



Hockley Lawn Tennis Club

RULES AND REGULATIONS

(The headings are for clarity only and do not form part of these Rules)

CONSTITUTION

1. Name

The Club, founded in 1921, is called **The Hockley Lawn Tennis Club** ("the Club"), which is an unincorporated private member's club with its Registered Premises being at Folly Lane, Hockley ESSEX SS5 4SE

2. Definitions

- 2.1 "the LTA" means the Lawn Tennis Association, (the governing body of tennis within Great Britain, the Channel Islands and the Isle of Man) and its subsidiaries or such successor entity or entities as become(s) the governing body of the Game of lawn tennis from time to time
- "the CLTA" means Essex County Lawn Tennis Association
- "the Disciplinary Code" means the disciplinary codes of the Club and the LTA in force from time to time
- "the Rules" means the rules and regulations and Disciplinary Codes of the Club, CLTA and LTA as in force from time to time
- "the Game" means the game of lawn tennis
- "the Chairman" means the person elected from time to time to be the Chairman of the Club and Club Captain in accordance with Rule 6
- "the Officers of the Club" means the Club Captain who shall also be the Chairman of the General Committee, the Club Vice –Captain, the Secretary, the Membership Secretary, the Treasurer, and the Assistant Treasurer as the persons elected from time to time in accordance with Rule 6
- "the Club Vice-Captain" means the person elected from time to time to be the vice captain of the Club in accordance with Rule 6
- "the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 6
- "the Treasurer" means the person elected from time to time to be the treasurer supported by "the Assistant Treasurer" in respect of financial matters of the Club in accordance with Rule 6
- "the Membership Secretary" means the person elected from time to time to be the Membership secretary of the Club in accordance with Rule 6
- "the General Committee" means the committee appointed under Rule 6 to manage the Club
- "the Bar Committee" means the committee appointed under Rule 6 to manage the licensed activities of the Club as approved by the Rochford District Council
- "the Members" means the Members of the Club admitted from time to time as being "the Membership" of the Club in accordance with Rule 5
- "the President" means the person elected from time to time and agreeing to be the Honorary President of the Club
- "the Trustees" means the persons appointed from time to time to be the Trustees of the Club in accordance with Rule 4
- "the Vice Presidents" means those persons elected from time to time to be Honorary Members of the Club

“ Life Members” means person(s) appointed Life Members of the Club in accordance with Rule 7.11

“the Child Protection Policy” means the Club and LTA Child Protection Policy as in force from time to time

- 2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender

3. The objectives of the Club

- 3.1 To provide a tennis and social facility for the Members of the Club where enjoyment of the Game is enhanced through skilled coaching and competitive play in a social environment of friendship, encouragement and mutual respect.
- 3.2 To provide and maintain the Club Premises at Folly Lane, Hockley Essex.
- 3.3 To promote, improve, develop and support the interests of the Game.
- 3.4 To take and retain a membership of the CLTA (and by doing so become and remain registered as an associate of the LTA) and to comply with and uphold the Rules and Regulations of the CLTA and the LTA as amended from time to time and the Rules and Regulations of any bodies to which the LTA is affiliated.
- 3.5 To make Rules, Regulations, bye-laws and standing orders concerning the management of the Club.
- 3.6 To discipline the Members as permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the CLTA (as appropriate) where so required by the Rules and Regulations of the LTA (or the CLTA) as the case may be.
- 3.7 To take all such actions as the General 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 stated objectives.

4. Application of surplus funds and role of the Trustees

- 4.1 The Club shall be a non-profit-making organisation. All surpluses shall be used to maintain or improve the Club's facilities and in furtherance of the Club's objects, no portion thereof shall be transferred directly or indirectly to the Members of the Club.
- 4.2 Nothing in 4.1 shall prevent the Club from entering an agreement with a Member for the supply by him to the Club of goods and services or his employment by the Club, provided such arrangements are approved by the General Committee and agreed with the Member on an arm's length agreement.
- 4.3 No Member shall be paid a salary, bonus or fee or other remuneration for playing for the Club.
- 4.4 The freehold premises and other fixed assets of the Club shall be vested in the Trustees, who shall be past or present Full-Senior Members of the Club. The Trustees shall number not less than two and not more than four. The Trustees shall be elected by a simple majority of those present and eligible to vote at an Annual General Meeting, or Special General Meeting called for that purpose, and shall serve until voted out by the Members as above, or until resignation or legal disqualification. The Trustees shall be indemnified, out of the Club property, against all and any personal liability and expense arising directly from the discharge of their duties hereunder except to the extent that they act fraudulently or negligently and except to the extent that they fail to act in the best interests of the Club.

