

RULES & REGULATIONS OF THE STORRINGTON LAWN TENNIS CLUB CIC

1. Name and Objectives.

The Club, established in 1938 and situated in Greyfriars Lane, Storrington, shall be called the Storrington Lawn Tennis Club CIC and shall have as its objectives the provision of tennis, social and other activities for its members.

2. Type of Organisation.

The Club is constituted as a Community Interest Company (CIC) and a Community Amateur Sports Club (CASC).

3. LTA Registration.

In keeping with the Club's LTA Venue Registration, the Club shall take and retain a membership with the Sussex County Lawn Tennis Association (SCLTA) and by doing so become and remain registered as an associate of the LTA and comply with and uphold the Rules of the SCLTA as amended from time to time and the LTA Rules and the LTA Discipline Code.

4. Membership.

There shall be the following categories of member:

Please note all age brackets are calculated from and including 1st April of the new season.

- a) **Adult Member** – Aged 26 and over may participate in all the appropriate Club sessions including senior club-times.
- b) **Intermediate Member:** Aged 19-25
- c) **Junior Member:** Aged 13 – 18.
- d) **Pre-teen Member:** Aged 10 - 12.
- e) **Mini Member:** Aged 10 and under.
- f) **Family Member:** Four members, maximum of 2 adult members.
- g) **Country Member:** Aged 18+. Must be resident at least 35 miles from the club, for at least 9 months of the year.
- h) **Lifetime Membership** One off payment (senior members only) for full access to the club for life. (non-refundable).
- i) **Social Member:** a non-playing membership who may participate in social events.
- j) **Temporary Member:** Temporary Membership maybe granted by the committee on a discretionary basis for defined periods of time.

- k) **Honorary Member:** The Committee may occasionally approve persons as Honorary Members, following a nomination for outstanding services to the Club. The Committee shall inform the AGM accordingly. Such Members shall not be required to pay an annual subscription.

5. Entrance Fees and Subscriptions.

The level of subscriptions shall be decided upon at the AGM. The subscription year shall run from 1st April to 31st March and fees shall become due as from 1st April following the respective AGM.

If subscription renewal payment is not received by the corresponding 1st May, the member's account will be classified as lapsed. They will no longer be entitled to play tennis, book courts, represent SLTC teams or enjoy any other benefits of club membership until payment is made.

Periodically throughout the club year, The Management Committee may decide to reduce the annual subscription payable on a pro-rata basis for the rest of the season. This does not apply to Mini Members.

The Management Committee may make refunds to members who become unable to use the Club's facilities for a substantial part of the year because of injury, illness or departure from the district. Applications for consideration of such a refund must be made in writing to the Membership Secretary.

Refunds or discounts on subsequent renewal invoices due to closure of the Club beyond the control of SLTC are at the discretion of the Management Committee and cannot be guaranteed.

6. Resignation.

Members may resign their membership of the Club by giving reasonable notice to the Membership Secretary. The Management Committee may make refunds to members who have resigned if deemed appropriate. Membership shall not be transferable.

7. Complaints.

Any member wishing to make a complaint about the conduct of another member, a contractor of the Club, or a Committee member shall do so in writing to the General Manager, with the exception that if there is a complaint about the General Manager it shall be made to a Director of the CIC. The Management Committee and or Directors shall review any complaint at the next meeting subject to the procedures in Paragraph 8.

8. Termination, Suspension or Exclusion.

The Management Committee may terminate or suspend the membership of any member, or exclude any member or visitor, or impose sanctions on any member whom it considers guilty of a breach of these Rules and Regulations, or of misconduct. A person whose membership the committee is considering terminating or suspending or members to whom sanction(s) may be applied, shall be informed in writing by the General Manager giving at least 14 days' notice of the committee meeting at which it is to be discussed. The member being examined under the disciplinary procedure shall be given the opportunity to appear

before the Management Committee to answer complaint(s) made against him/her but shall then withdraw the consideration and determination of the complaint.

The Management Committee may exclude any member from the Club's premises until the hearing of the complaint. Any ruling for the expulsion of a member must be supported by a majority of three quarters of a minimum of 8 management Committee members present (e.g. 6 of 8, 7 of 9, 8 of 10, 9 of 11, 9 of 12). For other disciplinary rulings, a simple majority of a quorum of committee members present is sufficient.

