

# **Bexley Lawn Tennis, Squash and Racketball Club**

## **CONSTITUTION and RULES**

\*indicates change only by rule 5 (i) at General Meeting

### **1. NAME and AIMS**

Club shall be called the *Bexley Lawn Tennis, Squash and Racketball Club*.

The Bexley Lawn Tennis and Racketball Club is a non-profit making organization. Any surplus will be used to maintain and improve the Club's facilities and is not available for distribution to members. No surplus will be distributed other than to a registered CASC a registered charity or to the National Sports governing body for use by them in community related sports on winding up or dissolution of the club.

The Club's aims shall be:

- (i) to provide members with the opportunity to play tennis, squash and racketball and to relax and socialise in a friendly atmosphere;
- (ii) to encourage future participation in sport by offering its facilities for use by the wider community;
- (iii) to provide its services at competitive prices.

### **2.\* MANAGEMENT**

The affairs of the club shall be managed by a *Management Committee* of seven members, each with equal voting rights, comprising the follow Officers, of which at least two shall be tennis members and two shall be squash members:

**Chairman, Treasurer, Tennis Representative, Squash Representative, Bar Representative,  
Development Officer and Facilities Officer**

Four of the above Officers, or their nominated representatives, shall form a quorum of which at least two shall be tennis members and two shall be squash members.

The Management Committee shall have power to:

- (i) recommend a President and Honorary Life Vice-Presidents, all of whom should be elected at an Annual General Meeting.
- (ii) Make *Bye-Laws* which shall be reviewed annually.

- (iii) Deal with any matter not provided for in the rules *except* any matters of finance where the sum involved, *at any one time*, exceeds £10,000.

Any such matter, the financing of which involves an expenditure, *at any one time*, in excess of £10,000, shall require the affirmative vote of not less than one half of the members of the Club (entitled to vote at a General Meeting) actually attending and voting at a General Meeting.

- (iv) fix an Entrance Fee for Membership and introduce incentive schemes for the benefit of the Club.
- (v) appoint staff on a full or part-time basis, with payment for *services undertaken*, as the Management Committee may direct.

The staff shall attend Management Committee and Sub-Committee meetings, when invited, without voting rights. The staff shall report to the Management Committee and be responsible to it at all times.

- (vi) close the Club and/or courts for functions, tournaments, maintenance or competitions, to be run under its supervision, for the benefit of the Club, or for charity purposes and make an entrance charge, by tickets or gate charges, or both, to the ground.

Any members receiving *financial gain*, from the Club's playing facilities, first will have to apply to the Management Committee, if wishing to offer themselves for any committee post.

### 3. OFFICERS and COMMITTEES

**The President** shall take the chair at General Meetings or, in his/her absence; the meeting shall vote some member present to take the chair before proceeding to business. The President shall **nominate the Club's Trustees**.

**The Chairman** shall co-ordinate the activities of the Club and its Committees and convene Management Committee Meetings.

**The Treasurer** shall be responsible to the Management Committee, for the financial affairs of the Club including the monetary transactions, bank account, production of the annual accounts and budgets.

**The Tennis Representative**, with a committee comprising a minimum of Fixtures Secretary, Men's Captain, Women's Captain, Juniors Tennis Secretary, and Tournament Referee, shall be responsible to the Management Committee, for all Tennis playing matters.

**The Squash Representative**, with a committee comprising a minimum of Fixtures Secretary, Men's Captain, Women's Captain, Juniors Squash Secretary,, and Tournament Referee, shall be responsible to the Management Committee, for all Squash playing matters.

**The Bar Representative**, with a recommended committee of at least two members, shall be responsible to the Management Committee for the Bar and purchase of intoxicating liquor and general bar supplies. The Bar Representative will be responsible for the production of the bar

accounts and maintenance of the alarm system and bar equipment, including vending machines and for reporting on all social activities.

**The Entertainments Committee** comprising a recommended minimum of four members shall be responsible to the Management Committee through the Bar Representative, for all social activities.

**The Facilities Committee**, comprising a recommended minimum of six members shall be responsible to the Management Committee through the Facilities Officer, for ensuring that the club's facilities are properly maintained.