- 4.5 The Trustees shall, at the discretion of the General Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such borrowing agreements and instruments in relation thereto, as the General Committee may deem proper for giving security for such moneys and the interest payable thereon.
- 4.6 A resolution to dissolve the Club shall only be proposed at a Special General Meeting and shall only be passed by a majority of at least three quarters of the Members present and voting. The dissolution shall take effect from the date of passing the resolution when the Trustees shall be responsible for the winding up of the assets and liabilities of the Club. 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 General Committee and entry in the minute book shall be conclusive evidence of such a resolution. The distribution of any assets remaining after the discharge of the debts and liabilities shall be determined by the Trustees.

5 Membership

- 5.1 Persons of either sex shall be eligible for Membership of the Club. 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.
- 5.2 Membership shall be divided into categories, Full-Senior, Junior, Midweek, Honorary Life and Social (non-playing), plus other categories as may be decided upon in General Meeting. Full Senior Members shall normally be aged 18 and over and Junior Members under 18 on 1st April; however these age requirements may be varied in individual cases at the discretion of the General Committee if it is considered to be in the interests of the Club.
- 5.3 Any person who wishes to become a Member shall submit an application to the Membership Secretary for consideration by the General Committee. All new Members must be approved by the General Committee before acceptance into the Club. The objections of any two Members of the General Committee shall be sufficient for the rejection of any application, but no objection will be valid if it is for any reason stated in 5.1. An interval of two days shall elapse between the acceptance of any person as a Member and being permitted the privileges of such Membership.
- 5.4 A list of current Members shall be displayed in the Clubhouse. The Club shall be mindful of the Personal Data Protection Act (1998) legislation regarding the maintenance and protection of personal data with specific emphasis on Junior Member's data. Member's personal data shall be held whilst a Member of the Club and shall be deleted if the Member leaves the Club.
- 5.5 Each Member shall agree as a condition of Membership to be bound by and subject to these Rules and Regulations and Disciplinary Code of the Club and the Rules and regulations of the CLTA, and the LTA Rules and Disciplinary Code (as in force from time to time).
- 5.6 No person resident within ten miles of the Club may be introduced by a Member as a visiting player more than three times in any one season, and such visitor's fees and conduct are the responsibility of the Member. This rule does not apply to members of other clubs visiting the Club for tournaments or matches.
- 5.7 The Club season shall run from 1st April to 31st March in the following year. Subscriptions, entrance fees, visitors' fees, and match fees shall be determined

- from time to time by the General Committee and approved by resolution at the preceding Annual General Meeting and shall be valid for one season. All subscriptions and entrance fees shall be due at the start of each season, and if not paid within one month of the due date Membership may be forfeited.
- 5.8 Subscriptions for new Members joining the Club during the Club season shall be determined pro-rata by the month joining plus the full entrance fee.
- 5.9 Life Members, President and Vice President(s) shall be entitled to rights and privileges of the Club as determined by the General Committee.
- 5.10 A Member may withdraw from Membership of the Club giving one calendar month notice to the Membership Secretary; Membership shall not be transferrable to another person in any event and shall cease immediately on death or dissolution or on the failure of a Member who continues not to comply with conditions of Membership set out in these Rules. Any person ceasing to be a Member shall forfeit all rights and claims on the Club, its property and its funds and he has no right to the return of any part of his subscription.
- 5.11 Subject to the provisions of this rule, the General Committee shall have the power to refuse Membership or expel a Member, or impose any other sanction they determine to be appropriate, only on good grounds and sufficient cause; such as conduct or character likely to bring the Club or the Game into disrepute or in connection with the breach of any condition of Membership set out in these Rules. A Member shall not be expelled unless he is given 14 days written notice with details of the complaint made against him. The Member shall be given the opportunity to appear before the General Committee to answer complaints against him and Member cannot be expelled unless at least two thirds of the General Committee are present and then by a majority vote in favour of upholding his expulsion.

