

# Southbourne Tennis Club

## Rules

**Southbourne Tennis Club is a diverse members club with an outstanding community programme**

### **1. Aim**

The main aim of the Club is to promote, maintain and, where possible, extend access to the whole community of Southbourne and the surrounding area, to improve their health and well-being through physical and social activity specifically through participation in tennis.

### **2. Objectives**

2.1 The provision of facilities for healthy recreation for all sections of the community, members and non-members regardless of age, ability, disability, gender, race, ethnicity, sexuality, nationality, religious belief or social/economic status.

2.2 To contribute to the overall improvement of people's lifestyles and leisure time activities.

### **3. Rules and bye-laws**

3.1 The rules of the game shall be those adopted by British Tennis with whom the club is affiliated.

3.2 Management of the club's affairs is entrusted to the Board of Trustees as prescribed in the Articles of Association.

### **4. Officers**

4.1 The Officers shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, Match Secretary, Social Secretary, Membership Secretary, and Safeguarding Officer.

4.2 No person appointed as Chairperson may hold office for more than three years in the first instance. If no alternative person is available this term can be extended with the approval of the directors.

### **5. Board of Trustees**

5.1 The Board of Trustees shall consist of the nominated officers and the club coach (in an advisory capacity). A quorum shall consist of 50% of currently elected Trustees rounded up to the nearest number.

5.2 The Board shall have the power to form sub-committees as necessary as per the Articles of Association.

- 5.3 Any adult member of the club of at least twelve months standing shall be eligible for election as a Trustee.
- 5.4 The Match Selection Committee shall consist of the Match Secretary and head coach, and could include a nominated female team member and a nominated male team member (who may not necessarily be Trustees).

## **6. Annual General Meeting**

- 6.1 An Annual General Meeting shall be held in every calendar year for the purpose of
  - a) Receiving reports from officers
  - b) Confirming subscriptions and fees for the coming year
  - c) Commenting on proposed tournaments, other events, and any other general business
  - d) Presenting the club's accounts in the format required by the Charity Commission, which will include income and expenditure, a balance sheet and independent audit.

## **7. Extraordinary General Meeting**

An Extraordinary General Meeting may be requested by the Board of Trustees or, on application, by 10 members of the club for decisions of the members, including to alter, repeal or make additions to these rules.

## **8. Subscriptions and fees**

- 8.1 Subscriptions are due by 1<sup>st</sup> June each year and must be paid within two weeks.
- 8.2 The nature of sanctions, if any, against late paying members shall be at the discretion of the Trustees.
- 8.3 Any new member joining after 1<sup>st</sup> July shall pay pro-rata subscriptions until the end of the club year 31<sup>st</sup> May.
- 8.4 Subscriptions include affiliation to British Tennis.
- 8.5 Subscriptions include the cost of good quality balls at Club Play sessions.
- 8.6 Subscriptions shall not be re-funded in whole or part except in exceptional circumstances and then only at the discretion of the Board of Trustees.
- 8.7 There shall be discounts for
  - a) families with two members or more
  - b) senior citizens (65+ years)
  - c) students (18 – 23 years)

8.8A joining fee of £25 may be applicable to any new member and any current adult member not renewing their membership before the end of June.

(All rates are set by the Board of Trustees and reviewed at least annually. In setting these rates the Board has, particularly, to ensure that the rates agreed do not prevent or restrict any person's involvement in tennis so a decision should follow discussion with members and users of the Club (and, for juniors, their parents). It is usual for the Board of Trustees to set rates that are comparable to or lower than other tennis clubs in the area. Each membership category will have fees that take into account the ages and general circumstances of those to whom that applies: e.g., juniors and retired persons.

The Board of Trustees will consider requests for variance of fees if the circumstances of the applicant merit such consideration.

Access to sessions available specifically for people in wheelchairs, transplant patients, people with learning difficulties, the visually impaired and those suffering from alzheimers is subsidised (including helpers, parents, etc.) through grant income sought for this purpose.)

