



NORTHAW & CUFFLEY LAWN TENNIS CLUB CLUB RULES

- 1) The Club shall be called the “Northaw and Cuffley Lawn Tennis Club”.
- 2) In the Rules, unless the context requires otherwise:
 - a) “Disciplinary Code” means the disciplinary code of the LTA in force from time to time.
 - b) “LTA” means 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.
 - c) “Member” means a member of the Club/registered place to play.
 - d) “Rules” means the Rules of the LTA as in force from time to time.
- 3) The club shall be a “Community Amateur Sports Club (CASC)”. Anyone applying for membership of any categories shall complete and return an application form (including payment by bank transfer or cheque) to the Membership Secretary who will confirm acceptance of membership OR apply for membership via the club website.
 - Juniors shall be defined as those members being under 18 years of age on the day of joining or at renewal.
 - The objectives of the club are to provide facilities for and to promote participation of the whole community in the sport of tennis.
 - Membership of the club is open to the whole community without discrimination. The Club committee may refuse membership or remove it, but only for good cause, such as conduct of character likely to bring the club or sport into disrepute.
- 4) Each member agrees as a condition of membership:
 - a) To be bound by and subject to these Rules (as in force from time to time).
 - b) To be bound by and subject to the LTA’s Rules and the Disciplinary Code.

The above conditions (a and b) confer a benefit on the LTA and, subject to the remaining provisions of these conditions of membership, are to be enforced by the LTA by virtue of the Contract (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these Rules, apart from the conditions of membership (a and b) above, should be enforceable, by virtue of the contract (Rights of Third Parties) Act 1999, by any person who is not a party to the agreement.

The Committee 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 this rule.

Categories and Subscriptions shall be as below: (Full details can be found on current Membership form).

- HONORARY LIFE MEMBER – No Fee (no longer available)
- VICE PRESIDENT – No Fee (no longer available)
- LIFE MEMBER – 50% of playing category fee or no fee for social membership.
- ADULT PLAYING - FULL MEMBER (Fee £300)
- ADULT PLAYING – COUNTRY (LIVING 15+ MILES FROM CLUBHOUSE) (Fee £150)
- YOUNG ADULT - 18 TO 24 YEARS (Fee £120)
- ADULT PLAYING – MID WEEK (Fee £150)
- ADULT SOCIAL MEMBER - (Fee £20)
- JUNIOR CATEGORY 1 – 11 years and under - Fee £30
- JUNIOR CATEGORY 2 – 12 years to 17 years - Fee £40
- COACH – Someone appointed by the Club who is allowed to coach at the Club. Coaches are permitted to represent the Club in Leagues and join in with social tennis
- BAR STAFF - For insurance liability reasons, any paid bar staff will be considered to be an Adult Social Member only whilst performing their duties.

No member shall be eligible to play until his or her subscription has been paid.

There will be no exceptions for non-payment of subscriptions unless agreed at the Annual General Meeting.

The Subscription year runs from 1st April to 31st March. If joining mid-year, the fee is pro rata, unless otherwise directed.

Playing adults and their playing dependants, living at the same address, will receive a discount as follows: For 4 or more playing members the subscription will be reduced by 10%.

A three-session trial period will be offered to allow prospective playing Members to decide whether they would like to join.

- 5) The Club shall be administered by a Committee. Five members of the Committee will form a quorum. The Club/registered place to play agrees that each member of the Committee 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 the Club/registered places to play can enforce any breach at its option and in its sole discretion.

The Committee will deal with matters on a day-to-day basis and will consist of the following posts:

- a) Club President (non-voting)
- b) Hon. Secretary
- c) Hon. Treasurer
- d) Ladies Captain

- e) Men's Captain
- f) Junior Representative
- g) Membership Secretary
- h) Fixtures Secretary
- i) Committee member
- j) Bar Manager (non-voting)
- k) Head Coach (non-voting)

Each member of the Committee must satisfy HMRC's fit and proper test to be involved in the general control, management and administration of the Club. And must declare that he/she is a fit and proper person prior to being elected.

The Annual General Meeting shall elect members to fill the positions on the Committee. Positions that are not filled at the Annual General Meeting, or any vacancies arising during the year, may be filled by the Committee. If there is more than one volunteer for any of the roles the position will be filled by the majority vote. The Committee Chairman shall be elected by the new Committee at its first meeting. Dates for Tournaments and social functions, where known, will also be agreed at the first meeting.

