
 - 5.3. A Men's and a Ladies Club Captain will be elected at the Annual General Meeting.
 - 5.4. Representatives of the major areas of activity will be elected annually at the Annual General Meeting.

The principal areas of activity are:

 - a) Playing – Men's and Ladies' Tennis captain
 - b) Ground
 - c) Welfare
 - d) House
 - e) Development
 - f) Junior
 - g) MembershipThe elected representatives should serve for a term of no more than four consecutive years.
 - 5.5. Nominations for the President, Vice-Presidents, Officers of the Club and Representatives duly signed by the proposer and seconder, who must first obtain the agreement of the nominee to the proposal, must be received by the Honorary Secretary at least fourteen days before the Annual General Meeting. Junior Members shall not be eligible for nomination under this rule. The President and Past Presidents should be consulted with the proposed nominations for Vice Presidents.

- 5.6. The Club Chairperson shall be the Chairperson of the General Committee and shall hand over office at the end of the Annual General Meeting at which his/her successor is elected.
- 5.7. All Officers and Representatives shall be entitled to vote at General Committee meetings. For the purpose of General Committee Meetings, **six** shall form a quorum, of whom at least two must be officers.
- 5.8. The Committee has express powers to borrow money and secure the repayment thereof by the creation and issue of mortgages, debentures, debenture stock or other securities.
6. Guarantors of the Club's indebtedness may, at their option, be ex-officio members of the Committee.
- 7.1. The Captains shall each select and recommend a Vice-Captain whose appointment shall be confirmed by the General Committee.
- 7.2. A Fixture and Bookings Secretary will be appointed by the General Committee and he/she will report to the Club Secretary and the Captains.
- 7.3. The General Committee with the Representative from each of the principal areas of activity will appoint appropriately sized sub-committees to manage their responsibilities. All sub-committees shall have the power to co-opt, and such co-opted members shall be entitled to vote. Sub-committees will be formed by the main committee, as required, in the following areas:
 - a) Playing
 - b) Junior
 - c) Coaching
 - d) Social
 - e) DevelopmentThe major responsibilities of each sub-committee shall be recorded in the current Club Bye-Laws and posted on the Club Notice Board.
- 7.4. The Social Committee will be chaired by either the Mens' or Ladies' Club Captain. It should be responsible for planning and organising the social calendar.
- 7.5. The General committee will appoint a Bar Officer to organise and run the bar. He/she will report to the Honorary Treasurer.
- 7.6. The Playing sub-committee will consist of the Men's and Ladies' Club Captains and Vice-Captains, the Men's and Ladies' Tennis Captains, the Club Coach the junior sub-committee Representative and the Club Secretary.
- 7.7. The Junior sub-committee shall consist of the Junior Representative, 4 adult members, the 2 Junior Captains and the 2 junior vice-captains. The 2 Junior Captains and the 2 Junior vice-captains will be elected by the Junior Membership.
- 7.8. All Sub-Committees shall report to the General Committee. The General Committee may over-rule decisions of any Sub-Committee. The sub-committee representative on the General Committee may delegate any other member of that sub-committee to attend a meeting of the General Committee in his/her absence. That delegate may vote only on matters relating to that sub-committee. All Committee Meetings should be held at the Clubhouse, whenever possible.
- 7.9. All documents produced and received by all Sub-committees during the term of office shall remain the property of the Club and must be surrendered immediately at the end of the term to the incoming Officer, Committee Member or Representative. All general correspondence relating to Club matters must be sent via the Club Secretary except that relating to Membership Subscriptions.
- 7.10 The Club Data Base is confidential and its use is restricted to the current General Committee.
8. The Committee shall have power from time to time to make, alter or rescind Bye-Laws for the regulation of the Club, and more effective carrying out of these Rules. Such Bye-Laws should be posted in a conspicuous place upon the Club premises at least one week before they come into operation, and to remain in force until rescinded by the Committee or by a General Meeting

CLUB MEMBERSHIP

- 9.1. Candidates for membership must be proposed by one member, and seconded by another.
- 9.2. The names of all candidates shall be posted in the Clubhouse and may be subject to consideration by the General Committee. The election of new members considered by the General Committee may be by a simple majority vote of the Committee.
- 9.3. It shall be open to any member to lodge an objection to a candidate for election with the Secretary, or any member of the Committee. The application will be considered by the General Committee whose decision will be final.
- 9.4. Notice of membership shall be sent to all successful applicants immediately after election.

