



***RULES OF HEYES GROVE TENNIS CLUB as
at May 2022***

Note: where used in these rules “the LTA” is defined as “the Lawn Tennis Association Company Limited by Guarantee 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”.

1. The name of the club is Heyes Grove Tennis Club.
2. The objectives of the club are the provision, encouragement and promotion of the game of Tennis within the whole community, and to provide other social activities consistent therewith.
4. The overall management of the Club's bank and savings accounts and any other financial arrangements as shall be determined from time to time, and cash flow shall be entrusted to an Executive Committee consisting of the Club's Chairman, Honorary Secretary, and Honorary Treasurer. All members of the Executive Committee shall be 18 years of age or over and shall be elected annually at the Annual General Meeting.
5. The general management of the Club shall be entrusted to a General Committee, comprising the Executive Committee (Chair, Secretary and Treasurer) General Committee (Bar Secretary, Grounds Secretary, Comms Secretary, Tournament & Match Secretary, Social & Lettings Secretary, Player Representative, TT Representative - elected positions. Head Coach,, Welfare Officer - non elected positions).

All members of the General Committee shall be 18 years of age or over and shall be elected annually at the Annual General Meeting. Not more than 3 non-playing members (as hereinafter defined) shall be eligible for election to the General Committee.

The Club's Secretary will maintain an archive of signed declarations by Committee members, and any other relevant manager, that they are a Fit and Proper Person, in the form specified by HM Revenue & Customs (HMRC) in its charities tax relief model declaration.

6. The purchase for the club and the supply by the club of intoxicating liquor shall be supervised and managed by the Bar Secretary (appointed with clause 5 above)

7. Nominations for all positions elective at the Annual General Meeting must be in the hands of the Secretary not later than 7 days before the date fixed for the Annual General Meeting and shall indicate that the nominee is prepared to undertake the office concerned.

8. The Annual General Meeting shall be held within 2 months of the financial year end of the club.

9. Fourteen clear days of notice of all general meetings shall be given by the Secretary to every person entitled to attend but accidental omission to give notice is not to invalidate the proceedings at the meeting. The notice shall specify the place, date and time of the meeting and shall indicate the nature of the business to be transacted.

10. An Extraordinary General Meeting may be convened at any time on the requisition of one fifth of the members of the Club for the time being or fifteen members whichever is the less. Such requisition must state the purpose for which such a meeting is required and at least 14 clear days notice of such meeting must be given to members. The General Committee shall also have the power to convene an Extraordinary General Meeting subject to a similar period of notice being given to members.

11. The business at a general meeting shall be limited to that provided by these rules and those further matters set out in the notice convening the meeting.

12. At all general meetings of the Club every subscribing member shall be entitled to be present and to give one vote and no more on any question (except as otherwise provided by these rules). In the event of equality of votes the Chairman shall have a casting vote.

13. The Chairman of the Club shall preside at all meetings of the Club. In the event the Chair's absence is known in advance, they can nominate a deputy from the committee.

14. The quorum of a General Committee meeting shall be 5 and the quorum for general meetings of the Club shall be 15% of the voting membership as at 14 days prior to the meeting.

15. The General Committee shall have power at any time and from time to time to fill any casual vacancy among the officers of the Committee. Any officer or member of the Committee so appointed shall hold office only until the next following Annual General Meeting but shall then be eligible for re-election.

16. The General Committee shall have full power to administer these rules to the best interests of the Club generally and as it may consider necessary, and shall through the Treasurer control the finances of the Club and its relations with Heyes Grove Tennis Club. All decisions of the General Committee upon complaints, disputes, or interpretations of these rules shall be binding upon all members. The Secretary of Heyes Grove Tennis Club shall be ex-officio the General Committee.

17. 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 at an Extraordinary General Meeting.

18. The financial accounts of the club shall be kept by the Treasurer and shall be audited by at least one official auditor either member or non-member. The financial accounts of the Club shall be made up to the 31st December in each year.

19. Every candidate for membership of whatever category, as described in rules below, shall complete the correct membership form and provide the appropriate fee for that class of membership.

20. The membership year runs from 1st April to the 31st March of the following year. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability.

a) Non-playing membership shall be available to those aged 18 years or over who may wish to be members of the club without taking advantage of the playing of tennis. Members of this category shall be entitled to vote on resolutions of members in general meetings other than resolutions affecting the playing of tennis (or matters related either directly or indirectly to the playing of tennis). In this connection in cases of doubt at any meeting the decision of the Chairman of such meeting and the General Committee shall be final.

b) Based upon age at 1st April in the membership year, Junior membership available to those under 18. Junior membership shall entitle a member to all facilities of the Club. Infant membership is available to those 7 and under. Other age related classifications may be decided by the General Committee at any time of its choosing. Members of these categories under the age of 18 shall not be entitled to:

i) Vote on any resolution of members in general meeting

ii) Hold office on the General Committee or any sub-committee.

iv) No member under the age of 18 years may be sold or supplied intoxicating liquor by or on behalf of the Club for consumption on the premises or elsewhere.