The Committee will appoint, by way of a tendering process, a Clubhouse Manager, with responsibility for (a) Club & Court Maintenance, (b) Cleaning of the Clubhouse, (c) General Maintenance, Cleaning and Stocking of the Bar Area.

The Committee will meet on a regular basis, at least bi-monthly. The day to day running of the Club will be managed by Sub-Committees who will be appointed by the Committee at its first meeting which will be held in the month following the Annual General Meeting.

Minutes of the Committee Meeting will be displayed on the Committee notice board in the Clubhouse, after having been agreed at the Committee meeting following that to which the minutes refer, any matters considered to be of an individual or of a sensitive nature will be removed before display.

The Hon. Auditor shall be appointed at the Annual General Meeting.

- 6) Nominations for the offices referred to in Rule 5 may be sent to the Hon. Secretary at any time after the issues of the notice covering the Annual General Meeting or may be received at the Annual General Meeting.
- 7) Life Members may be elected at the Annual General Meeting. Nominations in writing should be sent to the Hon. Secretary no later than three days prior to the Annual General Meeting. A sub-committee of current Life Members, and Life Members-Honorary, will review nominations. One Life member will act as Chairman, having been elected at their first meeting of the sub-committee and present the nominations at the AGM. See membership categories for details.
- 8) There shall be three Trustees of the Club who shall be appointed from time to time as necessary by the Club in General Meeting from among the playing or social members who are willing to be appointed. A trustee shall hold office during his/her life, or until he/she resign by notice in

writing given to the Committee, or until a resolution removing him/her from office shall be passed at a General Meeting of the Club by a majority comprising two thirds of the members and entitles to vote.

- 9) All property of the Club, including Land and Investments, shall be held by the Trustees for the time being, in their own names so far as necessary, and practicable, for the use and benefit of the Club. On the death, resignation, or removal from office of a Trustee, the Committee shall take steps to procure the appointment by the Club in General Meeting of a new Trustee in his/her place: and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into names the Trustee as constituted after the said appointment.

The Trustees shall in all respect act, in regard of any property of the Club held by them, in accordance with the directions of the Committee; and shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions. But no purchase, lessee, or mortgage shall be concerned to enquire whether any such direction has been given.

- 10) The AGM of the Club shall be held in November or December each year. The Committee shall be elected at this meeting as provided in Rule 5. Extraordinary General Meetings may be called by the Committee at any time, or on the requisition of any ten members of the Club forwarded to the Hon. Secretary in writing, and no business other than that specified on the notice convening the meeting shall be transacted there at. Seven days' notice in writing, or by e-mail, shall be given to all voting members of the Club of all General or Extraordinary General Meetings, at which the President or Chairman shall preside.

- 11) Only the following categories of membership are entitled to vote at General Meeting or AGM:

- a) Honorary Life Member
- b) Vice President
- c) Life Member
- d) Adult Playing Member
- e) Adult Playing Member – Midweek & Country
- f) Young Adult

For AGM only paid-up members in the above categories as at 30th September shall be entitled to vote.

For Extraordinary General Meetings only paid-up members in the above categories, two months before the date of the EGM is called shall be entitled to vote.

All adult members shall be eligible to hold office or serve on the Committee. A junior member may be allowed to serve on the Committee as Junior Representative.

12) Alternations to the Club Rules shall be made only at the AGM or EGM. The proposed alterations shall be circulated to members at least three days before the meeting and require the approval of the majority of those present and entitled to vote. An attendance of 10% of the voting members is needed to form a quorum. Alteration to the Ground Rules will be undertaken at Committee meetings where there is a quorum present.

13) The rules of play shall be those of the Lawn Tennis Association.

14)

- a) Ground Rules governing the hours of play and use of the courts shall be formulated by the Committee and displayed in the pavilion.
- b) Playing guests may be introduced to the Club in accordance with the provisions of the Ground Rules.

15) The Committee may suspend, permanently or temporarily, and/or refrain from renewing membership of any member whose conduct, whether on the Club premises or elsewhere, is or has been in the opinion of the Committee contrary to the interests of the Club or injurious to its reputation.

The Club 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 acknowledgment that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce and breach at its option and in its sole discretion.

