



# **WALTON TENNIS CLUB RULES and REGULATIONS**

## **CLUB RULES**

### **1. NAME AND OBJECTIVES**

“The club”, founded in 1932, shall be named “WALTON TENNIS CLUB”, and have for its objectives the provision of facilities for the amateur sport of lawn tennis in Stafford and the promotion of community participation in the same.

### **2. CONSTITUTION**

The club is constituted by these club rules and regulations as a community amateur sports club (CASC) Reference CH12465.

### **3. AFFILIATION**

The club shall be affiliated to the Lawn Tennis Association through the Staffordshire Lawn Tennis Association and shall adopt and conform to the rules of these organisations in so far as they apply.

### **4. ASSETS AND LIABILITIES**

The property and funds of the club cannot be used for the direct or indirect private benefit of members or third parties and all surplus income or profits are reinvested in the club. Distribution of club assets in cash or in kind to members or third parties is forbidden.

The club may provide sporting and related social facilities, sporting equipment, coaching, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of community amateur sports clubs as provided for in the finance act 2002.

The club in general meeting may pass a resolution authorising the borrowing of money for club purposes and may utilise the assets of the club as security. All members of the club and all members joining after the resolution shall be deemed to have assented to the same as if as they had voted in favour of such resolution.

The general committee is delegated with authority from the members to utilise club funds in the interests of the club without recourse to the members in general meeting.

All withdrawals on the club's accounts shall be signed by the treasurer together with either the Chairperson, Membership Secretary or Secretary.

The Treasurer may also authorise the issue of additional Bank Cards to Committee members where it is deemed necessary to perform their role.

### **5. WINDING UP**

The members may vote to wind up the club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The general committee will then be responsible for the orderly winding up of the club's affairs. Upon



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dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

### 6. TRUSTEES

The property of the club shall be vested in FOUR TRUSTEES who shall be appointed by the club in general meeting, and the property of the club shall be vested in them to be dealt with by them as the club in general meeting shall from time to time direct by resolution (of which an entry in the minutes shall be conclusive evidence).

The trustees shall be indemnified against risk and expense out of the club property. The trustees shall hold office until death or resignation or removal from office by the club in general meeting. Whereby reason of such death, resignation or removal it is necessary that a new trustee or trustees be appointed, the club in general meeting shall nominate the person or persons to be appointed.

For the purpose of giving effect to such nomination the president is hereby nominated as the person to appoint new trustees of the club within the meaning of section 36 of the Trustee Act 1925, and he shall by deed duly appoint the person or persons so nominated by the club in general meeting.

### 7. MANAGEMENT

The management of the club shall be in the entire control of the GENERAL COMMITTEE comprising of:-

- The **four officers of the club**, namely
  - The CHAIRPERSON
  - The TREASURER
  - The CLUB SECRETARY
  - The MEMBERSHIP SECRETARY
- Up to four **additional ordinary members**
  - To fulfil roles as deemed necessary for the running of the club.
- The currently appointed **club head coach** who will be an ex-officio member of the general committee.

Officers and ordinary members shall be elected at the Annual General Meeting to serve on the general committee for a period of ONE YEAR and thereafter all shall be eligible for re-election to any office or sub-committee of the club.

All elected general committee members shall be 'fit and proper' for the role as defined by HM Revenue & Customs.

The general committee shall each be offered HONORARIA, not to exceed the appropriate membership subscription, for the year of office.



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The elected general committee shall have power to fill any casual or temporary vacancy as deemed necessary for the running of the club.

The general committee shall have power and may from time to time make and revise the club's regulations that govern the day to day running of the club, including but not limited to the organisation and management of general club play, use of floodlights, league tennis, club tournaments (open or closed), and shall have the power to decide any matter un-provided for by these club rules and regulations until such matter may be ratified in general meeting.

The general committee shall give SEVEN days' notice, on the club notice board and website, of the implementation of any change to existing regulations or the introduction of new regulations.

The annual general meeting shall be notified of ALL changes to regulations governing the day to day running of the club.

