

LYMM LAWN TENNIS AND CROQUET CLUB
RULES
(approved by AGM 2018)

1.0 Interpretation

Unless the context requires otherwise, the following definitions apply:

- **Lymm Tennis Club or The Club:** The Lymm Lawn Tennis and Croquet Club
- **Member :** Is any person who has applied and paid for membership or has been granted honorary status for each Subscription Period. All members have to conform to the Safeguarding and Diversity Policies of The Club
- **Subscription Period :** the year running from 1st April
- **Financial Period :** the year running from 1st October
- **LTA :** The Lawn Tennis Association
- **The Examiners :** are 2 suitably experienced members of the Club outside of the committees of the Club who examine the annual financial accounts
- **The President :** being the person elected for 3 years to guide the development of the Club
- **The Chairman :** being the person elected for 3 years and then annually to run the Club, chair the committee and membership meetings and to have the casting vote when the vote is equally divided
- **The Management Committee :** comprising the President, the Chairman, the Hon Secretary and the Hon Treasurer who manage the day to day operations of the Club
- **The General Committee :** being the Management Committee plus the various additional committee roles that members have volunteered to perform, such as team captains, a bar secretary, a social functions secretary, a Tournament secretary, the junior teams secretary, the house secretary, the communications secretary.
- **The Trustees :** being a group of members that have been members for more than ten years and who are responsible for any land rental agreements and for providing advice to the Management Committee. Each Trustee is elected for a four year term at an AGM.

2 Name, Objectives and Sport Rules

2.1 The Club shall be named “The Lymm Lawn Tennis and Croquet Club”.

The object of the Club is to provide facilities for and promote participation of the whole community in the sport of Tennis and Croquet, including the provision of social facilities for the Members. And, outside functions or events as may be agreed from time to time by the Management Committee

2.3 Sport rules – The rules of the LTA shall be the rules governing the playing of tennis at the Club’s facilities and the rules of the All England Croquet Association shall be the rules governing the playing of croquet on the Club’s grounds.

3 Club Status and LTA affiliation

- 3.1** The club is a non-profit making organisation. Any profits or surpluses will not be distributed to members or third parties but will be used to maintain or improve the Clubs facilities, unless raised by fundraising for a specific charity
- 3.2** The Club shall be affiliated to the Lawn Tennis Association (LTA) through the appropriate County Lawn Tennis Association and shall adopt and conform to the rules of these organizations insofar as they apply.

4 General Meetings

- 4.1 Annual General Meetings (AGM)** An AGM shall be held in November or December. The Chairman of the Club shall take the chair but if absent, then a member selected by the Management Committee shall chair the meeting.
- 4.2** Any member wishing to propose a resolution at the AGM must send a copy thereof to the Hon. Secretary before 7 October so that it may appear on the agenda. At the meeting, further business may be discussed at the discretion of the Chairman, provided that it does not call for alterations to the rules, the winding up of the Club, the transfer of any of the Club's assets, the borrowing of money or any expenditure not within the immediate financial resources of the Club.
- 4.3** 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 General Committee's reports, the Hon. Treasurer's accounts, the election of officers and Committees (including at least one Trustee), the appointment of examiners and any other items of which due notice has been given on the agenda.
- 4.4 5 Year Plan** should be prepared every 5 years by the Management Committee and adopted by the General Committee. The 5 Year Plan should be approved at the AGM in the year that it is prepared
- 4.5 Extraordinary General Meetings (EGM)** An EGM shall be called by the order of the Management Committee or the General Committee for any special purpose or shall be called on the written request of 12 members to the Hon. Secretary who shall then give at least 14 days' notice, in writing, to all members of the Club.
- 4.6 Notice** – Notice of meetings along with the Agenda should be sent out to all members over the age of 18, giving 14 days notice
- 4.7 Voting** – Every member over the age of 18 (other than temporary members) shall be entitled to be present, speak and vote at any General Meeting. Voting decisions consist of members voting in person or by proxy (maximum of 2 proxy votes per attending member). In the event of an equality of votes, the Chairman shall have a second or casting vote.
- 4.8 Quorum** – At any General Meeting the quorum shall be 12 members entitled to vote.

