



# **WOODTHORPE TENNIS CLUB**

## **CLUB RULES**

V1.0 24<sup>th</sup> January 2008

The Management Committee

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## **1 THE CLUB**

The Club is called **WOODTHORPE TENNIS CLUB** and is an unincorporated Private Members Club managed by a Committee consisting of the Officers of the club, namely Chairman, Secretary, Treasurer and other members elected annually at the club's Annual General Meeting.

## **2 AFFILIATION TO THE LAWN TENNIS ASSOCIATION**

Woodthorpe Tennis Club is affiliated to the Lawn Tennis Association and, in addition to these Rules, the Rules of the LTA and Nottinghamshire LTA (where applicable) shall also apply.

## **3 MEMBERSHIP**

### **Eligibility for membership**

- Persons of either sex and of any age are eligible for membership of the Club
- No person shall be denied membership on the grounds of race, ethnic origin, creed, colour, sex, sexual orientation, age, disability, religion or political persuasion

### **Admission of Members**

Any person who wishes to become a Member can apply for membership by completing an application form and submitting it to a member of the Management Committee. Application forms are available in the Clubhouse, and can also be downloaded from the club web site.

Every candidate applying for membership will be admitted as a member in accordance with Clause 5 of the club's constitution, unless the Management Committee (without being required to give reason) considers that it would not be in the best interests of the Club to admit an applicant as a member.

A person admitted, shall not be entitled to any privileges of membership of the Club until two days have passed since their application for membership was submitted.

### **Conditions of Membership**

In being admitted as a member, the applicant agrees to

- abide by these Rules and the Club Constitution
- to comply with the Club's Policies and Codes of Conduct regarding Child Protection, Equality and Diversity, and to all other Policies or Codes of Conduct promoted by the LTA and adopted by the Club.
- to comply with any other Regulations, Policies and Codes of Conduct that may be introduced from time to time.

A copy of all Rules, Regulations, Policies, and Codes of Conduct will be available in the clubhouse, and on the club website. Copies shall be provided to any member, on request, from a member of the Management Committee.

### **Membership Rights and Restrictions**

The rights and restrictions of each member are dependant on the TYPE of membership they have, and the CATEGORY of membership against which that TYPE is aligned.

The CATEGORIES are as follows: -

A Full Member, who shall: -

- be entitled to receive notice of, attend, speak and vote at General Meetings
- be entitled to hold office on the Management Committee, or any Sub-Committees that have been established by the Management Committee

An Associate Member, who shall: -

- be entitled to receive notice of, attend, and speak at General Meetings, but SHALL NOT be entitled to vote.
- NOT be entitled to hold office on the Management Committee, or any Sub-Committees that have been established by the Management Committee

A **Professional Member**, who shall:-

- be entitled to receive notice of, attend and speak at General Meetings, but SHALL NOT be entitled to vote
- be entitled to hold a non-voting position on the Management Committee, or any Sub-Committees that have been established by the Management Committee.

A Temporary Member, who shall: -

- NOT be entitled to any rights of inclusion in any club matters.

The TYPES of membership are as follows: -

Type	Definition	Category
Senior	Person over 18 years of age. Entitled to use playing, and all other facilities of the Club	FULL
Off Peak	Person over 18 years of age. Entitled to use playing facilities of the club, at off peak times ONLY. Off Peak is defined as Monday to Friday prior to 5pm (excluding Bank Holidays). Entitled to use all other facilities of the club at any times.	FULL
Student	Person in full time education over 18 years of age. Entitled to use playing, and all other facilities of the Club	FULL
Country	Persons with a permanent address more than 30 miles from the site of Woodthorpe Tennis Club. Entitled to use playing, and all other facilities of the Club.	FULL
Intermediate	Person over 18 years and under 21 years of age Entitled to use playing, and all other facilities of the Club	FULL
Honorary Life Member	Person awarded Honorary Life Membership. Entitled to use playing, and all other facilities of the club	FULL
Junior	Under 18 years of age. Entitled to use playing and all other facilities of the Club at designated times as declared in the Club Rules, with the exception of any facilities pertaining to	ASSOCIATE

