

# **GLAN ABER TENNIS CLUB RULES**

## **1. Name**

The Club, established in 1908, is called Glan Aber Tennis Club ("the Club").

## **2. Definitions**

- 2.1 "the CCLTA" means Cheshire County Lawn Tennis Association;
- "the President" means the person elected from time to time to be the President of the Club in accordance with Rule 9;
- "the Honorary Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;
- "the LTA" means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man) of the Queen's Club, West Kensington, London W14 9EG;
- "the Honorary Secretary" means the person elected to be the Honorary General Secretary of the club under Rule 9;
- "the Committee" means the committee appointed under Rule 9 to manage the Club;
- "the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;
- "the Trustees" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.6.
- 2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include all genders.

## **3. Objectives**

The objectives of the Club are:

- (a) principally to provide facilities for lawn tennis and generally to promote, encourage and facilitate the playing of lawn tennis in the area of Chester and amongst the community;
- (b) to provide and maintain Club premises at Westminster Park and club-owned tennis equipment for the use of its members;
- (c) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitability qualified coaches, coaching courses, insurance, medical treatment, post-match refreshments;
- (d) to affiliate to the CCLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the CCLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- (e) to acquire, establish, own, operate and turn to account in any way [for the members' benefit] the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (f) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;

- (g) to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the CCLTA (as appropriate) where so required by the Rules and Regulations of the LTA or the CCLTA (as the case may be);
- (h) to do all such other things as the Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

## **4. Application of Surplus Funds**

- 4.1 The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for lawn tennis, to the LTA for use in community related lawn tennis initiatives, or to a registered charitable organisation, on winding-up or dissolution of the Club.
- 4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a member for the supply by him to the Club of goods or services or for his employment by the Club, provided that such arrangements are approved by the Committee (without the member being present) and are agreed with the member on an arm's length basis.
- 4.3 No Member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

## **5. Membership**

- 5.1 Eligibility for membership
  - 5.1.1 Persons of any sex are eligible for full membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
  - 5.1.2 Persons below the age of 18 may be elected as Junior or Mini Tennis members without the right to hold office or vote at general meetings.
  - 5.1.3 The number of Members shall be reviewed by the Committee subject to the availability of facilities.
- 5.2 Admission of Members

Any person who wishes to become a Member should apply through the LTA Clubspark system.
- 5.3 Classes of Members
  - 5.3.1 There shall be the following classes of members for the Club:
    - Senior - age 18 or over.
    - Family – 2 adults living at the same address and children 18 years or under
    - Young Adult Home - under 25 years of age
    - Young Adult Away - under 25 years, living 25 miles from Chester
    - Junior – 18 years or under.
    - Mini-tennis – 8 years or under
    - Honorary Life Member - anyone who in the *unanimous* opinion of the Committee plays, or has played, a significant role in Club activities and is no longer a regular player.
    - Weekday - Monday to Friday up to 5.30 p.m.
    - Country – adult living in another part of the country (by invitation only)

- 5.3.2 Only adult Members shall be entitled to receive notice of, attend and vote at general meetings.

All Members shall be subject to these Rules and the Regulations of the club and shall abide by the Rules and Regulations of the LTA and the relevant CCLTA, from time to time in force.

#### 5.4 Subscriptions

- 5.4.1 The annual subscription for each type of Member shall be determined from time to time by the Committee provided that the Committee shall use its best endeavors to ensure that the fees set by it do not preclude membership of the Club.

A copy of the current subscription charges will be posted at all times on the Club notice board and will be presented to the Annual General Meeting.

- 5.4.2 All annual subscriptions are due on 1st April. Alternatively, subscriptions may be paid by 12 monthly direct debits via the Clubspark system.

- 5.4.3 Any Member who has not paid the subscription within one month of the due date shall have their membership reviewed by the Committee.

- 5.4.4 Keyfobs may be obtained from the Membership Secretary for a refundable deposit.

- 5.4.5 Senior, Weekday and Junior members have the privilege of introducing non-members to play at the club. Such non-members may play on four separate occasions each year. The introducing member must accompany such visitors. All visitors' fees must be paid according to the scale of charges displayed on the notice board. Non-members who reside more than 25 miles from the Club may play on more than four occasions in a year.

- 5.4.6 In exceptional circumstances, temporary membership may be permitted at the discretion of the Committee.

- 5.4.7 Any member or non-member destroying or damaging (through improper use) any property belonging to the Club will be required to make good such property at their own expense.

- 5.4.8 Members are expected to observe all Club rules and behave in a responsible manner whilst on Club premises. Members are responsible for the behaviour of their guests and for ensuring that they comply with Club rules and the code of conduct.

## 6. Resignation

- 6.1 Members are requested to notify the Membership Secretary if they are resigning from the Club and return their keyfob.