No change may be made to the club rules except in general meeting, at the annual general meeting or extraordinary general meeting.

The general committee may delegate 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. They are also responsible for the appointment of a BAR MANAGER, who shall be the responsible person for ensuring the bar is managed in the accordance with the current licensing laws. At the general committees discretion, the bar manager may be offered honoraria not to exceed the appropriate membership subscription, for the period of appointment.

The quorum at the general committee meeting shall be five members of the general committee. In the event of equality of voting either the chairperson, or if the chairperson shall not be present, a member of the meeting nominated to be acting chairperson, shall have the casting vote.

### **8. ANNUAL GENERAL MEETING**

The club's financial year will end 30th SEPTEMBER and the annual general meeting (AGM) will be held within the last two weeks of NOVEMBER of each year.

Any member wishing to propose a resolution at the AGM must send a copy thereof to the secretary by 30<sup>th</sup> OCTOBER so that provision may be made on the agenda.

The secretary shall send to every senior member (other than temporary members) at least FOURTEEN days' notice of any general meeting, together with an agenda, which shall also be posted on the club notice board and website.

The business of the AGM shall be the confirmation of the minutes of the previous AGM and any subsequent extraordinary general meetings, the consideration of the general committee's report and the treasurer's audited accounts for the year, the election of the president, vice-presidents, and general committee members for the ensuing year, and any item of which notice has been given and details included in the agenda.



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Every member (except temporary members) shall be entitled to be present and to speak at any general meeting and if aged 18 years and over (except restricted and associate members) to vote thereat.

### **9. PRESIDENT and VICE-PRESIDENTS**

Candidates for the offices of president and vice-president of the club for the ensuing year must be nominated in writing to the secretary in accordance with rule 8. The distinction may be conferred for special services rendered in connection with the club or the game of tennis.

The distinction shall be conferred only at a general meeting.

The president and vice-presidents, at the absolute discretion of the committee, when no longer actively involved with the club shall be entitled to all the rights and privileges of a senior member.

On resigning from the office of president or vice-president, for whatever reason, such person or persons shall be entitled as of right to resume membership of any class such person or persons shall choose.

### **10. EXTRAORDINARY GENERAL MEETING**

The general committee or any ten senior members (excepting honorary, associate and temporary members) over 18 years of age may call an extraordinary general meeting at any time. Where the meeting is called by ten senior members then these members must make their request in writing to the secretary who in turn shall give notice of this meeting in the same manner as for the AGM, and within FOURTEEN days of receiving the written request.

At any general meeting the quorum shall be FIFTEEN MEMBERS entitled to vote.

### **11. MEMBERSHIP**

Membership of the club shall be open to anyone interested in playing tennis on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of tennis.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members. A panel of members will be convened by the President.

Member's spouses, family and children do not automatically become members of the club, and if they wish to have full use of the club then they must become members.

Every member of a visiting match team shall be an HONORARY MEMBER for the day, and every competitor in a tournament or match at the club (and in the case of a competitor under



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18 Yrs., the parent/guardian) shall be an HONORARY MEMBER for the period of the tournament or match.

Membership details will be held electronically on the LTA Clubspark website. Access to these will be limited to the Membership Secretary and other members of the Committee as deemed necessary and at the Committee's discretion.

Direct communication to members will normally be via e-mail, unless another method is requested.

### **12. CLASSES OF MEMBER**

There shall be the following classes of member:-

**SENIOR:** AGE 21 Yrs. and over on June 1<sup>st</sup> of the season.

**SENIOR (Over 65 Yrs):** Aged 65 and over on June 1<sup>st</sup> of the season and enjoy the same playing rights as senior members.

**RESTRICTED:** AGE 21 years and over on June 1<sup>st</sup> of the season may play only Monday to Friday up to 6pm except with regard to club regulation 1 - playing facilities & court priority. Restricted members are not eligible for team selection but may enter club championship tournaments including social tournaments.