6 Committees and management

- 6.1 The Club shall be managed by a General Committee on behalf of the Members, comprising the following Officers of the club who are: Club Captain, (who shall be Chairman of the Club), the Club Vice-Captain, (both of whom must be Full Senior Members), Secretary, Membership Secretary, and Treasurer. In addition to the Officers of the Club four Full Senior Members, one at least of whom shall be a female and one at least of whom shall be a male, plus one Social Member to complete the General Committee. Six attendees are required to form a General Committee quorum. The General Committee Members shall be elected by vote at the Annual General Meeting and shall hold office until the Annual General Meeting in the year following. In the event of vacancies occurring after such annual election, the General Committee shall have the power to fill such vacancies and at any time co-opt any Member or Members to serve on the Committee. The General Committee shall meet not less than once per quarter-year.
- 6.2 The Bar Committee shall be elected annually at the Annual General Meeting or at a Special General Meeting called for this purpose, and shall comprise at least three Members from any category aged 18 or over. The Bar Committee shall elect its own Chairman. The Assistant Treasurer shall be responsible to the Treasurer for all monies received and expended by the Bar Committee. The Assistant Treasurer shall be an ex-officio member of the Bar Committee.
- 6.3 The Bar Committee shall be responsible for the purchase and supply of all intoxicating liquors on the Club premises and the operation of the bar. Bar

- opening times and provision of regulated entertainment shall be as permitted by the Club Premises Certificate; Temporary Event Notices shall be applied for when extending opening hours or provision of different entertainment are required. The Bar Committee shall be responsible for ensuring the terms of the Premises Certificate are complied with at all times, and for any application for the variation of the Premises Certificate. The Bar Committee shall be responsible for fees payable for the Premises Certificate, Temporary Event Notice and Performing Rights Society Certificate. The bar shall only be opened by a key holder authorized by the Bar Committee.
- 6.4 The General Committee may at its discretion appoint sub-committees to organise social and other Club activities (e.g. table-tennis, darts, coaching etc.) The Club Captain, Vice-Captain, and Treasurer shall be ex-officio members of all sub-committees. The members of each sub-committee, except the Bar Committee, shall be appointed by or dismissed by the General Committee. All sub-committees are responsible to and subject to the authority of the General Committee.
- 6.5 Member's complaints for whatever reason or occasion shall be made in writing to the Hon Secretary for the General Committee consideration; a written reply shall be given to any such complaints.
- 6.6 The members of the General Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 6.7 The Club agrees that each Member of the General Committee and Bar Committee will be required, as a condition of election, to agree to be bound by and subject to these Rules and regulations and Disciplinary Code of the LTA and CLTA.
- 6.8 The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club shall be required, as a condition of such use, to agree to be bound by and subject to these Rules and Regulations and Disciplinary Code.
- 6.9 The General Committee fully supports and endorses the LTA Child Protection Policy. The General Committee shall be responsible for the implementation of the Child Protection Policy with a nominated Member of the General Committee having specific oversight for Junior Member(s) well being.
- 6.10 The General Committee may borrow a maximum total amount of £30,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of an Annual General Meeting or a Special General Meeting specifically called to approve any further money above that sum. When so borrowing the General Committee in conjunction with the Trustees (see 4.5) shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit, and 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.
- 6.11 The General Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed in 6.10.