10. No candidate who has been rejected may be proposed again until the expiration of the current season, except by sanction of the Committee, and no candidate who has been twice rejected shall again be eligible.

- 11.1 The Club shall consist of Members of the following classes:-

LM:	Life Membership
HM:	Honorary Membership
SFPM:	Senior full Playing Membership
SFPM (under 24):	Senior full Playing Membership under age of 24
STM:	Student Membership (aged 18-23 in full time education)
CM:	Country Membership
JM:	Junior Membership
TM:	Temporary Membership
SM:	Social Membership
FM:	Family Membership
- 11.2 Life Membership shall be free membership awarded for life at the discretion of the Committee.
- 11.3 Honorary Membership shall be free membership awarded annually at the discretion of the Committee.
- 11.4 Children may become Junior members in the calendar year of their fifth birthday.

Those under the age of 19 on 1st January may be accepted as junior members. Junior members who will attain the age of 18 before 1st September may become Senior full playing members (under age of 24) benefiting from a discounted fee or Student members (if in full time education). Senior full Playing Membership under age of 24 applies until that member reaches the age of 24 on 1st January prior to payment of the annual subscription.
- 11.5 Some juniors may be invited by the Committee to become Invited Juniors who will be granted extra playing privileges. The General Committee may withdraw these privileges at any time. Only Junior Members may enter the Club Junior Tournament.
- 11.6 Persons ordinarily resident more than thirty five miles from the Club may join as Country Members but shall not be eligible to play in the annual tournament.
- 11.7 Social members shall be entitled to the full social amenities of the Club.
- 11.8 At the discretion of the Secretary, Membership Secretary and one other General Committee Member, temporary membership may be granted to an applicant who must not be permanently resident or permanently working within 35 miles of the Club. Temporary membership will be for a period not exceeding four months. The fee for each month will be one sixth of the appropriate annual subscription. A Temporary Member shall not be eligible to enter any Club tournament.

- 12.1 The annual subscription for all classes of Member shall comprise three elements:-
 - (a) A basic annual amount
 - (b) The current LTA affiliation fee
 - (c) Any VAT chargeable.

Any alteration to the basic amount shall not come into force until confirmed by a General Meeting, but any alteration to the other elements may be implemented without reference to a General Meeting. Playing members joining the Club after 30th September shall pay one quarter of the appropriate annual subscription.

- 12.2 All subscriptions shall become due upon the 1st April each year. The requested amount will have been discounted for payments received on or before 1st April. (Thereafter the additional charge will be payable).
- 12.3 A special family subscription shall be available to parents and dependant members of a family of any category of membership, including bona fide students living at (or having) the same address.
- 13.1 At the discretion of the Committee any member may introduce, as a day visitor not more than 5 times a season, a friend to play tennis subject to the same Rules and Bye-Laws as members. Visitors' fees shall be determined from time to time by the Committee.
- 13.2. Members shall pay the fees of visitors introduced by them and shall enter the name and address of such visitors together with their own name in a Visitors Book before such visitors shall be entitled to play. Such members should be present while their visitors are on club premises.
- 13.3 Members of visiting teams shall not be subject to the requirements that they be introduced and no fees shall be required to be paid on their behalf.
14. No person who has been rejected as a Member, or who has been suspended or expelled from the Club, or who is otherwise considered unsuitable by the committee may be introduced as a visitor.

