

VICARS MOOR LAWN TENNIS CLUB

CLUB RULES (Amended January 2009)

- 1 (A) The Club shall be called “Vicars Moor Lawn Tennis Club”. The purposes of the Club are to promote and provide facilities for the amateur sport of lawn tennis in Winchmore Hill and community participation in the same and to provide social amenities for its members.
- 1 (B) Membership:-
- (i) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
 - (ii) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
 - (iii) The Club’s General Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeals against refusal or removal may be made to the members.
- 1 (C) Purposes of the Club:-
- (i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are to be reinvested in the Club.
 - (ii) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
 - (iii) The Club may also in connection with the sports purposes of the Club:
 - Sell and supply food, drink and related sports clothing and equipment;
 - Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the General Committee without the person concerned being present;
 - Pay for reasonable hospitality for visiting teams and guests;
 - Indemnify the General Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets);
 - The General Committee will have due regard to the law on disability discrimination and child protection.
- 2 The property of the Club shall be vested in a minimum of four Trustees who shall be appointed by the General Committee and the property of the Club shall be dealt with by them as the General Committee may from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property under the terms of the Lease of the Club’s premises by the members of the Club. The Trustees shall hold office until death or resignation or until removal from office by the General Committee. Where by reason of such death, resignation or until removal it is necessary that a new Trustee or Trustees be appointed, the General Committee shall nominate a person or persons to be appointed as new Trustee or Trustees. For the purpose of giving effect to such nomination the Club Secretary is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and he shall by deed duly appoint the person or persons so nominated by the General Committee.
- 3 The Club Grounds shall be open to members from 9 a.m. to midnight daily or as authorised by the General Committee.
- 4 The permitted hours during which, subject to the approval of the General Committee, the bar facilities may be open will correspond to the general licensing hours and regulations specified by the appropriate Licensing Authority.
- 5 The Club Rules are subject to the approval of, and are binding on, all members and may not be altered except by a resolution passed at an Annual or Special General Meeting where no less than two thirds of the Category A, B, E and F members present have voted for such a resolution.

- 6 (A) The financial year of the Club shall run from 1st October to 30th September.
- 6 (B) The subscription year shall run from 1st April to 31st March.
- 7 (A) The affairs of the Club shall be in the hands of a General Committee.
- 7 (B) The General Committee shall meet as often as is deemed necessary, three days' notice being given by the Secretary or Chairman, or in their absence a General Committee member.
- 7 (C) The General Committee may co-opt members of the Club on to the General Committee to fill vacancies. Such co-opted members shall stand down at the next Annual General Meeting but shall be eligible for election.
- 7 (D) The General Committee may establish any Sub-Committees which are deemed necessary for the efficient running of the Club and may delegate to such Sub-Committees such powers and responsibilities as are deemed necessary.
- 7 (E) Any Sub-Committee so established shall be chaired by an elected member of the General Committee and members of the Club may be appointed to such Sub-Committee by the General Committee.
- 7 (F) In the absence of the designated Chairman at a meeting the remaining members of the General Committee or Sub-Committee concerned shall elect a chairman for that meeting, subject to Rule 7 (E).
- 7 (G) All members of the General Committee and all Sub-Committees shall retire at the Annual General Meeting but shall be eligible for re-election.
- 8 (A) The General Committee shall consist of the following officers:-
- Club Chairman
 - Club Secretary
 - Club Treasurer
 - Men's Captain
 - Ladies' Captain
 - Bar Secretary
 - Social Secretary
 - Maintenance Secretary
 - Membership Secretary
 - Chairman of the Development Sub-Committee
- 8 (B) Five members of the General Committee shall provide a quorum.
- 8 (C) The Club Chairman shall be the Chairman of the General Committee.
- 8 (D) In the event of a tied vote the Chairman of the meeting shall have a casting vote.
- 8 (E) The Club Secretary shall be responsible for maintaining Minutes of General Committee business. At the Club Secretary's request and on his or her recommendation, the General Committee may appoint a Club member as Assistant to the Secretary, to attend General Committee meetings to record the Minutes only and to render general assistance on secretarial matters as required.
- 9 The General Committee shall be supported in its management of day-to-day activities by six Standing Sub-Committees: the Tennis Sub-Committee, the Bar Sub-Committee, the Social Sub-Committee, the Maintenance Sub-Committee, the Team Selection Sub-Committee and the Development Sub-Committee.
- 9 (A) The Tennis Sub-Committee shall consist of the following elected members:-
- Men's Captain
 - Ladies' Captain
 - Men's 1st Team League Captain
 - Ladies' 1st Team League Captain
 - Junior Organiser
 - Tennis Caterer
 - Category B Member (see Rule 14 (B))
 - Category F Member (see Rule 14 (B))

The Tennis Sub-Committee shall be chaired by either the Men's Captain or the Ladies' Captain. Five members of the Tennis Sub-Committee shall form a quorum.