## **9. Membership**

9.1 Membership fees shall be agreed at the Annual General Meeting.

9.2 Candidates for membership shall complete an application form which shall be forwarded to the Membership Secretary who will confirm acceptance.

9.3 The following memberships are available:

- 9.3.1 Mini and transitional tennis: children up to the age of 10 years.
- 9.3.2 Junior: young people up to the age of 18 years.
- 9.3.3 Adult: all members over the age of 18 and not in full-time education. They have full voting rights and can enter the ballot for Wimbledon tickets. The coach will assess each new member and allocate a club rating and advise on suitable playing sessions.
- 9.3.4 Country: available to ex-members who now live more than 25 miles from Bournemouth.
- 9.3.5 Social: non playing members enjoying full access to the pavilion and all social events.

9.4 All new members shall be provided with a Members Information Pack.

## **10. Visitors**

- 10.1 Members are welcome to introduce visitors providing the latter demonstrate an appropriate standard of play and conduct.
- 10.2 The names of the member and visitor are to be entered into the Visitor's Book and the member must pay the current visitor's fee.
- 10.3 Due to insurance restrictions a visitor may not play more than 4 times in any calendar year.

## **11. Pay and Play**

- 11.1 Non-members are able to book a court using the Club's website. This is known as Pay and Play. The cost of Pay and Play will be set by the Board of Trustees in the same way as it agrees all other fees.
- 11.2 Pay and Play sessions are available between 12.30 and 3.30pm every day and at other times if there is no previous booking. Courts can be booked up to three days in advance and as many as four times in a calendar year. These arrangements will be reviewed by the Board of Trustees at least annually to ensure they meet the best interests of members and visitors.

## **12. Court booking for members**

- 12.1 Members can book courts on line no more than 14 days in advance and no less than 1 hour in advance.
- 12.2 Members can select two available 30 minute sessions in any one day and book a total of four 30 minute sessions within a 14 day period.
- 12.3 Matches, tournaments and special events will be indicated on the court booking pages as far in advance as possible.
- 12.4 If a member has booked a court but has not turned up to play within 15 minutes after the booked time then the court becomes free.
- 12.5 To ensure members have the maximum opportunity to use the courts members are asked to cancel their entry on the court booking system if they know they cannot play.
- 12.6 Courts for private coaching sessions will be booked in the same way as other members make court bookings, i.e., no more than 14 days in advance.

12.7 If nobody has booked a court members can turn up and play.

### **13. Times of play**

13.1 The Board of Trustees shall decide times of play and any special regulations for all groups of members and publish these by 1<sup>st</sup> April each year.

13.2 During Club Play sessions all members present shall ensure that members waiting for a game are picked using the players selection board.

13.3 Balls will be provided for all Club Play sessions.

### **14. Junior Section**

14.1 The Board of Trustees shall administer junior play in a considered manner without reference to a General Meeting.

14.2 All new members shall be provided with a Junior Section Information Sheet.

14.3 One member of the Board of Trustees shall be the nominated Safeguarding Officer.

### **15. General**

15.1 Recognised 'tennis style' clothing shall be worn at all times.

15.2 The Board of a Trustees shall reserve the right to veto any particular item of clothing.

15.3 Non-marking tennis shoes are mandatory.

15.4 The Trustees have the right of refusing access to any member or non-member who is constantly breaking the guidelines as defined within the Members Information Pack. If a member is constantly in breach of these guidelines they will be given a warning and will be expected to attend a disciplinary meeting. Any further breaches may result in their membership being withdrawn for a period of time or, in certain circumstances, withdrawn indefinitely. (See paragraph 12 (4) in the Articles of Association).

15.5 Membership of the club shall be open to everyone on application, regardless of age, ability, disability, gender, race, ethnicity, sexuality,

nationality, religious belief or social/economic status. Members, non-members and visitors are not to be denied access to the club because of a discriminatory reason.

## **16. Memorandum of Articles**

These Rules should be read in conjunction with Southbourne Tennis Club's Memorandum of Articles.