

BY-LAWS OF THE THRAPSTON & DISTRICT TENNIS CLUB (the “Club”)

Issued with reference to the Constitution of the Thrapston & District Tennis Club (April 2021)

1. MEMBERSHIPS

- 1.1. There are 2 classes of membership as follows:
 - 1.1.1. Voting Members. Voting Members have a right to vote in general meetings.
 - 1.1.2. Non-voting Members. Non-voting Members do not have the right to vote in general meetings and include anyone under 18 years of age.
- 1.2. The categories of membership are as follows:
 - 1.2.1. Adult – 18 years of age and older.
 - 1.2.2. Adult off-peak – Monday to Friday 0830-1700 only. Not entitled to play in matches for the Club.
 - 1.2.3. Couples – 2 adults sharing same address.
 - 1.2.4. Family - 2 adults and up to 4 children (under 22 years of age).
 - 1.2.5. Student – Under 22 years of age and in Further Education.
 - 1.2.6. Junior – Under 18 years of age and in Full-time Education.
 - 1.2.7. Coaching Members – Under the age of 18. Not entitled to play in matches for the Club.
- 1.3. The membership fee period will run from 1st May to 30th April. Fees are listed on membership applications forms and the website.
- 1.4. Members have full access to all amenities except as follows:
 - 1.4.1. Junior Members – cannot gain access to the clubhouse without an adult member being present.
 - 1.4.2. Coaching Members – have access to the club premises (courts and clubhouse) solely for the purposes of attending individual or group coaching lessons. They do not have access to the court booking system and may not book or use courts other than courts booked by coaches for group or individual lessons.
- 1.5. Membership of the club is conditional on allowing storage and use of personal data for the purpose of club administration. The email address provided to the Membership Secretary will be passed to ClubSpark.
- 1.6. All Members must register with ClubSpark.
- 1.7. Members are encouraged to take out British Tennis Membership with the Lawn Tennis Association. (British Tennis Lite Membership is free.)
- 1.8. Permission to use photographs of members for publicity purposes is sought on application for membership. Members can opt-out at any stage by writing to or emailing the Club Secretary.
- 1.9. Children under the age of 13 are required to be supervised by an adult while on court.

2. APPLICATION FOR MEMBERSHIP

- 2.1. New applications for Membership are processed as follows:
 - 2.1.1. Application Forms are available for download online.
 - 2.1.2. Each successful applicant will have their Membership of the Club confirmed by the Membership Secretary.
 - 2.1.3. Should the Membership Secretary be concerned whether to confirm a membership, the matter will be reviewed by the Management Committee.
 - 2.1.4. Any unsuccessful applicant will be informed of the decision and the reason by the Membership Secretary and will have the right to request an appeal. In those circumstances, the Management Committee will call a General Meeting at which an ordinary resolution will be made.
- 2.2. Membership will be deemed to have expired if the required fee is unpaid within 14 days of the beginning of the membership year. In such cases, membership may be renewed with the submission of a new application form and correct payment.

3. CODE OF CONDUCT

- 3.1. All Members must treat other members, visitors and coaches with courtesy, consideration and respect. The accepted norms of tennis etiquette must be observed at all times. Parents are responsible for ensuring that the behaviour of junior members conforms to the high standards expected. Members all have a responsibility for keeping others safe and, in particular, for protecting children and vulnerable adults from harm, by providing a safe environment in which to play and enjoy the sport.
- 3.2. The Club uses the procedures established by the LTA to deal with discrimination or concerns about the behaviour of any Member towards a child or vulnerable adult. The procedures, which are detailed on Club noticeboards and the website, explain that the Welfare Officer is usually the first point of contact when raising a concern.
- 3.3. A Member wishing to make any other complaint (not involving discrimination or safeguarding) about the conduct of another Member, coach or visitor should bring the matter to the attention of a committee member and, if appropriate, then submit a written complaint to the Membership Secretary, Welfare Officer or other member of the Management Committee.

4. DISCIPLINARY PROCESS

- 4.1. The Management Committee may terminate 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 or offensive behaviour to any Member or visitor.
- 4.2. The Management Committee will investigate the circumstances of the incident and, if necessary, carry out interviews and call for statements before reaching a decision. Minor sanctions may include verbal or written warnings or up to 4 weeks' exclusion from the Club premises.

5. TERMINATION OF MEMBERSHIP

- 5.1. A decision to terminate membership must be agreed by special resolution of the Management Committee before the Membership Secretary gives written notification to the Member of the outcome with the reason(s) for the expulsion.

- 5.2. A Member receiving a notification of termination of membership may, if he so chooses, elect to appeal in writing within 14 days of the termination notice. If a written appeal is lodged, the Management Committee will hold a general meeting (see Constitution 16.1) at which an ordinary resolution will be taken on the decision of the Management Committee to terminate membership.
- 5.3. Membership is suspended pending the outcome of the ordinary resolution of a general meeting. The Members' decision will be communicated in writing by the Membership Secretary. If the Management Committee's decision is ratified, membership is terminated with no further right to appeal. Membership rights are withdrawn with immediate effect. A Member whose Membership is terminated under this Rule will not be entitled to a refund of the Membership fee or part thereof.

