

# Blewbury Tennis Club

## Constitution

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## 1. Name

The Club is called BLEWBURY TENNIS CLUB

## 2. Objects

The object of the Club is to provide a well-maintained, LTA registered tennis facility in Blewbury for both members of the club and members of the public to play tennis competitively and socially and to promote the playing of tennis in the community.

## 3. Membership

3.1 The Club offers a variety of membership packages that change from time to time. The current offering consists of:

- **Annual Pass.** This gives household members living at the same address access to a limited number of court bookings, plus access to coaching sessions.
- **Club Pass – Family.** This gives a family (Two adults with any number of children at the same address) access to a limited number of court bookings, plus access to social tennis; tournaments; match play and the Wimbledon ballot.
- **Club Pass – Single.** This gives a single player access to a limited number of court bookings, plus access to social tennis; tournaments; match play and the Wimbledon ballot.

3.2 Life membership is granted to anyone the committee wishes to in recognition of services to the club. Any such award is a made at an AGM meeting.

3.3 The Club reserves the right to amend these membership options at any time, with the appropriate communications to members.

3.4 There shall be no restriction on eligibility for membership. Membership of the Club is open to anyone interested in coaching, volunteering, or participating in the game, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.

3.5 The Club is also open to non-members who can book courts online using the ClubSpark Pay and Play facility.

3.6 All players agree as a condition of membership of the Club and / or court booking to be bound by and subject to the LTA Rules and the LTA Disciplinary Code

3.7 The Club agrees that all coaches, club members, committee members and any other persons using the facilities of the Club agree to be bound by and subject to the LTA Rules and the LTA Disciplinary Code and that the LTA and the Club can enforce any breach at its option and at its sole discretion.

Coaching at Blewbury Tennis Club is currently delivered in partnership with the National Tennis Association and other qualified, individual coaches with the appropriate coaching accreditation and insurances. The committee may change these arrangements from time to time.

- “LTA” means the Lawn Tennis Association as constituted from time to time including any subsidiary or successor entity
- “LTA Rules” means the rules of the LTA in force from time to time
- “LTA Disciplinary Code” means the disciplinary code of the LTA in force from time to time
- The Contracts (Rights of Third Parties) Act 1999 shall apply to this Rule 3 so that the LTA may enforce any breach of the LTA Rules and/or the Disciplinary Code

#### 4. Management committee

- 4.1 The Club shall be managed by a Committee of Members of the Club comprising a Chairman, Secretary, Treasurer, Match Secretary, Welfare Officer and such other officers as the Committee shall deem fit.
- 4.2 The 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 shall remain in office until their successors are elected at the Annual or a Special General Meeting following their election.
- 4.3 The Committee may fill any vacancy that may occur in membership of the Committee during the year.
- 4.4 No Committee member shall be liable in a personal capacity for any acts properly carried out in good faith by that member in furtherance of any of the objects of the Club.
- 4.5 No Committee member can enter into a contract as an agent for the members.
- 4.6 No Committee member may bind the Club or its members for any liability which exceeds the assets of the Club at the time.

#### 5. Membership subscriptions

- 5.1 Membership subscriptions are on a rolling 12 month plan and managed using the LTA’s ClubSpark membership system.
- 5.2 If any member's annual subscription has not been paid within 3 months (subject to events and members advised), the Committee shall consider their membership as lapsed. The member shall no longer be deemed to be a member of the Club and becomes ineligible to play at the club. In cases of hardship, the Committee may on a case by case approach, extend membership for a limited period.
- 5.3 Former members can re-join the club at any time.

## 6. Court Bookings / Pay & Play

- 6.1 Members are encouraged to book courts in advance to support the Club's obligations in terms of Track & Trace. This can be done using the LTA's ClubSpark court booking module online or via the mobile app.
- 6.2 Non-members may use the Pay and Play facility and pay online at the time of booking via ClubSpark.
- 6.3 The fees for the public to book courts using the online 'Pay and Play' option will be set by the committee and may vary based on the day of the week or the time of day. For example, there may be a surcharge for bookings after dusk to cover the cost of court lighting.
- 6.4 Court access will be via the club's smart access gate. The access gate will be linked to the court lighting so that the lights automatically come on for bookings after dusk.

## 7. Expulsion of members

- 7.1 The Committee may expel any member who breaks the rules of the Club or whose conduct in the opinion of the Committee renders them unfit for membership of the Club.
- 7.2 Before any such member is expelled the Secretary must give the person fourteen days written notice to attend a meeting of the Committee and must inform them of the complaints made against them.
- 7.3 No member may be expelled unless they have first had an opportunity to appear before the Committee and answer complaints made against them and at least two-thirds of the Committee then present vote in favour of their expulsion.
- 7.4 A member whose membership is terminated under the Rule shall not be entitled to a refund of any subscription or membership fee and shall remain liable to pay to the Club any subscription or other sum owed.

