

WTC

Westfields Tennis Club

Club Rules

Version 4 – As At
March 2024



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WESTFIELDS TENNIS CLUB RULES

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Version 1 adopted at the EGM 30/01/17

Version 2 updated at the AGM 13/03/17 effective 13/03/17

Version 3 updated at the AGM 4/03/2019 for new Rule 10, effective 5/03/2019.

Version 4 updated at the AGM 7/03/2022 for new Rule 7, Membership Admission, effective 8/03/2022

1. Name and Purpose

The Club, founded in 1926, shall be named “Westfields Tennis Club”, (the Club). The purposes of the Club are to promote and encourage the amateur sport of Lawn Tennis in Richmond, North Yorkshire and community participation in the same. The premises are held in trust from the Zetland Estates for the sole purpose of the playing of tennis.

2. Constitution

The Club is constituted by these Rules as a non-profit-making Private Members’ Club. In no circumstances during the continuance of the Club, shall any assets or surplus funds be distributed to any member, other person or organisation, other than as defined in Rule 16.

- a) The property and funds of the Club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by this Rule.
- b) The Club may provide sporting and related social facilities, club sporting equipment, coaching and courses.
- c) The Club may also in connection with the sports purposes of the Club:
 - i. Pay for reasonable hospitality for visiting teams and guests.
 - ii. Indemnify the Management Committee, members and employees acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

3. Affiliation

The Club shall be affiliated to the Yorkshire County Lawn Tennis Association (YCLTA) and by doing so become and remain registered as an associate of the LTA.

4. Classes of Membership

Membership of the Club shall be open to anyone interested in Lawn Tennis on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable.

There shall be the following Classes of playing Membership.

- a) Full Adult Members
 - b) Honorary Adult Members
 - c) Students (aged 18 years and over and in full-time education)
 - d) Juniors (aged under 18 years)
 - e) Temporary Day Visitors
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5. Subscription Rates

The joining fee and rates of subscription shall be shown in the Members' Guide.

- a) The subscription year runs from 1st April to 31st March.
- b) A member whose subscription is not paid by the 1st May will not be allowed access to the club facilities until the subscription is paid in full. A member whose subscription is not paid by the 1st May will cease to be a member and will not be allowed access to the Club facilities. Any member whose subscription has lapsed must apply for re-election under Rule 7. A joining fee may only be payable once.
- c) In the event of the Club being liable for Value Added (or any other) Tax on members' subscriptions, the figures shown in the Members' Guide shall be inclusive thereof.
- d) The subscription and joining fee, if applicable, of a new member shall be due on written application and will be repaid if election to membership does not take place. At the discretion of the Secretary and one other Committee Member, the candidate may be allowed to use the Club pending the consideration of their application.
- e) For a new member, after 1st August, the Management Committee and its members may, at their discretion, accept a proportionally reduced subscription for the remaining part-year. Likewise they 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.
- f) The Management Committee will determine whether or not new joining fees will be charged as well as any changes to the annual subscription rates. Any changes will be published in the Members' Guide.

6. Financial Matters

- a) Except for the purposes of subscriptions, the Club's Financial Year shall run from 1st January to 31st December and the accounts submitted to the Annual General Meeting shall be prepared accordingly.
- b) An independent auditor is nominated at the AGM to review the accounts for the current financial year.

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7. Membership Admission

- a) Any person who wishes to become a new member or retain their membership at the start of the subscription year, must complete a written new member application or annual renewal in such format decided by the Management Committee.
- b) Every candidate for membership shall be considered by the Club Secretary or other members of the Management Committee, who shall admit that candidate to membership of the Club, unless to do so would be contrary to the best interests of the sport or to the good conduct and interests of the Club. Rejection of a membership application or renewal will require a majority vote of the Management Committee. The Management Committee reserves the right to reject any proposed member without stating the reason for doing so.
- c) A person will not be a full member of the Club, until they have completed the application form above, AND any subscriptions due have been paid in full as per Club Rule paragraph 5 above. Until then, they will not be entitled to any privileges of the Club.
- d) Honorary Membership (other than temporary in accordance with Rule 12), including Honorary Life Membership, shall be strictly limited and at the discretion of the Management Committee, by way of reward for special services to the Club.
- e) The Management Committee shall have power to limit the numbers of members in the respective Classes if they consider this necessary.