5 Classes of Membership and Subscription Rates

- 5.1 Classes of Membership :** The Hon. Membership Secretary will set the Classes of Membership for the following year at the AGM on a non-discriminatory and fair basis.
- 5.2 Subscription Groups and Subscription Rates :** The Hon. Membership Secretary will set the Subscription Groups and propose rates of subscription at the AGM on a non-discriminatory and fair basis. The Hon. Membership Secretary in agreement with either the Hon. Treasurer or the Chairman of the Club may amend the Subscription Groups and the rates of subscription during the year to either encourage new members or reflect that part of the subscription year has passed. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.3 Date that Subscriptions are due :** All annual Subscriptions are due by 1st April each year. Any member not paying by 1st May will be deemed to have resigned and will not be allowed to use the Club's facilities or represent the Club in any of the Teams until their subscription is paid. Any members looking to rejoin will not normally be entitled to a discount for 2 years since ceasing to be a member. Discounts may be allowed in the situation of significant injury or illness. Members not wishing to renew their membership are encouraged to inform the Hon. Membership Secretary in advance.
- 5.4** Members of the Club who are shareholders of the Lymm Lawn Tennis and Croquet Club Limited shall not be liable for subscription. The maximum number of shareholders obtaining free subscription is limited to 7 people.
- 5.5** The management and General Committees will have due regard to the law on disability discrimination and child protection. See Appendix A : Safeguarding Policy and Appendix B : Diversity Policy.
- 5.6** Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. See Appendix B : Diversity Policy.
- 5.7** The Management Committee shall have the power to limit the numbers of members in the respective classes, if they consider it necessary. The Hon. Membership Secretary shall have authority to accept or reject membership applications. Any applicants rejected may appeal to the General Committee for membership, which will be considered by use of a simple majority vote.
- 5.8** Every member of a visiting match team shall be temporary members for the day and every competitor in a tournament at the Club (and in the case of competitors under 18, their parents or guardians) shall be temporary members for the period of the tournament.
- 5.9** Temporary members not permanently resident within a radius of 20 miles of the Club, may be admitted at the discretion of the Hon. Membership Secretary for a period not exceeding one calendar month, at a scale of charges to be decided by the Hon. Membership Secretary
- 5.10** The General Committee may refuse membership, or remove a member for good reason such as failing to comply with the Club's Rules, Safeguarding or Diversity Policies or for conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members at either the AGM or EGM.

- 5.11** All members will be subject to the Rules of the Club and by joining the Club will be deemed to have accepted these regulations and codes of practice that the Club has adopted.
- 5.12** Accidents – Playing Tennis is a hazardous activity and each member (and the parents of Juniors) is responsible for ensuring that they (and any guests) only play on the Club's facilities when it is safe to do so. The Management Committee will employ a groundsman to maintain the courts but cannot guarantee that the courts are always safe to play on. Consequently it is the Member's responsibility to make such checks as they deem necessary and not play on the courts when it is dangerous. Additionally any accidents that occur whilst playing tennis or croquet are the responsibility of those playing and not of the Club. **All Accidents must be reported to a member of the General Committee and recorded in the Accident Book at the earliest opportunity.**
- 5.13** Personal Property – Members and their guests having any personal property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.
- 5.14** No member shall, except for professional services rendered at the request of the Management or General Committee, on any pretence or in any manner, receive any profit, salary or emoluments from the funds or transactions of the Club. Any such benefit received should be passed onto the Club.
- 5.15** Honorary membership, including Honorary Life Membership, shall be strictly limited and approved at the AGM (subject to simple majority) by way of reward for special services to the Club.

6 Officers and Committees of the Club

6.1 The Officers of the Club will comprise:

- The President
- The Chairman of the Club
- The Hon. Secretary
- The Hon. Treasurer
- Any other Committee members duly elected at an AGM/EGM or by the Management Committee between AGMs

6.2 The Trustees of the Club will comprise a maximum of four members of the Club who, at the date of their election have been members of the Club for more than ten years. Each Trustee will be elected for up to a four year term, so that every year at least one Trustee is elected (or re-elected). The role of the Trustees is to

- a) Have legal responsibility for any lease or land rental documents concerning the Club.
- b) Provide advice to the Management and General Committees as appropriate.

The Trustees shall be indemnified against all liabilities of the Club. One of the Trustees may also be President of the Club.

- 6.3 The Management Committee** will comprise a minimum of the President, the Chairman, the Hon. Secretary and the Hon. Treasurer. The Management Committee will be responsible for the day to day running of the Club including the requirement to comply with legal requirements and the requirements of the LTA. The Management Committee will meet at least 10 times a year and have a quorum of 3. In the event of a vote being equally divided, the Chairman will make the final decision. Individual members of the General Committee may be requested to attend the Management Committee, but will not have the right to a vote.
- 6.4 The General Committee** will comprise the Management Committee and any other such roles that are then deemed necessary to facilitate the Members in their use of the Club and subject to the availability of volunteers. The General Committee will meet at least 4 times a year and have a quorum of 5, of which at least 2 must not be part of the Management Committee. In the event of a vote being equally divided, the Chairman will make the final decision.
- 6.5** The General Committee shall have the power to make such **bye-laws** (not being contrary to these rules) as they deem necessary. A copy of the bye-laws shall be displayed prominently in the Clubhouse and such notice shall be deemed to be a notice of such byelaws to members.
- 6.6** Any 3 members of the General Committee may in writing request a meeting to be held. Otherwise the Hon Secretary will organize all meetings and send out agendas. Copies of the minutes of all meetings of the Trustees, the Management Committee and General Committee will be available by written request from any member over 18 years of age from the Hon Secretary
- 6.7 Appointment of Officials :**
- The President is appointed at AGM for a period of 3 years. The President should be a member who has been a member for at least 10 years. The President will have a vote in all meetings that he/she attends. If the President resigns or leaves the Club in the period of office, he/she may be replaced with an appointment by the General Committee until the next AGM.
 - The Chairman is appointed at AGM for a period of 3 years and annually thereafter. The Chairman will have a vote in all meetings that he/she attends and also have a casting vote if necessary. If the Chairman resigns or leaves the Club in the period of office, he/she may be replaced with an appointment by the General Committee until the next AGM.
 - All other members of the General Committee have to be approved at each AGM. Any replacements in the period to the next AGM to either the General Committee and the Management Committee will be appointed by the General Committee.
 - The appointment of the President and the Chairman should have two nominations for each position.