Type	Definition	Category
	the sale, supply or consumption of intoxicating liquor in the Club premises.	
Social	Over 18 years of age. Entitled to use all the facilities of the Club other than the playing facilities.	ASSOCIATE
Parent Practice Partner	Parent Practice Partner Entitled to use playing facilities of the club to help Juniors to learn basic skills.	ASSOCIATE
Head Coach	A Head Coach having a contract of services with the Club, and receiving payment for their services. Entitled to use the facilities of the Club as declared within their contract of services	PROFESSIONAL
Coaches	Any Coaching personnel having a contract of services with the Club, and receiving payment for their services. Entitled to use the facilities of the Club as declared within their contract of services	PROFESSIONAL
Other	Any other personnel having a contract of services with the Club, and receiving payment for their services. Entitled to use the facilities of the Club as declared within their contract of services	PROFESSIONAL
Competition Personnel	Competitors, players, officials or assistants involved in competitive functions on the Club premises, as authorised by the Club.	TEMPORARY
Guests	Guests introduced by a Member. Entitled to use playing, and all other facilities of the club in the presence of the Member.	TEMPORARY
Visitor	Any visitor to the premises other than those defined as Competition Personnel or Guests	TEMPORARY

All members may use the premises and facilities of the Club as defined by their type of membership and in accordance with the times/courts as set out in the "Woodthorpe Week" (Section 7)

### **Membership Fees**

To remain as a member, a member must renew his/her membership on the 1<sup>st</sup> May each year. Any person who has not renewed his/her membership by the 31<sup>st</sup> May will be deemed to have resigned as a member and to have forfeited all rights and privileges of membership

Members renewing their membership after the 31<sup>st</sup> May will be subject to a late renewal penalty of an amount agreed by the Management Committee.

Members may pay their subscription by means of 3 post dated cheques of 1<sup>st</sup> May, 1<sup>st</sup> June and 1<sup>st</sup> July, each of which covers a third of the total subscription required.

Subscription payment for new members joining after the 1<sup>st</sup> June will be based on proportionally reduced rates of 1/12 for each month.

### **Resignation of Membership**

A member shall be deemed to have resigned if his/her membership subscription remains unpaid after the 31<sup>st</sup> May.

Any member wishing to resign voluntarily must give 14 days clear notice to the Club Secretary and thereafter will cease to be a member of the Club. Members who voluntarily resign are not eligible for a refund (in part or in whole) in respect of their subscription fee.

## **4 EXPULSION**

If, at any time, the Management Committee is of the opinion that a member's conduct is such that it is not in the best interests of the club for him/her to remain a member, the Committee shall have the power to expel that member.

A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him

The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least two-thirds of the Management Committee then present, vote in favour of his expulsion

The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held but such Member shall be entitled to attend the meeting at which his expulsion is determined.

Any person ceasing to be a member as the result of expulsion forfeits all rights to and claims upon the Club, its property and funds and has no right to the return of any part of their subscription.

## **5 CODE OF CONDUCT**

Members shall at all times when on the Club's premises conduct themselves in a manner which reflects favourably on the game of tennis and on their fellow players and particularly when in the presence of juniors. Persistent audible obscenities, swearing and improper conduct in any form is unacceptable behaviour and will not be tolerated.

## **6 TENNIS ATTIRE**

For safety reasons all members and visitors must wear correct tennis footwear during play. Black -soled trainers or leather soled footwear are not permitted on any of the courts.

Although the Club does not have a compulsory dress code members are expected to wear recognised sports clothing.

## **7 COURT USAGE**

The Committee has the right to determine the order of play and court usage at any time and can prioritise court usage in respect of any type of member, team, squad or group in respect of any Club play, match play or coaching.

The court usage will be known as the "Woodthorpe Week", which will show predetermined usage for each hour on each court, and the times available for any general play.

When courts are available for members to engage in General Play, the following conditions must be adhered to: -

- Fixed fours and singles are permitted although singles must give way to fours if other members are waiting to play
- If other members are waiting to play, all on-court players shall restrict play to 8 games.

All predetermined court usage such as the "Woodthorpe Week", fixture lists, tournament dates, coaching sessions, etc. will be displayed on the clubhouse notice board and on the club website.

## **8 VISITORS**

Any Member may introduce guests to the Club, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

The Member introducing the guest or visitor must enter the name and address of the guest/visitor together with his own name in a book which is kept on the Club's premises and pay a Guest Fee in the amount determined by the Management Committee from time to time.