8. Cessation of Membership

A member may withdraw from membership of the Club by giving notice to the Club Secretary or the Treasurer in writing. Membership shall not be transferable in any event and shall cease immediately on death or dissolution of the Club or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Rules.

9. Conditions of Membership

Each member agrees as a condition of membership to be bound by and subject to the Club Rules and Members' Guide of the club and the Rules and Regulations of the YCLTA.

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10. Behaviour of Members/Visitors & Complaints & Disciplinary Process

Members and Visitors are expected to behave in an appropriate and considerate manner that is conducive to the well-being and good standing of the club. The Management Committee on a case-by-case basis will deal with any breach of the Club Policies, or Rules or Members' Guide, or concerns or complaints about the behaviour of Members or Visitors that are at variance with this expectation. The following process is as recommended by, and follows LTA guidelines.

In the event that any one employed by WTC, any Member, Visitor, volunteer or visiting team feels that he, she or they have suffered discrimination or harassment in any way or that the Club Policies, Rules or Code of Conduct for WTC have been broken, they should follow the procedures below.

1. The complainant should report the matter in writing to the Club Welfare & Safeguarding Officer or another member of the Management Committee. The report should include:

- Details of what occurred;
- Details of when and where the occurrence took place;
- Any witness details and copies of any witness statements;
- Names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
- Details of any former complaints made about the incident, including the date and to whom such complaint was made;
- An indication as to the desired outcome.

2. In each case, the Management Committee will attempt to mediate and clarify, in conjunction with all involved, in order to bring about an appropriate resolution.

3. If the person accused of inappropriate behaviour is a Member or Visitor, the Management Committee:

- a. Will request that both parties to the complaint submit written accounts and any evidence regarding the incident(s);
- b. May decide (at its sole discretion), after reviewing the complaint, written accounts and any supporting evidence, to uphold or dismiss the complaint without holding a hearing;

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c. May (at its sole discretion), hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case. The Management Committee shall give the member involved at least seven days written notice of a hearing, along with written details of the complaint being made against them. The Management Committee may choose to suspend membership or access to the club of the Member(s) involved until the process is completed.

d. Should either party choose not to attend or submit written representations to the hearing, the Management Committee has the right to deliberate and then make decisions based on the available information.

e. Either party to the complaint will be entitled to be accompanied at the hearing by another member of their choice. A parent or guardian must in all cases, accompany a junior Member.

4. Following the hearing the Management Committee will have the right to impose decisions on Members where:

- It considers the Club Rules or Club Policies have been deliberately and seriously breached, or

- It considers that the Members' Guide has been knowingly or willfully and consistently breached, or

- It considers the member (acting in a capacity as a Member of the Club), has behaved in an offensive manner to another Member, Visitor or employee, whether on the Club's premises or elsewhere, or

- It considers the member (acting in a capacity as a Member of the Club), has behaved in a manner towards third parties, likely to bring the club into disrepute.

5. The Management Committee will have the power to impose any one or more of the following sanctions on any person found to be in breach of any Club Policy, Rules or Members' Guide:

- Warn as to future conduct; or

- Suspend membership for a period of its choosing; or

- Remove and terminate membership; or

- Exclude a non-member from using the club facility, either temporarily or permanently; or

- Turn down a non-member's current and/or future membership applications.

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6. Any decision to suspend, terminate or deny renewed membership will need to be made by a two-thirds majority of the full Management Committee.

7. The Management Committee will provide all parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.

8. Either party may appeal a decision of the Management Committee to the Yorkshire County LTA (including a decision not to hold a hearing), by writing to the County Secretary within 3 months of the Management Committee's decision being notified to that party. Any costs or expenditure incurred in appealing to Yorkshire County LTA will be wholly borne by the appellant and not Westfields Tennis Club.