#### 4. TERMS OF OFFICE and COMMITTEE MEETINGS

ALL Committees shall retire annually and shall be eligible for re-election. Vacancies occurring in any Office or on any Committee during the year shall be filled by the Management Committee. ALL Committees shall meet at least three times per annum and produce minutes for the Management Committee.

The term of office of the Club President shall be for three years and he/she shall be eligible for re-election.

#### 5.\* GENERAL MEETINGS

The Annual General Meeting shall be held during September to elect the Officers and necessary Committees to take office forthwith, except that the Treasurer shall take office at the beginning of the next following year on 1<sup>st</sup> February.

A Special General Meeting shall be called by the Management Committee or shall be called within 14 days of receipt by the Chairman, of a *written requisition* signed by not less than fifty senior voting members, or one third of the total number of senior voting members on the Club Register that year, whichever is the least.

Fifty voting members to form a quorum.

Alterations to these Rules shall only be made at the Annual General Meeting or at a Special General Meeting, duly convened and :

(i) in the case of **RULES 2, 5, 6, 9 and 10** shall require the affirmative votes of not less than one-third of the total of the votes capable of being cast by the members of the club, entitled to attend and vote at a General Meeting.

(ii) in the case of the OTHER RULES, shall require the affirmative votes of not less than one half of the total of the votes capable of being cast by the members of the club (entitled to vote), who actually attend and vote at a General Meeting.

- Note:** (i) *Postal votes* may be permitted for rule 5 (i).  
(ii) Squash, Tennis or Racketball may not be played during General Meetings.

**6.\* LAND RULES and PLAY AREA PROTECTION**

- a. No alteration to the additional rules as to the ownership of the Club land, premises etc. shall be made except as provided in such rules.
- b. No fundamental change in the use, or reduction in number, of the Club's eight tennis courts shall take place without the affirmative votes of two-thirds of Senior Tennis Members and four-fifths of all members of the Club entitled to attend and vote at a General Meeting.
- c. No fundamental change in the use, or reduction in the number, of the Club's two glass-backed squash courts (number 1 and 2) and squash courts 3, 4 and 5 shall take place without the affirmative vote of two-thirds of Senior Squash Members and four-fifths of all members of the Club entitled to attend and vote at a General Meeting.

No alteration to Rules 6 (b) and (c) may take place except by the vote of a two-thirds majority of the respective members, as outlined in sub-sections (b) and (c).

**7. CLUB LICENCE**

The hours of supply of excisable liquor to members, shall be the hours fixed by the Licensing Justices for the Petty Sessional Division of *Bexley* for Licensed Premises.

*Any member or paid employee opening or permitting the bar to remain open at night, after the Licensing Hours, will be liable to expulsion from the Club.*

The club shall be vacated by midnight or within one hour of the bar extension (normally by 2 a.m.).

*Any member or paid employee failing to comply with this rule will be liable to suspension from the Club.*

**Note:** The Club is obliged to submit details of any rule changes to the Licensing Authority, as and when they are made, and to renew the Club's Licence every ten year or as required by the Magistrate's Court. **(The last application was made in August 2002)**

"I.O.U. s" will not be accepted at the bar. This is a legal requirement in the 1961 Licensing Act. Any member or paid employee submitting or permitting an "I.O.U." to be submitted shall be liable to suspension from the club.

**Note:**

SALES TO NON-MEMBERS, should not be encouraged as the CLUB WOULD BE CLASSIFIED AS OFFICIALLY TRADING AND THEREFORE LIABLE FOR INCOME TAX.  
THE 1961 LICENSING LAWS DO NOT PRECLUDE NON-MEMBERS FROM PURCHASING DRINKS.

**8. SUBSCRIPTIONS**

All Subscriptions shall be due on 1<sup>st</sup> February each year. Subscriptions shall include Value Added Tax where required by H.M. Revenue and Customs.

Payment of subscriptions by Standing Order may be made in six instalments on the first days of

February, March, April, May, June and July. An additional 5% may be added to the subscription, to cover the club's loss of six months interest.

