

MARLOW TENNIS CLUB
RULES AND REGULATIONS

RULES as agreed at the Annual General Meeting November 2010 AGM

1.Names and Objectives

The club shall be known as the Marlow Tennis Club - a section of Marlow Sports Club Limited - and shall have as its objective the provision of facilities for the playing of the game of lawn tennis in accordance with the acknowledged rules of the game.

2.Constitution

The Club is constituted by the Rules as a non-profit-making Members Club. In no circumstances during the continuance of the Club, nor after its dissolution, shall any assets or surplus funds be distributed to any Member or other person nor to any organisation which is not itself either constituted as non-profit-making or a charity.

3.Affiliation

The Club shall affiliate to the Lawn Tennis Association through the Buckinghamshire Lawn Tennis Association.

4.Classes of Member

There shall be the following classes of member

Full Member - adult, senior and student members

Off-Peak Member - one who only wishes to play at times other than Full Members Play. Off-Peak Members may, at the discretion of the Committee, be invited to play at certain Full Members playing sessions.

Junior Member - one who is still in full time education. Junior Members may, at the discretion of the Committee, be invited to play at certain Full and/or Off-Peak Members playing sessions. There will be 2 categories ages 5-10 and 11-18.

Senior Member - for people aged over 70 years old who have the same rights as full members.

Student Member - for those young adults who are studying at an undergraduate level – it is not intended for those studying at post graduate level i.e. it is intended to be for those studying after leaving school. The course of study may be part time – eligibility will be determined by evidence of a current student card will be required. These members have the same rights as full members.

Members are encouraged to move between classes as appropriate.

5.Subscriptions

- a) The subscription year runs from 1st April to 31st March. Subscriptions are due on 1st April each year.
- b) The annual subscriptions shall be as approved from time to time by a General Meeting. Current subscriptions will be prominently displayed in the Clubhouse. All subscriptions include any membership fee of Marlow Sports Club and the Bucks LTA.
- c) Any existing Member whose subscription is not paid within one month of the due date will cease to be a member and will have to complete an application for membership form should they wish to continue to be a Member. The Committee may, at its discretion, relax the timing of this rule.
- d) The subscription of a new Member should accompany the completed membership application form.
- e) New Members, joining after October 1st will pay half of the annual subscription for the relevant category.
- f) A refund to a Member may be made at the discretion of the Committee.
- g) Further information on subscriptions may be contained in the **Regulations**, for example, additional benefits covered by subscriptions.
- h) Full, student and senior members can purchase keys to the club house and the courts. Junior members can purchase keys to the courts only.

6.Election of Members

- a) The Committee shall have the power to limit the numbers of Members in the respective classes if they consider it necessary.
- b) The Committee shall have the power to offer Honorary Life Membership to any Member who, in the Committee's opinion, has rendered long and outstanding service to the Club. Such membership shall entitle the Honorary Member to the privileges of Full Membership.

7.Suspension or Expulsion

The Committee shall have the power to terminate or suspend the Membership of any Member or to exclude any Visitor whom it considers guilty of a breach of the Club's Rules and Regulations or of any misconduct or offensive behaviour to any other Member or Visitor. Expulsion of any Member shall only take place after that Member has received seven days notice in writing from the Hon. Secretary. Expulsion may mean ineligibility for re-election for Membership. The decision of the Committee is final and binding.

8.Visitors and Temporary Members

- a) Members may introduce Visitors as playing members as long as court space is available and on payment of the appropriate Visitor's fee. The Member

introducing them will be responsible for payment of the fee and observance by the Visitor(s) of all Club Rules and Regulations. No Visitor shall be introduced more than three times in any Club (Subscription) year.