9. If the nature of the complaint is with regard to the whole Management Committee of Westfields Tennis Club, the member/visitor has the right to report the discrimination or harassment directly to the Yorkshire County LTA.

10. Any person ceasing to be a Member forfeits all right to and claim upon the club, its property and its funds and he/she has no right to the return of any part of his/her subscription. The Management Committee may choose to refund an appropriate part of the Member's subscription if it considers it appropriate after taking account of all the circumstances.

11. Injury, Loss of Property Etc

Members or Visitors leaving vehicles, rackets, clothing or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any cause.

12. Visitors and Temporary Membership

- a) A Full Adult Playing Member may introduce Temporary Day Visitors. Before a Temporary Day Visitor plays, the member introducing him/her must make an appropriate entry in the Visitors' Book and pay the fee detailed in the Members' Guide, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a temporary day visitor.
- b) Every member of a visiting match team shall be an Honorary Member for the day. Every visiting competitor in a tournament at the Club (and in the case of a competitor under age 18, his parent or guardian) shall be an Honorary Member for the period of the tournament.
- c) The Management Committee may establish appropriate fee levels for temporary members who wish to join for periods of less than a year.

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13. Management

A single Management Committee manages the Club. The Management Committee shall consist of: The Chairperson; The Secretary; The Treasurer; plus up to 6 other Committee Members. If more than one of the offices is held by a single person, no extra Committee vacancy shall be created.

- a) Each member of the Management Committee must have been a full adult member of Westfields Tennis Club for at least one calendar year at the date of the AGM at which they seek election.
- b) The Club agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these Rules, the Members' Guide and the Rules and Regulations of the YCLTA.
- c) All Committee Members shall be elected for a period of 3 years at the Annual General Meeting.
- d) Unless there is no other member willing to stand for election to the Management Committee, no member of the Management Committee should serve for more than 9 years. They are eligible to stand for re-election to the Management Committee after a period of 3 years of not being a member of the Management Committee, or if a vacancy exists that cannot be filled.
- e) The elected Management Committee shall have the power to fill any casual vacancy and any office not filled at the Annual General Meeting.
- f) The quorum at a Management Committee Meeting shall be 5 members. Decisions of the Management Committee shall be made by a simple majority, but in the event of equality of votes, the Chairperson of that particular Committee meeting shall have the casting vote.
- g) A committee member him/herself, or a close family member, having a financial interest in some aspect of the Club is required to declare that interest.
- h) The Management Committee shall from time to time revise the Members' Guide and shall have the power to decide any matter not provided for by either these Rules, or the current Members' Guide. The Management Committee shall meet at least three times in every year and additionally as circumstances require.
- i) The Management Committee may delegate any of its duties to one or more sub-committees which may be composed of any members of the Club. The Chairperson shall preside at every meeting of the Management Committee. If he or she is unwilling or unable to preside, the other members of the Management Committee present may appoint one of their number to be Chairperson of the meeting.
- j) The Management Committee shall be responsible for the management of the Club. The Management Committee members shall have power to enter into contracts for the purposes of the Club on behalf of all the members.
- k) A member of the Management Committee shall be deemed to have vacated office if:
 - i. The said member, without sufficient reason has been absent for more than three consecutive meetings or

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- ii. The said member is requested to resign by not less than two-thirds of the full committee at a meeting called of the Management Committee or
- iii. The said member resigns office by notice to the Club; or
- iv. The said member is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the YCLTA or the LTA.