Members, whose subscriptions are not paid within ONE MONTH, of the date due, and who have not signed and submitted a Standing Order form, before 1<sup>st</sup> February, must reapply for membership.

The subscriptions shall not include fees due to the Lawn Tennis Association and to England Squash.

These shall be shown separately on Members annual invoices.

The Management Committee reserves the right to adjust the Club Fee by 10% (up or down) in any one financial year, without reference to members at General Meeting.

All Junior members, under 18 years of age on 31<sup>st</sup> January of the current year, shall pay the Junior subscription fixed in General Meeting.

All non-members attending social functions in the Club will pay a fee for temporary membership for the day. Such fee shall be fixed by the Management Committee.

Members serving the club may apply for a reduction of **£25** on their subscription due on 1<sup>st</sup> February following the year of service.

## 9. MEMBERSHIP

Membership is open to all regardless of age, colour, race, gender, religion, ability or disability. Non-Playing membership is restricted to friends and families of existing members, Club neighbours and former members.

**Members** shall comprise:

<i>PLAYING</i>	Tennis	Maximum 300 members
	Squash/Racketball	Maximum 300 Full members + 100 Off-Peak
<i>JUNIOR</i>	Tennis (non-voting)	Maximum 70 members
	Squash (non-voting)	Maximum 70 members
<i>OVER 60</i>	Members of 60 years of age or more, on 1 <sup>st</sup> February of current year for tennis, squash and racketball.	Numbers within above limits
	<i>NON-PLAYING</i>	No Limit

**Note:** Changes to membership numbers are NOT subject to RULE 5 (i)

The playing membership totals are based on recommended figures supplied by the *Lawn Tennis Association* and *England Squash and Racketball*.

## APPLICATION TO JOIN / CHANGE STATUS

The Club Manager has the authority of the Management Committee to ensure that the prescribed membership numbers are not exceeded.

## 10. VOTING RIGHTS

All members may attend General Meetings but only Senior Members may vote. All Senior Members shall have equal voting rights.

In all cases where elections are contested, voting shall be by SECRET BALLOT.

Members are requested to refrain from voting for persons unknown to them and in the case of Tennis & Squash Committees, they are further requested to restrict their voting to either tennis or squash if they are in membership of only one of the sports.

## 11. VISITORS.

Members may introduce VISITORS to play tennis, squash or racketball, at the rate fixed by the

Management Committee.

The visitor's name, with the introducing member's name, shall be entered, at the time, in the Visitor's Book.

The introducing member is responsible for the fees.

Junior members may introduce visitors between the hours of 0900 and 1700 in school holidays on payment of a visitor's fee, provided that the visitor abides by the club rules and dress regulations. The junior member will be responsible for their guest on the club premises.

All visitor fees will be paid at the bar.

The visitor's fee is for bona fide visitors as opposed to players introduced to the Club during Off-peak times by coaches, approved by the Squash and Tennis Committees.

The Committees will decide on play times for coaching and fees as appropriate.

Squash, Racketball and Non-Playing members may play tennis as visitors on payment of the visitor's fee.

Squash and Racketball members, over the age of 18, may play as members under floodlights, within the framework of the advance booking rules and on payment of the court fees but free of visitor's fees.

**Note:** THE MANAGEMENT COMMITTEE REQUIRES MEMBERS, PLAYING OUTSIDE TOURNAMENTS, ON THE CLUB'S COURTS, TO OBTAIN PRIOR PERMISSION FROM THE TENNIS or SQUASH COMMITTEE AND VISITORS FEES MUST BE PAID.

THE MANAGEMENT COMMITTEE REQUIRES MEMBERS TO PAY VISITOR'S FEES FOR EACH GUEST, AT THE TIME OF THE VISIT. THE FEE SHALL BE PAID AND THE DETAILS ENTERED INTO THE VISITOR'S BOOK.

ONLY ONE VISITOR PER MEMBER, AT ANY ONE TIME, WILL BE PERMITTED FOR FLOODLIT TENNIS.

COACHES MAY HAVE VISITORS/PUPILS WITH PRIOR PERMISSION FROM THE MANAGER.

## **12. TENNIS**

The summer season shall be considered as commencing on 1<sup>st</sup> May and the winter season on 1<sup>st</sup> October each year.