- b) The current rate of Visitors Fees will be prominently displayed in the Clubhouse.
- c) Every member of a visiting match team shall be an Honorary Member for the day and every competitor in a Tournament at the Club (and in the case of a competitor under the age of 18, their parent or guardian) shall be an Honorary Member for the period of the tournament, There shall be no charge for being an Honorary Member.
- d) The Club allows a one-month trial membership for adults at an amount to be decided annually by the Committee. This membership category is aimed at those considering joining but who wish to take lessons first with the Club Coach and/or establish if their personal circumstances do allow them to play as much as they anticipate. This membership is only offered once and if the person joins the club the fee is taken off their subscription fee is reduced by the amount they have already paid.

9. Injury, loss of or Damage to Property

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

10. Management of the Club

- a) The management of the Club shall be entrusted to a Committee of a maximum of 12 Members normally comprising the Chairman, Hon. Secretary, Hon. Treasurer, Fixture Secretary, Ladies and Men's Captains and four other Full or Off-Peak Members. If more than one of the designated Offices is held by a single person, no other Committee vacancy shall thereby be created.
- b) Election of Committee members shall take place at an Annual General Meeting. The Chairman, Hon. Secretary and Hon. Treasurer shall normally be elected every two years; all other Committee members shall be elected annually. All Committee Members are eligible for re-election. Nominations for Committee members should be submitted in writing to the Hon. Secretary prior to the Annual General Meeting but, at the discretion of the chairman, nominations from the floor at the Annual General Meeting will be accepted. All nominations must be proposed and seconded by Members entitled to vote at the Annual General Meeting (see Rule 14 g) for entitlement to vote). All nominees must agree with their nomination before it is submitted.
- c) The Committee shall have the power to:
 - elect Members in accordance with Rule 6.
 - fill any casual vacancy on the Committee.
 - from time to time make and revise the Club Regulations.

-delegate any part of its duties to one or more sub committee(s) which may be composed of any Members of the club.

-rule on any question arising out of or not specifically provided for in the Rules and Regulations.

- d) The Committee should meet at least four times in a calendar year. The quorum at a Committee meeting shall be five. Matters requiring decision shall be settled by a simple majority. In the event of a tie the Chairman of the meeting shall have a second or casting vote. Proxy votes are allowed.
- e) A list of Committee members shall be prominently displayed in the Clubhouse.
- f) Committee members have a £50 reduction on their fee.
- g) Through the Chair, or in their absence, a deputy, represent the views and interest of the Tennis Club on the main committee of Marlow Sports Club.

11.Closing the Courts

The Committee shall have the power to close the courts to Members for the maintenance and repair or for the holding of special events. If possible notice of such closure shall be prominently displayed in the Club house.

12.Accounting Year

Except for the purposes of subscriptions the Club's financial year shall run from 1 October to 30 September and the Accounts to be submitted to the Annual General Meeting shall be prepared accordingly. The Accounts shall be audited.

13.General Meetings

- a) An Annual General Meeting shall be held each year between 30 September and 31 December. Ten clear days notice in writing shall be given to all Members by the Hon. Secretary who shall at the same time provide an Agenda for the meeting and, if possible, a copy of the relevant audited Accounts. If necessary the audited Accounts can be submitted at the Annual General Meeting.
- b) One tenth of the Senior and Off-Peak Members, including Committee members, shall constitute a quorum. Should there be insufficient Members to constitute a quorum the Annual General Meeting shall be reconvened within six weeks whether or not this exceeds the time limit stipulated under a) above.
- c) Any member wishing to propose a resolution at the Annual General Meeting must do so in writing to the Hon. Secretary at least 21 days in advance of the meeting so that provision can be made on the Agenda. The business of the Annual General Meeting shall be:

-confirmation of the minutes of the previous Annual General Meeting and of any subsequent Extraordinary General Meeting

-the consideration of the Committee's reports and the Hon. Treasurer's accounts

-the election of Officers and Committee for the following year

-appointment of the Auditor (should this not be possible at the Annual General Meeting then the Committee shall appoint an Auditor prior to the Accounts being prepared for the next Annual General Meeting)

-any item of which notice has been given and details included in the agenda

-any additional items that may be accepted at the discretion of the Chairman

- d) An extraordinary General Meeting may be called by the Committee or within one month of receipt by the Hon. Secretary of a request signed by ten Members entitled to vote at a General Meeting. The request shall state the business proposed to be transacted.
- e) At an Extraordinary General Meeting only that for which it was called may be discussed. In special cases additional items may be allowed at the discretion of the Chairman.
- f) Every Member (other than Temporary Members) shall be entitled to be present and to speak at any General Meeting and, if aged 18 or over, to vote. Decisions shall be made by simple majority vote (unless otherwise provided for in these Rules). In the event of a tie the Chairman shall have a second or casting vote.