**STUDENT / APPRENTICE Under 21 Yrs:** Young people 20 years and under on June 1<sup>st</sup> of the season, plus older students/apprentices in full-time education/training enjoy the same playing rights as senior members.

**JUNIOR: UNDER 19 :** Aged 18 or below on June 1<sup>st</sup> of the season.

**JUNIOR UNDER 11:** Aged 10 or below on June 1<sup>st</sup> of the season.

**ASSOCIATE: AGED OVER 21 Yrs.** on June 1<sup>st</sup> of the season and shall only enjoy the same playing rights as a visitor.

**HONORARY LIFE MEMBERSHIP:** Shall be strictly limited and at the discretion of the general meeting by way of reward for special services to the club.

**TEMPORARY:** Temporary members are any persons not permanently resident or working within TWENTY MILES of the club. They may be admitted, at the discretion of the general committee, for a period not exceeding ONE MONTH. They shall enjoy the same playing rights as senior members.

**ONE MONTH TRIAL MEMBERSHIP:** Trial members can play for one month after payment of the appropriate subscription and will have the same rights as Senior Members.

**COUNTRY:** Country members are any persons living outside a TWENTY FIVE mile radius of the club. These members may play occasionally and enjoy the same playing rights as senior members.



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The general committee shall have the power to limit the number of members in the respective classes as necessary.

### **13. SUBSCRIPTIONS**

Subscription rates and joining fees shall be set annually at the AGM, and become effective for the following subscription year. The subscription year runs from 1<sup>st</sup> June to 31<sup>st</sup> May, although student members may opt to pay the annual subscription from September to September to align with the academic year. Members joining on monthly subscriptions may join at any time during the subscription year, with any increases in membership fees becoming effective on 1<sup>st</sup> June.

Membership fees are payable either by monthly direct debit or as a one-off payment on June 1<sup>st</sup>. Members choosing to pay by monthly direct debit do so on the understanding that they are committed to making payments for a minimum of 12 months. Failure to do so would incur the removal of the facility to pay by direct debit should the member wish to play in the future. There is an additional charge for paying by direct debit included in the subscription rate.

SUBSCRIPTION CATEGORIES shall be as follows:

SENIOR (INDIVIDUAL)

SENIOR (2 PARTNERS – RESIDING AT THE SAME ADDRESS)

SENIOR (OVER 65 YRS)

RESTRICTED

STUDENT/APPRENTICE

JUNIOR U19

JUNIOR U11

FAMILY (2 PARTNERS & 2 OR MORE CHILDREN UP TO 18 Yrs.)

ASSOCIATE

TEMPORARY (One Week, Two Weeks, One Calendar Month)

COUNTRY

VISITOR

ONE MONTH TRIAL MEMBERSHIP

Every senior and junior playing member's subscription fee includes a player's contribution, which the club passes on to The Staffordshire LTA (SLTA). The rates of contribution are decided annually at the AGM of the SLTA.



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Members may introduce visitors under the terms of regulation 3. The member is responsible for payment of the appropriate Visitor's Fee set by the Committee.

For a NEW MEMBER joining on an annual subscription after 30th September, the general committee may at their discretion accept a proportionately reduced subscription for the partial year. Likewise, the general committee may make a refund to a member who becomes unable to use the club for a substantial part of the year on account of injury, illness or departure from the district.

The subscription fee of a NEW member shall be due on formal notification of election or within ONE MONTH of such notice. If paid with the application, the subscription will be refunded should an application be unsuccessful.

A list of members will be maintained by the Membership Secretary, a copy of which shall be retained in the Clubhouse and on-line in Clubspark.

### **14. RESIGNATION AND TRANSFER BETWEEN CLASSES**

A member wishing to withdraw from membership or to transfer to a class at a lower rate of subscription shall notify the membership secretary by 31st May in writing.

The general committee may invite junior members of promise to play as a PROMOTED JUNIOR.

### **15. SUSPENSION OR EXPULSION**

The general committee shall have power to terminate or suspend the membership of any member or to exclude any member or visitor whom it considers guilty of a breach of these rules, or other regulations as defined from time to time by the general committee, or of misconduct or offensive behaviour to any other member or visitor.

