



**Constitution and Rules** to be agreed at the T.W.T. C A.G.M. on Thursday 24th November.

## **1. Name**

The Club, established in 1913, is called Trowbridge Westbourne Tennis Club (TWTC) ("the Club") and is part of Trowbridge Westbourne Sports Club (TWSC).

## **2. Definitions**

"the Chair" means the person elected from time to time to be the chairman of the Club in accordance with Rule 6;

"the CLTA" means Wiltshire County Lawn Tennis Association; "the Game" means the game of tennis;

"the Secretary" means the person elected from time to time to be the secretary of the club in accordance with Rule 6;

"the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 6;

"the Membership Secretary" means the person elected from time to time to be the membership secretary of the Club in accordance with Rule 6

"the LTA" means the Lawn Tennis Association (the governing body of tennis within Great Britain, the Channel Islands and the Isle of Man) of The National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man from time to time;

"the LTA Disciplinary Code" means the disciplinary code of the LTA in force from time to time;

"the LTA Rules" means the rules of the LTA as in force from time to time;

"the Management Committee" means the committee appointed under Rule 6 to manage the Club;

"the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 8;

Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

### **3. Objects**

The objects of the club are:

a) principally to provide facilities for and generally to promote, encourage and facilitate the playing of the Game in the area of Trowbridge and amongst the community;

(b) to provide and maintain Club premises at Trowbridge Westbourne Tennis Club in conjunction with TWSC Committee and club-owned tennis equipment for the use of its members;

### **4. Constitution**

The Tennis Club is (with Bowls) a constituent part of Trowbridge Westbourne Sports Club. The Sports Club has a set of rules which apply to all members of the Tennis Club in addition to these rules. All members will comply with the rules and ethos of the Sports Club having due regard to the need to share common facilities such as the Club House.

The rules laid out below define the conduct of the Tennis Club. They may only be varied by a majority of two-thirds or more of the members present at the Tennis Club's Annual General Meeting or at a special general meeting. Members must be given at least 21 days notice of any proposed rule change. The Tennis rules must remain consistent with the overall aims, rules and constitution of the Sports Club in whose name the property is vested.

### **5. General Meetings**

The Annual General Meeting will be held in November.

A Special Meeting of the Tennis Club may be summoned at any time on 21 days notice by:

- the Committee;
- ten adult members of the Tennis Club by written representation to the Club Secretary.

Voting at General Meetings shall be confined to members aged 18 years and over at the time of the meeting, although younger members may attend. The Chair shall have a casting vote, if required.

A quorum at a General Meeting shall be 12 members, or 20% of the membership, whichever is lowest.

## **6. Management Committee**

The Club shall be managed by a Management Committee consisting of a minimum of 5 members up to a maximum of 9 members

- a)** Chair - Overall day to day management of T.W.T.C.
- b)** Secretary - to take the Committee Meeting Minutes and provide admin support to the Chair.
- c)** Treasurer - to manage the Club's Bank Account and provide a month on month financial statement culminating in the Year End Profit and Loss Account
- d)** Membership Secretary - to be first point of contact with prospective member(s) and manage the Membership Database
- e)** Stock Controller - maintain the stock of tennis balls and manage their distribution
- f)** Junior Secretary – manage the Junior/Youth Pathway to Club Sessions and League.
- g)** Up to 3 additional untasked members.

Any member of The Club that coaches, or has coached in the last year, for monetary reward, either at The Club or elsewhere, may not stand for election to The Committee. If any Committee member commences coaching for monetary reward after election, they must stand down at the Committee meeting following that commencement.

The Management Committee shall be elected at the Annual General Meeting in each year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be). Members nominated as a member of The Management Committee must be a member of the Club.

Members each year can nominate members to be elected to the Management Committee. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen, must be nominated by any two Full, Day, Buddy or Student Members and nominations must be submitted to the Secretary by such date as the Management Committee shall prescribe each year. No Member may nominate more than one candidate for any one vacancy.

If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy, there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.

All coaches/coaching provider appointed to coach at The Club will be encouraged to engage the committee and will be welcomed to give advice to the committee when issues of coaching are being discussed.

If a Committee Member position becomes vacant or is not voted in at the A.G.M, the Committee can seek nominations from Full, Day, Buddy and Adult Student members. If there are more nominations than the number of Committee vacancies, then the Committee will arrange a voting process via email, if there is a subsequent tie, then the candidate to be elected (unless the candidates otherwise agree) will be determined by lot.

The Chair can invite (non elected members) to attend a Committee Meeting but they have no voting rights at the meeting they attend.

