



BRACKNELL LAWN **TENNIS CLUB**

CONSTITUTION

OCTOBER 2016 – present

BRACKNELL LAWN TENNIS CLUB

CONSTITUTION

1. The Constitution of the Bracknell Lawn Tennis Club was established at a General Meeting on 23 November 1972.
2. Changes to the Constitution can be made only by agreement with the Trustee of the Club.
3. The Club shall be known as BRACKNELL LAWN TENNIS CLUB.
4. Membership is open to all, and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation or religious, political or other opinion.

DEFINITIONS

“Disciplinary Code” means the disciplinary code of the LTA in force from time to time;

“LTA” means LTA CLG 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 Management Committee" means the committee appointed under Rule 2 to manage the Club;

“member” means a member of the Club admitted from time to time to membership of the Club in accordance with Rules 10, 11 and item 4 above;

“Rules” means the rules of the LTA as in force from time to time;

LIABILITY TO TRUSTEE

5. The Club must comply with the terms of the lease granted by the Bracknell Development Corporation and the repayment of rent, loans and interest thereon shall be the first charge upon the Club’s funds. Sufficient funds must be reserved at least 6 months prior to such payments becoming due.
6. Officers of the Club must accept the direction of the Trustee in any matter affecting the Club, for which the Trustee considers that he might be held to be accountable to the Bracknell Development Corporation
7. It is the responsibility of the Officers of the Club to acquaint themselves with the obligations of the Club.

CLUB OBLIGATIONS

8. The Club must provide adequate facilities for members to play tennis.
9. The Club must promote the game of lawn tennis for all members, regardless of proficiency, and provide social and recreational facilities for members and guests.
10. The Club must be run as a non-profit-making organisation. All profits and surpluses must be used to maintain or improve the Club's facilities. No profit or surplus may be distributed other than to another non-profit-making body or to members on winding up or dissolution of the Club.
11. The Club may undertake loans to promote Club developments.

RULES

1. MANAGEMENT OF THE CLUB

- 1.1. The management of the Club shall reside in its officers and Committee. The officers are the Chairman, Club Captain, Secretary and Treasurer.
- 1.2. The Management Committee may make regulations consistent with the Constitution and the Rules of the Club.
- 1.3. The Rules of the Club shall be alterable only in General Meeting.
- 1.4. The text of any proposed alteration to the Rules must fall within the bounds of the Constitution of the Club and must be:
 - 1.4.1 Displayed in the Clubhouse for not less than 14 days prior to the General Meeting.
 - 1.4.2 Notified to all members, in writing, at least 14 days prior to the General Meeting.
- 1.5. The Club shall be affiliated to the Lawn Tennis Association

2. MANAGEMENT COMMITTEE

- 2.1. The Management Committee consists of the Chairman, Club Captain, Secretary, Treasurer, Men's Captain, Ladies' Captain, Match Secretary and leaders of the sub-committees – 6 to form a quorum, of whom one must be an officer of the Club – who are nominated and elected at the Annual General Meeting of the Club, prior consent of each nominee first having been obtained.
- 2.2. In the absence of the Chairman, the chair is taken by the Club Captain, Secretary or Treasurer, in that order.

2.3 **Election of the Management Committee.**

2.3.1 Membership of the Management Committee shall be annual from 1 November to 31 October. Members may stand for re-election.

2.3.2 A list of Nominations will be displayed in the Clubhouse not less than 6 weeks prior to the Annual General meeting, together with nomination forms. Candidates shall be proposed by a full playing member (Rule 10.1.a), but may be seconded by any member over 18 years old as at 1 April of the current year. A nominee for a Club Officer post shall have paid a full playing member's subscription for the last two years. A nominee for Men's Captain, Ladies' Captain and Match Secretary shall be a full playing member. A nominee for other committee posts shall be any member over 18 years old as at 1 April of the current year. The Secretary will append the details of those properly nominated to the List of Nominations. Nominations will close 3 weeks before the Annual General Meeting.

