

FULBOURN TENNIS CLUB RULES



INTRODUCTION

The following rules provide guidelines for the administration of the Club.

The Club Procedures are subject to amendment by the Committee where considered appropriate to satisfy the needs of the Club. These Club Rules specify which procedural changes require the approval of an Annual General Meeting.

CLUB NAME

The Club shall be called **Fulbourn Tennis Club**.

The Club is affiliated to the LTA and uses the Club Spark platform for membership administration and information .

GENERAL

The Club is constituted by these Rules as an unincorporated non-profit-making Members' Club open to all the community, with the objects of promoting Lawn Tennis and providing opportunities to participate in the sport.

No member shall make financial gain within the Club except as authorised by the Committee and then only if the activities involved clearly provide a benefit to the Club or its members. Members may only provide coaching if authorised to do so by the Committee and they must at all times act in compliance with the regulations on coaching set out by the LTA.

CLUB RULES

Permanent alterations to the Club Rules can be made only by a majority vote at an Annual General Meeting, or Special General Meeting.

The Committee may make temporary changes to Club Rules. Such changes must be ratified or rejected at the next following Annual General Meeting.

MEMBERSHIP

Different categories of membership and rates are proposed by the Committee and ratified at the AGM .

A parent (or guardian) of a Junior Member shall always remain responsible for the conduct of that Junior Member. The adult is also responsible for making the supervising adult aware of any special medical requirements, whenever the junior takes part in activities arranged at the club. Any junior under 13years of age must be accompanied by an adult when using the courts unless in an organised coached session. All members shall abide by the Clubs and LTA Codes of Conduct.

The Committee shall have the power to request the resignation of a member or to terminate membership. (see Disciplinary policy). A visitor may be asked not to attend again.

SUBSCRIPTION FEES

Subscriptions shall be reviewed annually by the Committee, which will recommend rates to apply from the following 1 April for approval at the Annual General Meeting.

Annual subscriptions are due on 1 April and it is the member's responsibility to pay at that time. Membership may lapse in the event of non-payment by 1st June. The Club utilizes the Club Spark platform for the collection of subscriptions and the maintenance of such confidential information to enable this. The process is overseen by the membership secretary.

Reimbursement of a subscription will be made at the discretion of the committee.

GUESTS

A member may be accompanied by one guest and no guest may attend more than five times during a playing season.

Club Management

The general management of the Club shall be under the exclusive control of the Committee, of whom three shall form a quorum, and the Chairman shall have a casting vote in addition to his ordinary vote.

The Committee shall consist of

The Chairman,

Secretary,

Membership Secretary,

Treasurer,

Welfare officers,

Match Secretary,

Team Captains

However, the Ladies' and Men's Captains may decline to stand for the committee providing match reports via the Match Secretary.

The designate Welfare officers responsible for the Club's SafeGuarding shall have the right of access to the Committee and shall provide a report to committee at each meeting and AGM. They have a duty to advise on the latest safeguarding developments. The welfare officers shall abide by the training recommendations of the LTA.

All committee members act on a voluntary basis.

GENERAL MEETING A General Meeting shall be held annually without a lapse of more than 15 months. A notice convening the AGM and stating the business to be done (including the reasoning behind all proposals to be voted on at the Annual General Meeting shall be sent to members by email and shall also be posted on the club notice board at least 28 days prior to the meeting. All matters for inclusion on the agenda of the AGM should be submitted to the secretary, in writing, one month prior to the date of the AGM. Previous AGM minutes will be made available to those present at the meeting. An audited finance report will be presented by the treasurer .

Any other matters raised at the AGM will not be subject to a vote at the AGM but referred to the committee who will be mandated to decide on the matters at a later date. All adult members of the Club shall be entitled to attend and vote at all General Meetings.

When the Committee considers it appropriate, General Meetings may be conducted by consulting with the membership on matters which require a vote and requesting entitled members to vote on proposals by post and email, without a meeting being held.

A Special General Meeting may be called at any time by the Committee.

A Special General Meeting shall also be convened within 28 days on the requisition in writing of one-fifth of the members of the Club entitled to vote at General Meetings or 30 such members, whichever is the lower number. A requisition must state the purpose for which the meeting is required, include the reasoning behind proposals that are to be voted on at the Special General Meeting and be addressed to the Club Secretary in writing 28days prior to proposed date. The Committee may refuse to accept a members' proposal if in the opinion of the Committee the reasoning behind it contains material which is or might be defamatory. The Committee may itself send to the members a statement commenting on the members' proposals and may include in such a statement a recommendation to the member's as to which proposals it considers to be in the best interests of the club.