In the case of a member being expelled the committee will not re-consider their application unless there are exceptional circumstances. The judgement of 'exceptional circumstances' would typically be made by the General Manager but may be made by any member of the committee. Any ruling for the reinstatement of a member must be supported by a majority of three quarters of a minimum of 8 management Committee members present (e.g. 6 of 8, 7 of 9, 8 of 10, 9 of 11, 9 of 12).

The Management Committee shall notify the person in writing of its decision in all cases and for all sanctions imposed, if any, and the decision will be recorded in the minutes of the meeting. Any person ceasing to be a member under this Rules and Regulations, forfeits all rights to, and claims upon the Club, its property and its funds and will not be entitled to any refund of subscription unless the committee deem it appropriate.

9. Club Management.

A Management Committee consisting of the following members shall manage the Club.

General Manager (self-employed) governed by the stipulations of the service contract put in place by the Club.

Honorary Treasurer

Hon Sec/Administrator

Membership Secretary

Marketing Manager

Grounds Steward

Tennis Coordinator

Social Secretary

Clubhouse Steward

In addition, a minimum of three directors including a Company Secretary will be appointed to the Community Interest Company. (CIC). (For details see the Articles of Association for the Club).

The directors shall be nominated for renewal at each AGM and will not serve for more than 5 years or until a replacement can be found.

Members of the Management Committee shall be nominated for renewal at each AGM and will not serve more than 3 years or until a suitable replacement can be found. Following the AGM, the committee may fill any remaining vacancies at its own discretion.

The same conditions as above apply to the General Manager, but in this case the person will not serve more than 5 years or until a suitable replacement can be found.

The Management Committee shall take all necessary day to day decisions concerning the running of the Club, subject to these Rules and Regulations. The committee may:

- a) Enter into financial commitments or contracts on behalf of its members with the approval of the Directors.
- b) Sanction payments of up to £8,000 for the purchase of equipment and/or services considered necessary for the Club, provided the Club has sufficient funds available. Amounts above this must be sanctioned by an AGM or EGM.
- c) Terminate or suspend the membership of any member or in some other way discipline any member, in accordance with the procedures in 8.
- d) Make, repeal and amend Byelaws as it may consider necessary for the organisation and well-being of the Club, provided that such Byelaws shall not be inconsistent with these Rules and Regulations
- e) May borrow on behalf of the (CIC) from time to time and raise the money in any way, in such a manner and on such terms as it thinks fit but only with the approval of the General Manager and the Directors.

10. Procedures at Management Committee Meetings.

Committee meetings shall be held as often as necessary. The quorum shall not be less than one half of the total membership of the committee. A simple majority shall decide resolutions. In the case of equality of voting, the General Manager shall have a second and deciding vote. The Administrator shall prepare a written summary of the committee's proceedings.

11. AGM.

An AGM shall be held each year, normally in January or February, in order to:

- a) Approve the minutes of the previous AGM.
- b) Receive the General Managers report and the summary of the accounts of the Club for the previous year.
- c) Approve the membership categories and levels of subscriptions and entrance fees for the following year.
- d) Elect the members of the committee. Directors are appointed by the Directors.
- e) Elect the Independent Examiner or confirm that she/he shall remain in office.
- f) Decide on any resolution duly submitted.
- g) Deal with any special matters that the committee desires to bring before the membership. Four weeks prior to the AGM, the Administrator shall email all Senior playing members, a nomination form for the election of members of the committee together with notification of the AGM. This information will also be displayed on the clubhouse noticeboard. Two weeks

prior to the meeting, an agenda, including the resolutions to be proposed, the list of nominations for the committee and whether proxy votes will be allowable, shall be emailed to all members and displayed on the Clubhouse noticeboard. A copy of the Club's audited accounts shall also accompany the agenda. Nominations for members of the committee shall reach the Administrator at least 5 days before the agenda is sent out. A proposer and seconder shall be required for each nomination, as well as the consent of the nominee. Only Senior playing members may be nominated. No member may propose or second more than one member. If there is only one candidate to fill a particular vacancy, that candidate shall be declared elected unless there is a proposal from the floor that the candidate shall not be elected, which is seconded and carried by a majority vote of those present. In addition to the members elected, the Management Committee may co-opt members to fill vacant positions. The Committee may also co-opt additional members, whose knowledge or experience is deemed necessary, to serve for an agreed time or until the next AGM. Such additional members however would not be allowed to vote. Proxy voting is allowable.

