

## **WINDSOR LAWN TENNIS CLUB**

### **Constitution and Bye-laws**

#### **CONSTITUTION**

1. Windsor Lawn Tennis Club is a membership based organisation whose objectives are:
  - To provide facilities for playing lawn tennis;
  - To provide its members with the opportunity to play competitive tennis;
  - To maintain the club facility, including indoor courts, for the use of its members; and
  - To facilitate social activities for its members
  
2. Windsor Lawn Tennis Club is a Not for Profit Company Limited by Guarantee. It is governed by The Companies Acts 1985 to 1989 and any subsequent legislation. With regard to its legal status, the Memorandum and Articles of Association and any related statutory requirements will take precedence in the final instance over any decisions taken by the membership.
  
3. The Club is affiliated to the Lawn Tennis Association and all members shall be bound by its relevant rules and codes.
  
4. The Club will be managed to generate a financial surplus in order to improve the ongoing viability and competitiveness of the Club.
  
5. The Club has the status of a Community Amateur Sports Club and will comply with all relevant requirements and guidelines to maintain this status.
  
6. Membership of the Club shall be open to anyone interested in tennis regardless of age, sex, ethnicity, disability, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
  
7. The Club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The Club will endeavour to keep subscriptions at a level that will not prevent people joining.
  
8. The Club will be directed by the Management Committee. The mandate of this Committee is:
  - To be responsible for the financial well-being of the Club;
  - To ensuring the financial resources are in place to maintain the physical fabric of the Club;
  - To promote improvements both to the facilities and to the operation of the Club to the benefit of current and future members; and
  - To ensure the Club conducts its affairs in accordance with its legal and related status.

9. Membership of this Committee will include at least two, but not normally more than three, legal directors, the Honorary Treasurer, the Club Secretary and the Club Manager plus up to two other members either elected at the Annual General Meeting or co-opted.

10 The Management Committee is authorized:

- To oversee the day to day running of the Club;
- To set subscription levels, subject to approval of the AGM;
- To determine the charges for indoor and outdoor court usage;
- To set the season dates;
- To determine the Club opening hours;
- To manage all of the Club's funds, to include approving capital expenditures up to £20,000 and to arrange borrowings up to £25,000 in any financial year; and
- To decide on matters affecting the maintenance and achievement of the Club's objectives.

The Management Committee quorum will be 3 members.

11. The Management Committee may form sub-committees at its discretion and co-opt other members to serve on these committees.

12 The Legal Directors will have the explicit responsibility, as de facto Non-Executive Directors, to provide the appropriate governance in the management of the Club and its affairs.

13. All matters related to tennis activities, including teams, club sessions, tournaments and organized social activities will be managed under the authority of a Tennis Forum. The core members of the Forum will be the Chairman, Men's and Ladies' captains, the Match Secretary, the Junior Secretary, the Club Secretary and the Club Manager. With the exception of the Club Manager, the core members will be elected at the AGM. The Tennis Forum will co-opt a member representative to reflect the views of the wider playing membership. The core members may also co-opt other members to the Forum.

14. The Junior Activities of the Club are to be controlled by an elected Junior Secretary who shall form a committee with other co-opted members with a special interest in Junior affairs together with co-opted Boy's and Girl's representatives.

15. The Management Committee shall have the power to recommend an Honorary Membership to a member who, in their opinion, has rendered outstanding service to the Club, or who may by virtue of their membership be beneficial to the club in the pursuit of its objectives and goals.

16. The Management Committee has the authority to limit the membership of the Club within the recommendation laid down by the LTA.

17. The Management Committee has the authority to cancel the membership of any person who fails to comply with the rules of the Club. Such a member will have received one verbal warning and one written warning prior to the

membership being cancelled. The individual will have the right of appeal to the Management Committee. Once the membership is cancelled there will be no right to a refund.

18. Any member or Club employee can refer an infringement of the rules to the Management Committee.

19. All members elected to the Management Committee, except the legal directors, Tennis Forum and Junior Committee shall retire at each Annual General Meeting, but remain eligible for re-election. With respect to the election of Directors, see clause 23.

20. The Club's financial year shall commence each year on 1<sup>st</sup> November and end on the following 31<sup>st</sup> October.

21. The Annual General Meeting (AGM) of the Club shall be held as soon as is practical after the year-end, and certainly within three months. Notice of the holding of the AGM or any special general meeting (see below) shall be notified to every member at least fourteen days before the date appointed for the meeting.