2.3.3 The names of all nominees, as displayed in the Clubhouse, shall be advised in writing to all members no less than 14 days before the Annual General Meeting.

2.3.4 The club agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the club can enforce any breach at its option and in its sole discretion

2.4 In the event of a vacancy being available on the management committee, the committee can co-opt any member over 18 years old as at 1st April of the current year into that role if the role has been advertised as being available to all eligible members for not less than 4 weeks. Candidates shall be proposed in accordance with rule 2.3.2. In the event of multiple candidates a vote shall be held of members at a time to be advertised, a list of nominees shall be advertised in writing no less than 14 days before the vote.

3. **SUB-COMMITTEES**

3.1 Sub-committees shall be formed and be led by the member elected to the Management Committee as follows:

Match and Tournament Sub-committee (Club Captain, Men's Captain, Ladies' Captain, Match Secretary and Junior Coordinator).

Social Sub-committee.

Pavilion Sub-committee.

Bar Sub-committee.

Ground Sub-committee.

Junior Sub-committee.

PR and Recruitment Sub-committee.

Sub-committee members, other than the Match and Tournament Sub-committee and the Bar Sub-committee, who must be elected at the AGM, shall be co-opted by the leader of the respective sub-committee and approved by the Management Committee.

- 3.1.1 **Match and Tournament Sub-committee.** The Match and Tournament Sub-committee is responsible for arranging matches and tournaments, for the selection of teams and for the organization of general play for members.
- 3.1.2 **Social Sub-committee.** The Social Sub-committee consists of the Social Secretary and co-opted members, and is responsible for the social activities of the Club.
- 3.1.3 **Pavilion Sub-committee.** The Pavilion Sub-committee consists of the Pavilion Leader and co-opted members, and is responsible for the provision of refreshments and the general cleanliness and upkeep of the Pavilion.
- 3.1.4 **Bar Sub-committee.** The Bar Sub-committee consists of the Bar Leader and members elected at the AGM, to comply with Licensing Laws, and is responsible for the provision of alcoholic and soft drinks and the observance of prevailing licensing regulations. The bar sub-committee will be made up of a maximum of 15 members. If a vacancy arises the management committee can co-opt replacement(s).
- 3.1.5 **Ground Sub-committee.** The Ground Sub-committee consists of the Ground Leader and co-opted members, and is responsible for the maintenance of the Club premises, including courts and court equipment, clubhouse, hedges, parking area, fences, gates and all equipment.
- 3.1.6 **PR and Recruitment Sub-committee.** The PR and Recruitment Sub-committee consists of the PR and Recruitment Leader and co-opted members.

4. COACHES AND PLAYERS

- 4.1 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 will be required, as a condition of such use, to agree to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the club can enforce any breach at its option and in its sole discretion ¹

¹ This means that each club/registered place to play is expected to get their unlicensed and unregistered coaches; and, as far as is reasonably practicable, players who use their facilities to sign up to the LTA's Rules and Disciplinary Code.

5. GENERAL MEETINGS

- 5.1 An AGM shall be held in October each year and the Secretary shall give at least 14 days' written notice of the date of the meeting to all members.
- 5.2 All members shall be entitled to attend, but only those over 18 years old as at 1 April of the current year, as hereunder defined in Rules 10.1.a, 5-Day Members and Senior Citizens from 10.1.b, 10.1.c and members of the Management Committee, may vote, provided that 6 months' paid-up membership has elapsed.
- 5.3 One fifth of the senior playing membership will constitute a quorum.
- 5.4 Resolutions at any meeting shall be decided by a majority of voting members present. In the event of equality of voting, the Chairman of the meeting shall be entitled to a casting vote.
- 5.5 The Secretary shall take the minutes of the proceedings at all meetings of the Club.