## 8. Match play

- 8.1 The Committee shall determine which teams are entered into which leagues for each season.
- 8.2 Each team representing the club shall have a nominated captain.
- 8.3 Captains are responsible for the following:
  - Finalising match fixtures with the club's match secretary
  - Agreeing squads with the captains of other teams
  - Selecting players for each match

- Ensuring all players representing the club are current members
  - Communicating with the opposition team captain on match start times and other matters such as cancelled matches
  - Posting match results on the relevant leagues website
  - Collecting match fees and paying these to the club's Treasurer.
- 8.4 Players representing the Club must be annual members of the club. It is not sufficient for the player to "pay and play" at the club.
- 8.5 Match fees are currently set at £16 per match, home and away, so generally £4 per player. For away matches the team may decide that the driver pays no match fee (due to petrol costs) and the other players pay the fee.

## 9. Annual General Meetings

- 9.1 An Annual General meeting of the Club should be held in every year and must:
- receive and if approved adopt the Minutes of the previous Annual General Meeting of the Club
  - receive a report by the Chairman of the Club's activities during the preceding year
  - receive and if approved adopt a statement by the Club Treasurer of the Club's accounts to the 31st October of the current year
  - consider and if approved sanction any duly made alteration of the rules
  - appoint the officers and other members of the Committee
  - deal with any special matter which the Committee or any Club member wishes to raise before the Club
- 9.2 A notice convening the Annual General Meeting must be sent to the members and posted on the Club notice board not less than 10 days before the meeting and must specify the matters to be dealt with.

## 10. Special General Meetings

- 10.1 A Special General Meeting may be convened at any time by the Committee and must be convened within 21 days from the receipt of a requisition in writing signed by not less than 5 members specifying the object of the meeting.
- 10.2 A Special General Meeting may be convened
- to consider and if approved sanction any duly made alteration of the rules
  - to deal with any special matter which the Committee wishes to place before the members
  - to remove any member or members of the Committee from office and to fill any vacancy or vacancies caused by the removal or
  - to deal with any special matter which the members requiring the meeting wish to raise before the Club

- 10.3 A notice convening a Special General Meeting must be sent to members and posted on the Club notice board not less than 10 days before the meeting and must specify the matters to be dealt with

## 11. Chairman's casting vote

- 11.1 At Committee Meetings and at General Meetings the Chairman shall preside (or a deputy in his absence) and shall have the casting vote in the event of an equality of votes.

## 12. Quorums

- 12.1 The following numbers are required to form a quorum:

- at Committee meetings (except for the purposes of Rule 8), 3
- at Committee meetings for the purpose of Rule 8, half the total members of the committee
- at General Meetings, 7

- 13.2 Junior members may attend General Meetings, but they are not entitled to vote and shall not be counted as part of the necessary quorum.

## 13. Regulations

- 13.1 The Committee may from time to time make such regulations as it may deem expedient for the running of the Club and the use of the Club tennis courts provided that such regulations are not inconsistent with these rules

- 13.2 All regulations made by the Committee under this Rule are binding on Club members until repealed by the Committee or set aside by a resolution of an Annual General Meeting or a Special General Meeting of the Club

## 14. No Profits for Members

- 14.1 No member may receive any profit or remuneration from the funds or transactions of the Club unless approved services are carried out on behalf of the Club.

- 14.2 Any member may be reimbursed by the Club for expenses properly incurred in connection with the objects of the Club.

## 15. Club Finances

- 15.1 The Club is registered as a Community Amateur Sports Club (CASC) and as such is entitled to certain tax reliefs, for example, exemption from Corporation Tax.

- 15.2 The Club's financial year runs to 31<sup>st</sup> October each year.

- 15.3 The Club will ensure that the handling of its financial affairs is done in an efficient manner and one which protects the individual committee members responsible for the handling of money. This will be achieved by the following measures:
- A bank account will be maintained on behalf (and in the name) of the club at a bank agreed by the committee
  - There will be at least three signatories to the account (so that there are always two available to authorise payments), and these signatories will not be related.
  - Each transaction over £100 will require two signatures
  - Transactions under £100 can be made by bank transfer by the club's Treasurer
  - Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting
  - An annual statement of accounts will be presented to the Annual General Meeting
  - It is at the discretion of the committee as to when and whether these accounts are to be independently audited, but this will be done on change of Treasurer and at least at 5 yearly intervals.
  - All money raised by the club will be spent solely on the objects laid out in the constitution
- 15.4 The Club will maintain a 5 year court maintenance plan and a sinking fund to ensure affordability of capital projects. This plan should include: resurfacing and painting the courts.
- 15.5 The Club may borrow money if authorised by a resolution of its members at the AGM or a Special General Meeting.
- 15.6 For any major project (say £2,500 or more), two quotations must be sought before proceeding.

## 16. Communication with members

- 16.1 Notices, documents or other information shall be communicated to members by email and/or via the Club's website.

## 17. Dissolution and Application of Club Funds

- 17.1 The Club shall be a voluntary organisation not constituted or operated for profit by its members, and there will be no distribution of assets or funds to members or any other persons during the existence of the organisation or on its dissolution.
- 17.2 In the event of the dissolution of the Club, the assets shall be given to the Blewbury Parish Council Recreation Ground (a registered charity Number 300118) to be used to support sporting activities in Blewbury.

## 18. Alteration to the Constitution

- 18.1 The Committee may alter these rules, but no alteration takes effect until it has been confirmed at the next Annual General Meeting or a Special General Meeting convened for the purpose.
- 18.2 Clauses 3.3 and 17.2 may not be changed.