

# Tewin Tennis Club Constitution



# Tennis Club Constitution Template

## 1 Name of Club

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

## 2 Aims and Objectives

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 maintain the courts and playing areas
- To ensure a duty of care to all members of the club
- To provide all services in a way that is fair to everyone

## 3 Membership

- (a) Membership of the club is open to residents of Tewin and Tewin Wood and to current pupils of Tewin Cowper School, including those pupils who reside outside the boundaries of Tewin and Tewin Wood and regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Full members of more than 12 months' standing who move from the district may remain members.
- (b) The membership shall consist of the following categories:
  - Adult member (over 18 on April 1<sup>st</sup>)
  - Junior member (18 years or younger on April 1<sup>st</sup>)
  - Student member (over 18 years and in full time education)
  - Family member (up to 2 adults and any number of juniors/students from the same household)
- (c) At the discretion of the Committee, temporary membership for one year (which may be renewed) may be offered to a maximum of ten visitors, subject to a proposal for such membership being made by two existing full adult Members resident in Tewin or Tewin Wood accompanied by payment of the full annual subscription for the current year, which subscription will be refunded if temporary membership is not granted.
- (d) At the discretion of the Committee, anyone who has been a temporary member for one year or more and who is elected or appointed to the Committee shall be granted full membership.
- (e) Any other visitor can use the club facilities on four occasions during the membership year. Any further use in that period will require the visitor to take membership of the club.
- (f) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted
- (g) Members in each category will pay membership fees. The costs and timeframes for paying these fees will be determined annually by the committee prior to April 1<sup>st</sup>. Members may be subject to a surcharge if fees are not paid by May 1<sup>st</sup> in any year.
- (h) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

- (i) All members are encouraged to enrol for British Tennis membership with the LTA

#### **4 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.

#### **5 Committee**

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary 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 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 a nominated committee member of the Club and be held no less than 4 times per year. The quorum required for business to be agreed at Committee meetings will be 4
- (j) The committee reserves the right to co-opt club members onto the committee as necessary for the running of the club

## 6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 01<sup>st</sup> October and end on 30<sup>th</sup> September
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An independently examined or audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any payment drawn against club funds should be agreed by the treasurer plus one other officer. The committee will review expenditure from club accounts at each committee meeting
- (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.

## 7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of March or other date as nominated by the committee to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the officers on the committee.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all full adult members.
- (d) Nominations for officers of the committee will be sent to the secretary or chair prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary or chair prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 10% of the membership.
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary or Chair supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

- (j) All procedures shall follow those outlined above for AGMs.

## 8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. In this case the majority being the greater of: 10% of the membership or 15 people

## 9 Discipline and appeals


- (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. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or other committee member
- (c) The Committee will make every effort meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.


## 10 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of Tewin Parish Council

## 11 Declaration

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

<b>Name</b>	<b>David Room</b>	<b>Position</b>	Chair
<b>Sign</b>	 David Room (Feb 1, 2023 18:25 GMT)	<b>Date</b>	Feb 1, 2023

<b>Name</b>	<b>Ann Connolly</b>	<b>Position</b>	Committee Member
<b>Sign</b>	 Ann Connolly (Feb 1, 2023 19:11 GMT)	<b>Date</b>	Feb 1, 2023

## SCHEDULE 1

### COURT USAGE

- All players play on the courts at their own risk. Tewin Tennis Club accepts no liability for accidents or injuries to players or damage to belongings incurred while using the courts or facilities. All Members must rely upon their own insurances with regard to any claims made against them
- Tennis shoes and suitable tennis attire must be worn.
- Members are expected to provide their own balls and rackets.
- It is expected that all Members will co-operate in maintaining the courts in good playing condition.
- Spectators and Members waiting to play must wait outside the courts.
  
- Children under 8 years of age may play on the courts (i) with their parents (or other adult member of the Club) and provided that their parents are members of the Club Secretary or (ii) if they are part of the junior coaching programme
- If there is no-one waiting to play, the last person to leave must lock the court.
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- The committee has power to regulate the use of the courts in the interests of the Club.
  
- The practice court can be used at any time without booking, on a first come, first served basis.
- Practice court users are expected to vacate the Practice court when Tournament or league matches are in progress.

## SCHEDULE 2

### BOOKING RULES & TIMES OF PLAY

- Bookings may not be made more than one week in advance (except for league and tournament matches). For example: a booking for a Wednesday can be made at any time of the day from the previous Wednesday onwards.
- Each member is allowed not more than 2 one-hour bookings per week. (These must be on separate days).
- There is no 9 pm booking.
- If a court which has been booked is not claimed by ten minutes past the hour, the booking is deemed to have lapsed and the court becomes available for play on a first come first served basis.
- Booking instructions can be found on the TTC website: <https://clubspark.lta.org.uk/TewinTennisClub>
- At its discretion, the committee may regulate the times of play.
  
- Open Tournament and league matches which may extend for more than one hour may be booked more than one week in advance, and if necessary a longer booking can be made at the discretion of the committee.