22. A statement of Income and Expenditure and a Balance Sheet shall be prepared annually. Although not a legal requirement, these accounts may be audited prior to their presentation at the AGM on the recommendation of the directors

23 At each AGM, the Directors shall be elected to serve for a period of two years, if the candidates are so willing; otherwise the term will be one year. A Secretary, Treasurer, and members of the Management Committee will be elected/re-elected along with a Tennis Forum chairman, lady captain, men's captain, match secretary and junior secretary. The Management Committee will appoint a Chair for management meetings. A Special Meeting can also be used to vote on or off any of the above positions.

24 The Club Manager will be an ex-officio member of the Management Committee.

25. A Special General Meeting of the Club can be called either at the instigation of the Management Committee or upon receipt of such a request signed by at least 10% of the adult membership. The quorum for a Special General Meeting will be 10% of the adult membership.

26. The Management Committee has power to deal with any matter not covered by the Rules of the Club. Any member wishing to object to a ruling of the Management Team shall forward his or her objection in writing, together with a least twenty signatures from Club members, to the Secretary. If the matter remains unresolved, the matter can be escalated with the call of a Special Management Meeting, based on a motion signed by 10% of the senior membership (see 25 above).

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27. The property and funds of the Club cannot be used for the private benefits of its members unless otherwise consistent with the objectives of the Club.

28. The Club may provide sporting and related equipment, training and services consistent with its status as a Community Amateur Sports Club.

29. The Club may, in connection with its status and objectives:

- Sell and supply food, drink and related sports clothing and equipment;
- Employ members (and other staff), although not for playing, and remunerate them;
- Pay for reasonable hospitality for guests; and
- Indemnify elected officers and members of the Club acting properly in the course of running the Club against any liability incurred in the proper running of the Club.

30. The members may vote to wind up the Club and liquidate Windsor Lawn Tennis Club if at least 75% of the members support that proposal at a properly convened General Meeting.

- The Management Committee will be responsible for the orderly winding up of the Club's affairs;
- After settling all liabilities of the Club, the Management Committee shall dispose of the assets remaining to:
  - another club with similar sports purposes which is a charity; or
  - another club with similar sports purposes which is a registered CASC; or
  - the LTA for use by them for related tennis purposes.
- The net assets to be disposed will not be disposed of for any financial distribution to the members.

31. All current fees and charges will be displayed on the Club notice boards

32. The Club will indemnify the directors for any liability that may be incurred as a result of their position as legal directors. Where practicable, professional indemnity insurance will be provided.

## **RULES**

The Rules that follow shall remain the Rules of the Club until they are amended or deleted by the current or subsequent Management Committee or as a result of a motion carried at a General Meeting of the Club, in accordance with the appropriate rules set out below.

### **MEMBERSHIP CATEGORIES & VOTING RIGHTS etc.**

1. Membership of the Club shall consist of the following categories; -

- Honorary
- Full
- Short Term

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- Student
- Junior
- Social
- Weekday
- Family
- Any other category as agreed by the management board

Short Term membership is a one time only membership category, generally available for a three month period only.

Junior members shall be under 18 years of age on the 1<sup>st</sup> April of the appropriate year. Student members shall be over 18 years of age on 1<sup>st</sup> April and be still receiving full time education.

Each member must adhere to the time restrictions which apply to their membership category. These times are published on the club notice board. All play outside the membership category limits must be by invitation only and may be subject to a surcharge.

Team play is restricted to full members but can, in exceptional circumstances, be at the discretion of the Lady/Men's captain.

All social events are open to all members where appropriate.

Family membership is limited to Juniors and/or Students and their parents or legal guardians only if living in the same household.

2. An updated list of the names and addresses of all members is to be kept at the Club premises.

3. All non-members playing with members must be signed in the visitors' book in advance of play and the appropriate guest fee paid.

### **COMMITTEE MATTERS**

4. The Management Committee, Tennis Forum and the Junior Committee shall meet as often as is necessary to manage the tennis affairs of the Club that is under their control

### **FEES & CHARGES**

5. Membership subscription rates shall be decided annually by the Management Committee, subject to approval by the AGM, and notified to members. Membership fees shall be paid upon election for new members or within one month of their renewal subscription becoming due for existing members. All subscriptions, apart from those of Short Term Members, shall last for one year and members will be liable for a full year's subscription, even when it is paid monthly by direct debit installments. This rule can be amended by the Management Team in favour of the member in the case of special circumstances.

