



# Rules and Regulations

## **1. Name**

The club shall be called the Kingsbridge Lawn Tennis Club (KLTC).

## **2. Objectives**

The objectives of the KLTC are the playing of lawn tennis, according to the rules of the International Tennis Federation, together with allied sports and social activities.

## **3. Constitution**

The KLTC is constituted as a non-profit making members' club. In no circumstances during the continuance of the club, nor after its dissolution, shall any assets or surplus funds be distributed to any members or other person nor to any organisation, which is not itself either constituted as non-profit making or a charity.

## **4. Affiliation**

The KLTC is affiliated annually to The Lawn Tennis Association through the Devon County Lawn Tennis Association and adopts and conforms to the rules and policies of these organisations including those policies on Diversity and on Safeguarding.

## **5. Classes of Member and Subscription (age at 1 April of Subscription year)**

Child:	Under 13
Junior:	13 -25
Adult:	26 -74 U18 children of full members free
Senior:	75-84 years
Veteran:	85 years
Family:	Single or two parents with children living at the same address
Out-of-County	Home address over 50 miles from KLTC.

The Subscription levels shall be agreed at the AGM. The Subscription includes a player's contribution, which KLTC passes on to the Devon County LTA, that rate having been decided annually at the AGM of the LTA.

The Subscription year runs from the 1 April to 31 March, with full payment due by 1 April, unless otherwise agreed with the Club Treasurer.

There will be no refunds or reduced subscriptions due to holidays, injuries or illness except in very exceptional circumstances, which are agreed by the Committee.

A member over 18 year of age at 1 April of the Subscription year is entitled to play in all club sessions, competitions, organised tournaments and league matches with full access to courts at all available times and will be given the key code to the club house. Every member 18 years and over is entitled to vote at the AGM or any EGMs.

A member between the ages of 11-17 years old at 1 April of the Subscription year, at the discretion of the Committee and/or club coach is entitled to play in all club sessions, competitions, organised tournaments and league matches with full access to courts at all available times.

## **6. Resignation**

Non-payment of the subscription by the 1 May, unless agreed with the Treasurer, will constitute resignation.

## **7. Suspension or Expulsion**

Should the conduct of any member, either on the KLTC's premises or elsewhere, be in the opinion of the KLTC Tennis Club Committee, detrimental to the character, good order and welfare of the KLTC, the KLTC Committee shall have power at a properly constituted meeting to suspend or expel such member. An expelled or suspended member shall have the right to appeal against the KLTC Committee's decision within 14 days of being notified of that decision. A hearing must be held within one month of such an appeal being received. A quorum of the KLTC Committee shall hear the appeal. The appellant should attend in person and may be accompanied by up to three other persons (members or non-members) to speak on his/her behalf.

## **8. Injury, Loss of Property etc**

Members of visitors leaving unattended vehicles, racquets, clothing or other property at or on the KLTC premises, do so entirely at their own risk and the KLTC shall not be responsible for any loss, damage or injury resulting from this or any cause.

## **9. Care of the Courts**

Players should take care to wear footwear appropriate to the court surface. If in doubt, guidance should be sought from a KLTC member or the Coach. In order to maintain the artificial grass courts in optimum condition and to maximise their playing life, members should always drag the courts before playing. The carpet drag may be used in all conditions while the brushes should only be used when the courts are dry. The courts should not be used if the surfaces are frosty or icy, as doing so will damage the surface.

## **10. Etiquette on Court**

When on court players are requested to observe the following rules of etiquette:

- A. To wear appropriate sports clothing. No jeans or similar; suitable footwear.
- B. Not to cross a court on which other members are playing but to wait until the end of the rally in progress and then cross by the back of the court as quickly as possible.
- C. Return tennis balls that have come from an adjacent court as soon as practicable and not to wander across an adjacent court to retrieve tennis balls when play is in progress on that court.
- D. Not to make excessive noise on court.
- E. Keep conversations to a minimum.
- F. Not to swear.
- G. Club Sessions consist of 8 game matches. At Club Sessions if there are 8 or 12 players on the courts with no members waiting to play then when the first court completes their 8 games, they must wait for the other courts to finish and not commence further match play. Members who go to these sessions must adhere to the rules of them, e.g. be prepared to play if selected.