- 9 (B) The Tennis Sub-Committee shall be supported by a Team Selection Sub-Committee, which shall be responsible for the selection of players for Club matches.

The Team Selection Sub-Committee shall consist of the following members:-

Men's Captain
Ladies' Captain
Captains of each team entered in the Middlesex Leagues (be they playing or non-playing)

The Team Sub-Committee shall be chaired by either the Men's Captain or the Ladies' Captain. Seven members of the Team Selection Sub-Committee shall provide a quorum.

- 9 (C) The Bar Sub-Committee shall consist of the following elected members:-

Bar Secretary
Assistant Treasurer – Bar
Assistant Bar Secretaries (2)
A further Club member (any category)

The Bar Sub-Committee shall be chaired by the Bar Secretary. Three members of the Bar Sub-Committee shall provide a quorum.

- 9 (D) The Social Sub-Committee shall consist of the following elected members:-

Social Secretary
Social Caterer
Publicity Secretary
Category D member (see Rule 14 (B))
A further Club member (any category)

The Social Sub-Committee shall be chaired by the Social Secretary. Three members of the Social Sub-Committee shall provide a quorum.

- 9 (E) The Maintenance Sub-Committee shall consist of the following elected members:-

Maintenance Secretary
Further Club members (2) (any category)

The Maintenance Sub-Committee shall be chaired by the Maintenance Secretary. Two members of the Maintenance Sub-Committee shall provide a quorum.

- 9 (F) The Development Sub-Committee shall consist of the following elected members:-

Chairman of the Development Sub-Committee
Club Treasurer
Three other members

With the exception of the Club Treasurer none of the other members of the Development Sub-Committee shall hold any other office in the Club.

- 9 (G) The Club Chairman and the Club Secretary shall be ex-officio members of all Sub-Committees without voting powers.

- 9 (H) The Standing Sub-Committees shall meet as often as is deemed necessary, a minimum of seven days' notice being given by the designated Chairman or, in his absence, any other member of the Sub-Committee.

- 9 (I) The Terms of Reference for the Standing Sub-Committees are as Appendices A to F to the Club Rules. The General Committee may amend the Terms of Reference but any such amendment must be ratified at the following Annual General Meeting.

- 10 The Secretary shall call a General Meeting of the Club's members to take place no later than the end of January the following year for the following purposes:-
- 10 (A) To receive the reports of the Secretary, Treasurer, Tennis Sub-Committee, Bar Sub-Committee, Social Sub-Committee, Maintenance Sub-Committee and Development Sub-Committee.
- 10 (B) To consider and, if thought fit, approve the accounts for the past financial year.
- 10 (C) To consider and, if thought fit, approve any changes to the Club Rules, subject to the provision of Rule 5.
- 10 (D) To elect General Committee and Sub-Committee Members too all elected positions as defined by Rules 8 & 9.
- 10 (E) To appoint two members to act as Honorary Auditors of the Club accounts for the ensuing year.
- 10 (F) To fix the Category A, B, C, D and F membership subscriptions as defined by Rule 15 and the Visitors' fee (payable pursuant to Rule 14 (G)) for the forthcoming subscription year.
- 10 (G) To transact such other business as may be approved by the Chairman of the Meeting.
- 11 The Chairman of the Annual General Meeting or of any other Special General Meeting shall be:-
- The Club President or
A Club Vice President or
The Club Chairman
- or, if none of these officers are present, any other member of the General Committee.
- 12 A Special General Meeting may be convened by the General Committee or shall be so convened on the written requisition of not fewer than twenty Current Categories A, B, E and F members, at which meeting only the business specified in the notice of the meeting or on the requisition may be transacted.
- 13 (A) Twenty-eight days' notice of an Annual or Special General Meeting shall be given to all Category A, B, E and F members.
- 13 (B) Forty current Category A, B, E and F members shall form a quorum for an Annual or Special General Meeting.
- 13 (C) Category C & D members, as defined by Rule 14, are not eligible to vote, except that Category D members shall be entitled to vote in the election of members to all positions on the Bar and Social Sub-Committees.
- 13 (D) Notification of any proposed Rule or alteration to existing Rules must be received by the Secretary not less than fourteen days before the date of the Annual General Meeting. At the same time, a copy of the proposed Rule or alteration must be placed on the Club noticeboard by the member making the proposal.
- 13 (E) Where a proposed new Rule or alteration to the existing Rules is requested to be the subject of a Special General Meeting then the proposed new Rule or alteration must be specified in the Notice of the Meeting or requisition and all members responsible must place a copy on the club noticeboard at the same time.
- 13 (F) All categories of membership are entitled to attend all General Meetings. However, except at the invitation of the Chairman, discussions concerning areas specified under Appendix A shall be restricted to Category A, B, E and F members.
- 13 (G) Amendments to Rules 14 (B) and 15 will take effect from the forthcoming subscription year, except that any such amendment approved by a Special General Meeting during February or March will not take effect for a further subscription year.