### **16. LOSS OF PROPERTY ETC.**

Members or visitors leaving unattended vehicles, rackets, clothing or other property do so at their own risk and the club shall not be responsible for any loss or damage thereto.

### **17. LICENSING RULES**

Under the CLUB REGISTRATION CERTIFICATE issued under THE LICENSING ACT 2003, and club rules, the permitted hours for the supply of intoxicating liquor shall be strictly adhered to. These are posted in the club bar area.

The purchase and supply of intoxicating liquor shall be under the sole control of the BAR MANAGER. No member of the club under 18 years of age shall be supplied with intoxicating liquor.

Members may introduce guests to the club and are responsible for the good conduct of visitors, and for the supplying of refreshments to them. On no account will visitors be allowed to purchase intoxicating liquor.



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### **18. VISITORS**

The club may rent the facilities of the club on no more than TEN occasions per year to any SENIOR or ASSOCIATE MEMBER or other sporting organisation. On these occasions, and on the occasion of Club functions, the persons attending the function have the rights of a full MEMBER and may purchase intoxicating liquor.

A SENIOR MEMBER may introduce up to THREE visitors per week, and are responsible for ensuring the visitor's book is completed and payment is made. Extra visitors can be introduced at the discretion of the committee.

### **19. CLUB REGISTRATION**

The general committee will have responsibility to ensure the club is registered with the magistrates' court under the provisions of the licensing act. In addition (if relevant) the general committee should ensure that club registration part III certificates in respect of any gaming machines are in order.

### **20. ANNUAL REVIEW OF CLUB RULES**

The general committee will have responsibility to ensure the club rules are reviewed annually on or before November in each year at the nearest general committee meeting to that date. The reviewed rules should be posted on the club website and copies made available on request. Significant changes of the rules should be forwarded to the police and the licensing justice, if appropriate. The club rules and any amendments to them should be formally dated and signed. The rules also need to be up to date and current.

### **CLUB REGULATIONS – Subject to amendment by the General Committee**

#### **REGULATION 1**

##### ***PLAYING FACILITIES AND COURT PRIORITY – CLUB PLAY***

1. Courts are available for club play in accordance with the timetable posted outside the clubhouse and on the club's website. The timetable may be varied at the discretion of the general committee .

Court availability is subject to the following regulations.

2. Courts may be reserved for league matches, tournaments, and coaching or for special reasons such as hire to outside bodies at the discretion of the general committee.

3. Tournament matches shall NOT be played on recognised club nights NOR match nights, unless approved by the general committee or tennis manager.

4. SENIOR and STUDENT members have unrestricted court access at all times, but subject to regulations 2, 3 and 5 (re: dress, visitors and coaching).





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5. At times other than designated mix-ins and coaching sessions, courts may be booked on-line for a maximum of 1.5 hours. This time may be extended to 2 hours eg for tournament matches at the discretion of the Committee/Tennis Manager.
6. JUNIOR MEMBERS have access to the court booking system. Any restrictions to junior access to courts at particular times are at the discretion of the Committee and would be published on the notice board and website.
7. RESTRICTED MEMBERS may play at any time up to 18.00 hrs. Monday to Friday only, subject to all other regulations.
8. BALLS will be supplied for play at mix-ins and at times designated by the committee and at men's and ladies' league tennis nights throughout the year.
9. THREE BALLS ONLY will be used per court. Members are responsible for ensuring that THREE balls are handed over to the next players using the court, or returning the balls to the clubhouse.
10. The floodlights may be used to extend playing time for Tuesday, Wednesday, and Thursday nights, currently free of charge. This shall only be for a recognised club "mix-ins", or league matches at other times. On all other occasions the coin meter floodlight boxes shall be used. Floodlight charges for mix-in sessions and private play are at the discretion of the Committee. Any changes will be published on the noticeboard and Club Website SEVEN days prior to any changes.
10. Any TWO members of the general committee may stop play if in their opinion the courts are not fit for play.
11. Any player not proven to be a member when checked against the membership list may be asked to leave the court.