14. Rules and Regulations

- a) A copy of these Rules and of the Regulations made by the Committee under Rule 11 shall be prominently displayed on the Club notice board and all Members deemed conversant therewith. A copy of the Rules and Regulations shall be given to all Members on election. The Regulations shall cover such items as Summer Season dates, playing times, rules of Club Play, provision of tennis balls, clothing and footwear and restrictions on court.
- b) The Rules may only be altered at a General Meeting and then only after due prior notice and with two thirds of those present entitled to vote voting in favour.

The Regulations shall be made and periodically revised by the Committee.

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 entitled to vote voting in favour. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the winding up of the Club within the scope of Rule 2. Due account shall be taken of the connection with Marlow Sports Club.

MARLOW TENNIS CLUB

REGULATIONS as at November 2010

1. Summer Season

To be set down annually prior to 1st April when decided by the Committee.

Full / Off-Peak Season

Junior Season

2. Playing Times

Unless otherwise specified in these Regulations, Full Members shall have priority on playing on court over Off-Peak and Junior Members and Off-Peak over Junior Members.

Specified playing sessions, where the designated class only may play (unless all the courts are free or unless other Regulations under 2 or Rule 12 apply), are as follows:

a) Full Members Play

Monday, Tuesday, Wednesday and Thursday from 6pm (summer season). The Committee will designate some of these times for dedicated play eg. open club evenings, team practice.

b) Off-Peak Members Play

Tuesday & Wednesday mornings (all year)

c) Junior Members Play

Monday to Thursday: 4pm to 6pm & Friday: 4pm to 8pm.

Saturday and Sunday until 12noon unless there are club matches when they may play on Court 4 only.

Inter club matches shall take priority over other play. In these circumstances Full Members Play will commence as soon as the matches are concluded. Teams will be encouraged to play right through to permit the earliest start for Full Members Play on these occasions. Annual fixtures shall be prominently displayed in the Clubhouse. Amendments to the fixtures shall also be displayed.

Internal Club Tournament matches shall take priority over other play on (unless an inter club match has been arranged) at times agreed by the committee on an annual basis and recorded on the court booking sheet.

3. Rules of Full Members Play

If a court is not booked or there is not dedicated club play taking place e.g. team practice members shall not play two sets in an unchanged four if any other eligible Members are waiting to play. Singles shall not be played if two or more eligible Members are waiting to play. All games shall end on completion of a short set unless no other eligible Members are waiting to play.

During matches Courts 1, 2 and 3 are not available to club members whether or not the match is using all three courts.

4. Provision of Tennis Balls

Tennis balls shall be provided for Inter Club matches, summer club tennis social events and the finals of the annual internal Club tournament.

5. Clothing and Footwear and Court

All players shall wear recognised tennis clothing on court, except for coloured sweaters and track suits which are permitted in inclement weather. Shoes worn on court must be white with rubber soles, without raised heels, spikes, studs, cleats, bars or deep ribbing.

6. Restrictions on Court and their surrounds

Only players are allowed on court and only for purpose of playing tennis. Dogs, but only on leads, are allowed in the area surrounding the courts.

7. Wimbledon draw

Only members who have paid their subscription by the end of April and who are individual members of British Tennis will be eligible to enter the ballot for the Wimbledon tournament draw. The draw will be organised by the Committee and the result posted on the club notice board and sent out electronically via Tennisballs. Members' allocated tickets will not be issued with these until payment has been received. No member will be allocated more than two tickets and these will be for the same day.