



Sellindge Tennis Club

Constitution & Regulations

(Amended: 2022)

1. NAME & OBJECTIVES:

The club will be called Sellindge Tennis Club (Hereinafter referred to as The Club), and may also be known as the 'STC'. The Sellindge Tennis Club will be registered and affiliated to the Lawn Tennis Association (LTA).

The aims and objectives of the Club will be:

- To offer tennis coaching and competitive opportunities
- To promote the club and tennis participation within the local community
- To manage the Sellindge Tennis Club
- To ensure a duty of care to all Members of the club
- To provide all services in a way that is fair to everyone
- To offer social activities to its Members from time to time
- To raise funds in support of the above objectives through Membership subscriptions and other fundraising activities.

2. CONSTITUTION:

The Club is constituted by the following regulations as a non-profit making members' Club. Under no circumstances during the constituency of the Club, nor after its dissolution, shall any assets or surplus funds be distributed to any Member or other person, or to any organisation which is not itself either constituted as non-profit making or a charity.

3. AFFILIATION:

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 organisations in so far as they can apply.

4. MEMBERSHIP & SUBSCRIPTIONS:

Membership of the club is open to anyone interested in coaching, volunteering or participating in tennis, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(a) The membership shall consist of the following categories:

- Family Member (couple, 2 adults/1 child, 2 adults/2 children, 2 adults/3+ children).
- Adult single Member – 18 years old +
- Young adult Member – 16-17 years
- Junior Member – 11-15 years
- Mini Member – U11 years
- Student Member – (Full time)
- Social Member
- Reduced rate member (restricted to persons joining the Club during the season, on or after 1st October).

All age groups refer to age on 1st April at membership renewal, which runs until the following 31st March.

- (b) All Members will be subject to the regulations of the Club's Constitution & Regulations (the Regulations) and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
- (c) Members in each category will pay subscriptions (Membership Fees).
- (d) Membership fees shall be decided each year at the Annual General Meeting (AGM) of the Club and shall apply from the following 1st April. The timeframes for paying these Fees will also be determined at the AGM.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection by any Club team unless the applicable membership has been paid by the due date and/or membership has been agreed by the Club committee.
- (f) The Committee may, at their discretion, make a refund to any Member who becomes unable to use the Club facilities for a substantial part of the year due to injury or illness.
- (g) All Club Members must also be Members of the Sellindge Sports & Social Club. Membership fees for the Sellindge Sports & Social Club will each year be incorporated into the Club Membership Fees.

5. EQUAL OPPORTUNITIES:

- (a) This Club is committed to ensuring that equity and equal opportunities is incorporated across all aspects of its development.
- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of tennis, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6. FINANCES:

- (a) The club treasurer will be responsible for the finances of the club.
- (b) All club monies will be banked in an account held in the name of the Club.
- (c) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (d) The Treasurer will report to and provide further financial reporting and documentation to the Club Committee, as the Committee shall require from time to time
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus one other authorised officer of the Club.
- (f) All Members of the Club shall be jointly and severally responsible for the financial

liabilities of the Club.

- (g) All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties.
- (h) Except for the purposes of Membership and Subscriptions, the Club's financial year shall run from 1st January until 31st December and the accounts submitted to the AGM shall be prepared accordingly.

7. ELECTION OF MEMBERS:

Applications shall be considered by the Committee whose decision shall be by simple majority and shall be final. The Committee shall have the power to limit the number of Members if they consider this to be necessary.

8. COMPLAINTS:

- (a) 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 child protection policy and procedures.
- (b) The Club Welfare Officer is the lead contact for all Members in the event of any child or adult protection concerns.
- (c) All complaints regarding the behaviour of Members should be presented and submitted in writing to the Club Secretary.
- (d) The Management Committee will follow the Club's policies and procedures to manage all formal complaints.
- (e) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint within the timescales outlined in the relevant policy.
- (f) There will be the right of appeal to the Management Committee following disciplinary action being announced.
- (g) The Committee shall have the power to terminate, suspend or exclude the membership of any Member or exclude any Visitor, whom it considers guilty of a breach of these Regulations or of misconduct or offensive behaviour to any other Member, Visitor or Employee whether on the Club's premises or elsewhere.

9. INJURY OR LOSS OF PROPERTY ETC:

Members or Visitors leaving unattended vehicles or 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.

10. VISITORS:

- (a) Visitors may be invited to play by any Member, provided the appropriate Visitor's fee is paid. Visitor's fees will be reviewed on an annual basis, but are until further notice £3.00 per person per visit.
- (b) No Visitor may play more than three times in any year except with the special permission of the Committee.
- (c) Every Member of a visiting match team shall be an Honorary Member for the period of

the match.

11. MANAGEMENT:

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Club Secretary and Club Captains, and further Committee Members, constituting a minimum of 6 and a maximum of 10 Committee Members, who shall be elected at the Annual General Meeting.
- (b) All Committee Members must be members of the Club.
- (c) If required, the Committee shall elect a Vice Chair from among its members.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The Committee Meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Management Committee meetings will be a minimum of 5 (five) Committee Members of the elected committee members and in the event of equality of voting the Chairman shall have a second or casting vote.
- (l) The Committee shall be entitled to co-opt Club members to fill any vacancies that arise during the membership year or any committee positions that remain vacant at after the AGM each year.
- (m) The Committee may delegate any part of its duties (except the election of Members) to one or more sub-committees, which may be composed of any Members of the Club.

12. GENERAL MEETINGS:

- (a) An Annual General Meeting shall be held each year between 1st February and 15th March inclusive.
- (b) The Committee shall call an extraordinary meeting at their discretion, or within one month of receipt by the Club Secretary of a request, signed by at least one fifth of the total membership stating the business proposed to be transacted.
- (c) Any Member wishing to propose a resolution at the AGM must send a copy thereof to the Secretary before 15th January, so that provision may be made on the Agenda.
- (d) The Club Secretary shall send to every Member Household (other than temporary Members) at least fourteen days' notice of any General Meeting, together with a copy of

the Agenda.

- (e) The business of the AGM shall be to confirm the minutes of the last AGM and any subsequent EGMs, consider the Committee's reports and the Treasurer's accounts for the year, the amount of Members subscriptions for the following year, the election of Officers and Committee for the following year, the appointment of an Honorary Auditor and any items of which notice has been given and details included in the Agenda.
- (f) At any General Meeting, further business may be accepted at the discretion of the Chairman, provided that it does not call for an alteration of the Regulations, 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.
- (g) Every Member (other than temporary) shall be entitled to be present and speak at any General Meeting and if aged 18 years or over, to vote thereat. In the event of an equality of votes the Chairman shall have a second or casting vote.
- (h) At any General Meeting the quorum shall be eight Members entitled to vote.

13. REGULATIONS:

A copy of these Regulations made by the Committee shall be prominently displayed at all times on the noticeboard of the Sellindge Sports & Social Club Clubhouse and the STC website.

The regulations shall not be amended except at a General Meeting after due notice and then only if half of those present and voting are in favour.

14. DISSOLUTION:

The Club shall be dissolved on the passing of a resolution that effect at a General Meeting after due notice, by at least two thirds of those present and voting. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets, within the scope of Section 2.

13. DECLARATION:

Sellindge Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: David Crumley	Position	Chairman
Sign	Date	15 March 2022

Name: Caroline Crumley	Position	Club Secretary
Sign	Date	15 March 2022