6. EXTRAORDINARY GENERAL MEETINGS

- 6.1 The Secretary shall summon an Extraordinary General Meeting on receipt of a request to that effect signed by the Trustee, or by not fewer than 6 members of the Management Committee, or by not fewer than 20 senior playing members. Any such request shall state the subject to be discussed or the resolution to be proposed. The Secretary shall give each member at least 14 days' written notice of the meeting and of the business for which the meeting is called. One quarter of the senior playing membership shall form a quorum. A two-thirds majority is required for any resolution to be carried.
- 6.2 Only the Management Committee may call an EGM to set aside a resolution proposed and carried at the preceding General Meeting.

7. PLAYING RULES

- 7.1. The playing rules of the Club shall be those adopted by the LTA, except for social tournaments and other special occasions.

8. REGULATIONS OF PLAY

- 8.1. Clothing shall recognised tennis apparel. T-shirts are acceptable, but not articles from other sports. Tracksuits may be of any colour. Correct tennis shoes must be worn.
- 8.2. Courts may be reserved by the Club Captain or the appointed representative for the occasion, for matches, match practice and tournaments, within the limits prescribed by the Management Committee.
- 8.3. General play shall consist of one short set (tie-break at 5-5).
- 8.4. Members and visitors may not play 2 consecutive sets while other members are waiting, except in matches and tournaments.

- 8.5. A playing visitor may play on the courts on the invitation of a member, within the entitled playing hours of that member. No visitor may play on more than 6 days in any membership year.
- 8.6. The fees for visitors shall be known as 'Court Fees' and shall be decided by the Management Committee.
- 8.7. The payment of Court Fees is the responsibility of the sponsoring member. Fees must be paid, **PRIOR TO PLAY**, posted through the door of the office upstairs. Visitor details must be recorded in accordance with Rules 17.2.a and 17.2.b.

9. JUNIOR SECTION

- 9.1. Facilities for junior play are determined by the Management Committee, which is required at all times to promote and encourage junior members in the game of Lawn Tennis.
- 9.2. The junior section shall, at the commencement of the playing season, form a committee of Captain and 2 other junior members, under the auspices of the Junior Co-ordinator.

10. MEMBERSHIP

10.1. Club membership shall consist of the following categories:

- 10.1.a **Full Playing Members**. This class includes adult members qualifying for full unrestricted play:
 - 10.1.a.1 **Senior**. Senior membership is the class for members from the age of 18, effective date 1 April.
 - 10.1.a.2 **Couple**. Couple membership is the class open to two cohabiting adults.
 - 10.1.a.3 **Country**. Country Membership is the class for adults living over 25 miles from the Club.
- 10.1.b **Other Adult Membership**. This class includes 5-day Members, Senior Citizens, Bridge Members and Novice Members. The Management Committee may determine fees and conditions for these categories.
- 10.1.c **Student**. Student membership applies to any member over 18 years old, as at 1 April of the current year, who is in full-time education.
- 10.1.d **Junior**. Junior membership contains categories:
 - 10.1.d.1 Mini Junior – under 11 years old at 1 April.
 - 10.1.d.2 Junior – under 18 years old at 1 April.

- 10.1.e **Social**. Social members must be nominated by a Club member and approved by the Management Committee.
- 10.2. The maximum number of members in each class shall be determined by the Management Committee.
- 10.3. Social members, not more than 2 in number, are eligible for election to the Management Committee as leaders of the Pavilion, Social, Bar or Ground sub-committees, and are entitled to Senior privileges, except use of the courts.

11 CONDITIONS OF MEMBERSHIP

11.1 Each member agrees as a condition of membership:

11.1.1 to be bound by and subject to these rules (as in force from time to time) ¹

11.1.2 to be bound by and subject to the Rules and the Disciplinary Code. ²

- 11.2 Rule 11.1 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from rule 11.1, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.
- 11.3 The Management Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this rule.

12 CONDUCT OF MEMBERS

12.1 **Notices**. The posting of notices shall be subject to the approval of the Secretary.

12.2 **Security**. The last member to leave the Club must ensure that:

- a. All lights, except security lights, are extinguished.
- b. All doors, windows and gates are secure.
- c. The alarm is activated.

12.3 **Car Park**. Members shall park cars in such a manner as to ensure free movement for others to park and depart.