7 Annual and Special General Meeting(s)

- 7.1 The Club's financial year shall commence on 1st January and end on 31st December each year and an Annual General Meeting shall be held, if possible, not later than 28th February the following year to receive at least the Captain's report, annual accounts, election of General Committee Members and other matters arising. At least 14 days notice of an Annual General Meeting shall be given to the Members by the Secretary, 25% of the Full-Senior playing members to form a quorum. If a quorum is not obtained the meeting shall be reconvened within one month when no quorum is required.
- 7.2 An auditor shall be elected annually at the Annual General Meeting and shall be eligible for re-election.
- 7.3 A Special General Meeting shall be called by the Secretary to consider any questions affecting the welfare or governance of the Club, such a meeting to be held within four weeks of receiving a written request signed by not less than 25% of the Full-Senior Members. At least 14 days notice of a Special General Meeting shall be given to Members, 25% of Full-Senior Members to form a quorum. If a quorum is not present at the stated start-time the meeting shall be void.
- 7.4 No addition to or amendment to the Rules of the Club shall be made except at an Annual General Meeting, or at a Special General Meeting convened for that purpose. All proposed changes to the Rules to be considered and voted upon at an Annual General Meeting must be seconded and advised in writing to the Secretary of the Club by the 31st December in the year immediately preceding the Annual General Meeting and notified by the Club in writing to all Members not less than 14 days before that meeting. Any change to the Rules of the Club shall require a majority of three quarters by those present that are entitled to vote (see 7.6) and voting when such a resolution is called for.
- 7.5 Only Members aged 18 and above personally present at any Annual General Meeting or Special General Meeting shall have the right to vote. Postal votes or proxy votes are not permitted. A motion shall only be carried by majority vote of those present and eligible to vote other than stated in 4.5 and 7.4; in the event of an equal vote the Chairman of the Club shall have the casting vote.
- 7.6 Only Full-Senior Members shall vote upon any proposition which in the opinion of the Chairman of the Club could affect the assets or long-term future of the Club, including major capital expenditure, borrowing arrangements, charging of Club assets, and Rule changes affecting the Constitution of the Club.
- 7.7 Social Members can express opinion on all topics but may vote only upon matters which relate specifically to the social activities of the Club, including the election of the Bar Committee and the annual Social Member subscription. Members in other categories may vote on all matters subject to the restriction in 7.6
- 7.8 The number and dates for the Club tennis tournaments shall be decided at each Annual General Meeting. Additional events may be staged during the season at the discretion of the General Committee but not to the detriment of court availability for the majority of the Members. Likewise, the number of outside competitions and leagues into which the Club will enter teams will be decided at each Annual General Meeting and specified court-times agreed.
- 7.9 A Ladies and a Men's Team Captain, a Senior Match Secretary, and a Leigh & Westcliff Match Secretary shall be elected at each Annual General Meeting, and

- together with the Club Captain shall form a Selection Committee for the Club teams. A quorum shall consist of three members. Once a selection policy has been agreed, the Selection Committee may delegate the week-by-week selection of teams to one or more of its number or to a nominated Team Captain.
- 7.10 The Members, during an Annual General Meeting may elect a President and Vice-Presidents. Such elections shall normally be for a period of five years before re-election or such shorter time as may be decided by the Members at the Annual General Meeting. The President and Vice Presidents shall normally be long-serving Members of the Club.
- 7.11 The Members, during an Annual General Meeting may endorse Life Membership to a Member of the Club in recognition of their outstanding past contribution to the Club.
- 7.12 The Treasurer shall have the accounts prepared and presented to the Members at the Annual General Meeting, for the past financial past year commencing on 1st January and ending on 31st December.