6. Use of the indoor courts by members and non members will attract an additional fee as determined by the Management Committee. These fees will be displayed at all times.

7. Any member not sending his or her resignation in writing within 30 days of their subscription renewal date shall be liable for the appropriate subscription unless the Management Committee shall decide that the member has a genuine reason for not doing so.

#### **VISITORS RESTRICTIONS & CHARGES**

8. Members may introduce and entertain guests at the Club and a Visitors' Book shall be kept at the Club's premises which both the member and his guest must sign. Members introducing a guest shall be responsible for their guest strictly observing the Club Rules and shall not leave the Club premises before their guest. No person whose membership of the Club has been terminated or is for the time being suspended, or whose application for membership has at any time been rejected, shall be introduced as a guest. Nor shall any member entertain on the premises more than three guests at any one time, except for social events, nor introduce as a guest the same person to play tennis on more than six occasions in any one Club financial year. Visitor's fees will apply to all playing guests. Payment of the visitor's fee shall be made prior to play.

9. The Management Committee shall set the fees to be charged to visitors. Such fees can differentiate between adult and junior playing guests. No charge is payable by social guests.

10. Neither the Club nor any officer thereof shall be liable for loss or damage to personal property of, or personal injury to, any guest whilst on club premises. A notice to this effect will be prominently displayed on the club notice board.

#### **MEETING RULES**

11. Every member over 16 years of age shall be entitled to vote at the AGM or Special Meetings provided that their subscription is current.

12. Alteration to the Rules of the Club can be made at an AGM or Special Meeting provide that the proposed alteration, deletion or addition shall have been signed by at least twenty members and given to the Secretary at least 28 days before the date of the meeting at which the proposal is to be considered. The Management Committee reserves the right to reverse or amend any such rule change if it considers that the change may contravene the Club's status or would be potentially damaging to the Club's financial well-being.

13. Votes taken at the AGM or Special Meetings shall be counted by a show of hands together with proxy votes cast in favour or against any motion that shall have been included within the notice setting the date for the meeting.

14. The names of those members standing for Directorship, or for election to the Management Committee,, Tennis Forum or Junior Committee are not required to be included in the AGM or Special Meeting notice.

#### **TEAMS**

15. The Club shall enter as many teams in the league competitions run by the Berkshire LTA as is deemed appropriate by the Tennis Forum.

16. The election of team captains shall be determined under the agreed guidelines set down by the Tennis forum.

17. The Tennis Forum will provide each team captain with guidelines on their roles and responsibilities.

18. Each team player will be required to pay a match fee for both home and away fixtures. The fee level will be set by the Tennis Forum and approved by the Management Committee.

#### **PLAYING RULES & CLUB SESSIONS**

19. All play shall be in accordance with current LTA rules

20. Members are expected to wear appropriate tennis attire. The Management and Committee members are empowered to ask players they consider being improperly dressed to cease playing and/or change into more suitable clothing. Proper tennis shoes should be worn at all times. The Club accepts no responsibility for any accident or injury which occurs as a result of inappropriate footwear.

21. The Tennis Forum can make recommendations to the Club Management with respect to court allocations required for team practice, tournaments and Club sessions. In principle, these recommendations can only be rejected if there is conflict with existing commitments. If there is lack of resolution, the Management Committee will have final decision authority. The resulting decisions will be publicized on the Club notice board and web site.

22. Outdoor courts required for matches, Club tournaments or Club sessions will take precedence over other play.

23. Members may use free courts for as long as they wish but must vacate the court after twenty minutes, or after one set, (whichever is the shorter) if others are waiting to play. No singles, except for a Club tournament, shall be played if all the courts are full.

24. The Tennis Forum will designate specific courts at specific times for the priority use by juniors. There will be one outside court available at all times (even when Club sessions are in progress) and one evening after 6pm for a number of courts. The Tennis Forum will publicize the junior allocation and times on the Club notice board and on the web site. Nominated juniors of a high standard may be invited to play as seniors. Other than on the designated junior court and on junior club nights, juniors may play on any vacant court until requested to vacate by a senior. Juniors must operate a fair system of rotation on their courts. The rules of play on a Junior club session will be decided by the junior committee and published on the club notice board. This is a Tennis Forum agenda item for the 1<sup>st</sup> meeting in 2007.