The duties of the Committee shall be as follows:

**6.1** To conduct the running of the Club including the management of the tennis facilities i.e. Courts, Grounds, Safeguarding, Health and Safety, Website, Marketing and comply with the Data Protection Act

**6.2** To recommend members to serve on appropriate committees of the Sports Club.

**6.3** To recommend annual subscriptions, match, visitor's fees and family discounts to the Club's AGM.

**6.4** To recommend any necessary additional or amended rules to general meetings of the Club. To authorise expenditure on behalf of the Club, including the annual Tennis contribution to the Sports Club

**6.5** To enforce the Tennis Club rules and, if necessary, following a written reprimand, withdraw membership of non-conforming members.

**6.6** To appoint a Coach/Coaching Provider who will organise and manage the coaching programme and organise other activities as authorised by the Committee.

**6.7** To arrange the use of additional courts where needed for matches, coaching and general play.

**6.8** To arrange a seasonal yearly timetable (2 periods) of court usage for members (whilst maintaining the core club sessions - Item 14) for each year. Periods: October to March and April to October.

**6.9** To run tournaments, in particular the two yearly memorial tournaments and social events.

**6.10** To set annual budget, with the ambition of ensuring all income is used for the present upkeep and future (sinking fund) of the Tennis Club in line with CAS covenant.

**6.11** To manage the Junior/Youth Pathway to attend all Club Sessions.

**6.12** To invite Junior/Youth Pathway members to attend all club sessions.

## **7. Accounts**

The Treasurer shall prepare a month end statement, a half year income and expenditure account for the period to 31<sup>st</sup> March. An annual income and expenditure account for the period to the end of September in each year, which shall be audited and consolidated into the Sports Club accounts and subsequently presented for approval at the A.G.M. There shall be at least two signatories on Club cheques. If the Committee were to introduce online banking facilities for T.W.T.C. this would be operated by the Treasurer or a Committee member. All payments made must be authorised by the use of receipts/invoices/vouchers signed off either by email affirmation or by signatures by the two nominated Committee members to comply with the current process for authorising cheques.

## 8. Membership

All potential members must register on the TWTC website, and process their payment in full either via an online bank transfer or by cheque. When this is done the applicant will be deemed a member of TWSC & subject to its rules and entitled to use its facilities. Copies of rules can be found on the TWSC website.

### 8.1 The membership categories are as follows:

- Full – members not in full time education with full court access. Eligible to play in the Chippenham and District League
- Day - members not in full time education with restricted playing times
- Student - Adult in full time education with full court access. Eligible to play in the Chippenham and District League
- Country – Your main address must be outside of 50 miles from the club address.
- Youth - from Academic Year 7 up to and including Academic Year 13 in full time educations with restricted playing times. Eligible to play in the Chippenham and District League, subject to the approval **invitation** by the Committee.
- Junior - up to and including Academic Year 6 in full time education with restricted playing times.
- Buddy - Membership for grandparents/ parents/guardians of Junior and Youth members to enable them to have court usage solely with their child/children, with restricted playing times.
- Honorary – Free membership for one year at the discretion of the Committee. This would be offered on occasions to people we would not expect to become members, but where the committee believes it is necessary to ensure compliance with Licensing laws, Health and Safety laws, or other similar circumstances.
- Social - The grandparents/parent(s)/guardian(s) of a Junior or Youth is deemed to be a Social Member of the Club once their child/children has paid a Junior or Youth membership subscription.

### 8.2 Conditions of membership

Each member (of each class) agrees as a condition of membership:

- to be bound by and subject to these rules and the rules and regulations of the relevant CLTA (as in force from time to time); and to be bound by and subject to the LTA Rules and
- to be bound by and subject to the LTA Rules and the LTA Disciplinary Code.
- To be bound by the TWTC Code of Conduct

## 9. Subscriptions

Subscriptions are due by the 1st April and “the academic year & in full time education” criteria shall apply at this date. No member shall represent the Club in League matches until they have paid their subscriptions. A person joining the club on or after the 1st October each year will pay 50% of their membership subscription. **The committee may decide to offer ad hoc promotions or** have “one off monthly” trial membership packages when deemed necessary.

## 10. Playing Regulations

**10.1** Members agree to be bound by and subject to the LTA Rules and the LTA Codes

**10.2** Clothing shall be recognisable as sportswear

**10.3** Tennis shoes shall be worn at all times (non-marking training shoes/trainers)

**10.4** The Committee may draw up rules covering court etiquette for Club play – these rules will be displayed courtside.

**11. Guest** - Potential member(s) may be brought to the Club for a maximum of three times during any membership year.

- Introduction to T.W.T.C. via either a Buddy Hit, Membership Enquiry or Coaching Provider

**11.1 Visitor** - A Visitor is a person(s) visiting the area.

- Join a current member to play privately or at a Club Session, the member is responsible for the conduct of that visitor.
- The current fee is £5.00 per visit and the monies are to be posted into the white postbox on the court side shed or by BACS to the TWTC bank account.
- A Visitor Book is located in the clubhouse and the accompanying member is to ensure that this is completed and the appropriate visitor fee collected.