CONDUCT, BEHAVIOUR AND COMPLAINTS PROCEDURE

- 15.1. All members attending or representing the Club shall be entitled to be treated with respect and under no circumstances be subjected to any type of abuse. This respect is to include visitors and guests. Any such abuse should be reported and substantiated to the Committee.
A Complaints Procedure is in place and will comprise at least three but no more than five non-Committee members appointed to the Complaints Panel by the Committee on an annual basis.
- 15.2. The Committee shall have the power to suspend and/or withdraw membership from anyone committing a breach of these rules or guilty of any other misconduct, but if such a member is dissatisfied with the decision of the Committee he/she must put it in writing to the Complaints Panel.
- 15.3 The Club shall adopt, where applicable, the guidelines as laid down by Tennis Wales and Lawn Tennis Association. These will include: Criminal Records Bureau (CRB) checks for all Officers, Committee members (elected or co-opted), all volunteers and members of the Junior Sub-committee, and may include the President, Past Presidents and Vice Presidents. All Certificates must be recorded by the Club Secretary.
- 15.4 The Club must maintain a Child Protection Policy.
- 15.5 The Club must maintain a Health and Safety Policy.
- 15.6 Each member agrees as a condition of membership:
- (a) To be bound by and subject to the rules of the club (as in force from time to time);
 - (b) To be bound by and subject to the Rules and Disciplinary Code of the LTA as in force from time to time, the LTA being 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.
- This rule 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, members do not intend that any term of these rules, apart from rule 2 (1), should be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not party to this agreement.
- 15.7 The Committee of DPLTC 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 the above rule.
- 15.8 Each member of the Committee of DPLTC 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 DPLTC can enforce any breach at its option and in its sole discretion.

- 15.9 DPLTC 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 DPLTC can enforce any breach at its option and in its sole discretion.

MEETINGS

- 16.1. The Annual General Meeting, of which not less than fourteen days' notice shall be given to each Member, shall be held before the thirty-first day of December in each year, to enquire into the financial position of the Club, to elect the Committee and Officers for the ensuing year and to transact any other business connected with the Club.
- 16.2 A Special General Meeting shall be summoned at any time by the direction of the Committee, or upon a requisition in writing stating precisely the object of such a Meeting, signed by thirty senior members, having been handed to the Honorary Secretary.
- 16.3 Notice of a Special General Meeting shall be given in writing to each member, at least fourteen clear days prior to the date of such a Meeting.
- 16.4 Only Members over the age of 18 on the date of a General Meeting shall be entitled to vote at that Meeting.
- 16.5 Social Members shall not be entitled to vote unless they are or ever have served as Officers or Committee Members of the Club.
17. The voting at General or Special Meetings shall be by a show of hands unless any member present requests a ballot.
18. These Rules may be altered at a General Meeting by a majority of two thirds of the members present, and eligible to vote, but if on a previous recommendation of the Committee, then by a simple majority. No alteration shall be made at an Annual General Meeting unless the Honorary Secretary shall have had twenty-eight days' notice of the proposed change in time for it to be included in the Agenda.

BAR

19. Intoxicating liquor may only be supplied or intended to be supplied on behalf of the Club. The purchasing of drink by the Club and supply of drink to Members and visitors shall be supervised and managed by committee.
- 20.1. For the purposes of the Licensing Act 2003, the permitted hours of the Club for the sale of intoxicating liquor shall be Weekdays and Saturdays, 0930 to 2400 and Sundays 12 noon to 2300.
- 20.2 The Clubhouse will be open for the sale of intoxicating liquor at the times within the permitted hours as determined from time to time by Committee.
- 20.3 Intoxicating liquor for consumption on the premises may be sold at the Club to members and to visitors permitted under Rule 13, but intoxicating liquor for consumption off the premises may only be sold to members.
- 20.4 Intoxicating liquor shall not be sold or supplied to, or the consumption thereof be permitted by, persons under the age of 18 years.

FINANCE

- 21.1 All income and expenditure records shall be managed by the Honorary Treasurer. All sub-committees shall regularly present their accounts, together with receipts to the Honorary Treasurer, who will deposit any profits and reimburse any expenditure. No sub-committee is permitted to operate any bank or building society account independent of the main Club account.
- 21.2 No member of the General Committee shall vote upon any issue at the General Committee Meeting at which he/she or his/her representative/agent or any Company/Firm in which he/she is engaged or employed could make financial gain.

COACHING POLICY

22Dinas Powis Lawn Tennis Club supports the LTA's aim to widen involvement in tennis from all areas of the community.

The club is committed to providing good facilities and playing experiences for all of its members. This includes providing coaching opportunities for everyone including non-members who will be encouraged

to join the club. To this end, the club will hire a coach in accordance with the LTA's specifications. The coach will have appropriate qualifications, use properly qualified staff and adhere to LTA guidelines on coaching at all levels. The coach's contract will contain all duties and conditions as set out by the club.

GENERAL

23. Should any question arise not provided for by these Rules, or by the Bye-Laws for the time being in force it shall be referred to the Committee, whose decision shall be final.