The Member introducing the guest must accept responsibility for the safety of the guest/visitor whilst on Club premises and must advise and inform the guest/visitor of the Health & Safety Regulations promoted by the Club and of the Members' and guests' requirement to comply with those systems and any other Policies and Codes of Conduct the Club has adopted.

## **9 COURTS**

On the grounds of Health and Safety, the Committee may, at any time, suspend or prohibit play if any court is deemed unfit or unsafe for use, either due to weather conditions or the condition of the surface of a court.

## **10 FLOODLIGHTS**

After completion of play under floodlights, members should ensure that the lights have been switched off.

The floodlights cannot be used after 21:30 hours, and will switch off automatically.

## **11 MEMBERS' DUTIES**

The smooth running of the Club requires members to show consideration to others and engage in good housekeeping. This includes but is not exclusive to the following: -

- At the cessation of play all nets must be slightly lowered to reduce tension, all equipment and balls returned to the clubhouse.
- All crockery, glassware and cutlery used must be washed, dried and put away. No items may be left on the draining rack to dry.
- For safety and security reasons juniors must not be left on court with the pavilion unlocked. The last senior member to leave must ensure that all junior kit is out of the clubhouse, and that the clubhouse is locked and secure.
- Before finally locking the clubhouse checks must be made to ensure that all windows are closed and all lights and power are switched off.

## **12 DAMAGE, INJURY AND LOSS**

Neither the Club, nor any Officer of the Club can be held liable for any damage, injury or loss caused by any act or omission of a member. All members must comply with the club's Health & Safety Management Systems and all visitors and guests are expected to make themselves aware of the Club's Policies in this regard. Members must accept responsibility for their own safety.

## **13 ANTI-DOPING POLICY**

The Club is committed to maintain the integrity of the game of tennis and any misuse or abuse of drugs conflicts with the customs and tradition of Tennis.

The use of Prohibited Substances and Doping methods is banned under the LTA and ITF Rules and the Club upholds those same principles.

## **14 MANAGEMENT COMMITTEE**

The Management Committee manage the day-to-day affairs of the Club. In the event that a member has a complaint concerning any aspect of the Club, please contact the Chairman whose contact details are published on the notice board.

## **15 ANNUAL GENERAL MEETING (AGM)**

Not less than 21 clear days notice must be given of the AGM, which must be held no greater than 3 months after the financial year end of the Club, and with no more than fifteen months elapsing between one meeting and the next.

Not less than 35 days notice of the AGM shall be provided by means of a general notice in the clubhouse and on the Club website

Members wishing to raise a motion for discussion must submit the resolution to the Club secretary no later than 28 days before the meeting. The Resolution must be submitted by a Proposer and Seconder, both of whom must be FULL Members

Members wishing to nominate anyone for a position on a committee, or as an officer or trustee, must submit the nomination to be received by the secretary no later than 7 days before the meeting. Details of all nominations will be prominently displayed in the clubhouse for the 7 days prior to the AGM.



Any member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on his behalf. Such proxy must be either the Chairman or another FULL Member of the Club. Unless otherwise directed, the Proxy will exercise his discretion as to whether he votes for or against a Resolution or abstains from voting. Proxy forms must be received by the secretary no later than 48 hours prior to the AGM.

Resolutions at an AGM shall be passed by a simple majority vote.

## **16 EXTRAORDINARY GENERAL MEETING (EGM)**

Not less than 14 clear days notice must be given of an EGM when called by the Management Committee.

An Extraordinary General Meeting shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than one third of those Members entitled to attend, speak and vote at general meeting. The requisition must state the purpose for which the meeting is required and the resolutions proposed.

Any member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on his behalf. Such proxy must be either the Chairman or another FULL Member of the Club. Unless otherwise directed, the Proxy will exercise his discretion as to whether he votes for or against a Resolution or abstains from voting. Proxy forms must be received by the secretary no later than 48 hours prior to the AGM.

Resolutions at an EGM shall be passed by a simple majority vote.

## **17 FINANCIAL YEAR**

The financial year of the club ends on the 31st December each year.

## **18 REVOCATION OF RULES**

The Management Committee reserves the right to make, amend, alter or revoke these Rules at any time in the interests of the Club and its members.

A copy of the Rules shall be displayed in a prominent position at the Club premises