¹ This means that each member of the club agrees to be bound by the rules of the club/registered place to play.

² This means that each member of the club agrees to be bound by the LTA's Rules and Disciplinary Code.

- 12.4 **Keys and Alarm Tags.** Members must ensure that alarm tags and keys to the Clubhouse do not fall into the hands of persons other than Club members.

13 TERMINATION OF MEMBERSHIP

- 13.1 The Club requires any member, upon leaving, to return alarm tags and keys of the Club, whereupon the deposit paid for them will be refunded by the Treasurer.
- 13.2 The Management Committee – at a meeting attended by two-thirds of its members, including two Officers – shall have the power to require the resignation of any member whose conduct is considered to be incompatible with the interests of the Club.
- 13.3 The Management Committee shall not be liable to give any reason for such action, nor shall any member have claim or remedy against the Club or the Management Committee.

14 SUBSCRIPTIONS

- 14.1 The playing season shall commence on 1 April each year and end on 31 March in the following year
- 14.2 Rates of subscription for the various classes of membership shall be determined by the Management Committee, with due regard to the requirements of the Sinking Fund. The Sinking Fund shall be separately invested and made up of a proportion of the Club's annual income, such as to provide for adequate replacement of court surfaces. The Fund may be used for other major developments, but only when a General Meeting is shown how it will be replenished in good time for proper purpose. All guarantors and Trustees of loans outstanding shall be informed if the Sinking Fund is to be used for court replacement, even if they are no longer members of the Club.

15 ACCOUNTS

- 15.1 The Treasurer shall keep such proper books of account as will enable her/him to present at the accurate report and statement concerning the finances of the Club.
- 15.2 The audited accounts of the Club shall be made up to 31 March each year, and shall be presented at the next General Meeting.

16 BAR PROVISIONS

- 16.1 **Licence Requirements.** The Management Committee shall arrange the supply of alcoholic drinks for members, and for other persons on the Club premises, and shall secure observance of current licensing requirements, and of any conditions attached to any licence held by or

on behalf of the Club, or to any registration certificate granted in respect of the Club premises.

- 16.2 **Commission**. No person shall be paid at the expense of the Club any commission or similar payment on or with reference to the purchase of alcoholic drinks; nor shall any person derive personal pecuniary benefit from the supply of such drinks to members or guests.
- 16.3 **Bar**. The Bar is out of bounds to all members except those on duty and members of the Management Committee.
- 16.4 **Opening Hours**. The Bar may be opened for the sale of intoxicating liquor, as required, by members of the Bar Sub-committee, within the statutory licensing hours (1100 – 2300 weekdays and 1200 – 2230 Sundays).

17 INTOXICATING LIQUOR.

- 17.1 **Members**. No intoxicating liquor may be supplied otherwise than to a member who has been a member of the Club for at least 2 days, or whose nomination or application for membership was made at least 2 days before his admission to the privileges of membership.
- 17.2 **Guests**. Bona-fide guests may purchase and consume intoxicating liquor provided that:
- 17.2.a No member shall be entitled to introduce more than 3 bona-fide guests into the Club at any one time.
- 17.2.b The names and addresses of all guests and the name of the member signing them in shall be entered into a book maintained for that purpose, such book to be kept on the premises.
- 17.3 **Visiting Teams**. Members and Officials (excluding spectators and supporters of same) of teams visiting for the purpose of playing a match may purchase and consume intoxicating liquor.
- 17.4 **Social Functions**. Intoxicating liquor may be sold to persons attending the Club premises for social or other functions organized or authorized by the Club, provided that the number of such functions shall not exceed 12 in any one year, and no function shall be permitted to which admission may be obtained by payment of money at the door, whether by ticket or otherwise.

18 EXCLUSION AND LIABILITY

- 18.1 Neither the Club nor any officer thereof shall be liable to any member or guest of a member or any other person for the loss of, or damage to, any property, occurring from whatever cause, in or about the Club premises; a notice to this effect shall at all times be displayed in a prominent position on the Club premises.