6. GUESTS

- 6.1. With the exception of Juniors under the age of 16, any Member may introduce guests to the Club.
- 6.2. Every guest is required to abide by the Rules and Regulations of the Club.
- 6.3. Anyone whose application has been declined or who has been expelled from the Club may not be introduced as a guest.
- 6.4. Any Member may book a court to play with guests up to 5 times a year provided that they enter the name of the non-member on the ClubSpark court booking system and also sign the sheet on the noticeboard prior to commencing play. This does not apply to Junior Members under the age of 16, who are not permitted to bring guests to the Club.
- 6.5. A Guest Fee of £5 per court is billed by the Membership Secretary at the end of the membership year.
- 6.6. At the discretion of the Management Committee, one £5 Guest Fee will be waived per membership year for members who pay their fee by the due date.
- 6.7. If a guest subsequently becomes a member, the Guest Fee is no longer payable (or will be refunded if already paid) and the court booking will not count towards the 5 guest bookings for the member who made the introduction.

7. PROCEDURES AT GENERAL MEETINGS

- 7.1. At least 14 days before any general meeting, the Club Secretary will send to each Voting Member notice of the date, time and place of the general meeting together with the resolutions to be proposed (if any).
- 7.2. In the case of an annual general meeting, the calling notice will include the agenda and names of the persons proposed by the Management Committee to be elected (or re-elected) to the Officer posts for the ensuing year and a request for any other proposed names to be given in writing to the Secretary by the deadline stated in the calling notice.
- 7.3. In all cases Members will be asked to vote to approve the nomination of the Officer vacancies. If there is more than one candidate for any particular vacancy there will be an election for that position. In the event of a tie, unless the candidates otherwise agree, the Chairman of the Meeting will have the casting vote.
- 7.4. The Chairman will preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, Members of the Management Committee may nominate one of their number present to preside and if no other Management Committee Member is present or willing to preside the Members present may choose one of their number to be chairman of the meeting.

- 7.5. If the persons attending a general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it.
- 7.6. The chairman of the meeting must adjourn the meeting if directed to do so by an ordinary resolution.
- 7.7. When adjourning a general meeting the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the Management Committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 7.8. If the continuation of an adjourned general meeting is to take place more than 14 days after it was adjourned, the Club must give at least 7 days' notice to the persons to whom notice of the Club's meetings is required to be given. No business can be transacted at adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.
- 7.9. The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

8. PROCEEDINGS OF THE MANAGEMENT COMMITTEE

Any Management Committee Member may call a Management Committee meeting. The Secretary should endeavour to provide 5 days' notice and an agenda where possible.

9. FINANCE

The financial year will run from 1st March to 28/29th February each year.

10. PROCUREMENT PROCESSES

For projects involving significant outlay, the Management Committee should document in the minutes the procurement process used. It should be transparent and achieve value for money.

11. NOTICES

- 11.1. A copy of the Regulations made by the Committee shall be available in the Club and all Members shall be deemed conversant therewith.

12. COURT USAGE

- 12.1. Courts must be booked using the ClubSpark website booking system prior to play.
- 12.2. The names of all players must be recorded.
- 12.3. Members may purchase tokens for the floodlights from a committee member. There will always be a committee member at the club on "club nights" ie Monday, Tuesday and Wednesday evenings between 7 and 9pm.
- 12.4. Play must cease and the flood lights turned off by 2130hrs except in exceptional circumstance (such as during matches) when play may continue until 2200hrs at the latest.

13. CLUBHOUSE

- 13.1. On joining the Club, and for a small fee refundable when membership ends, Members will be issued with a programmable key fob to gain access to the premises and clubhouse.

- 13.2. Access to the ball cupboard is restricted to Management Committee Members, Team Captains and other Members by invitation.
- 13.3. Access to the sitting room using the key fob and kitchen is available to all members over the age of 18 on request.

14. PARKING

- 14.1. Vehicles may be parked in the Green Clinic car park as stated in the terms of the Club's lease.

15. CLUB NIGHTS

- 15.1. The Club will provide tennis balls for Men's, Ladies', Juniors' and Club Night tennis. There is no charge for lighting.
- 15.2. Visitors wishing to try out the Club before deciding whether to join may attend club nights.

16. COACHING

- 16.1. R2R Tennis is permitted to coach at the Club in accordance with the terms of a written agreement between the Club and R2R Tennis, which is reviewed annually.
- 16.2. Members may not use the club facilities to provide paid for coaching or hitting unless they have written permission from the Committee to do so. Proof of adequate insurance will need to be provided and a coaching fee may be charged.

17. TEAMS

- 17.1. Captains are responsible for selecting their players, liaising with opposing team captains on match details, collecting match fees and submitting match results when hosting home matches.
- 17.2. The Management Committee's policy is to encourage as many players as possible to take part in matches whilst acknowledging that captains operating in the higher divisions may wish to select the best players for their teams. The Club will register as many teams as is possible to manage within the constraints of court availability and captains willing to fulfil the tasks.
- 17.3. Non-members, coaching members and off-peak members may not play in matches.

Issued: April 2021

Amendment History

- 1. 17 June 2021. Para 12.4
- 2. 1 Nov 2021. Para 1.9