## 7. Expulsion

- 7.1 The Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.

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

- 7.3 The Member shall be given an opportunity to make written representations and/or to appear before the 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 Committee then present vote in favour of his expulsion.

- 7.4 The Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.

## **8. Effect of Resignation or Expulsion**

- 8.1 Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription. The Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

## **9. The Committee**

- 9.1 The Club shall be managed by a Committee consisting of:
- (a) the President
  - (b) the Honorary Secretary
  - (c) the Honorary Treasurer
  - (d) the Membership Secretary
  - (e) no more than six other Members elected annually at the annual general meeting
  - (f) other positions as may be required by the Committee
- 9.2 The Committee shall decide in its discretion how Members may be nominated to be members of the Committee and shall notify the Members accordingly.
- 9.3 Any person nominated as a member of the Committee must have been a Member of not less than one year's standing.
- 9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.
- 9.5 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 remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).
- 9.6 In addition to the members elected or appointed in accordance with this Rule 9, the Committee may co-opt up to two further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Committee.
- 9.7 The Committee may appoint any Member to fill any casual vacancy on the Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.8 Retiring members of the Committee may be re-elected.
- 9.9 A member of the Committee shall be deemed to have vacated office if:
- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
  - (b) he is, or may be, suffering from mental disorder; or
  - (c) he resigns his office by notice to the Club; or
  - (d) he shall without sufficient reason for more than three consecutive meetings of the Committee have been absent without permission of the Committee and the Committee resolves that his office be vacated; or
  - (e) he is suspended from holding office or from taking part in any activity relating to the administration of the Club by a decision of the CCLTA or the LTA; or
  - (f) he is requested to resign by not less than two-thirds of the other Committee members acting together.
- 9.10 Six members of the Committee (including either the President or Hon. Secretary) will constitute a quorum.

- 9.11 All disputes and all matters not provided for by these rules will be referred to the Committee, whose decision will be the sole authority for the interpretation of these rules and of the Bye-laws and regulations made there under.

## **10. Proceedings of the Committee**

- 10.1 Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than eight meetings each year. The quorum for such meetings shall be six. The President and the Honorary Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the Club. The Honorary Secretary shall give all the members of the Committee not less than seven days' notice of a meeting.
- 10.2 The President shall be the chairman of the Committee. Unless he is unwilling to do so, the President shall preside at every meeting of the Committee at which he is present. But if there is no person holding that office, or if the President is unwilling to preside or is not present within five minutes after the time appointed for the start of the meeting, the members of the Committee present may appoint one of their number to chair the meeting.
- 10.3 Decisions of the Committee shall be made by a simple majority and in the event of an equality of votes the President (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.4 The Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 10.5 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 10.6 The Committee shall appoint Trustees to hold office until death or resignation unless removed from office by a resolution of the Committee or by a resolution duly passed at a general meeting. The President from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Committee and duly appointed as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment.
- 10.7 The number of Trustees shall not be more than four or less than two.
- 10.8 Every member of the Committee, employee or agent of the Club shall be indemnified by the Club and the Committee shall pay all costs, losses and expenses which any such member of the Committee, employee or agent 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 member of the Committee, employee or agent in accordance with the instructions of the Committee or of a general meeting of the Club or otherwise in the discharge of his duties. The Committee may give to any member of the Committee, employee or agent of the Club who has incurred or may be about to incur any liability at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.
- 10.9 Any member of the Committee may participate in a meeting of the Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

## **11. Annual general meeting**

- 11.1 The annual general meeting of the Club shall be held at such time as the Committee shall decide each year to transact the following business:
- (a) to receive the President's report of the activities of the Club during the previous year;
  - (b) to receive and consider the accounts of the Club for the previous year, the Independent Examiner's report on the accounts and the Honorary Treasurer's report as to the financial position of the Club;
  - (c) to elect the Officers and other members of the Committee;
  - (d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
  - (e) to deal with any other matters which the Committee desires to bring before the membership.
  - (f) to approve the minutes of the previous AGM and to take any matters arising
  - (g) to appoint an Independent Examiner, whose duty shall be to examine the Club's accounts for the ensuing year and to report thereon at the next AGM.
  - (h) to consider any other relevant business.
- 11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Honorary Secretary not less than 7 days before the meeting.
- 11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

## **12. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the Committee and shall be called within 21 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than 25% of senior members stating the purposes for which the meeting is required and the resolutions proposed.