- 13 (H) If at any time the Club in General Meeting shall pass a resolution authorising the General Committee to borrow money, the General Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest in such form and manner and upon such security as shall be specified in such resolution and thereupon the Trustees shall at the direction of the General Committee make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the General Committee may deem proper for giving security for such loans and interest. All members of the Club, whether voting on such resolution or not, and all persons becoming members of the Club after the passing of such a resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.
- 14 (A) Subject to Rule 1 (B), the election of playing members is vested in the General Committee, a simple majority to decide. Although prospective playing members do not require proposing by an existing member, applicants are required to satisfy the General Committee as to their playing ability and suitability, according to Category. Applications for Category D Social Membership must be countersigned by an existing member of any Category and the application would be subject to ratification by the General Committee. Applications for Category C Junior Membership aged 16 and under must be countersigned by a parent or guardian of the applicant. All new members may not be admitted to the privileges of membership until 48 hours after their election by the General Committee and payment of the required entrance fee (if any) and subscription.
- 14 (B) Members of the Club shall be in one of the following basic Categories:-
- A Full 7-Day Member
 - B 5-Day Member
 - C Junior Member
 - D Social Member
 - E Life Member
 - F Beginner
- 14 (C) Category B members may use the courts on a Monday to Friday (except Bank Holidays) up to the hour of 6 o'clock.
- 14 (D) Junior members shall not be less than 8 years and not more than 18 years of age on 31st March prior to the commencement of the subscription year. In exceptional circumstances and at the discretion of the General Committee children of Club members who are under 8 years of age may be accepted into Junior Membership provided that:-
- (i) The application is proposed and seconded by a Category A member other than a parent or guardian of the child concerned.
 - (ii) The General Committee is and remains satisfied as to the playing ability and general conduct of the child concerned.
- 14 (E) The Club in General Meeting will elect a President and Vice-Presidents and may elect as a Life Member any person who has rendered exceptional service to the Club.
- 14 (F) The General Committee shall have power to suspend or expel any member who shall offend against the Rules of the Club or whose conduct shall in the opinion of the General committee render them unfit for membership of the Club. Before any such member is expelled the Secretary shall give them seven days' notice to attend a meeting of the General Committee and shall inform them of the complaints made against them. No member shall be expelled without first having an opportunity of appearing before the General Committee and answering complaints made against them not less than two-thirds of the General Committee then present shall vote in favour of their expulsion.
- 14 (G) Members are entitled to introduce visitors who wish to play tennis on the courts at a fee to be determined by the Annual General Meeting. The fee shall be paid by the member introducing the visitor to a member of the General Committee or Tennis Sub-Committee. The same visitor may not be introduced on more than five times during a subscription year. The Tennis Sub-Committee may apply special regulations for visitors attending coaching or special tennis functions organised by the Club.
- 14 (H) At the invitation of the General Committee and in exceptional circumstances, members of the Junior section (Category C) may be offered Category A membership before the age of 18 years. In such circumstances, the individual's membership of the Junior section will not cease.
- 14 (I) Category F members may use the courts at times to be decided by the General Committee.