Election procedures at the AGM are as follows:

Nominations for election to the Committee can be sent to the Secretary 2 weeks prior to the AGM, nominations may be made at the AGM and seconded before election to the committee.

If there is only one candidate nominated to fill any particular vacancy, the candidate shall be declared elected unopposed for that particular vacancy at the AGM. If there is more than one candidate for any particular vacancy, there shall be an election for that position at the AGM as described below.

When nominations for Officers or Members exceed the declared vacancies a show of hands will decide which of these are selected.

The Chairman shall not normally hold office for more than four consecutive years. However, the Committee may recommend that the Chairman stand for re-election this must be identified in the notice for the AGM and supported by a show of hands at the AGM.

The Committee may appoint such sub-committees as it may deem necessary or expedient and may delegate to them such of the powers and duties of the Committee as they may determine. The Committee shall also have power to co-opt any person or persons to serve on any such sub-committee.

Every member of the Committee, employee or agent of the Club shall be indemnified by the Club and the Committee acting on behalf of the Club shall pay all costs, losses and expenses which any such member of the Committee, trustees, employee or agent may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith as such member of the Committee, employee or agent in accordance with the instructions of the Committee or of a general meeting of the Club, or otherwise in the discharge of his duties. The Committee may give to any member of the Committee, employee or agent of the Club who has incurred or may be about to incur any liability at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.

The Committee shall have power to fill any casual vacancy among the Officers and the Committee with any member of the Club not then on the Committee, but any Officer or Member of the Committee so appointed shall hold office only until the next following Annual General meeting and is then eligible for re-election.

Club Etiquette

The Club does not operate a booking system open access is available other than during Club sessions and Match play. The times of which will be posted on the web site and notice board. Club sessions members are expected to play one set and rotate with others.

Appropriate sports clothing and non marking shoes to be worn on court.

Expectations of Members behaviour is outlined in the Clubs Code of Conduct.

The Club abides by and upholds the policies on Safeguarding, Antbullying, Diversity and Inclusion.

COACHING

Professional coaching shall be conducted only by coaches approved by the Committee. The Committee retains the right to review and require a change to any aspect of coaching programmes and the way they are conducted.

DISCIPLINE

The Club and all members accept and shall be bound by the Rules and the Disciplinary Code (“the LTA Rules”) of the Lawn Tennis Association Ltd (“the LTA”) and the General Rules and Constitution (“the County Rules”) of the Cambridge County Lawn Tennis Association (“the County”) in force from time to time including amendments made hereafter insofar as the same are relevant to the activities of the Club. Members must adhere to the Policies contained on the website these policies are created for the protection and safety of all club members and visitors to the club.

All coaches and all visitors to the Club for the purpose of playing tennis will so far as reasonably practicable be required to accept and be bound by the LTA Rules the County and Club Rules.

All members shall accept, and all persons mentioned above will so far as reasonably practicable be required to accept and be bound by the Contracts (Rights of Third Parties) Act 1999 shall apply to the agreement between themselves and the Club and the LTA and the County may enforce any breach thereof but only insofar as it relates to a breach of the LTA Rules or the County Rules.

Expulsion

The 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 them to remain a Member. A Member shall not be expelled unless they are given 14 days' written notice of the meeting of the Committee at which their expulsion shall be considered, and written details of the complaint made against them. The Member shall be given an opportunity to make written representations and or to appear before the Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to put questions to any witnesses on behalf of the member. The member must not be expelled unless at least two-thirds of the Committee then present vote in favour of their expulsion. The Committee may exclude the Member from the Club's premises until the meeting considering their expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making their representations. The member has the right to an appeals process. Any behaviours regarded as a safeguarding issue will be notified to the welfare officer who will follow the LTA safeguarding reporting procedure . The allegation will be dealt with by the LTA safeguarding team.

DISSOLUTION OF THE CLUB

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present, and such resolution shall at a Special General Meeting held not less than one month thereafter be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon the Committee shall thereupon or at such date as shall be specified in such resolution, dispose of the assets of the Club to another Community Amateur Sports Club, a registered Charity or the Lawn Tennis Association.

Document Ratified at AGM held on----