16) If the Committee wish to invoke Rule 15 then the following process will be followed:

- a) The member concerned will be given a verbal warning explaining the issue, the actions required of the member to resolve the issue and the timescale for these actions to take place. This will be followed up with a letter from the Hon. Secretary confirming details of the discussion.
- b) If the matter is not resolved by the required date, a letter will be sent by the Hon. Secretary:
 - i) Repeating details of the issue
 - ii) Repeating details of the actions required
 - iii) Repeating details of the timescale for these actions
 - iv) Advising that should the matter remain unresolved; the next step is a temporary suspension of up to one month
 - v) Giving the member an option of a meeting with the Committee Chairman, Hon Secretary, Club President and an additional Committee member to discuss the issues and agree an action plan.
- c) If the matter is not resolved by the agreed date, the member will immediately be temporarily suspended for up to one month, during which time the member concerned may

not play at the Club, represent the Club in matches, visit the Club premises or use any of its facilities. The member concerned will be invited to a meeting and informed of the suspension, which will be confirmed by a letter from the Hon. Secretary.

- d) If, during the suspension period or on resumption of membership, the issue remains unresolved, the member concerned will have their membership permanently suspended. The member concerned will be invited to a meeting and informed of their membership suspension which will be confirmed by a letter from the Hon. Secretary.
- e) The member may bring to any of the above meetings, covered by this rule, another Club member of their choice. The details of the meeting will be minuted and a copy made available to the member, both parties will sign a copy to verify that the details recorded represent a true record of the meeting.
- f) Appeals against refusal or permanent removal may be made to a separate appeals panel or committee.

17) Refunds or annual subscription, or parts thereof will not be made under any circumstances.

18) Expenditure beyond normal routine payments shall be sanctioned by a General Meeting or Members for any single item of expenditure above £5,000, with the exception of repair or replacement of essential matters which will have an upper limit of £10,000.

19) The Committee may authorise the use of the Club facilities for private functions. When there is a private function in the clubhouse on a Saturday or Sunday evening, members must leave by the time stated on the notice board displayed in the clubhouse.

20) Any Playing or Social member may introduce a guest to the Club, provided that is not a person who has been expelled from the Club, whose membership has been suspended, whose application for membership has previously been declined or whose conduct or presence shall be considered by the Committee to be objectionable or prejudicial to the interests of the Club. A playing or Social member introducing a guest shall enter the name and address of the guest, together with their own name, in a visitors' book which shall be kept for that purpose. Visitors can only play or visit up to five times in a calendar year. All visitors must pay the visitors fee, unless agree differently by a General Meeting (see ground rules for details).

21) The number of Social members should not exceed 30% of the total membership. Social members have no voting rights at General Meetings.

22) Any matters not covered by these rules shall be dealt with by the Committee, whose action shall be reported to the next Annual General Meeting.

23) Except for purposes of subscriptions, the Club's financial year shall run from 1st October to 30th September.

- 24) Each member shall keep the secretary informed of that members private address, or of some other address at which communications may be addressed to him/her, this can be either a postal or e-mail address. Nevertheless, it shall not be necessary to send any notices intended for members generally to any member, by post or otherwise, except in the case of the notice covering any General or Extraordinary General Meeting. All other notices shall be posted by being fixed in a prominent position on the Club premises in a part of the Club which is frequented by Members; and it shall be the duty of the Secretary to ensure that any such notice remains so exhibited throughout the period required in that behalf by or under these Rules.
- 25) If the number of playing members of the Club shall at any time fall below 10, or if at any time the Club shall pass in the General Meeting by a majority comprising two thirds or more of the members present and entitled to vote a resolution (in the Rule called "The First Resolution") of its intention to dissolve, The Committee, or failing them The Trustees, shall take immediate steps to convert into money all the property of the Club, with power however to postpone or delay the conversion of any particular property as the Club in General Meeting shall so authorise. Out of the proceeds of such conversion, the Trustees shall discharge all debts and liabilities of the Club, including the expenses of such conversion, and any balance remaining in their hands shall be disposed of to one of the following:
- a) A registered Charity
 - b) Another Club who is registered as a C.A.S.C
 - c) The Lawn Tennis Association for use by them for related community sports.

And thereupon the Club shall for all purposes be dissolved. Provided that if the Club shall not, within six months after the date of the First Resolution, resolve upon disposition of any such balance, the same shall be distributed to an approved sporting or charitable purpose.

A copy of the Notice convening any General Meeting under this Rule shall be sent by the Secretary by post to every member at his address last notified to the Secretary, or by e-mail, not less than fourteen days before the day appointed for the Meeting; but any accidental omission to send a copy or the non-receipt of the same shall not invalidate any proceedings or resolutions.

- 26) The Club is not for profit and any surplus monies must be used to improve the Club. Under no circumstances will any surplus of assets be distributed to members or third parties.