The Tennis Committee shall decide on the respective times for tennis court usage by all types of membership. (See Bye-Law number 1)

Members shall provide their own tennis balls.

No singles game of tennis, except in Club Tournaments or Matches or under floodlights, or at other times agreed beforehand by the Tennis Committee, shall be played when members are waiting to play and desire to make up a doubles game.

### **CLOTHING / FOOTWEAR on COURT.**

All members must wear appropriate tennis clothing when on court. Men's shirts must have sleeves. Soccer, beach or denim wear is not permitted on court. Tennis shoes must have non-marking soles. Non-members must conform to rule 12. However, school children, approved by the club, using the courts, may wear school sports uniform or appropriate sports clothing.

Non-members, attending the club's official squad/group sessions may wear any suitable clothing for

play during their lessons

The Tennis Committee's interpretation of this rule and decisions thereon shall be final.

### **FLOODLIGHTS**

Floodlit Tennis courts may be booked in advance (Not normally more than 15 days) and fees shall be paid at the rate fixed by the Management Committee.

All courts, once booked, must be paid for whether or not used (weather permitting for floodlit tennis), unless 48 hours notice of cancellation is given.

**No floodlit tennis will be permitted after 2200 hours nor before 0800 hours.**

**No floodlit pay is permitted on Sundays.** (This is a Local Authority regulation).

### **13. SQUASH and RACKETBALL**

Squash court usage shall be as follows:

SQUASH MEMBERS may book squash courts up to 15 days in advance all year.

Hours of play are until 2245 hours with the last booking at 2200 hours.

### **CLOTHING / FOOTWEAR on COURT.**

All members must wear appropriate squash clothing when on court. Men's shirts must have sleeves. Soccer, beach or denim wear is not permitted on court. Squash shoes must have non-marking soles. Non-members must conform to rule 13. However, school children, approved by the club, using the courts may wear school sports uniform or appropriate sports clothing.

Non-members, attending the club's official squad/group sessions may wear any suitable clothing for play during their lessons.

The Squash Committee's interpretation of this rule and decisions thereon shall be final.

The above rule (13) shall apply to Racketball

### **14. GENERAL CLOTHING**

A suitable standard of attire must be worn in the clubhouse. Shoes, shirts, tops (not singlets/athletic vests – males) must be worn by members and non-members in the clubhouse and grounds, at all times. The Management Committee's decisions thereon shall be final.

### **15. AFFILIATION**

The club shall be affiliated to the *Kent Lawn Tennis* and to the *Kent Squash & Racketball Associations*.

(Note: Membership of County Associations includes membership of the National Governing Bodies).

The rules of the game of *Lawn Tennis* and of *Squash Rackets/Racketball* to be observed, shall be those of the Lawn Tennis Association and England Squash and Racketball.

### **16. JUNIORS**

(a). Junior Tennis/Squash members shall be Under 18 years of age on 31<sup>st</sup> January of the current year. They will be permitted to use the courts as decided by the Tennis/Squash Committees

- (b). All members Under 18 :-
  - (i). may attend General Meetings without the power to vote
  - (ii). will not be permitted behind the bar,
- (c) All Juniors, Under 16 years of age, not accompanied by a parent or legal guardian, or who have represented the Club at tennis or squash must leave the Club by 2115 hours.

**Note:** THE MANAGEMENT COMMITTEE PERMITS JUNIOR TENNIS MEMBERS ACCEPTED AS SENIOR JUNIORS, WHO ARE 16 YEARS OF AGE ON 1<sup>ST</sup> JANUARY, TO CONTINUE TO PAY JUNIOR RATES OF SUBSCRIPTIONS AND THEY WILL BE PERMITTED TO PLAY AS SENIORS.

## 17. SMOKING

Smoking is not permitted in the Clubhouse or in the grounds, except in the designated area in the car park.

18.

All club members shall accept and be bound by the Rules and Disciplinary Code of the governing bodies of the club (the Lawn Tennis Association or England Squash).