14. General Meetings

- a) An Annual General Meeting shall be held each year between 1st February and 31st March inclusive.
- b) The Management Committee shall call an Extraordinary General Meeting at their discretion, or within one month of receipt by the Secretary of a requisition, signed by twelve members (or, if the Full Adult membership numbers less than 60, by one-fifth of that number), stating the business proposed to be transacted.
- c) The Secretary shall send to every Full Adult Member at least 21 days' notice of any General Meeting, together with a copy of the agenda. Any member wishing to propose agenda items for the Annual General Meeting must send a copy thereof to the Secretary at least 14 days before the date of the AGM so that provision may be made on the agenda. The accidental failure to give notice to any person entitled to attend or the accidental omission of any such details in any notice shall not invalidate the proceedings at the meeting.
- d) The business of the Annual General Meeting shall be:
 - i. Confirmation of the minutes of the previous Annual General Meeting and of any subsequent Extraordinary General Meetings
 - ii. Consideration of the Management Committee's or Chairperson's report
 - iii. Acceptance of the Treasurer's Accounts for the year
 - iv. Election of Officers and the Committee for the ensuing year
 - v. Appointment of an Auditor for the current financial year
 - vi. Any item(s) of which notice has been given and details included in the Agenda
 - vii. Subscription and Joining Fees: The Treasurer shall clearly explain to the membership at the AGM the reasoning and rationale for any proposed subscription level changes. The detailed changes will be decided upon by the Management Committee and published in the Members' Guide. The Management Committee will take into account Members' views when reaching their decision.
- e) The business of an Extraordinary General Meeting shall be in accordance with the requisition under which it was summoned and the Agenda issued.
- f) Nominations for the election of officers and committee members (who must be 18 years of age and a Club member for a minimum of one calendar year at the date of the AGM) must be proposed and seconded and be notified to the Secretary at least 7 days before the meeting.

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- g) Every Full Adult Member is entitled to be present and to speak at any General Meeting and to vote. Voting for the election of Committee members shall be by secret ballot. In the event of an equality of votes, the Chairperson of the meeting shall have a second or casting vote. There shall be no right for a Member to vote by proxy.
- h) At any General Meeting the quorum shall be 8 Members entitled to vote.

15. Rules and Members' Guide

A copy of these Rules and the current Members' Guide made by the Management Committee under Rule 13h shall be prominently displayed at all times at the club and all Members shall be deemed conversant therewith. The Rules shall not be altered, except at a General Meeting, and then only provided that two-thirds of those present and voting are in favour.

The Members' Guide shall be made, and periodically revised by the Management Committee as it sees fit. The purpose of the Members' Guide is to set a framework for:

- a) Members Entrance fee and annual subscription charges to be levied
- b) Day-to-day use of the Club's courts and premises by members
- c) Upkeep and maintenance of the tennis courts and clubhouse

16. Dissolution

The Club shall be dissolved on the passing of a resolution to that effect at a General Meeting after due notice, by at least two-thirds of those present and voting. Such a meeting shall appoint a Special Committee, under the supervision of the Club Trustees, to be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Special Committee shall dispose of the net assets remaining to one or more of the following:

- a) To another Club with similar sports purposes which is a charity and/or
- b) To another Club with similar sports purposes and/or
- c) To the YCLTA

17. Trustees

The Management Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Management Committee. The number of trustees shall not be more than four or less than two. The property of the Club, other than cash at the bank or held on deposit, shall be vested in the Trustees, in accordance with the document of Conveyance.

The Trustees shall be indemnified by the Club and the Management Committee shall pay all costs, losses and expenses which any such Trustee may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith as such Trustee in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of their duties.

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18. Use of Facilities by Tennis Coaches

The club agrees that all coaches using the facilities of the club will be required, as a condition of such use, to agree to be bound by and subject to these Rules and the Members' Guide and to the Rules and Regulations of the YCLTA. The Management Committee will decide how and when coaches may use the Club's facilities.

19. Notices

The Club may distribute any notice, document, or other information by any one or more of the following means;

- a) Via the clubhouse noticeboard
- b) In person
- c) By post
- d) In electronic form or website

Delivery of any notice or other information will be made to addresses provided by the club member. It is the responsibility of each member to ensure that their contact details are kept up to date. Such details will be held in confidence by the Club Secretary.

If information is sent by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid. If any notice or other information was sent using electronic means, it is deemed to have been received on the day it was sent or posted.