## 12 Use of Courts

Providing the Courts are available for booking and are not being used for League Matches, Club Sessions, Coaching Sessions and Tournaments.

### 12.1 Court Bookings

Courts to be booked via the online club website booking system and the floodlights must be turned off by 21.30 hrs due to the planning conditions

### 12.2 Court Usage per Membership Category.

- Full Membership - All times
- Day Membership – up to 18.00 hrs on weekdays and after 12.00 hrs at weekends
- Student Membership – up to 18.00 hrs on weekdays and after 12.00 at weekends

- Youth Membership – up to 18.00 hrs on weekdays and after 12.00 at weekends\*
- Junior Membership - up to 18.00 hrs on weekdays and after 12.00 at weekends.\*
- Buddy - up to 18.00 hrs on weekdays and after 12.00 at weekends

\*Youth and Junior members may be eligible to play in all club sessions outside of these times if approved via the Junior Pathway Policy.

### **13. Balls**

ITF standard Balls shall be provided for Tennis Club sessions, matches and tournaments. Practice balls shall be available for other occasions, but these may be of lower quality

### **14. Club Sessions -**

The following core sessions

- **Full Membership**

- Tuesday 09.00 to 12.00 & 18.00 to 21.30 (All courts)
- Thursday 18.00 to 21.30 (All courts)
- Friday 09.00 to 12.00 (All courts)
- Saturday 12.00 to 14.00 (All courts – Singles format)
- Saturday 14.00 to 16.00 (All courts)
- Sunday 09.00 to 12.00 (All courts)

- **Day Membership**

- Tuesday 09.00 to 12.00/Friday 09.00 to 12.00 (All Courts) Saturday 14.00 to 16.00 (All Courts)
- Junior/Youth membership
- Saturday 14.00 to 16.00 and Thursday evening club session via the Junior/Youth Pathway.

**14.1** Play shall consist of doubles matches. The order of play shall be by order of arrival.

**14.2** Full Sets are the norm however, as guidance

- When there are between 17 – 20 attendees at the start (first 20 mins) of a Club Session Sudden Death Deuce can be considered to be introduced if the sat out player(s) are subject to a long wait.
- When there are in excess of 20 players (at any point of a Club Session) – Fast Fours will be introduced for sets not in play.
- Revert back to normal club playing format as attendance decrease even those sets n play (from fast Fours to Sudden Death Deuce to Full sets)

At the end of a set members are required to “mix in” using spin of racket, winners/losers split or such other system as may be introduced to ensure that those present get an equal opportunity to

play with other members.

**14.3** Full, Day, & Student Members who are new to playing tennis can join club sessions as long as they are taking reasonable steps to improve their playing standard to the appropriate level for the session they wish to join. Any concerns about the standard of play/footwear at club sessions should be referred to the Committee/Committee member. Members should not address the issue directly themselves.

## **15. League Matches**

**15.1** To represent the Club in official senior League or Cup matches, members must be FULL or Committee recognised Junior/Youth/Student/Honorary members.

**15.2** The Club will endeavour to run Men's, Women's and Mixed teams in the Chippenham and District League the playing of the matches shall comply with rules laid down by that League.

**15.3** The Committee will appoint Captains after establishing those interested.

## **16. League Teams – Squads**

**16.1** Prior to the Summer and Winter District League Season the captains will choose squads for the upcoming season and liaise with other captains accordingly.

**16.2** Being in a League Squad does not guarantee a regular team slot or selection. - See 17.2

## **17. Responsibilities of Team Captains**

**17.1** Each team captain will agree squads from the available player pool (members will be invited to confirm whether they would like to play) prior to the commencement of the League Matches, as new full members join they will be allocated into an appropriate squad by the Captains.

\*Junior/Youth members can only be included in the Team Squads by a formal invitation by the Committee

**17.2** Select members from their squad. It is the captain's responsibility to rotate players appropriately and liaise with other captains to ensure availability across all teams.

**17.3** Adopt a timely approach in selecting the team at least 7 days in advance

**17.4** Occasionally players may be asked to "play up" at short notice and It is expected that the Lower Team Captain will release the player requested.

**17.5** Complete the home score card "online" within 24 hours of playing the match.

**17.6** When playing Junior/Youth members ensure that all safeguarding processes are maintained – see club policy in force

**17.8** Collection of match balls which are to be returned immediately and placed in the ball cupboard in the clubhouse.



## **18. Chippenham and District League Representative**

**18.1** To book courts for the Chippenham and District League and Cup matches for T.W.T.C. League teams and the Closed Club Tournament

**18.2** To represent the Club at the Chippenham and District League meeting.