Any issues that require disciplinary action to be taken will be heard by 3 members of the management committee. Any appeal against any sanctions imposed following disciplinary action will be heard by the Chairman, President and one other member of the management committee not involved in the original disciplinary hearing.

### See also Bye-Laws:

1. TENNIS
2. SQUASH
3. GYM
4. MISCELLANEOUS

and:

Ownership of the Land etc. Rules – 1960

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## BYE-LAW Number 1

### TENNIS

- A. **Tournament prizes** will be awarded at the discretion of the Tournament Organizer.
- B. **Entry fees** for tournaments will be paid to the Tournament Organizer PRIOR to the DRAW.
- C. **Schools** may use the Club's playing facilities, with prior arrangement with the Club Manager who will fix times of play and rates.  
*A named adult* MUST BE PRESENT and in charge of pupils WHILST USING THE CLUB'S FACILITIES.
- D. **Team Captains**; will be responsible for the collection of **match fees**. The fees cover the match meal, match balls and drinks between rounds.
- E. **COURT USE / PLAY TIMES for SUMMER and WINTER TENNIS**  
  
Please see the TENNIS NOTICES for current details as they vary from time to time. Courts may be booked up to 15 days in advance by members and up to 7 days in advance by a member with guests.
- F. Off Peak Tennis membership allows court usage Monday to Friday until 1500 hours and weekends until 1200 hours.

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## BYE-LAW Number 2.

### SQUASH

- A. **Tournament prizes** will be awarded at the discretion of the Tournament Organizer.
- B. **Entry fees** for tournaments will be paid to the Tournament Organizer PRIOR to the DRAW.
- C. **Schools** may use the Club's playing facilities, with prior arrangement with the Club Manager who will fix times of play and rates.  
  
*A named adult* MUST BE PRESENT and in charge of all pupils WHILST USING THE CLUB'S FACILITIES.
- D. **Team Captains** will be responsible for the collection of **match fees**. The fees cover the cost of match meals, match balls, court use and drinks. Juniors will be charged 50% of the fee. At the end of each season if there are insufficient funds to cover these costs due to juniors in the team, the captain shall be able to claim the deficit by giving a written claim to the Club Squash Captain to authorize payment.

E. Off Peak Squash membership allows court usage Monday to Friday until 1700 hours (last court booking by 16.15 hours).

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### **BYE LAW Number 3**

#### **GYM MEMBERSHIP RULES**

- A. Only members of Bexley Lawn Tennis, Squash and Racketball Club may be permitted to join.
- B. Different categories of membership will be available as decided by the Management Committee.
- C. An annual fee will be paid for membership as prescribed by the Management Committee.
- D. All prospective members shall complete an induction course before they can use the gym.
- E. Appropriate gym clothing and footwear must be worn. No soccer, beachwear or denim is allowed.
- F. Mobile phones must not be used for calls in the gym.
- G. All equipment must be wiped down after use.
- H. No food or drink is allowed except for bottled fluid.

### **BYE-LAW Number 4.**

#### **MISCELLANEOUS**

- A.** Members signing in for **Social events** and **outings** will be liable for **payment of tickets** and / or **fees** whether or not they attend.
- B.** Members wishing to use the Club's facilities for a **party** must apply to the Club Manager, about four **weeks** in advance.  
If permission is granted, the applicant must pay, in advance for:
  - (i) any BAR EXTENSION,

- (ii) BAR PERSON,
- (iii) CLEANER (to clean on day following party)

**The applicant must state whether the kitchen is required and to be responsible for the guests, who will VACATE the premises WITHIN THIRTY MINUTES of the CLOSING TIME OF THE BAR (2300 hours unless an extension is granted by the Licensing Authority).**

- C. Only alcohol purchased at the club may be consumed on the premises.

### **Rules and Byelaws current from AGM 2010**

### **Bexley Lawn Tennis, Squash and Racketball Club (Ownership of the Land etc Rules 1960)**

#### **1. TRUSTEES**

- (a) There shall not be less than TWO or more than FOUR TRUSTEES of the Club. The first TRUSTEE shall be appointed by the Club in General Meeting and the property of the Club (other than cash which shall be under the control of the Honorary Treasurer) shall be vested in them to be dealt with by them, as members of the Club shall from time to time direct by resolution (of which an entry in the Minute Books shall be conclusive evidence). The TRUSTEES shall be indemnified against risk and expense out of the property of the Club.