- 15 (A) With the exception of Category E, all members shall pay a subscription as laid down hereafter. Subscriptions are payable at the commencement of the subscription year. Members will be entitled to a discount on their subscription if paid before 30th April, the amount of the discount to be decided annually by the General Committee and advised to members at the Annual General Meeting. In addition all members will pay a sum equal to the then current amount of the Annual Middlesex LTA affiliation fee (being the levy payable by the Club to the Middlesex LTA in respect of each member) such sum to be added to the subscription as provided above.
- 15 (B) Any member whose subscription remains unpaid after 31st May will be suspended from membership until the subscription is paid. Any member whose subscription remains unpaid at any time shall not be entitled to represent the Club in inter-club competitions or play in any Club competitions until the subscription is paid in full.
- 15 (C) Children of couples who are both Category A & F members will be entitled to Junior membership at a subscription at 50% of the prevailing Junior Category C rate. At the discretion of the General Committee this entitlement may be extended to single parent families.
- 15 (D) Category A members aged 22 and below on 31st March prior to commencement of the subscription year shall pay a reduced subscription fixed as determined by the Annual General Meeting.
- 15 (E) At its discretion the General Committee may waive the requirements for an entrance fee to any particular membership category for any subscription year.
- 15 (F) At the discretion of the General Committee persons elected to membership within any category after 1st October in the current subscription year may pay a reduced subscription according to a formula determined from time to time by the General Committee.
- 15 (G) In exceptional circumstances only, two negative votes to exclude, the General Committee may approve an individual member's subscription for one year only contrary to the provisions of Rule 15.
- 15 (H) The amount of the subscriptions and entrance fees for the following subscription year as determined by the Annual General Meeting in accordance with Rule 15 shall be subject to the approval of the Trustees.
- 16 Members shall observe the following court rules:-
- 16 (A) The game shall be played in accordance with the Rules of the Lawn Tennis Association.
- 16 (B) When playing tennis all white or coloured clothing shall be permitted provided it is manufactured for the purpose of playing tennis and is acceptable to the Tennis Sub-Committee. Footwear must be rubber-soled, without heels, and be predominantly white in colour.
- 16 (C) Playing on the tennis courts without wearing tennis shirts is not permitted.
- 16 (D) Any member playing on a court in tennis attire or footwear which in the opinion of any General Committee Member or Tennis Sub-Committee Member present is in contravention of Rule 16 (B) or (C) above will be asked to vacate the court immediately. Failure to comply immediately may lead to suspension or expulsion from membership in accordance with Rule 14 (F).
- 17 Play is not permitted on a court if, in the opinion of the Maintenance Secretary or, in his absence, any other General Committee Member or, if no Committee Member is present the Groundsman, such play would be against the interest of the Club. Failure by individual members to respect this decision may lead to suspension or exclusion from membership in accordance with Rule 14 (F).
- 18 (A) The General Committee shall designate certain days or parts of days when Club play only shall be permitted. Club play means those present play in turn with whoever is waiting to play. At all other members may arrange their own games, in accordance with current playing regulations – see Rule 18 (D).
- 18 (B) During hours of Club play singles are not permitted when members are waiting to play. At other times singles are permitted unless a foursome is waiting to play. The General Committee may in exceptional circumstances authorise singles play contrary to the above.

- 18 (C) Except when specifically withdrawn on an exceptional basis by the General Committee, one court (to be specified by the Tennis Sub-Committee) shall be available at all times for the exclusive use of Junior members should they wish to use it. Junior members are only entitled to the use of other courts if they are not required by other playing members or if they have been invited to make up a four (but only if no other playing members are waiting to play at the commencement of a set) when they shall be permitted to complete that set even if other playing members are waiting to play during the course of that set.
- 18 (D) The General Committee may establish playing regulations and vary these from time to time with immediate effect, to cover both Club play as defined under rule 18 (A) and other times. Such playing regulations must comply at all times with Rule (18 (A) – (C).
- 18 (E) The General Committee shall appoint either a member or a non-member of the Club as Club Coach, with coaching rights to be decided by the General Committee and in return for which the Club Coach shall pay to the Club such fees as shall be agreed by the General Committee.
- 19 Winding Up.
- 19 (A) The members may vote to wind up the Club if not less than three-quarters of those present and voting support that proposal at a properly convened General Meeting.
- 19 (B) The General Committee will then be responsible for the orderly winding up of the Club's affairs.
- 19 (C) After settling all liabilities of the Club, the General Committee shall dispose of the net assets remaining to one or more of the following:-
- (i) to another club with similar sports purposes which is a registered charity and/or
 - (ii) to another club with similar sports purposes which is a registered CASC and/or
 - (iii) to the Club's governing body for use by them for related community sports.
- 20 Priority.