- H. If anyone is playing on court (other than Club Sessions or inter-club matches or Club Tournaments) and people are waiting with no available court, then play is limited to 8 games or a maximum waiting time of 20 minutes. However, courts may be booked using the KLTC's web-based booking system, allowing 90 minutes of uninterrupted play.

### **11. Visitors and Temporary Members**

Any KLTC member may introduce visitors. Before a visitor plays, the introducing member must make an appropriate entry in the Visitors Book, maintained in the clubhouse and pay the appropriate fee which is:

Free for the first visit and then £5 per visitor or £2.50 for those under 22 at 1 April of the subscription year.

Every member of a visiting match team shall be an Honorary Member for the day and every competitor in a tournament at the KLTC (and in the case of a competitor under 18 years, his/her parent or guardian) shall be an honorary member for the period of the tournament.

### **12. New Members**

KLTC has an open access membership policy that provides ways to integrate new members into club activities through Club Sessions.

### **13. Management**

The Committee are responsible for the management and control of the club. The Committee can only agree purchases of goods and services up to £1000. Values above that have to be put to a ballot of members (by email). No Committee Member can authorise purchases above £50 without Committee approval.

### **14. Club Committee**

The KLTC Committee shall consist of the three Officers of the KLTC and at least three other KLTC members. The Officers of the KLTC shall consist of the Chair, Secretary and Treasurer. The KLTC Committee can vote to co-opt other members onto the KLTC Committee and for a set period. All expenditure over £50 must be approved by the Committee. Any expenditure over £1000 must be put to an email ballot of paid-up members.

### **15. Election of KLTC Committee**

The KLTC Committee will be elected annually at the KLTC AGM. A member of the Committee can hold more than one office.

### **16. Quorum**

At a KLTC Committee Meeting, four members shall form a quorum. At any General Meeting, the quorum shall be twelve members entitled to vote.

### **17. Sub Committees**

The KLTC Committee has power to co-opt and elect or appoint other Committees, to be known as Sub Committees, as they think fit, but shall have power to over-ride any resolution or action of any such sub-committee.

### **18. Court Bookings**

KLTC has an online booking system, which members should use to book courts. Online bookings will override any other form of booking. The Committee reserve to right to cancel any court booking if required for a match, tournament or maintenance.

### **19. Bankers**

The KLTC bankers are Lloyds Bank PLC, Fore Street, Kingsbridge and their Executors and Trustees Department.

## **20. Club Premises**

The KLTC premises are The Clubhouse, Ebrington Street, Kingsbridge, TQ7 1DE. The Deeds of the Freehold Land at Ebrington Street are held by Windeatts, Solicitors, Fore Street, Kingsbridge.

## **21. General Meetings**

An Annual General Meeting (AGM) shall be held each year during March. Any member wishing to propose a resolution at the AGM must send a copy to the Secretary two weeks before the agreed AGM date, so that provision may be made on the Agenda. The Secretary shall send to every member at least 7 days' notice of any General Meeting together with a copy of the Agenda. The business of the AGM shall be the confirmation of the minutes of the previous AGM and of any subsequent Extraordinary General Meetings, the consideration of the KLTC Committee's Report and the Treasurer's accounts for the year, the election of the Officers and Committee for the ensuing year, the appointment of an Honorary Auditor, and any items of which notice has been given and details included in the Agenda. At any General Meeting further business may be accepted at the discretion of the Chair provided it does not call for an alteration of the Rules, the winding up of the KLTC, the transfer of any of the KLTC's assets, the borrowing of monies, or any expenditure not within the immediate financial resources of the KLTC.

The KLTC Committee shall call an Extraordinary General Meeting at their discretion or within 21 days of receipt, by the Secretary, of a requisition signed by 10 members stating the business proposed to be transacted. The business of an Extraordinary General Meeting shall be in accordance with the requisition under which it was summoned and the Agenda issued.

Every KLTC member aged 18 years and over at 1 April of the Subscription year shall be entitled to be present and to speak at any General Meeting and to vote thereat. In the event of an equality of votes the Chair shall have a second or casting vote.

Only an elected Committee can issue minutes from an AGM or EGM.

## **22. Display of Rules and Regulations**

A copy of these Rules and Regulations and of the Regulations made by the KLTC Committee shall be available in the KLTC Clubhouse and all members shall be deemed to be conversant with them.