25. The same system (rule 24) will apply to seniors on Junior Club Night sessions.

26. In the summer season, Club sessions will take place outdoors on Tuesday and Thursday evenings and on Sundays during the day. Times will be set by the Tennis Forum and will be posted on the notice board. Club sessions will be open to players of any standard. Club sessions in the winter will continue indoors and the times will be set by the Tennis Forum.

27. Subject to availability, outdoor courts may be reserved by members 24 hours in advance, but reserved courts are limited to one hour. Where a court

is pre-booked and is not occupied within 10 minutes of the booking start time, the booking will be lost. This rule will not apply on Club Nights

#### **INDOOR COURT MANAGEMENT.**

28. The Management Committee is responsible for:

- Setting the price for the use of the indoor courts
- The allocation of courts and charges for club sessions
- Overseeing the booking system.
- The allocation of courts for coaching, block bookings and other activity.

#### **HOURS OF OPERATION**

29. Normal club opening hours are as follows:

- Monday – Friday 9.30 a.m. – 11.00 p.m.
- Saturday 9.30am – 6.30 p.m.
- Sunday: 9.30am – 8.00pm

The management reserves the right to open the club outside the published opening times to accommodate coaching activity and special events.

#### **E-MAIL USAGE**

30. The adopted method of communication to all members is by e-mail. Members without email, who have registered their interest will receive, important communications by post.

31. Copy of every important notice or letter sent by e-mail will be displayed on the club notice board. Such notices will remain displayed until they become out of date or irrelevant. Members unable to receive e-mail are advised to examine this board on a regular basis in order that they remain informed.

32. Notices such as those advising of the AGM or a special meeting will be sent via email and posted on the notice board, unless a written request is received by the Club Manager to send details by post.

#### **BAR RULES**

33. The supply of intoxicating liquor on the Club premises will generally be permitted during the following hours:

- Monday to Friday: 10.30 a.m. to 11.00 p.m.
- Weekends 11a.m. to 8.00pm.
- Private and Social functions : up until midnight

The Management Team reserve the right to close the bar on public holidays and on other days where staffing cannot be provided.

34. The Management Committee shall secure the due observance of the provisions of the Licensing Act 1964, and all Acts relating thereto, and of any condition attached to any registration certificate granted in respect of the Club premises.

35. No persons under the age of 18 years shall be supplied with or allowed to purchase or consume intoxicating liquor within the Club premises.

36. Bar staff are empowered to refuse to serve any person that they consider to have drunk to excess.

## **CLUB PROPERTY & PREMISES**

37. Members are responsible for the Club property used by them and shall return such property before leaving the ground.

38. Dogs shall only be allowed within the Club premises if under complete control.

39. Smoking is not permitted within the indoor courts or elsewhere inside the Club premises including roof patio. Smoking is permitted in the car park.

## **BEHAVIOUR & ETIQUETTE**

40. All members whilst on the Club's premises are required to conduct themselves in a proper and correct manner and respect towards the other members and the Club's property. Any member not doing so may at the Management Team's discretion be removed from the Club membership and banned from the premises.

41. Adults should not take very young children on to court; they must remain off court and be properly supervised.

42. The bar staff, or any member of the Management Committee present, are empowered to order any person showing signs of drunkenness or inappropriate behavior to leave the premises.

43. Members are requested to switch mobile phones to silent whilst on court. Mobile phones are not to be used to make calls whilst on the indoor courts.

44. Members playing should observe the accepted courtesies to their partners, opponents and those playing on adjacent courts and should comply with any guides to tennis etiquette published or displayed by Club.

## **SECURITY**

45. All members are required to hold a valid proximity card allowing access to the indoor courts and changing rooms. This card is strictly non-transferable and where it can be proven that this rule is being abused, the management committee reserves the right to suspend the membership of the holder.

46. Temporary proximity cards and cards for guests/visitors can be provided by the bar staff but must be returned before leaving the premises.

47. Where a card is lost or misplaced, a new card will be issued upon payment of a replacement card fee.

48 Proximity cards remain the property of the Club and shall be returned when membership ceases.

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49 The Club Management, committee members and staff have the right to request proof of membership from any person on the Club's premises. Where membership cannot be proven, the management reserves the right to ask that person to leave.