- (b) The TRUSTEES shall hold office until death or resignation or until removed from office by a resolution of the Club, in General Meeting, which may for any reason that seems sufficient to a majority of the members of the Club, present and voting at any meeting, remove any TRUSTEE or TRUSTEES from office of Trustee.
- (c) If by reason of any such death, resignation or remove it shall appear necessary to the Club, in General Meeting, that a new TRUSTEE or new TRUSTEES shall be appointed or if the Club, in General Meeting shall deem it expedient to appoint an additional TRUSTEE or additional TRUSTEES, the Club, in General Meeting shall by resolution nominate the person or persons to be appointed the new TRUSTEE or new TRUSTEES.
- (d) For the purpose of giving effect to such nomination, the PRESIDENT is hereby nominated as the person to appoint new TRUSTEES of the Club, within the meaning of Section 36 of the TRUSTEES Act 1925 and he/she shall, by deed, duly appoint the person or persons so nominated, by the Club, in General Meeting, as the new TRUSTEE or new TRUSTEES of the Club and the provisions of the TRUSTEE Act 1925 shall apply to any such an appointment. Any statement of fact in any such deed of appointment shall be in favour of a person dealing bona fide and for value with the Club or the TRUSTEES, be conclusive evidence of the facts so stated.

## **2. SALE etc. of the CLUB's LAND.**

- (a) Subject as hereinafter provided, the TRUSTEES shall not sell, lease or mortgage any land vested in them upon trust for the Club, unless authorised to do so by two-thirds of the members of the Club, for the time being entitled to attend and vote at the General Meetings of the Club.
- (b) This rule shall not apply to lease for terms not exceeding three years of any part or parts of land so vested in the TRUSTEES or to a mortgage of the Club grounds or any part thereof, if such mortgage be for the purpose of raising funds for the purchase or development of the grounds for the purpose of the Club and be approved by two-thirds of the members of the Club, present and voting, at a General Meeting of the Club.
- (c) Any capital sums (after paying all costs and liabilities of the Club) which may arise from any sale or lease at a premium of the Club grounds or any part thereof and which is not required to be used for the benefit of the Club, as a Lawn Tennis Club, shall not be available for distribution amongst members but shall be held on trust for and payable to the KENT COUNTY PLAYING FIELDS ASSOCIATION or such other association of a similar nature as the members of the Club shall resolve at General Meeting.

## **3. ALTERATION TO RULES.**

No alteration in, or addition to, these Rules shall be made except at an Annual General Meeting. Notice in writing of any intended alteration or addition to these rules shall be given to the Chairman, in writing, before the last week in July and shall be included by him/her in the notice convening the Meeting. No alteration or addition to these rules shall

be made except with the approval of two-thirds majority of those present and voting at a General Meeting, provided that no alteration of this rule and of rule 2 shall be made unless authorised by two-thirds of the members of the Club, for the time being entitled to attend and vote at a General Meeting of the Club.

#### **4. SPECIAL APPOINTMENT OF OFFICERS**

If at any time it shall be found impossible to convene a General Meeting of the Club, in accordance with the rules, by reason of there being no officers or officer entitled to call or give notice of the same, the TRUSTEES, or the TRUSTEE for the time being (or a simple majority of such TRUSTEES), shall have power to call or give notice of such meeting as the case may be.

#### **5. DISSOLUTION**

If at an Extraordinary General Meeting, called by the Committee, of which 28 days notice specifying the intention to consider a resolution to dissolve the Club shall have been given to the members of the Club and which shall have been advertised with statement of such intention, at least 14 days before such meeting in a local paper circulating in Bexley, a resolution for the dissolution of the Club shall be passed by a two-thirds majority of those present and voting thereat, the Committee shall thereupon, or at such future date as shall be specified in such resolution, proceed to realise the property of the Club and after the discharge of all liabilities divide the net proceeds of the such realisation in accordance with the provisions of rule 2 (c) hereof and upon doing the Club shall be dissolved.