A member wishing to propose a Resolution at the AGM shall send a copy thereof to the Hon. Sec/Administrator at least 21 days before the meeting.

12. Extraordinary General Meetings.

The Management Committee shall call an EGM within 28 days of receipt of a written request to the Administrator, signed by 20 or more senior playing members and shall state the purpose for which the meeting is being requested. The committee may also call an EGM on its own initiative. Members will be given 28 days' notice of any EGM.

13. Procedures at General Meetings.

Any member may attend and speak at General Meetings, but only Senior playing members may vote thereat.

The quorums for general meetings shall be:

AGM 25 voting members

EGM - 50 voting members (but 80 voting members in the case of a Resolution on Club dissolution).

Resolutions shall be passed if supported by a simple majority of voting members present. In the event of an equality of votes, the General Manager shall have a casting or additional vote.

The Administrator or in his/her absence, another member of the committee, shall record the proceedings of general meetings.

The Club agrees that all unlicensed and unregistered coaches and so far, as reasonably practicable, players and other persons using the Club will be required as a condition of such use to agree to be bound by and subject to these Rules and Regulations, and rules and regulations of the CLTA and LTA and the LTA Code of Discipline.

14. Financial Accounts.

The Club's financial year shall run from April 1st to March 31st. The Hon. Treasurer shall maintain full accounts of the Clubs financial affairs and shall present a summary at the AGM. An Independent Examiner nominated by the Club shall review and submit the Club's financial accounts. The duly elected Independent Examiner shall not be a Director of the (CIC) or a member of the committee, nor be related to any such Director or committee member. Monies held by the Club are to be deposited in designated bank accounts in the (CIC's) name as agreed by the committee. Two signatures are required for all payments/transfers. Signatories will include the General Manager, Honorary Secretary/Administrator and any other committee members or any Director of the (CIC) as agreed by the committee.

15. Priority on Courts and Their Availability.

The committee shall have overall responsibility for defining priorities and restrictions on the use of the courts and shall establish court-booking procedures as appropriate.

Subject to the above conditions, the senior Club-times shall be as indicated below and shall have priority over other activities. Please consult the website for playing times

In general, the courts may only be used between the hours of 0800 and 22.00 on Mondays – Saturdays and between the hours of 09.00 and 22.00 on Sundays. As far as floodlighting usage is concerned, all floodlit courts can be used up to 22.00.

16. Visitors.

Adult members may introduce visitors. Before a visitor plays, he/she must sign the visitor's book and the respective member shall pay the visitor's fee, as detailed on the website under Booking/Visitors Fees. A social member may play for the same fee as a visitor but neither a visitor nor a social member may play more than 3 times in any one year, except with the special permission of the committee.

17. Clothing and Footwear.

Players shall wear recognised sportswear and non-marking sports-shoes to protect the courts from wear and damage.

18. Parking.

No overnight parking at the club.

19. Liability and Insurance.

Members or visitors leaving vehicles, bicycles, rackets or any other property at the Club do so at their own risk and the Club shall not be responsible for any loss or damage resulting therefrom.

The committee shall make arrangements for insurance to cover damage to or loss of Club property as well as Public and Employers Liability.

Affiliation to the LTA provides the Club with insurance cover where persons are injured due to the Club's negligence.

20. Dissolution.

A resolution for the dissolution of the Club may only be proposed at an EGM and shall be passed if approved by a majority of at least two thirds of the voting members present. Should a quorum as defined in paragraph 13 not be reached, the Management Committee shall be empowered to seek approval/refusal by written procedure. Such an EGM shall empower the committee to wind up the affairs of the club and shall define any specific directives in this respect.

Any property remaining after the discharge of all debts and liabilities of the Club shall be given or transferred to another non-profit making tennis club or voluntary organisation having objectives similar to those of the Club or to a local registered charity for lawn tennis. (see provisions within the Articles of Association and those applicable to CASC companies)

21. Rules and Regulations and Byelaws.

A copy of these rules and any byelaws made by the committee shall be prominently displayed at all times in the Clubhouse. It shall be an obligation on the part of every member to observe the conditions for the regulation of the Club as laid down in the Rules, Regulations and Byelaws.

The Rules and Regulations may only be amended by resolution at a general meeting.

These rules were approved at the February 2023 AGM.