Where there is any conflict between Rules 1A, 1B, 1C and 19 ('Key Rules') and any other Rule or Rules, the Key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

APPENDIX A

STANDING SUB-COMMITTEE (TENNIS)

Terms of Reference

1. To advise on and recommend to the General Committee policies governing the tennis playing activities of the Club and court facilities.
2. To advise on and recommend to the General Committee specific playing regulations covering the nature, duration and restrictions of playing activities.
3. To be responsible for the day-to-day administration of tennis playing policies and regulations as currently authorised by the Club Rules and the General Committee.
4. To be responsible for establishing and maintaining the minimum playing standard for each category of membership as authorised by the General Committee.
5. To be responsible for the arranging and running of inter-club matches, within the framework of Club policy and to ensure that appropriate selection procedures are maintained for Club teams.
6. To be responsible for organising in-club and inter-club tournaments and other playing activities within the framework of Club policy.
7. To investigate and recommend to the General Committee potential improvements to the tennis facilities.
8. To provide routine reports to the General Committee on the tennis playing activities of the Club.
9. To provide routine financial statements to the General Committee on all playing activities of the Club.
10. To maintain Minutes of Sub-Committee business and to provide copies of these Minutes to the Club Secretary.
11. To liaise with the Club Coach on all coaching matters.

APPENDIX B

STANDING SUB-COMMITTEE (TEAM SELECTION)

Terms of Reference

1. To advise on and recommend to the Tennis Sub-Committee policies governing team selection.
2. To be responsible for collecting all match fees and accounting for these to the Men's or Ladies' Captain.

APPENDIX C

STANDING SUB-COMMITTEE (BAR)

Terms of Reference

1. To advise and recommend to the General Committee policies governing the Bar activities of the Club.
2. To be responsible for the day-to-day administration of all policies in relation to Bar activities as currently authorised by the Club Rules and the General Committee.
3. To investigate and recommend to the General Committee potential improvements to the Bar facilities.
4. To provide routine reports to the General Committee on the Bar activities.
5. To provide routine financial statements to the General Committee on all Bar activities.
6. To maintain Minutes of Sub-Committee business and to provide copies of these Minutes to the Club Secretary.

APPENDIX D

STANDING SUB-COMMITTEE (SOCIAL)

Terms of Reference

1. To advise on and recommend to the General Committee policies governing the social activities of the Club.
2. To recommend to the General Committee a continuing balanced programme of social activities for the Club for all adult membership categories.
3. To co-ordinate the arrangement of individual social functions and financial aspects thereof.
4. To be responsible for the day-to-day administration of all policies in relation to social activities as currently authorised by the Club Rules and the General Committee.
5. To investigate and recommend to the General Committee potential improvements to the pavilion facilities.
6. To provide routine reports to the General Committee on the social activities of the Club.
7. To provide routine financial statements to the General Committee on all social activities of the Club.
8. To maintain Minutes of Sub-Committee business and to provide copies of these Minutes to the Club Secretary.

APPENDIX E

STANDING SUB-COMMITTEE (MAINTENANCE)

Terms of Reference

1. To advise on and recommend to the General Committee policies governing the maintenance of courts, grounds and pavilion facilities.
2. To be responsible for the day-to-day administration of all policies in relation to maintenance of courts, grounds and pavilion facilities as currently authorised by the Club Rules and the General Committee.
3. To provide routine reports to the General Committee on the maintenance activities of the Club.
4. To provide routine financial statements to the General Committee on all maintenance activities of the Club.
5. To maintain Minutes of Sub-Committee business and to provide copies of these Minutes to the Club Secretary.

APPENDIX F

STANDING SUB-COMMITTEE (DEVELOPMENT)

Terms of Reference

1. To advise on and recommend to the General Committee policies governing the future development of the Club.
2. To provide routine reports to the General Committee on Club development.
3. To provide routine financial statements to the General Committee on Club development.
4. To maintain Minutes of Sub-Committee business and to provide copies of these Minutes to the Club Secretary.