## **13. Procedures at the annual and extraordinary general meetings**

- 13.1 The Honorary Secretary shall send to each Member written notice of the date of the general meeting together with the resolutions to be proposed at least 14 days before the meeting.
- 13.2 The quorum for the annual and extraordinary general meetings shall be one-tenth of the senior membership of the Club.
- 13.3 The President shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present [and entitled to vote] may choose one of the other members of the Committee present to preside and if no other member of the Committee is present or willing to preside the Members present [and entitled to vote] may choose one of their number to be chairman of the meeting.
- 13.4 Each eligible Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.
- 13.5 The Honorary Secretary, or in his absence a member of the Committee, shall take minutes at annual and extraordinary general meetings.
- 13.6 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

## **14. Guests**

- 14.1 Any Member (other than Minis) may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Committee, provided that they have not been expelled from the Club. Such non-members may play on four separate occasions each year.
- 14.2 All visitors' fees must be paid according to the scale of charges displayed on the notice board. Payment to be made as soon as practical. Non-members who reside more than 25 miles from the Club may play on more than four occasions in a year.

## **15. Opening of Club premises**

- 15.1 The courts are available for play between 07.00 and 22.00 and should be booked in advance through the Clubspark system. Weekday members should vacate the court by 17.30 Monday to Friday.

## **16. Alteration of the rules**

- 16.1 These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least [two-thirds] of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

## **17. Regulations**

- 17.1 The Committee shall have power to make, repeal and amend such as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and any repeals or amendments to them shall have effect until set aside by the Committee.

## **18. Finance**

- 18.1 All moneys payable to the Club shall be received by the person authorised by the Committee to receive such monies and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque or bank transfer authorised by two signatories one of which must be the President, Honorary Secretary or Honorary Treasurer. Any monies not required for immediate use may be invested as the Committee in its discretion thinks fit.
- 18.2 Subject to Rule 21.2, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 18.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 18.4 The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Honorary Treasurer.
- 18.5 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly examined by a suitably qualified Independent Examiner. The accounts must be made available to every Member at the AGM or by request.

## **19. Borrowing**

- 19.1 The Committee may borrow a maximum total amount of £5,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

- 19.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured (in particular by mortgage of or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club) the grant of such security must be approved by the Club at a general meeting).
- 19.3 The Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.
- 19.4 The Trustees shall, at the discretion of the Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Committee may deem proper for giving security for such moneys and the interest payable thereon.

## **20. Property**

- 20.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees. They shall deal with the property as directed by resolution of the Committee and entry in the minutes shall be conclusive evidence of such a resolution.
- 20.2 The Trustees shall be indemnified by the Club and the 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 Committee or of a general meeting of the Club or otherwise in the discharge of his or their duties. The Committee may give to any Trustee, who has incurred or may be about to incur any liability, at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.

## **21. Dissolution**

- 21.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting. The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 21.2 Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall be paid to or distributed to the LTA for use in community related tennis initiatives, another community amateur sports club for lawn tennis or to a registered charitable organisation.

## **22. Use of the Courts**

- 22.1 The last person to leave the club must ensure that the clubhouse is locked, the floodlights turned off and the main gate is shut.
- 22.2 If in the opinion of a Committee member, any court is unfit for play, he may prohibit the use of that court pending attention or repair.
- 22.3 Members will play only on such courts as the Committee may allot for the time being.
- 22.4 Allowance must be made for work to be done to the courts. At these times play will not be permitted.
- 22.5 During matches, tournaments or match practice, such members only as are engaged therein shall be allowed to use the courts reserved for such purposes.
- 22.6 The Committee shall settle the dates on which the Club Tournament will be held. Any competitor who fails to observe the rules laid down by this Committee will be scratched from the Tournament.



- 22.7 Club nights and Club Days will be specified by the Committee.
- 22.8 Floodlight payment should be paid promptly.
- 22.9 All coaching courses; competitions; any other events utilising the club facilities, must be arranged in advance through the Committee
- 22.10 The "Code of Conduct", as displayed in the clubhouse, details the rules for on-court behaviour and attire and must be observed by all members and visitors.

## **23. Teams & Competitions**

- 23.1 Team selection: Members should contact the appropriate team captains.
- 23.2 Members are eligible to compete for any of the cups and trophies in their appropriate class of membership and these cups and trophies cannot be won outright. Juniors may be admitted to Senior Club competitions at the discretion of the Committee.
- 23.3 Only fully paid-up members of the club, in accordance with their membership grade, are eligible for selection to represent the club in matches at any level of competition.
- 23.4 Captains of the individual teams are responsible for collecting appropriate monies due.

## **24. Byelaws**

- 24.1 Because of the nature of artificial grass courts the following are not permitted on the courts: smoking; chewing gum, sugar-based drinks and alcoholic beverages.
- 24.2 Dogs are not allowed on Club premises unless on a lead and under proper control. Dogs are not allowed on court or in the Clubhouse in any circumstances.
- 24.3 All members must ensure the clubhouse door and entrance gate are securely closed.

## **25. Display of the Rules**

- 25.1 A copy of the Club Rules will be posted on the clubhouse notice board and on the Glan Aber website. All members shall be deemed to have read and agreed to them.