### **REGULATION 2**

#### ***DRESS***

1. Appropriate SPORTS SHOES with NON-MARKING SOLES must be worn.

### **REGULATION 3**

#### ***PLAYING VISITORS***

1. VISITORS can be introduced by a SENIOR MEMBER, but each visitor can play a maximum SIX times a year. The senior member is responsible for ensuring that the visitor's book is completed, and that payment of the visitor's fee is made online or in the visitor's box.
2. JUNIOR MEMBERS can only bring visitors with the permission of a member of the Committee. The Committee member will ensure payment of the Visitor's fee on-line or in the Visitor's Box.



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3. Any playing member, including junior members, entering non-club tournaments requiring court time at the club must make prior arrangements with the secretary.

4. Courts are available for non-members to book and pay for on-line. The available times are limited and at the discretion of the Committee. The availability of courts is published on the website.

### **REGULATION 4**

#### ***USE OF FLOODLIGHTS***

##### **PLAYING SESSIONS**

1. When playing under floodlights using the coin meters the last one and a half hour session from 20.30 to 22.00 hrs. **MUST NOT** start later than 20.30 Hrs. This will ensure the curfew time of 22.00 hrs. is not over run.

2. Each playing session of one and a half hours will be charged at a rate that shall from time to time be reviewed and changed as agreed by the general committee

3. In the event of inclement weather making conditions unplayable, refunds cannot be given for the sessions started.

##### **LEAGUE MATCHES**

4. The floodlights may be used at the discretion of the respective team captains to enable league matches, threatened to be suspended due to poor light, to be completed.

### **REGULATION 5**

#### ***COACHING***

No member, other than the club coach or authorised deputy, shall be permitted to coach for reward, a member, visitor, or any other person playing at the club.

No member shall be permitted to play with, for reward, a member, visitor or any other person playing at the club.

### **REGULATION 6**

#### ***THE STAFFORDSHIRE INTER- CLUB TENNIS LEAGUE***

##### **RULES and CODE OF CONDUCT**

The club and all playing visitors shall comply with the current rules and code of conduct of the Staffordshire inter-club league.

### **REGULATION 7**

#### ***USE OF WIRELESS INTERNET SERVICES***

A wireless internet (WiFi) service is provided free of charge to all members of the club, regardless of subscription category. To access this service you will need to login with the



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credentials provided, a copy of which is to be posted in the club bar area. These may be changed without notice to maintain security. By connecting to the WiFi service you are deemed to have accepted the terms of this regulation.

The WiFi service is provided on an “as is” basis. The club does not warrant the WiFi speed, availability, security or that is fit for any particular purpose. Members assume all responsibility and risk for use of the WiFi service and agree not to use it for any fraudulent, unlawful, harassing, or abusive purpose or so as to cause risk to the club, its reputation, members, or any other third person. Improper use specifically includes (but are not limited to) violating any applicable UK law.

The club has no obligation to monitor the WiFi Service, but may do so and disclose information regarding use of the WiFi service for any reason, if at the discretion of the general committee, it believes that it is reasonable to do so, including to satisfy laws, regulations or governmental or legal requests.

The service may be suspended or withdrawn at the discretion of the general committee should associated costs of providing the service become prohibitive.

### **REGULATION 8**

#### ***USE OF TELEVISION SERVICES***

The club may provide a television and associated TV license which allows members to watch programmes during organised club events in accordance with the applicable TV licensing terms and conditions.

The service may be suspended or withdrawn at the discretion of the general committee should associated costs of providing the service become prohibitive.



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<b>Rules and Regulations Issue Date</b>	29 <sup>th</sup> November 2023
<b>1<sup>st</sup> Signature (sign and print)</b>	Stephen Harris
<b>General Committee Role</b>	Chair
<b>2<sup>nd</sup> Signature (sign and print)</b>	Margaretha de Clercq
<b>General Committee Role</b>	Secretary