8 TENNIS MATTERS

- 8.1 Full Senior Members shall be entitled to use the courts at any time between the hours of 8.00 a.m. and 10.00 p.m. except during times allocated by the General Committee for Junior Coaching or other specific events. Midweek Members shall be entitled to play Monday to Friday inclusive up to 7.00 p.m., and other categories of Membership at times decided by the Annual General Meeting. Junior Members shall have equal rights to use the courts weekdays up to 6.00 pm and may use the courts at other times when they are not required by Full Senior Members. For the purposes of this Rule, Bank Holidays count as Sundays. Details of permitted playing-times for all categories of Membership shall be displayed in the Clubhouse, as shall any temporary restrictions due to specified events taking precedence. The floodlights may only be used when two or more Full Senior members are using the courts, and Members using the floodlights are responsible for switching them off as soon as all play finishes **and by 10.00 p.m. at the latest** to comply with Planning Consent F/0504/98/ROC dated 6.1.1999. Members should at all times consider our neighbours and refrain from making undue noise or other nuisance, or trespassing in gardens to retrieve balls.
- 8.2 On court, Members shall wear at all times predominantly-white tennis shoes, without heels, and tennis socks; plus tennis shorts/skirt and shirt, or tennis dress. Clothing worn on court shall be appropriate for tennis, and may be of any colour except all-black. Cardigans, jumpers, sweatshirts, or tracksuit tops may be worn at any time, and tracksuit or jogging bottoms may be worn from October to April inclusive and at other times during warm-ups or when the weather is inclement.
- 8.3 One court may be booked and used for a tournament or championship match provided it does not commence during or continue into times set aside for specific categories of Members as detailed in 8.1, nor conflict with times set aside for the Club representative matches. Members booking courts shall be mindful of the needs of other Members and shall avoid where possible times allocated to Full Senior Member social tennis sessions (particularly when arranging matches against players from other clubs). A second court may be allocated for matches by the General Committee if such allocation is unlikely to interfere with Club play.

- 8.4 No court shall be booked for an outside tournament match during winter fixed-four sessions under floodlights unless previously sanctioned by the General Committee.
- 8.5 The Ladies and Men's Team Captains shall be primarily responsible for the Southend and District League and Essex League teams, contributing to selection policy, organizing training where appropriate, and taking overall responsibility for the teams. They may also oversee teams in other competitions, such as the Leigh & Westcliff League, at their discretion.
- 8.6 No Member shall be allowed to retain possession of a court beyond the duration of one set (twelve games maximum) to the exclusion of other Members wishing to play, except at times allocated for matches, tournaments, or other events specified by the General Committee.
- 8.7 The Club shall provide balls as and when required, at the discretion of the General Committee.

9 SOCIAL MATTERS

- 9.1 No person under the age of 18 shall be supplied intoxicating liquor, nor shall any Member attempt to purchase intoxicating liquor for consumption by a person under 18 on the Club premises. Also, when the bar is open for the supply of intoxicating liquor, all Children under the age of 16 must be accompanied by an adult (that is a person aged 18 and above).
- 9.2 A Member may introduce a personal guest or guests to the Club for social purposes, subject to that Member ensuring that the Visitor's Book is properly completed and signed, and remains responsible for the payment of any account or bill incurred during the visit by the Member's guest or guests. Members regularly bringing the same guest or guests will be expected to introduce them as Social Members in their own right.
- 9.3 There may be admitted to the Registered Premises of the Club other persons subject to their being bona fide members or guests of another tennis, sporting, or social club engaged in bona fide competition with the Club and their admission to the Registered Premises of the Club is ancillary to that competition and immediately precedent to, during, or following such competition.
- 9.4 Members may use the Club premises for personal/family social functions subject to permission from the General Committee and 9.2; the Club Premises are not available for public hire or public functions.

10 OTHER MATTERS

- 10.1 Only Members aged 18 and above shall be allowed a Clubhouse key. The key shall remain the property of the Club and shall be surrendered upon demand by a General committee Member. Junior Members may only use the Clubhouse when supervised by a responsible adult Member (18 or over).
- 10.2 Any Member causing damage to the Club property shall be responsible for making good the damage or pay the cost of repair other than accidental damage done thereto.
- 10.3 No member shall remove property from the Club without permission of the General Committee.
- 10.4 Any alterations or changes to Club Rules shall be notified to the Chief Officer of Police and to the relevant licensing authority within 28 days.
- 10.5 The Club and its Members shall not be liable to any other Member or guest of a Member for any loss or damage to any property occurring in or about the Club

- premises or grounds; nor for any injury sustained by any Member or guests whilst entering or leaving the Club premises or grounds.
- 10.6 The General Committee shall be empowered to decide any matters not covered by these Rules; and their decision shall stand until amended or rescinded at the next Annual General Meeting, or a Special General Meeting convened to discuss that matter. The General Committee shall, when possible, give sufficient notice of any changes to allow the Members to call a Special General Meeting if sufficient Members object.
- 10.7 A no smoking policy on the Club Premises, with the exception of the car park, is in effect from 1st April 2007.

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