21. Subscriptions for the above categories of membership shall be determined as the Club in general meeting shall from time to time decide. Persons wishing to join the Club after the 30th September in any one year may be admitted to membership at a rate of subscription that is 50% of the rate currently in force for their class of membership, with a fixed rate of 50% for October-December 31st and 30% for January-March 31st.

Subs due by 31st March, any received after 15th April will be subject to a 20% uplift. If membership is not paid by 30th April, membership will be cancelled.

22. Intoxicating liquor may be supplied during such hours as the Committee may from time to time determine (subject to paragraph 29) to members and also to non members of the Club attending at the Club premises being ages 18 years and over or such other age as shall be permitted by law, when functions have been authorised by the Committee provided that:

a) Such function is a function of a sporting nature involving attendance at the Club premises of members and supporters of visiting teams provided they are members and supporters of such teams and officials.

b) Special functions are to be authorised by the Committee.

c) Such other functions as not provided for in sub paragraphs (a) and (b) above. Provided such functions are approved by Committee

d) Such functions as in sub paragraph (c) above not to exceed 30 functions in any one year.

e) All profits received from any such functions as mentioned above shall be paid to the Club

f) Members of any Club sub committee formed for any purpose of organising any function as mentioned in sub paragraphs (a), (b), (c) above or any individual Club member organising any such function as mentioned in sub paragraphs (a), (b), (c) above shall be responsible to the Committee for the conduct of all persons attending such functions. The Committee shall at all times have overall responsibility.

g) On the occasions of any of the functions mentioned in sub paragraphs (a), (b), (c) hereof, no person shall under any circumstances take off the premises intoxicating liquor.

h) Members may sign in a maximum of 3 guests at any one time, such guests being restricted to 3 visits in any 12 month period.

23. All moneys of the Club shall be kept in such bank as the General Committee shall determine and all cheques shall be signed by the Treasurer and countersigned by either the Secretary or Chairman.

24. All matters affecting the order of play, use of the tennis courts, matches, competitions, tournaments and tennis facilities generally shall be subject to the ruling of the General Committee whose decision on such matters shall be final.

25. No person shall at any time be entitled to receive at the expense of the Club (or any member thereof) any commission, percentage, or similar payment on or with reference to purchases of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor 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 rise to a contributing to a general gain from the carrying on of the club.

26. The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in these Rules and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the Club.

27. Full accounts of the financial affairs of the Club duly audited by the auditor shall be delivered to every member with the notice convening the Annual General Meeting.

28. The Club pavilion and Courts shall be opened to members for such periods days and times as the General Committee shall from time to time determine; but the Committee may close the Pavilion and Courts (or some of them only) for such times as may be deemed necessary (for cleaning, maintenance and repairs).

29. The permitted hours for the supply of intoxicating liquor shall be fixed (and may be varied from time to time) by the General Committee in accordance with the statutory provisions for the time being in force.

30. No alteration or addition of these rules shall be made except by a resolution carried by a majority of at least two thirds of the members present at a general meeting the notice of which shall have contained particulars of the proposed alteration or addition. 31. In the event of the dissolution of the Club the members of the General Committee shall be responsible for ensuring that all debts and liabilities are discharged from club assets. 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 or transferred to one or more of the following approved sporting or charitable bodies:-

a) A registered charitable organisation(s). b) Another club which is a registered CASC. c) The sports national governing body for use by them for related community sports.

32. The General Committee shall have the power to borrow or raise or secure the payment of money in such manner as shall from time to time be determined for the purposes of or in connection with the Club activities.

33. Smoking is not permitted either within the confines of the clubhouse or on the tennis courts. Smoking is permitted outside the clubhouse with the exception referred to above. Members who do smoke outside the clubhouse should discard cigarette ends safely and tidily.

34. Each member, of whatever category, agrees as a condition of membership:- a) to be bound by and subject to these rules of the Club (as in force from time to time).

b) to be bound by the rules and disciplinary code of the LTA for whatever period the Club is registered and affiliated with the LTA.

35. Any coaches of the club deriving an income from the club are required to be licensed and registered with the LTA.

36. At every Committee meeting, the Chair is to seek assurances from all attending Committee members that they have no conflict of interest arising out of the proposed agenda. Should a conflict of interest arise, the chair is to consult with the rest of the Committee to decide how to act in accordance with principles of good practice, and those present are to comply with such decision. This may involve requiring the exclusion of the person who has declared a conflict of interest from any discussions and decisions relating to the effected points on the Agenda.

The Club's Secretary will record any declared conflicts of Interest in the minutes of the meeting and in a Register of Interests.