7 Finance

- 7.1 The Hon Treasurer will be responsible for the finances of the Club including the collection of money and the payment of expenses. The bank account should have at least 3 of the Management Committee as signatories with cheques, direct debits and standing orders requiring 2 signatures.
- 7.2 The Hon Treasurer may pay expenses using online banking (which does not require two signatures). At the end of each financial year the Hon Treasurer should furnish a list of payees that have been paid through online banking to the Management Committee.
- 7.3 Should a payment be required to the Hon Treasurer, then he/she can only be paid by cheque which cannot be signed by the Hon Treasurer.
- 7.4 Annual and half yearly accounts should be presented to the Management Committee and the General Committee. The annual accounts should then be presented to the Club's members at the AGM, once they have been examined by the examiners.
- 7.5 The examiners must be either 2 suitably experienced members (of at least 3yrs standing) of club or a suitably independent firm of accountants. An examiner may not be a member of a Committee of the Club, but may be a Trustee. They should be appointed at the AGM or (if one resigns before the next AGM) by the General Committee.
- 7.6 The Management Committee may borrow monies for the purpose of furthering the objectives of the Club, subject to approval at an AGM or EGM

8 Bar

- 8.1 The Management Committee should delegate responsibility for the purchase and supply of intoxicating liquor (and other supplies). Intoxicating liquor may only be supplied to members and their guests. The permitted hours for the supply of intoxicating liquor shall be fixed and may be varied from time to time by the Management Committee in accordance with statutory provisions for the time being in force. Intoxicating liquor shall not be served to anyone under the age of 18 years.
- 8.2 The clubhouse shall be open to members daily between such hours as the Management Committee shall from time to time determine but the Management Committee may close it for such times as they may deem necessary, notwithstanding notice to members.

9 Hire of the Clubhouse and other facilities

- 9.1 The General Committee member responsible for social events will arrange for the hiring out of the Clubhouse to Members. If there is an application to hire out the Clubhouse by a non-member, then the organizer of the event has to become a member of the Club and abide with the rules of the Club.
- 9.2 The charges for renting out the facilities should be agreed with the Management Committee

9.3 The hiring out of the Clubhouse and other facilities should be done in consideration of the other members best interest and not be overly invasive of the facilities.

9.4 Members will not be allowed exclusive use to the Clubhouse or the Club's facilities

10 Discipline and Appeals

10.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding Policy. The Club's Child Protection officer is the lead contact for all members in the event of any child protection concerns.

10.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Hon. Secretary.

10.3 The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the suspension of membership, subject to the limit of 60 days.

10.4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against who the complaint was made within 7 days of the hearing.

10.5 There will be the right of appeal to the General Committee following disciplinary action being announced. The General Committee should consider the appeal within 14 days of the Hon. Secretary receiving the appeal.

10.6 The Management Committee shall have the power to suspend, for a maximum of 60 days, the membership of any member who damages Club property or who contravenes the Rules of the Club or such regulations/byelaws as the Club might have from time to time issue.

10.7 Members who continue to contravene the Rules of the Club or who are guilty of such behaviour as shall be offensive to other members, whether on the Club premises or elsewhere or whose conduct shall, in the opinion of the General Committee, render him/her unfit for membership of the Club shall also be liable for expulsion. Before any member is expelled, the Hon. Secretary shall give the member 7 days' written notice to attend a meeting of the General Committee. The written notice shall detail the complaints made.

10.8 No member shall be expelled from the Club without first having an opportunity of appearing before the General Committee and answering the complaints made. The General Committee's decision is final based on two thirds of those present at the hearing.

11 Visitors

- 11.1** Visitors may be introduced by any member of the Club who shall be responsible for the payment of the sum determined from time to time by the Management Committee for the playing of tennis or croquet and set at the AGM. Payment should be made at the Bar or to a coach or a Committee Member. Visitors may play on no more than 3 occasions in each season, except with special permission of a member of the Management or General Committee. A member may introduce up to 2 visitors on any one date to play tennis or croquet, but may invite as many visitors as they like to the Clubhouse.

12 Rules and Regulations

- 12.1** A copy of these rules, together with any regulations made or approved by the General Committee shall be prominently displayed at all times on the Club noticeboard and all members shall be deemed conversant therewith. The rules shall not be altered except at a General Meeting after due notice and then only if two-thirds of those present and eligible to vote are in favour. The General Committee shall be the sole authority for the interpretation of these rules and of the bye-laws and regulations made from time to time by the General Committee. The decision of the General Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations shall be final and binding on members, the General Committee's decision being taken by a simple majority vote.